

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

Meeting Date: December 2, 2013
Presenter: Chairman Barry Swindell
Attachment: No

ITEM TITLE: OPENING

SUMMARY: Call to Order
Opening Prayer
Pledge of Allegiance

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Chairman Barry Swindell
Attachment: Yes

ITEM TITLE: CONSIDERATION OF AGENDA

SUMMARY: Attached is the proposed Agenda for the December 2, 2013, Regular Meeting of the Hyde County Board of Commissioners.

RECOMMEND: Review, Amend and Approve.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

AGENDA

HYDE COUNTY BOARD OF COMMISSIONERS' MEETING

MONDAY, DECEMBER 2, 2013 - 6 PM

CALL TO ORDER

OPENING

CONSIDERATION OF AGENDA

CONSIDERATION OF MINUTES

- 1) November 4, 2013 – Regular Meeting Minutes

ORGANIZATIONAL MEETING OF BOARD

- 1) Opening of Organizational Meeting
- 2) Nomination and Election of Board Chairman
- 3) Nomination and Election of Vice-Chairman

PUBLIC HEARINGS

- 1) CDBG Contingency Close-Out

Kris Noble

PUBLIC COMMENTS

Public Comments are a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes or less and comments should be directed to the entire Board and not to individual members, the staff or to other members of the public. Comments requesting assistance will typically be referred to the County Manager for follow-up or for Board action at a future meeting.

EMPLOYEE RECOGNITION

Mgr. Rich

ITEMS OF CONSIDERATION

1) Appointments

- a) Albemarle Commission At-Large Member Mgr. Rich
- b) Albemarle Commission Agency on Aging Regional Advisory Council Member Mgr. Rich

2) Resolutions

- a) Resolution to Adopt Meeting Calendar for 2014 Mgr. Rich
- b) In Support of the Federal Aviation Administration's Selection of Hyde County Airport as a Designated Unmanned Aerial Systems Test Range Kris Noble
- c) In Opposition to a Request to Ban Coyote Hunting Comm. Byrd
- d) Supporting Participation in a Joint Land Use Study for Seymour Johnson AFB Mgr. Rich

- | | |
|--|--------------------|
| 3) Proclamation: Hyde County as a Purple Heart County | Mgr. Rich |
| 4) Ocracoke Stormwater Committee Formation | Erin Fleckenstein |
| 5) ABC Board Request | Meredith Nicholson |
| 6) Hyde County Airport Consultant | Jane Hodges |
| 7) Hyde County Airport Farm Lease | Jane Hodges |
| 8) Adoption of FY 2014 Budget Calendar | Mgr. Rich |
| 9) 2014 Board Retreat Discussion | Mgr. Rich |
| 10) Government Center Repairs | Mgr. Rich |
| 11) Records Retention Schedule Amendments | Averi Simmons |
| 12) Christmas Party Funding | Comm. Fletcher |
| 13) Personnel Policy Update | Mgr. Rich |
| 14) Ocracoke Wood Chipper | Mgr. Rich |

BUDGET MATTERS

- 1) BR 10-14 Health – Project DIRECT Legacy for Men
- 2) BR 11-14 Health – Healthy Communities
- 3) BR 12-14 Health – Family Planning
- 4) BR 13-14 Health – Primary Care Telemedicine
- 5) BR 14-14 Health - Public Management Entity (PME)
- 6) Solid Waste – Chipper – Ocracoke Site
- 7) Elections

CLOSED SESSION (in accordance with NCGS 143A-318.11 (a) (1-9) if required)

MANAGEMENT REPORTS

The County Manager will give update on various projects on-going in Hyde County and present his monthly meeting calendar.

The Commissioners will share with the public their various activities and ideas for continuous improvement of government services to the citizens.

MANAGER’S UPDATE

- 1) Golden LEAF Grant Application

PUBLIC COMMENTS

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

ADJOURN

SUPPLEMENTAL INFORMATION

Department Reports

- 1) Tax (Signature Required)
- 2) Senior Center
- 3) Social Services & Child Support
- 4) Health
- 5) Animal Control
- 6) Utilities
- 7) Finance
- 8) Human Resources

Informational Items

- 1) Albemarle Commission Board Meeting Agenda, Draft Minutes, & Fund Balances
- 2) Hyde Soil & Water Conservation District Supervisors Meeting 12/3/2013 6:00p.m.
- 3) County Employee Christmas Party
- 4) Aviation Week Magazine Article - Hyde County Airport

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

Meeting Date: December 2, 2013
Presenter: Averil Simmons, Deputy Clerk
Attachment: Yes

ITEM TITLE: CONSIDERATION OF MINUTES

SUMMARY: Attached are the November 4, 2013 Regular Meeting Minutes of the Hyde County Board of Commissioners.

RECOMMEND: Review, Amend and Approve.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

1 Meeting Minutes

2 **Board of County Commissioners**
3 **Hyde County**

4
5 **Monday, November 4, 2013**
6

7 Chairman Barry Swindell called the Regular Meeting of the Hyde County Board of Commissioners
8 to order on Monday, November 4, 2013, in the Hyde County Government Center, Multi-Use Room,
9 and the Ocracoke School Commons Room using electronic conferencing equipment.

10 The following members were present on the mainland: Commissioners Anson Byrd, Earl Pugh, Jr.,
11 and Barry Swindell; Attorney Fred Holscher; County Manager Bill Rich; Deputy Clerk to the Board
12 Averil Simmons; and, members of the public.

13 The following members were present on Ocracoke: Public Information Officer Sarah Johnson and
14 members of the public.

15 Following opening prayer by Commissioner Pugh and pledge of allegiance, the meeting was called
16 to order.

17 **Agenda:**

18 Chairman Swindell asked for any changes to the November 4, 2013 meeting agenda.

19 Commissioner Pugh moved to approve the agenda as presented by the Deputy Clerk. Mr. Byrd
20 seconded the motion. The motion passed on the following vote: Ayes – Byrd, Pugh, and Swindell;
21 Nays – None; Absent or not voting – Tunnell, Fletcher.

22 **Consideration of Minutes:**

23 Commissioner Pugh moved to approve the October 7, 2013 regular meeting minutes of the Hyde
24 County Board of Commissioners as presented by the Deputy Clerk. Mr. Byrd seconded the motion.
25 The motion passed on the following vote: Ayes – Byrd, Pugh, and Swindell; Nays – None; Absent
26 or not voting – Tunnell, Fletcher.

27 **Public Comments:**

28 Chairman Swindell called for comments from the public.

29 Blythe Davis, Swan Quarter – Encouraged the Board to reconsider their vote on the funding method
30 for the West Quarter and Swan Quarter Special Service Districts. He sent a letter to the Board

1 regarding the assessments. He thinks the assessments should be based on the type of land use.
2 Thinks rates are too high.

3 Darlene Styron, Ocracoke –Hopes the Board will renew the contract with McClees Consulting. Also
4 said there haven't been a lot of updates on the Silver Lake Mooring Field and hopes that if the
5 project moves forward that there will be more community information and input on which to base
6 any decisions. She also gave a thank you to everyone who participated in the Pirate Festival. Was
7 the third year of the festival and this year was the first major success.

8 **Employee Recognition**

9 Manager Rich announced that instead of choosing one Employee of the Month, he decided to give
10 special recognition to the employees who donated vacation and sick leave to Ms. Lois Stotesberry
11 while she is out on extended medical leave. These employees were then asked to spin the “Wheel of
12 Thanks” for a prize. The following employees were recognized and will receive a gift certificate to
13 the designated business:

- 14 Wesley Smith – Gibbs Enterprises, Engelhard
- 15 Jane Hodges – Spoon River, Belhaven
- 16 Jerry Hardison – Napa Auto Parts, Engelhard
- 17 Tammy Blake – RS Spencer, Inc., Engelhard
- 18 Averi – Pat’s Service Station, Swan Quarter

19
20 **Items of Consideration:**

21 **Appointments:**

22 **Appointment of County Medical Examiner – Jeffrey Hibbard**

23 Mr. Jeffrey Hibbard, Hyde County EMS Training Division Chief, has been appointed by Deborah
24 Radisch, North Carolina Chief Medical Examiner, as the Medical Examiner for Hyde, Tyrrell and
25 Washington Counties. This appointment will be for a term of three years, ending in 2016.

26 Commissioner Byrd made a motion to appoint Jeffrey Hibbard as County Medical Examiner. Mr.
27 Pugh seconded the motion. The motion passed on the following vote: Ayes – Byrd, Pugh, and
28 Swindell; Nays – None; Absent or not voting – Tunnell, Fletcher.

29 **Appointment to Hyde County Social Services Board**

30 Commissioner Byrd’s term on the Hyde County Social Services Board expired on June 30, 2013. A
31 new commissioner appointment or reappointment of Mr. Byrd to the Social Services Board was
32 needed.

1 Commissioner Swindell made a motion to appoint Commissioner Byrd to serve on the Hyde County
2 Social Services Board. Mr. Pugh seconded the motion. The motion passed on the following vote:
3 Ayes –Pugh, Swindell; Nays – None; Absent or not voting – Tunnell, Fletcher, Byrd.

4 **Reappointments to Hyde County Airport Advisory Committee**

5 There were multiple members of the Airport Advisory Committee whose appointments are due to
6 expire in December 2013 and January 2014. Currently, the only members with terms not expiring in
7 2013/2014 are Art Keeney and Tim Whitfield, whose terms expire in January 2015. The following
8 members needed to be reappointed to the respective terms as agreed upon by the Airport Advisory
9 Committee:

Member	Expiration	Length of Term
Billy Williams	1/7/2016	2 Years
Sharon Spencer	1/7/2016	2 Years
Wilson Daughtry	1/7/2017	3 Years
Gregory Gibbs	1/7/2017	3 Years
Earl Pugh, Jr.	1/7/2017	3 Years

10

11 Upon expiration of the above terms, all member terms will become three-year terms.

12 Commissioner Byrd made a motion to reappoint the current members to the above listed terms. Mr.
13 Pugh seconded the motion. The motion passed on the following vote: Ayes – Byrd, Pugh, and
14 Swindell; Nays – None; Absent or not voting – Tunnell, Fletcher.

15 **Resolution – Public Transportation Program**

16 Wesley Smith, Health Director and Beverly Paul, Public Transit Director gave an overview of the
17 FY 14-15 Section 5310 Public Transportation Program and presented a resolution for adoption. The
18 purpose of the program is to improve mobility for seniors and individuals with disabilities
19 throughout the country by removing barriers to transportation services and expanding the
20 transportation mobility options available. The Federal Transit Administration is providing the funds
21 for this program. The Hyde County Health Department, in conjunction with Hyde Transit, will be
22 applying for these funds. Part of the reason for applying for this grant is due to Vidant Pungo
23 Hospital closing. The grant will be in the amount of \$40,000.

24 Commissioner Byrd made a motion to adopt a resolution authorizing Wesley Smith, Health Director
25 to submit a grant application for funding under the Section 5310 Public Transportation Program.
26 Mr. Pugh seconded the motion. The motion passed on the following vote: Ayes – Byrd, Pugh, and
27 Swindell; Nays – None; Absent or not voting – Tunnell, Fletcher.

28 ***Clerk's Note: A copy of the Resolution "Public Transportation Program" is attached herewith as***
29 ***Exhibit A and incorporated herein by reference.***

1 **2014 CSBG Anti-Poverty Plan**

2 Wendy Hedgepeth of the Economic Improvement Council gave an overview of the Community
3 Services Block Grant (CSBG) Program. This program is funded by the NC Department of Health
4 and Human Services, Office of Economic Opportunity. Funding for fiscal year 2014 will be in the
5 amount of \$281,576. These funds are used to help low-income families and individuals move
6 toward becoming self-supported. Funds from this program will also allow county Social Services
7 Departments to add new case managers to handle additional clients, job referral, and housing and
8 childcare assistance. (A copy of the application is on file in the Manager's office for review.)

9 **Request for Property Revaluation of Island Inn Villas & 3PMC, LLC**

10 Thomas Storrs, owner of 3PMC, LLC, says the land that is shared by Island Inn Villas and 3PMC,
11 LLC is being taxed twice. He said he didn't own the property back in 2009 during the last
12 revaluation, and only recently noticed the double taxation. Commissioner Byrd told him that the
13 Board of Equalization meets once a year to hear requests such as his.

14 Commissioner Pugh asked Linda Basnight, Tax Administrator to speak about the issue. She agrees
15 Mr. Storrs has a problem that came up during the 2009 revaluations, but she still is a bit unclear
16 about how to resolve the issue. She will be contacting Chris McLaughlin with the UNC-School of
17 Government and is working on a solution to make the corrections.

18 Commissioner Swindell stated that the Tax Department and the Board will work on a solution and
19 make a decision within 90 days.

20 **Vidant Health Grant to Hyde County EMS**

21 To help offset the anticipated burden of losing Pungo Vidant Hospital in Belhaven; Vidant Health is
22 offering a grant in the amount of \$250,000 to Hyde County EMS. This grant is for the purchase or
23 revamping of additional ambulance(s). Vidant Health is also offering a grant to Beaufort County in
24 the amount of \$500,000. Their funds will be used to advance Beaufort County's EMS to a
25 paramedic level of service. Both counties must agree to accept their respective grants in order for
26 the funds to be received.

27 Commissioner Byrd made a motion to accept grant funds in the amount of \$250,000 from Vidant
28 Health. Mr. Pugh seconded the motion. The motion passed on the following vote: Ayes – Byrd,
29 Pugh, and Swindell; Nays – None; Absent or not voting – Tunnell, Fletcher.

30 **ABC Board Audit Report**

31 Meredith Nicholson, Chairman ABD Board told the board that their audit had been completed well
32 before the September 30, 2013 deadline. She stated the Fiscal Year 2013 losses totaled \$41,000.
33 \$16,000 of the loss is due to unpaid retirement contributions. Salaries totaled \$22,000 more than FY
34 2012. They also had to pay \$5,600 in penalties and audit fees totaled \$12,500 more than FY 2012.

1 **Method of Assessment for the West Quarter & Swan Quarter Special Service Districts**

2 Attorney Holscher said he'd received a letter from Attorney Tom Davis regarding the recent
3 assessment of West Quarter and Swan Quarter Special Service Districts. In the letter, Mr. Davis
4 stated that he didn't agree with the decision to levy the assessment on an ad valorem basis rather
5 than the previous method of levying the assessment on a per acre basis with varying rates for
6 several classes.

7 Daniel Brinn, Soil & Water Technician stated that after reading the letter, he tried to address Mr.
8 Davis' concerns by contacting the Natural Resource Conservation Service (NRCS). He got verbal
9 confirmation that NRCS isn't concerned with how the funds are collected, just that maintenance is
10 performed. They are sending a written confirmation of this. Mr. Brinn also said he will get hard
11 estimates on the price of the replacement flood gates.

12 Commissioner Byrd said he thinks it would be fairer to assess property by acre and class.

13 Commissioner Pugh made a motion to rescind the last vote on assessment from the October 7, 2013
14 Board meeting. Mr. Byrd seconded the motion. The motion passed on the following vote: Ayes –
15 Byrd, Pugh, and Swindell; Nays – None; Absent or not voting – Tunnell, Fletcher.

16 **Engelhard Airport Farm Lease**

17 Kris Noble, County Planner and Economic Developer stated that the changes to the Airport Farm
18 Lease had been made as recommended by County Attorney Holscher and the Airport Committee.

19 Commissioner Pugh suggested there should be an added option for extension of the lease an
20 additional four year and to get a map to show what areas need to be mowed. Jane Hodges, Airport
21 Manager, told the Board the lease packet, including a copy of the lease, aerial map, map showing
22 the AWOS system, and a copy of the ad had been mailed to 41 local farmers.

23 Commissioner Pugh made a motion to authorize County staff to advertise for and procure a tenant
24 for the approved farm lease. Mr. Byrd seconded the motion. The motion passed on the following
25 vote: Ayes – Byrd, Pugh, and Swindell; Nays – None; Absent or not voting – Tunnell, Fletcher.

26 **Changes to Airport Advisory Committee Bylaws**

27 Commissioner Byrd made a motion to approve the changes to the Airport Advisory Committee
28 bylaws, as recommended by the Committee. Mr. Pugh seconded the motion. The motion passed on
29 the following vote: Ayes – Byrd, Pugh, and Swindell; Nays – None; Absent or not voting –
30 Tunnell, Fletcher.

31
32 **Public Safety Center Options**

33 The County Planner and Economic Developer presented the board with the meeting notes from the
34 January 23, 2013 meeting with State officials about the condition and possible uses of the Hyde

1 County Jail. Manager Rich said he talked to Beaufort County's Manager and he expressed some
2 interest in possibly housing female inmates here. Commissioner Swindell said that according the
3 State jail officials, we don't have the approval from the State to operate the jail and we would incur
4 costs to bring the building up to code.

5 No action taken.

6 **Davis School Leases**

7 The County Planner and Economic Developer provided copies of the current leases, surveys, maps,
8 and tax cards for the four buildings on the one Davis School parcel. According to Hyde County's
9 copy of the lease with Davis Ventures, their lease expired in May 2013. It is believed this is a typo.
10 The lease with the Hyde CDC doesn't expire until December 2014. The Planner/Economic
11 Developer said she needs to check all grant agreements for clawback conditions that could occur
12 with any conveyances of the property.

13 Commissioner Swindell asked what kind of agreement does Hyde County have with Head Start for
14 their building or The Engelhard Development Corporation (EDC) for the park. Ms. Noble replied
15 that she doesn't have that information as of yet. She suggested subdividing property depending on
16 the use of the property if sold.

17 The Finance officer stated that as long as the county has an open FEMA claim, it is best not to
18 transfer ownership.

19 No action taken.

20 **Consultant Services Contract for Update of Recreation & Parks Master Plan**

21 In October, the Planning Department advertised a Request for Qualifications for the update of the
22 Hyde County Recreation & Parks Master Plan. Proposals were received from Albemarle &
23 Associates, Holland Consulting Planners, and Lamm Engineering. At the October meeting of the
24 Hyde Recreation Committee, members scored the three proposals based on technical
25 approach/project schedule, experience of proposed personnel, prior related experience, and quality
26 of the proposal. The Hyde County Recreation Committee recommends that Hyde County enter into
27 a contract for consultant and planning services with Holland Consulting Planners for the update of
28 the Hyde County Recreation & Parks Master Plan.

29
30 Commissioner Pugh made a motion to approve the Recreation Committee's recommendation to
31 contract with Holland Consulting Planners for the update of the Hyde County Recreation & Parks
32 Master Plan and authorized County Staff to execute a contract with Holland Consulting Planners
33 with prior County Attorney approval. Mr. Byrd seconded the motion. The motion passed on the
34 following vote: Ayes – Byrd, Pugh, and Swindell; Nays – None; Absent or not voting – Tunnell,
35 Fletcher.

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1 **Piedmont Natural Gas**

2 The Board was presented with information showing a map of current natural gas service lines in
3 Hyde County provided by Piedmont Natural Gas. The map infers that the original intent of the
4 company was to service commercial businesses in Hyde County.

5 Commissioner Byrd said his main concern is that the bond money given to Piedmont Natural Gas
6 was to service citizens, but that has not been the case.

7 **Second Amendment to US Cellular Tower & Ground Lease**

8 In October 1998, Hyde County entered into a Tower and Ground Space Lease with United States
9 Cellular Wireless Communications for the communications tower located in Swan Quarter. The
10 initial term of this lease was from December 1, 1998 until November 30, 2003. This lease
11 automatically renews and extends for up to three additional terms of Five years each.
12

13 In June 2013, Hyde County approved the First Amendment to the Tower and Ground Lease to
14 include equipment upgrades valued at approximately \$278,000. However, the amendment that was
15 executed by Hyde County did not provide for any additional renewal terms under the lease, which is
16 currently scheduled to expire on November 30, 2018.
17

18 Because of the high cost of the tower modifications, US Cellular wished to have three additional 5-
19 year renewal terms added to the lease. This would be mutually beneficial since the tower will be
20 brought up to the current Rev G standard for the County, yet US Cellular could be also assured of
21 being able to enjoy use of the site for the long term. In addition, the citizens of Swan Quarter would
22 be assured continued coverage in the area.
23

24 The proposed lease is for more than 9 years, therefore must be treated the same as a sale of property
25 by the County and the procedure contained in NCGS §160A-269 will be required.
26

27 Commissioner Byrd made a motion to authorize County staff to use the provision of NCGS §160A-
28 269 “Negotiate Offer, Advertisement and Upset Bids,” and to renew the lease and extend it for up to
29 3 additional terms of 5 years each other than the 6 additional terms of 5 years that US Cellular is
30 currently requesting pending US Cellular is successful in the procurement process. Mr. Pugh
31 seconded the motion. The motion passed on the following vote: Ayes – Byrd, Pugh, and Swindell;
32 Nays – None; Absent or not voting – Tunnell, Fletcher.
33

34 **Outstanding Checks Update**

35 The Finance Officer reported that the Finance Office has gone through escheating process for the
36 \$687.99 in remaining outstanding checks.

37 **GovDeals Surplus Items for Sale**

1 The following items needed Board approval to be placed for sale on GovDeals:

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Item	Starting Bid
555c New Holland Backhoe	\$3,000
40 ft. Covered Transport Trailer	\$300
45 ft. Covered Transport Trailer	\$300
48 ft. Covered Transport Trailer	\$300
30" x 30" Aluminum Manhole Access Door	\$100
36" x 36" Aluminum Manhole Access Door	\$100
Dodge Durango	\$2,000

10 Commissioner Pugh made a motion to authorize the Finance Office staff to place the above listed
11 items on GovDeals for sale. Mr. Byrd seconded the motion. The motion passed on the following
12 vote: Ayes – Byrd, Pugh, and Swindell; Nays – None; Absent or not voting – Tunnell, Fletcher.

13 **Renewal of Lobbying Contract with McClees Consulting**

14 The contract for ferry toll lobbying services provided to Hyde County in 2013 expires on December
15 31, 2013 and will need to be renewed for 2014. The new contract will be in the amount of \$15,000.
16 We are hoping that the Ocracoke Occupancy Tax Board will agree to pay \$7,500 of the fee, with
17 Hyde County Government paying the other half. In the previous contract, McClees Consulting had
18 been contracted jointly with Beaufort and Pamlico Counties. Manager Rich asked the Board to hire
19 McClees Consulting directly for Hyde County instead of a 3-county contract.

20 Commissioner Pugh made a motion to renew the lobbying contract with McClees Consulting. Mr.
21 Byrd seconded the motion. The motion passed on the following vote: Ayes – Byrd, Pugh, and
22 Swindell; Nays – None; Absent or not voting – Tunnell, Fletcher.

23 **Interim Director of Hyde County DSS**

24 Due to Ms. Gloria Spencer’s medical leave, the Hyde County Social Services Board has appointed
25 Suzanne Johnson as Interim Director of Hyde County DSS during Ms. Spencer’s absence. Ms.
26 Johnson will be working at the direction of Ms. Spencer. The Social Services Board asked that the
27 Board of Commissioners approve an \$800 per month raise during the three months that Ms.
28 Johnson will be serving as Interim Director. The funds were already in the budget.

29
30 Commissioner Byrd made a motion to approve the temporary increase in pay for Suzanne Johnson
31 as Interim Director of Hyde County DSS. Mr. Pugh seconded the motion. The motion passed on the
32 following vote: Ayes – Byrd, Pugh, and Swindell; Nays – None; Absent or not voting – Tunnell,
33 Fletcher.

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Budget Matters

The following budget revisions were presented for Board approval:

Line Item	Amount
BR 07-14 Health – Healthy Communities	\$2,500
BR 08-14 Health – General Health	\$17,530
BR 09-14 Health – Triple P Program	\$93,985

Commissioner Byrd made a motion to approve the presented budget revisions. Mr. Pugh seconded the motion. The motion passed on the following vote: Ayes – Byrd, Pugh, and Swindell; Nays – None; Absent or not voting – Tunnell, Fletcher.

Management Reports:

Commissioner Byrd : Nothing to report.

Commissioner Pugh: Attended the Vidant Meeting on October 10, 2013, as well as the Airport Committee, Albemarle Commission, and Southern Albemarle Association meetings, and the UAV flight event at the Airport.

Commissioner Swindell: Attended the Hyde County Board of Commissioners and Board of Education joint meeting and the UAV flight event.

Manager’s Update:

Silver Lake Mooring Field - Met with various residents & business owners that would be directly affected by the mooring field. He has decided to not move forward with the idea of the mooring field.

NC DOT/Ferries – Meeting with Malcolm Fearing & Jed Dixon – Stated that Mr. Fearing has been great in assisting with the ferry toll issues. Said he has been given a lot of latitude to figure out how to make the ferries make more money. Said the Planner/Economic Developer and Transit Director have been working closely with him to explore options.

FEMA Update – Will be going to Washington D.C. in December to meet with Senators Burr and Hagan and Congressman Jones to garner support in receiving our FEMA reimbursement.

Golden LEAF Grant Application – Submitted a request for invitation to apply for a grant from the Golden LEAF Foundation for \$1.5 million to put into the Revolving Loan Fund for Hyde County businesses. Said Hyde County will be notified of an invitation to apply on Friday, November 8, 2013. June 2014 will be the final announcement of award.

Lake Mattamuskeet National Wildlife Refuge – On November 18, 2013 there will be a meeting of the Lake Mattamuskeet steering committee.

1 **Albemarle Commission At-Large Appointment** – Received a letter saying the Albemarle
2 Commission needs an at-large member appointed from Hyde County that is not a commissioner
3 member. Asked the Board to be considering nominations.

4 **Public Comments:**

5 Chairman Swindell called for comments from the public.

6 Mike Adams, Engelhard – Holds one of the leases to Davis School. In regards to burdens of
7 building, he says Davis High Ventures pays utilities. Says he understands that the County pays the
8 insurance on the buildings. He says the volunteer hours have been calculated, and would equal the
9 cost burden on the County. He asked that the Board keep in mind that selling the property would be
10 taking away a major part of the community. Commissioner Pugh then asked Mr. Adams to provide
11 a list of functions and events held there. Commissioner Byrd said that Davis is going to be a part of
12 the Recreation initiative for Hyde County. He also said that there is no recreation for youth in Hyde
13 and that facility would be a great asset.

14 There being no further comments from the public, Chairman Swindell continued the meeting.

15 **Adjourn**

16 With no further business, Commissioner Byrd made a motion to adjourn the meeting. Mr. Pugh
17 seconded the motion. The motion passed on the following vote: Ayes – Byrd, Pugh, Swindell and;
18 Nays – None; Absent or not voting – Tunnell, Fletcher.

19 The meeting adjourned at 7:30p.m.

20
21 Respectfully submitted:

22
23 Minutes approved on the 2nd day of December, 2013.

24
25
26 _____
27 Averi Simmons, Deputy Clerk
Hyde County Board of Commissioners

26 _____
27 Barry Swindell, Chair
Hyde County Board of Commissioners

28 Attachments:

29 Exhibit A: *Resolution “Public Transportation Program”*

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

Meeting Date: December 2, 2013
Presenter: Manager Bill Rich
Attachment: Yes

ITEM TITLE: ORGANIZATION OF THE BOARD

SUMMARY: A resolution must be passed by the Board to adopt the official calendar of Board meetings, as directed by General Statute §143-318.12.

**III. Organization of the Board – Rule 4. Organizational Meeting
(b) Odd-numbered Years**

At the first regular meeting in December of each odd-numbered year, the first order of business shall be approval of the minutes of the previous meeting. The second order of business shall be election of the chair and vice-chair for the ensuing year. The third and fourth orders of business may be appointment of the clerk and county attorney.

Copy of Rules of Procedure of the Hyde County Board of Commissioners (pages 4 & 5) are attached.

RECOMMEND: Discussion and approval.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

5. To consider and take action with respect to the position to be taken by the county in negotiating the amount of compensation or other material terms of an employment contract. [G.S. 143-318.11(a)(5)(ii)]
 6. To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the board of county commissioners or any other public body, and to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the board of commissioners or of some other public body. [G.S. 143-318.11(a)(6)]
 7. To hear or investigate a charge or complaint by or against an individual public officer or employee. [G.S. 143-318.11(a)(6)]
 8. To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct. [G.S. 143-318.11(a)(7)]
 9. To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity. [G.S. 143-318.11(a)(9)]
- (b) The board may go into closed session only upon motion made and adopted at an open meeting. A motion to go into closed session must cite one or more of the permissible purposes listed in subsection (a) of this rule. In addition, a motion to go into closed session pursuant to Rule 3(a)(1) must state the name or citation of the law that renders the information to be discussed privileged or confidential, and a motion to go into closed session pursuant to Rule 3(a)(2) must identify the parties in each existing lawsuit, if any, concerning which the board expects to receive advice during the closed session.
- (c) Unless the motion to go into closed session provides otherwise, the county manager, county attorney, and clerk to the board may attend the closed session. No other person may attend the closed session unless specifically invited by majority vote of the board.

III. Organization of the Board

Rule 4. Organizational Meeting

- (a) Even-numbered Years. The board shall hold an organizational meeting at its regular meeting place at ~~7:00 PM~~ 6:00 PM on the first Monday in December of each even-numbered year. The agenda for this organizational meeting shall be limited to induction of newly elected members of the board of county commissioners and other elected county officials and organization of the board for the ensuing year. The organizational meeting shall be convened and concluded before the regular December meeting is convened. The clerk to the board of commissioners shall call the meeting to order and shall preside until a chair is elected. If they

have not already been sworn and inducted into office, the newly elected members of the board shall take and subscribe the oath of office as the first order of business. As the second order, the board shall elect a chair and vice-chair from among its members. As the third order, the board shall approve the bonds of the sheriff, [the coroner], and the register of deeds and induct them and any other newly elected county officials into office. As the fourth and fifth orders of business, the board may appoint a clerk and an attorney.

Amended by the Hyde County Board of Commissioners on December 3, 2012.

(b) Odd-numbered Years. At the first regular meeting in December of each odd-numbered year, the first order of business shall be approval of the minutes of the previous meeting. The second order of business shall be election of the chair and vice-chair for the ensuing year. The third and fourth orders of business may be appointment of the clerk and county attorney.

Rule 5. Election of the Chair

The chair of the board shall be elected annually for a term of one year and shall not be removed from the office of chair unless he or she becomes disqualified to serve as a member of the board.

IV. Regular and Special Meetings

Rule 6. Regular and Special Meetings

(a) Regular Meetings.

The board shall hold a regular meeting on the first ~~and third~~ Monday of each month, ~~except August and December when the meeting on the third Monday is omitted~~. If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. Except as provided in subsection (f), regular meetings shall be held at the Government Center in Swan Quarter or at the ~~Community Center School~~ on Ocracoke Island and shall begin at ~~7:00 PM~~ **6:00 PM**, as provided by action of the board and posted. The board may change the place or time of a particular regular meeting or all regular meetings within a specified time period by resolution adopted, posted, and noticed no less than seven days before the change takes effect. Such a resolution shall be filed with the clerk to the board and posted at or near the regular meeting place, and copies shall be sent to all persons who have requested notice of special meetings of the board.

Amended by the Hyde County Board of Commissioners December 3, 2012 and April 1, 2013.

(b) Special Meetings.

The chair or a majority of the members of the board may at any time call a special meeting of the board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons who call the meeting shall cause the notice to be posted on

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

Meeting Date: December 2, 2013
Presenter: Kris Noble, Director of Planning & Economic Development
Attachment: Yes

ITEM TITLE: PUBLIC HEARING – CDBG-CONTINGENCY CLOSE-OUT

SUMMARY:

The CDBG-Contingency project is in its final stages. This grant, in the amount of \$600,000 was for the extension of the Engelhard Sanitary District's Sewer Force Main along US Highway 264 West of Engelhard. The original scope of the project was to include connection of approximately 44 homes to the Engelhard Sanitary District's wastewater treatment lagoon. Due to budget constraints, the project had to be scaled down to serve only 30 homes. The need to connect these homes to the lagoon was the fact that a vast majority of the homes in the area of the project had high septic tank failure rates, presenting an environmental concern.

RECOMMEND: Receive Comments

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

NOTICE OF CLOSE-OUT PUBLIC HEARING

HYDE COUNTY, NORTH CAROLINA
FISCAL YEAR 2010 COMMUNITY DEVELOPMENT
SMALL CITIES BLOCK GRANT PROGRAM
(CONTINGENCY PROGRAM)

Notice is hereby given that the Hyde County Board of Commissioners will hold a public hearing on Monday, December 2, 2013, at 6:00 pm, or as soon thereafter as the agenda will allow, in the Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC. The purpose of this hearing is to review the budget and activities that have been accomplished through the county's FY10 CDBG-Contingency grant. The program activities are complete, and the county is in the process of closing out the program.

All interested citizens are encouraged to attend this public hearing, and all comments are welcome. Anyone wishing to submit written comments should do so by submitting them directly or by mail to Ms. Kris Noble, Hyde County Planner and Economic Developer, 30 Oyster Creek Road, PO Box 188, Swan Quarter, NC 27885, no later than 5:00 pm on November 29, 2013.

Persons with disabilities or who otherwise need assistance should contact Kris Noble at 252/926-4180 or knoble@hydecountync.gov (TDD # 919/807-4420 or Relay North Carolina TTY# 1-800-735-2962) by Friday, November 29, 2013. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Kris Noble, County Planner, at 252/926-4180, or at the Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Kris Noble, County Planner, al 252/926-4180 o en Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, de alojamiento para esta solicitud.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Citizens
Attachment: No

ITEM TITLE: PUBLIC COMMENTS

SUMMARY: Citizens are afforded an opportunity at this time to comment on issues they feel may be of importance to the Commissioners and to their fellow citizens.

Comments should be kept to (3) minutes and directed to the entire Board, not just one individual Commissioner, staff member or to a member of the audience.

Time for one person cannot be used by another person.

Comments that reflect the need for additional assistance will be directed to the County Manager or referred to a future meeting agenda.

RECOMMEND: Receive comments.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Manager Bill Rich
Attachment: No

ITEM TITLE: EMPLOYEE RECOGNITION

SUMMARY: Manager Rich will announce this month's specially recognized employee and have them spin the Wheel of Thanks.

RECOMMEND: Congratulations.

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

Meeting Date: December 2, 2013
Presenter: Manager Rich
Attachment: Yes

ITEM TITLE: ALBEMARLE COMMISSION AT-LARGE MEMBER

SUMMARY: Manager Rich will call for nomination of one at-large member appointment to serve a two year term on the Albemarle Commission. This term will begin January 2014 and end December 2016.

The at-large member cannot be an elected official.

Attached: October 13, 2013 Albemarle Commission letter.

RECOMMEND: Appointment.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.



Tracey Johnson
Board Chair

Bert Banks
Executive Director

October 30, 2013

Bill Rich, Manager
Hyde County
P.O. Box 188
Swan Quarter, NC 27885

Dear Mr. Rich:

For 2014 and 2015, Hyde County is eligible to have an at-large member serving on the Albemarle Commission Board. Based on the Commission's bylaws, four counties, on a rotating basis, appoint an individual as their at-large representative to serve a two year term. Currently the counties eligible are Currituck, Dare, Gates and Hyde. The at-large member **cannot** be an elected official.

Your county commissioner representative to the Commission Board is Earl Pugh, Jr. and he is not up for reappointment.

Please appoint an at-large representative from Hyde County to serve as the at-large member and notify the Commission by letter of the appointment. Their two year term will begin January 2014 and end December 2015. The person appointed by your Board will receive information regarding the Commission and the first meeting which will be January 16, 2014.

I look forward to hearing from you.

Sincerely,

Ruth Mengel
Clerk to the Board

CC: Clerk to the Board

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

Meeting Date: December 2, 2013
Presenter: Manager Rich
Attachment: Yes

ITEM TITLE: ALBEMARLE COMMISSION ADVISORY COUNCIL

SUMMARY: Manager Rich will call for appointment of Wesley Smith to serve a two year term on the Albemarle Commission Regional Advisory Council (RAC).

Mr. Smith has volunteered to serve on the RAC and will represent the senior population in Hyde County.

Attached: November 25, 2013 Albemarle Commission e-mail.

RECOMMEND: Appointment.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Lois Stotesberry

From: Bill Rich <brich@hydecourtnc.gov>
Sent: Monday, November 25, 2013 10:47 AM
To: 'Lois Stotesberry'; Averi Simmons
Subject: FW: NC Senior Tar Heel Legislature / Advisory Council appointments needed

Would you put this on the agenda.

Bill



From: Laura Alvarico [mailto:lalvarico@albemarlecommission.org]
Sent: Monday, November 25, 2013 10:11 AM
To: 'Bill Rich'
Cc: 'Wesley Smith'
Subject: FW: NC Senior Tar Heel Legislature / Advisory Council appointments needed

Hi Mr. Rich.

I hope this e-mail finds you well. I was following up on Wes' appointment to the Regional Advisory Council for the Area Agency on Aging. I spoke with Wes and he said that his appointment was not on the November agenda. We have a RAC meeting coming up in the beginning of the new year and I wanted to make sure to include him, if possible. Please let me know if and when you think he will be appointed.

As always, thank you.

Laura Alvarico
Director, Area Agency on Aging
Albemarle Commission
PO Box 646
Hertford, NC 27944
252-426-5753 ext 224
<http://www.albemarlecommission.org/aging>

From: Bill Rich [mailto:brich@hydecourtnc.gov]
Sent: Wednesday, October 09, 2013 3:22 PM
To: Laura Alvarico
Cc: 'Wesley Smith'
Subject: RE: NC Senior Tar Heel Legislature / Advisory Council appointments needed

Thanks Laura. We will offer Wes up to the Board at our November 3rd meeting. Maybe we will have a name for the STHL by then.

Bill

From: Laura Alvarico [mailto:lalvarico@albemarlecommission.org]
Sent: Wednesday, October 09, 2013 2:33 PM
To: 'Bill Rich'
Cc: 'Wesley Smith'

Subject: RE: NC Senior Tar Heel Legislature / Advisory Council appointments needed
Importance: High

Hi Mr. Rich.

I have been in contact with our Block Grant providers in Hyde County in hopes of identifying individuals to serve on the STHL and RAC. We are still trying to identify a Senior Tar Heel Legislature (STHL) representative. However, I was able to identify Wesley Smith, Director of the Health Dept., to volunteer to serve on the Regional Advisory Council (RAC). I believe he will be a great representation for the seniors in Hyde County. If in agreement, we will need Mr. Smith appointed by the County Commissioners to serve a 2 year term. We meet quarterly, usually in Hertford. While I am certain that you have Mr. Smith's contact information, I have included it below:

Wesley P. Smith
Health Director
Hyde County Health Department
Hydeland Home Care Agency
P O Box 100
1151 Main Street
Swan Quarter, NC 27885
Phone 252-926-4387
Fax 252-926-0021

Please let me know if you have any questions or concerns. In the meantime, we will continue to search for an individual to serve on the Senior Tar Heel.

Thank you.
Laura

Laura Alvarico
*Director, Area Agency on Aging
Albemarle Commission
PO Box 646
Hertford, NC 27944
252-426-5753 ext 224
<http://www.albemarlecommission.org/aging>*

From: Bill Rich [<mailto:brich@hydecourtync.gov>]
Sent: Tuesday, September 24, 2013 1:11 PM
To: Laura Alvarico
Subject: RE: NC Senior Tar Heel Legislature / Advisory Council appointments needed

Laura,

Sorry for the delay and yes I would welcome your suggestion on who these people might be. Thanks.

Bill

From: Laura Alvarico [<mailto:lalvarico@albemarlecommission.org>]
Sent: Thursday, September 19, 2013 10:24 AM

To: 'Bill Rich'

Subject: FW: NC Senior Tar Heel Legislature / Advisory Council appointments needed

Mr. Rich,

I hope this e-mail finds you well. I am following up on our meeting in May and the e-mail below that was sent in July. We are still in need of STHL/ RAC representation in Hyde County. I would be more than happy to help in identifying possible candidates for these positions if needed. As we move into a new fiscal year, we are trying to ensure that we have adequate representation from senior advocates around the region.

Thank you for your time and attention to this matter. I look forward to hearing from you soon.

Best regards,
Laura

Laura Alvarico

Director, Area Agency on Aging

Albemarle Commission

PO Box 646

Hertford, NC 27944

252-426-5753 ext 224

<http://www.albemarlecommission.org/aging>

From: Laura Alvarico

Sent: Tuesday, July 23, 2013 3:26 PM

To: 'Bill Rich'

Subject: NC Senior Tar Heel Legislature / Advisory Council appointments needed

Hi Mr. Rich.

I hope that this e-mail finds you well.

During our meeting in May, we discussed the need for a Senior Tar Heel Legislature representative from Hyde County. Typically, there is a Delegate and an Alternate from each county, appointed by the County Commissioners, to serve as an advocate for older adults in their respective county and throughout the State. Delegates (and Alternates) must be at least 60 years of age or older, able to travel to Hertford and Raleigh (3 times per year) to attend state-wide meetings, and have an interest in advocating for the older adult population. We ask that the County support the representative(s) by paying for their travel (hotel, meals, mileage) to Raleigh. The next meeting is in October (in Raleigh). Once someone is identified, there is a nomination form that they will need to complete and return to me. If you would like to learn more about what the STHL is currently doing, you may visit their new website: <http://www.ncsthl.org/index.html>

Additionally, we are in need of 2 representatives on our Regional Aging Advisory Council. This group meets quarterly to give direction and guidance to the Area Agency on Aging's efforts in serving the senior population in Hyde County. Most counties appoint the Senior Tar Heel Delegate as one of their appointments, in addition, an elected official, senior service provider, involved senior citizen or anyone the County feels would be a good representation for their county. The next Advisory Council meeting will be held on August 19 in Hertford. It would be great if we had representation from your county at this meeting.

If you have any questions or need help in identifying potential appointments to the STHL or RAC, please do not hesitate to contact me at 252-426-5753 ext 224 or lalvarico@albemarlecommission.org. I look forward to hearing from you soon.

Sincerely,
Laura Alvarico

Laura Alvarico

Director, Area Agency on Aging

Albemarle Commission

PO Box 646

Hertford, NC 27944

252-426-5753 ext 224

<http://www.albemarlecommission.org/aging>

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

Meeting Date: December 2, 2013
Presenter: Manager Bill Rich
Attachment: Yes

ITEM TITLE: RESOLUTION TO ADOPT MEETING CALENDAR FOR 2014

SUMMARY: A resolution must be passed by the Board to adopt the official calendar of Board meetings, as directed by General Statute §143-318.12.

“Resolution of the Hyde County Board of Commissioners Establishing Regular Meeting Dates” is attached.

RECOMMEND: Discussion and approval.

Motion Made By: <input type="checkbox"/> Barry Swindell	Motion Seconded By: <input type="checkbox"/> Barry Swindell	Vote: <input type="checkbox"/> Barry Swindell
<input type="checkbox"/> Dick Tunnell	<input type="checkbox"/> Dick Tunnell	<input type="checkbox"/> Dick Tunnell
<input type="checkbox"/> Anson Byrd	<input type="checkbox"/> Anson Byrd	<input type="checkbox"/> Anson Byrd
<input type="checkbox"/> John Fletcher	<input type="checkbox"/> John Fletcher	<input type="checkbox"/> John Fletcher
<input type="checkbox"/> Earl Pugh, Jr.	<input type="checkbox"/> Earl Pugh, Jr.	<input type="checkbox"/> Earl Pugh, Jr.

COUNTY OF HYDE

Board of Commissioners

Barry Swindell, Chair
Dick Tunnell, Vice-chair
Anson Byrd
John Fletcher
Earl Pugh, Jr.

30 Oyster Creek Road
PO Box 188

SWAN QUARTER, NORTH CAROLINA 27885

252-926-4400

252-926-3701 Fax

Bill Rich, County Manager

Fred Holscher, County Attorney

Lois Stotesberry, CMC, NCCCC
Clerk to the Board



Resolution No. 2013-12-01

RESOLUTION OF THE HYDE COUNTY BOARD OF COMMISSIONERS ESTABLISHING REGULAR MEETING DATES

WHEREAS, pursuant to NCGS 153A-40, the Hyde County Board of Commissioners have elected to adopt a meeting schedule by resolution so that its members and the public may know when Regular meetings of the Board are to be held;

WHEREAS, the Hyde County Board of Commissioners adopted Rules of Procedure on February 4, 2013, calling for Regular meetings on the first Monday of each month, or as otherwise provided;

WHEREAS, nothing in this Resolution shall preclude the Hyde County Board of Commissioners from holding Special or Emergency meetings as such may be allowed by law;

WHEREAS, the Board of Commissioners desires to begin all calendar year 2013 Regular board meetings at 6:00 p.m.; and,

WHEREAS, the Hyde County Board of Commissioners utilizes an electronic meeting system for the simultaneous audio and/or video conduct of Regular meetings on both the Mainland and Ocracoke, the sites of such electronic meetings being as follows unless an alternative location is posted on the door of the meeting site:

- "Government Center" means the Multi-Use Room in the Government Center, 30 Oyster Creek Road, Swan Quarter, NC.
- "Ocracoke" means the Commons Area, Ocracoke School, 1 Schoolhouse Road, Ocracoke, NC.
- * means the meeting date is on Tuesday.

WHEREAS, the Hyde County Board of Commissioners, at its Organizational Meeting on December 2, 2013, unanimously moved to call for Regular meetings on the first Monday of each month, or as otherwise provided;

NOW, THEREFORE, BE IT RESOLVED that the Hyde County Board of Commissioners adopts the following schedule for regular Board meetings:

January 6, 2014	July 7, 2014
February 3, 2014	August 4, 2014
March 3, 2014	September 2, 2014 *
April 7, 2014	October 6, 2014
May 5, 2014	November 3, 2014
June 2, 2014	December 1, 2014

BE IT FURTHER RESOLVED that the Clerk is hereby directed to post a copy of this Resolution on the courthouse bulletin board and to publish a summary in the *Coastland Times* newspaper on or before December 30, 2013.

Duly adopted this the 2nd day of December, 2013.

Chair, Hyde County Board of Commissioners

ATTEST:

Clerk to the Board

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

Meeting Date: December 2, 2013
Presenter: Kris Noble, Planning & Economic Development Director
Attachment: Yes

ITEM TITLE: RESOLUTION IN SUPPORT OF THE FEDERAL AVIATION
ADMINISTRATION'S SELECTION OF THE HYDE COUNTY
AIRPORT AS A DESIGNATED UNMANNED AERIAL SYSTEMS
TEST RANGE

SUMMARY: A resolution is attached.

RECOMMEND: Discussion and adoption.

Motion Made By: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

Motion Seconded By: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

Vote: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.



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

**A RESOLUTION IN SUPPORT OF THE FEDERAL AVIATION ADMINISTRATION'S SELECTION OF THE
HYDE COUNTY AIRPORT AS A DESIGNATED UNMANNED AERIAL SYSTEMS TEST RANGE**

WHEREAS, THE HYDE COUNTY GOVERNMENT AND THE GREAT STATE OF NORTH CAROLINA ARE PARTNERING TO COMPETE FOR SELECTION OF THE HYDE COUNTY AIRPORT AS A FEDERAL AVIATION ADMINISTRATION DESIGNATED TEST SITE.

WHEREAS, HYDE COUNTY HAS BEEN WORKING WITH THE N.C. DEPARTMENT OF TRANSPORTATION'S AVIATION DIVISION (NC DOT-A), NORTH CAROLINA STATE UNIVERSITY (NCSU) AND NORTH CAROLINA'S NORTHEAST COMMISSION TO ESTABLISH AN UNMANNED AERIAL VEHICLE (UAV) TEST SITE LOCATED IN AND AROUND THE HYDE COUNTY ENGELHARD AIRPORT.

WHEREAS, HYDE COUNTY CURRENTLY HOLDS CERTIFICATE OF AUTHORIZATIONS (COAS) FROM THE FEDERAL AVIATION ADMINISTRATION (FAA) TO FLY SMALL HAND LAUNCHED UAVS TO PERFORM AGRICULTURAL RESEARCH.

WHEREAS, HYDE COUNTY'S AND OUR PROJECT PARTNERS HAVE SUBMITTED A FULL APPLICATION TO THE FAA TO BECOME ONE OF THE SIX DESIGNATED UAV TEST SITES IN THE COUNTRY AND ARE ANXIOUSLY AWAITING NOTIFICATION OF AN AWARD AND HAVE HIGH HOPES OF RECEIVING ONE OF THE MUCH SOUGHT AFTER DESIGNATIONS.

WHEREAS, THIS PROJECT IS CRUCIAL TO THE FUTURE ECONOMIC DEVELOPMENT OF HYDE COUNTY CONSIDERING HYDE COUNTY IS NOW AND HAS HISTORICALLY BEEN ECONOMICALLY CHALLENGED WITH AN ECONOMY THAT IS BASED ON FARMING AND FISHING.

WHEREAS, THE AGRICULTURAL INDUSTRY HAS BECOME AUTOMATED AND THE FISHING INDUSTRY HAS MET REGULATORY BARRIERS, OUR ECONOMY HAS SUFFERED AND THERE HAS BEEN NO NEW INDUSTRY TO TAKE THAT PLACE.

WHEREAS, HYDE COUNTY IS CONTINUALLY LOSING POPULATION, OUR PEOPLE LIVE IN POVERTY AND THE LACK OF SKILLED AND EVEN UNSKILLED JOBS CAUSE OUR YOUNG PEOPLE TO LEAVE IN SEARCH OF OPPORTUNITY.

WHEREAS, IT IS A GOAL OF THE HYDE COUNTY GOVERNMENT TO CREATE OPPORTUNITY FOR OUR YOUNG PEOPLE TO STAY, WORK AND LIVE IN THIS GREAT COUNTY AND AS A PART OF REALIZING THAT GOAL, NEW JOBS MUST BE CREATED AND NEW INDUSTRY EMBRACED.

WHEREAS, THE REMOTENESS OF HYDE COUNTY HAS ALWAYS BEEN AN IMPEDIMENT TO CREATING NEW TYPES OF INDUSTRY SUCH AS MANUFACTURING, HOWEVER THE TESTING OF UAV SYSTEMS IN OUR AREA REPRESENTS AN INCREDIBLE OPPORTUNITY TO CREATE A NEW AVENUE OF INDUSTRY.

WHEREAS, HYDE COUNTY IS AN IDEAL AREA FOR NORTH CAROLINA'S TEST SITE AND HYDE COUNTY'S AIRPORT IS THE LEAST UTILIZED AIRPORT IN THE STATE WHICH CAN BE CONTRIBUTED TO ITS PROXIMITY OF RESTRICTED AIRSPACE.

WHEREAS, MILITARY RESTRICTED AIRSPACE SURROUNDS HYDE COUNTY'S AIRPORT AND THE LACK OF GENERAL AVIATION TRAFFIC IN OUR AREA MAKES THE THREAT OF INTERACTIONS BETWEEN UAVS AND GENERAL AVIATION TRAFFIC LESS LIKELY DURING TESTING.

WHEREAS, THERE ARE NO HOMES WITHIN THE TEST SITE AREA WHICH CIRCUMVENTS PRIVACY ISSUES DURING TESTING.

WHEREAS, HYDE COUNTY'S VAST AGRICULTURAL RESOURCES OFFER THE PERFECT AGRICULTURAL TESTING AREA AND THE FARMERS IN THE AREA ARE EXCITED TO UTILIZE THIS NEW TECHNOLOGY TO HELP THEM TO INCREASE YIELDS, DECREASE BLIGHT AND DISEASE AND TO MORE EFFECTIVELY PARTICIPATE IN PRECISION AGRICULTURE.

WHEREAS, HYDE COUNTY IS SIMULTANEOUSLY WORKING WITH NORTH CAROLINA STATE UNIVERSITY, BEAUFORT COUNTY COMMUNITY COLLEGE, ELIZABETH CITY STATE UNIVERSITY AND THE COLLEGE OF THE ALBEMARLE TO DESIGN CURRICULUM FOR OUR YOUNG PEOPLE THAT WILL PREPARE THEM FOR CAREERS IN THE INDUSTRY THAT WILL HOPEFULLY ALLOW THEM TO STAY HOME AND BE PRODUCTIVE AND ACTIVE CITIZENS WITHIN OUR COMMUNITIES.

WHEREAS, HYDE COUNTY'S UAV ACTIVITIES ARE BASED ON COMMERCIAL APPLICATIONS TO BE USED FOR COMMON GOOD SUCH AS AGRICULTURE AND POTENTIALLY FOR NATURAL DISASTER SURVEYING, WILDLIFE MONITORING, SEARCH AND RESCUE MISSIONS AND A GREAT NUMBER OF OTHER POSITIVE USES.

NOW, THEREFORE, BE IT HEREBY RESOLVED, THAT HYDE COUNTY ASKS FOR SUPPORT OF OUR UAV ACTIVITIES IN HYDE COUNTY AND OUR PENDING APPLICATION TO THE FAA FOR TEST SITE DESIGNATION.

Duly adopted this the 2nd day of December, 2013.

(SEAL)

Attested by:

Barry Swindell, Chairman
Hyde County Board of Commissioners

Averi Simmons, Deputy Clerk to the Board
Hyde County Board of Commissioners

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

Meeting Date: December 2, 2013
Presenter: Commissioner Byrd
Attachment: Yes

ITEM TITLE: RESOLUTION OPPOSING ANY PROPOSED BANS ON THE TAKING OF COYOTES IN HYDE COUNTY

SUMMARY: The Southern Environmental Law Center (SELC) has filed a complaint in the US District Court – Eastern District of NC seeking to eliminate coyote hunting in Hyde County and the other five counties designated as a Red Wolf Recovery Area.

A resolution is attached opposing this proposed ban.

RECOMMEND: Discussion and adoption.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.



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

**Resolution Opposing Any Proposed Bans on the
Taking of Coyotes in Hyde County**

WHEREAS, the Southern Environmental Law Center (SELC) has filed a complaint in the U.S. District Court for the Eastern District of North Carolina and;

WHEREAS, the SELC is seeking to eliminate the hunting of coyotes on public and private land in the five-county Red Wolf Recovery Area and;

WHEREAS, Hyde County is within the five-county Red Wolf Recovery Area and;

WHEREAS, Elimination of coyote hunting presents a threat to livestock, pets, and private property as well as native wildlife and;

WHEREAS, Elimination of coyote hunting would cause irreparable harm to landowners' ability to protect private property and manage native wildlife and;

WHEREAS, Federal regulations associated with the reintroduction of the Red Wolf allow for incidental taking of Red Wolves pursuant to regulations allowing the taking of coyotes.

THEREFORE, BE IT HEREBY RESOLVED, that the Hyde County Board of Commissioners opposes any proposed bans on the taking of coyotes in Hyde County.

Duly adopted this the 2nd day of December, 2013.

(SEAL)

Attested by:

Barry Swindell, Chairman
Hyde County Board of Commissioners

Averi Simmons, Deputy Clerk
Hyde County Board of Commissioners

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

Meeting Date: December 2, 2013
Presenter: Manager Rich
Attachment: Yes

ITEM TITLE: RESOLUTION SUPPORTING PARTICIPATION IN A JOINT
LAND USE STUDY PROGRAM FOR SEYMOUR JOHNSON AIR
FORCE BASE

SUMMARY: This resolution is to show support of a joint land use study which is intended to be used as a comprehensive strategic plan including specific implementation actions to address and prevent incompatible civilian development that may impair the operational utility of military missions or available resources related to such missions. Hyde County is one of seven (7) counties primarily affected by the military operations of Seymour Johnson Air Force Base.

RECOMMEND: Discussion and adoption.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

COUNTY OF HYDE

Board of Commissioners

Barry Swindell, Chair
Dick Tunnell, Vice-chair
Anson Byrd
John Fletcher
Earl Pugh, Jr.

30 Oyster Creek Road
PO Box 188
SWAN QUARTER, NORTH CAROLINA
252-926-4400
252-926-3701 Fax

Bill Rich, County Manager
Fred Holscher, County Attorney
Lois Stotesberry, CMC, NCCCC
Clerk to the Board



A RESOLUTION SUPPORTING PARTICIPATION IN A JOINT LAND USE STUDY (JLUS) PROGRAM FOR SEYMOUR JOHNSON AIR FORCE BASE (SJAFB), GOLDSBORO, NORTH CAROLINA

WHEREAS, the Joint Land Use Study (JLUS) Program managed by the Office of Economic Adjustment (OEA) of the Department of Defense (DOD) is a DOD initiative to provide grants to state and local governments to participate with military departments in open continuous dialogue to develop strategies to support long-term sustainability and operations of military missions; and

WHEREAS, the JLUS is also intended to be used as a comprehensive strategic plan including specific implementation actions to address and prevent incompatible civilian development that may impair the operational utility of military missions or available resources related to such missions; and

WHEREAS, SJAFB currently operates and uses a bombing range located in Dare County, North Carolina, together with significant amounts of air space located both between and around SJAFB and said bombing range; and

WHEREAS, SJAFB further currently uses certain low altitude air space corridors across north eastern North Carolina, including Hyde County, for certain low altitude training purposes; and

WHEREAS, Hyde County has been identified by the OEA as one of seven (7) counties primarily affected by the military operations of SJAFB, and has been invited to participate in and support the JLUS program along with the counties of Dare, Washington, Tyrrell, Beaufort, Bertie, and Wayne.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. Hyde County hereby recognizes the overall economic importance of attracting and retaining military installations in North Carolina.
2. Hyde County supports the military missions of SJAFB to the extent such operations do not unreasonably interfere with the economic development and opportunities of Hyde County.
3. Hyde County agrees to participate in any JLUS undertaken by the OEA for SJAFB.

ADOPTED this the 2nd day of December, 2013.

SEAL

Barry Swindell, Chairman
Hyde County Board of Commissioners

Lois Stotesberry, CMC, NCCCC
Clerk to the Board

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Manager Rich
Attachment: Yes

ITEM TITLE: PROCLAMATION:
HYDE COUNTY AS A PURPLE HEART COUNTY

SUMMARY: A resolution is attached for review.

RECOMMEND: Discussion and adoption.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.



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

PROCLAMATION

WHEREAS, the Purple Heart is the oldest decoration in present use and was initially created as the Badge of Military merit by General George Washington in 1782; and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and

WHEREAS, the mission of the Military Order of Purple Heart, Chartered by an act of Congress, is to foster an environment of goodwill among the combat wounded veteran members and their families, promote patriotism, support legislative initiatives and most importantly --make sure we never forget; and

WHEREAS, Hyde County residents have been engaged in every war against a declared enemy fought by the United States, including the war for the nation's independence; and

WHEREAS, Hyde County has a large number of residents who have been awarded the Purple Heart Medal for wounds received in combat; and

WHEREAS, Hyde County recognizes the commitment and increasing sacrifices required of military families; and

WHEREAS, Hyde County pledges its ongoing commitment to and support for the men and women who so honorably serve our nation.

NOW THEREFORE BE IT PROCLAIMED, the Hyde County Board of Commissioners hereby declares:

Hyde County as a Purple Heart County in the State of North Carolina

Duly adopted this the 2nd day of December, 2013.

Attested by:

Barry Swindell, Chairman
Hyde County Board of Commissioners

Averi Simmons, Deputy Clerk
Hyde County Board of Commissioners

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

Meeting Date: December 2, 2013
Presenter: Erin Fleckenstein
Attachment: Yes – Requested Committee Members

ITEM TITLE: OCRACOCKE STORMWATER COMMITTEE

SUMMARY: Erin Fleckenstein, Coastal Scientist and Regional Manager for the Coastal Federation will report to the Board on joint efforts by Hyde County and the Coastal Federation to address storm water issues in Ocracoke Village. A meeting held in Ocracoke on November 21, 2013 produced community interest and a considerable number of attendees.

As a result of the meeting, the community felt that a county-appointed committee should be formed to guide the development of a comprehensive storm water plan.

In summary, this committee would:

- Evaluate proposed solutions to storm water management and treatment;
- Prioritize short-term and long-term storm water management efforts; and
- Educate the Community about solutions that have been identified.

A number of entities and people have been suggested for this Committee. Attached is a draft of requested Committee members.

RECOMMEND: The Board of Commissioners shall create an adhoc Ocracoke Stormwater Committee with one voting member from each of the entities as listed in the attachment. The Board shall authorize the County Manager to make individual appointments from each entity. The County Manager shall serve an ex officio role along with Erin Fleckenstein, Kris Cahoon Noble, Daniel Brinn, and Jerry Hardison.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Kris Noble

From: Erin Fleckenstein <erinf@nccoast.org>
Sent: Monday, November 25, 2013 5:17 PM
To: Brich@hydecourtync.gov; knoble@hydecourtync.gov
Cc: asimmons@hydecourtync.gov
Subject: Ocracoke Stormwater Committee
Attachments: Proposed Stormwater Committee Composition.docx

Bill and Kris,

Averi did a great job representing Hyde County at our stormwater meeting on Ocracoke last week. I'm sure she's brought you up to speed on the meeting.

The meeting went very well, there was a large community interest as demonstrated by the turn-out. As a result of the meeting the community felt that a county appointed committee should be formed to guide the development of a comprehensive stormwater plan. A few ideas for stormwater improvement were floated at the meeting. It was desired that one of the possible stormwater improvements be implemented and after it demonstrates success there will be even more community support for additional improvements around the island. The committee would help to prioritize and select this short-term stormwater improvement while also developing a long-term comprehensive plan. The committee would also be charged with educating the public about the options and process for implementation that the plan identifies.

In summary, this committee would:

- Evaluate proposed solutions to stormwater management and treatment;
- Prioritize short-term and long-term stormwater management efforts; and
- Educate the Community about solutions that have been identified.

A number of entities and people have been suggested for this committee. Attached is a draft. Please review and let me know if you have any ideas on this list so far.

Also, please let me know what the process is for Hyde County to appoint/develop a committee. In Dare County there is a formal process and the committee must adopt by-laws as well as have an application process for selecting the committee members. Please let me know what the process is for Hyde County and what I need to have prepared for your December 2 meeting.

At this point for the meeting on Monday, I'm planning to present the problem to the commissioners in a brief power point presentation and propose that they appoint a committee that will be charged with the above three tasks.

Thanks and let me know what more you need before Monday.

Best,
Erin

--

Erin Fleckenstein

Coastal Scientist and Regional Manager

128 Grenville Street

Manteo, NC 27954

(252) 473-1607 office

(252) 202-8101 cell

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Please consider the environment before printing this email.

Membership should consist of an odd number of no more than nine people and consist of the following entities. Proposed members are as follows:

- Ocracoke Civic and Business Association- Rudi Austin; Justin LeBlanc
- Planning Board-Butch Bryant
- Mosquito Control Board- Beaver Tillett and/or Rudi Austin
- Department of Transportation and/or Local Transportation Board- Keith Gaskins; Earl O'Neal; and/or Rudi Austin
- National Park Service-
- Occupancy Tax Board- Wayne Clark and/or Martha Garrish
- Public Safety- either EMS or Fire Station; -David Scott Esham; Albert O'Neal; Ernie Dosier; Van O'Neal; and/or William Howard
- A select number of concerned citizens- Gene Balance; James Barrie Gaskill; Jason (local Builder); Jennifer Garrish; Earl Gaskins; Amy Johnson;

Not originally suggested as an entity that needed representation, but consider

- Water Plant?- Earl Gaskins

The County Manger's recommendations from the above list are as follows:

- Justin LeBlanc
- Butch Bryant
- Beaver Tillet
- Rudy Austin
- Josh Vann
- Martha Garrish
- Van O'Neal
- Amy Johnson
- Earl Gaskins

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Manager Bill Rich
Attachment: Yes

ITEM TITLE: ABC BOARD REPORT

SUMMARY: Meredith M. Nicholson, Chair of the Hyde County ABC Board, will present Profit & Loss for the month of October and P&L for July through October 2013.

The ABC Board requests that the Board of Commissioners allow them to forgo paying rent to the County for the Swan Quarter store for the four months of December 2013 and January, February and March 2014.

Hyde County ABC Board Reports are attached.

RECOMMEND: Receive report.

Motion Made By: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

Motion Seconded By: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

Vote: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

**Hyde County ABC Board 130
P. O. Box 452
Ocracoke, NC 27960**

November 25, 2013

Hyde County Board of Commissioners
Hyde County Courthouse
Swan Quarter, North Carolina

Dear Commissioners:

One of the items of discussion during the regular monthly meeting of the Hyde County Alcoholic Beverage Control Board on November 18 was the current problem of sufficient cash flow to pay the regular expenses. We have advised you previously of significant expenditures amounting to thousands of dollars left unpaid by the previous boards and managers. These unforeseen costs have all but eliminated any cash balance available to carry us through the lower sales months of December, January, February and March. The current board has taken a number of measures to cut expenses, but we will still struggle until our largest source of revenue (Ocracoke) begins again in April.

After the Commissioners meeting in November, it was suggested by a Commissioner that the County could possibly forgo rent for a few months while we try to recover from these unexpected expenditures. This comment was discussed at our last meeting and the Board voted to approach you with this matter. As chairman of the ABC Board, I respectfully request the Board of Commissioners allow us to forgo paying rent to the County for the Swan Quarter store for the four months mentioned above.

We appreciate the support the Commissioners have given this new ABC Board and appreciate your consideration of this request.

Yours Truly,

A handwritten signature in blue ink, appearing to read "Meredith M. Nicholson".

Meredith M. Nicholson-Chairman
Hyde County ABC Board

3:41 PM
11/09/13
Accrual Basis

Hyde County Board of Alcohol Control Profit & Loss October 2013

Ordinary Income/Expense	Administration	Ocracoke	Swan Quarter	TOTAL
Income				
4000 · Sales				
4001 · Liquor Sales - Swan Quarter	0.00	0.00	13,765.04	13,765.04
4002 · Liquor Sales - Ocracoke	0.00	24,019.00	0.00	24,019.00
4005 · Mixed Beverage - Swan Quarter	0.00	0.00	301.60	301.60
4006 · Mixed Beverage - Ocracoke	0.00	10,362.83	0.00	10,362.83
Total 4000 · Sales	0.00	34,381.83	14,066.64	48,448.47
4020 · Deduct Taxes on Gross Sale				
4021 · State Excise Tax	0.00	-7,953.84	-3,254.16	-11,208.00
4022 · Rehabilitation Tax County	0.00	-103.41	-33.51	-136.92
4024 · Mixed Beverage Tax - NCDHHS	0.00	-58.95	-19.11	-78.06
Total 4020 · Deduct Taxes on Gross Sale	0.00	-8,116.20	-3,306.78	-11,422.98
Total Income	0.00	26,265.63	10,759.86	37,025.49
Cost of Goods Sold				
5000 · Cost of Goods Sold				
5001 · Cost of Liquor	0.00	18,856.25	6,110.68	24,966.93
5002 · Bailment	0.00	37.46	12.14	49.60
5003 · Surcharge	0.00	18.73	6.07	24.80
Total 5000 · Cost of Goods Sold	0.00	18,912.44	6,128.89	25,041.33
51800 · Merchant Account Fees	0.00	585.94	189.88	775.82
Total COGS	0.00	19,498.38	6,318.77	25,817.15
Gross Profit	0.00	6,767.25	4,441.09	11,208.34
Expense				
6000 · General Expenses				
6001 · Salary Wages	3,307.70	0.00	0.00	3,307.70
6003 · Hourly Wages	2,742.84	1,908.00	680.00	5,330.84
6005 · Payroll Tax Expenses				
66001 · FICA Expense	531.70	145.97	52.02	729.69
66003 · NC Unemployment Tax	56.01	22.89	8.16	87.06
6005 · Payroll Tax Expenses - Other	1.45	0.00	0.00	1.45
Total 6005 · Payroll Tax Expenses	589.16	168.86	60.18	818.20
6006 · ABC Board Compensation	900.00	0.00	0.00	900.00
6030 · Employer Matching Pension	163.16	134.89	0.00	298.05
6050 · Alarm services	0.00	0.00	48.04	48.04
6060 · Rent	0.00	0.00	280.00	280.00
66000 · Payroll ITax Expenses	4.35	0.00	0.00	4.35
7090 · Telephone	0.00	141.91	141.92	283.83

3:41 PM
11/09/13
Accrual Basis

Hyde County Board of Alcohol Control
Profit & Loss
October 2013

	Administration	Ocracoke	Swan Quarter	TOTAL
7125 · Supplies				
7130 · Store Supplies	41.63	28.88	28.89	99.40
7140 · Office Supplies	108.02	0.00	0.00	108.02
Total 7125 · Supplies	149.65	28.88	28.89	207.42
7150 · Travel				
7181 · Contract Labor	162.22	0.00	0.00	162.22
7210 · Utilities Services	0.00	30.00	0.00	30.00
7120 · Electric Service	0.00	0.00	182.00	182.00
7210 · Utilities Services - Other	0.00	0.00	32.00	32.00
Total 7210 · Utilities Services	0.00	0.00	214.00	214.00
Total 6000 · General Expenses	8,019.06	2,412.54	1,453.03	11,884.65
63400 · Interest Expense	49.80	0.00	0.00	49.80
66700 · Continuing Education	125.00	0.00	0.00	125.00
Total Expense	8,193.88	2,412.54	1,453.03	12,059.45
Net Ordinary Income	-8,193.88	4,354.71	2,988.06	-851.11
Other Income/Expense				
7000 · Other Expenses				
7001 · Administration Allocated				
Total 7000 · Other Expenses	-8,193.88	6,188.42	2,005.46	0.00
Total Other Expense	-8,193.88	6,188.42	2,005.46	0.00
Net Other Income	8,193.88	-6,188.42	-2,005.46	0.00
Net Income	0.00	-1,833.71	982.60	-851.11

3:41 PM
11/09/13
Accrual Basis

Hyde County Board of Alcohol Control Profit & Loss July through October 2013

Ordinary Income/Expense	Administration	Ocracoke	Swan Quarter	Unclassified	TOTAL
Income					
4000 - Sales					
4001 - Liquor Sales - Swan Quarter	0.00	0.00	57,078.67	0.00	57,078.67
4002 - Liquor Sales - Ocracoke	0.00	146,560.30	0.00	0.00	146,560.30
4005 - Mixed Beverage - Swan Quarter	0.00	0.00	2,378.55	0.00	2,378.55
4006 - Mixed Beverage - Ocracoke	0.00	93,664.09	0.00	0.00	93,664.09
Total 4000 - Sales	0.00	240,224.39	59,455.22	0.00	299,679.61
4020 - Deduct Taxes on Gross Sale					
4021 - State Excise Tax	0.00	-57,487.94	-13,921.06	0.00	-71,409.00
4022 - Rehabilitation Tax County	0.00	-555.22	-152.67	0.00	-807.89
4024 - Mixed Beverage Tax - NCDHHS	0.00	-897.01	-155.30	0.00	-1,052.31
Total 4020 - Deduct Taxes on Gross Sale	0.00	-58,840.17	-14,229.03	0.00	-73,069.20
Total Income	0.00	181,384.22	45,226.19	0.00	226,610.41
Cost of Goods Sold					
5000 - Cost of Goods Sold					
5001 - Cost of Liquor	0.00	120,150.26	28,063.92	0.00	148,214.18
5002 - Ballment	0.00	929.38	241.62	0.00	1,171.20
5003 - Surcharge	0.80	465.34	121.06	0.00	587.20
Total 5000 - Cost of Goods Sold	0.80	121,554.98	28,426.80	0.00	149,982.58
51800 - Merchant Account Fees	0.00	3,373.84	824.17	0.00	4,198.01
Total COGS	0.80	124,928.82	29,250.97	0.00	154,180.59
Gross Profit	-0.80	56,455.40	15,975.22	0.00	72,429.82
Expense					
6000 - General Expenses					
6001 - Salary Wages	16,615.41	0.00	0.00	0.00	16,615.41
6003 - Hourly Wages	9,150.17	8,956.00	3,682.83	0.00	21,789.00
6005 - Payroll Tax Expenses					
6001 - FICA Expense	2,189.08	685.15	281.72	0.00	3,155.95
6002 - FUTA Expense	-7.48	2.76	4.70	0.00	0.00
6003 - NC Unemployment Tax	315.99	107.47	44.19	0.00	467.65
6005 - Payroll Tax Expenses - Other	1,829.45	0.00	0.00	0.00	1,829.45
Total 6005 - Payroll Tax Expenses	4,327.06	795.38	330.61	0.00	5,453.05
6030 - ABC Board Compensation	2,850.00	0.00	0.00	0.00	2,850.00
6040 - Employer Matching Pension	571.05	596.11	163.15	0.00	1,330.31
6050 - Legal & Accounting Fees	7,000.00	0.00	0.00	0.00	7,000.00
6060 - Alarm services	0.00	0.00	192.16	0.00	192.16
6060 - Rent	0.00	0.00	1,120.00	0.00	1,120.00
6000 - Payroll Tax Expenses	13.05	0.00	0.00	0.00	13.05
7090 - Telephone	0.00	571.71	562.84	0.00	1,134.65
7125 - Supplies	41.63	90.10	155.59	0.00	287.32
7130 - Store Supplies	172.48	40.79	393.39	0.00	606.66
7140 - Office Supplies	214.11	130.89	548.98	0.00	893.98
Total 7125 - Supplies					

Hyde County Board of Alcohol Control
Profit & Loss
July through October 2013

	Administration	Ocracoke	Swan Quarter	Unclassified	TOTAL
7150 - Travel	291.72	841.78	0.00	0.00	1,133.48
7160 - Delivery	183.31	0.00	0.00	0.00	183.31
7170 - Pest Control	0.00	0.00	102.00	0.00	102.00
7180 - Postage	15.60	46.00	48.00	0.00	107.60
7181 - Contract Labor	44.00	310.00	408.47	0.00	762.47
7210 - Utilities Services	0.00	0.00	803.00	0.00	803.00
7120 - Electric Service	0.00	0.00	160.33	0.00	160.33
7210 - Utilities Services - Other	0.00	0.00	963.33	0.00	963.33
Total 7210 - Utilities Services	0.00	0.00	963.33	0.00	963.33
Total 6000 - General Expenses	41,275.48	14,249.85	8,120.47	0.00	63,645.80
60400 - Bank Service Charges	135.60	0.00	0.00	0.00	135.60
61700 - Computer and Internet Expenses	0.00	183.17	756.40	0.00	939.57
63400 - Interest Expense	294.01	0.00	53.87	0.00	347.88
66700 - Continuing Education	125.00	0.00	0.00	0.00	125.00
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
69800 - Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
Total Expense	41,830.09	14,433.02	8,930.74	0.00	65,193.85
Net Ordinary Income	-41,830.89	42,022.38	7,044.48	0.00	7,235.97
Other Income/Expense					
7000 - Other Expenses					
7001 - Administration Allocated	-42,935.05	34,140.03	8,798.02	0.00	0.00
7010 - Cash Short - Swan Quarter	0.00	0.00	0.01	0.00	0.01
7020 - Cash Short - Ocracoke	0.00	-0.60	0.00	0.00	-0.60
9000 - Penalties	1,107.16	0.00	0.00	0.00	1,107.16
Total 7000 - Other Expenses	-41,830.89	34,139.43	8,798.03	0.00	1,106.57
Total Other Expense	-41,830.89	34,139.43	8,798.03	0.00	1,106.57
Net Other Income	41,830.89	-34,139.43	-8,798.03	0.00	-1,106.57
Net Income	0.00	7,882.95	-1,753.55	0.00	6,129.40

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

Meeting Date: December 2, 2013
Presenter: Jane Hodges
Attachment: Yes

ITEM TITLE: HYDE COUNTY AIRPORT CONSULTANTS

SUMMARY: Every 5 years the State of North Carolina requires that airports advertise for consultants. This is our first year to do so. Solicitation was sent to five firms. W.K. Dickson of Charlotte who responded with a no, Avcon of Charlotte that responded saying there were too far wary to give us good representation, Delta Airport Consultants of Richmond, Virginia and Newton and Associates of Charlotte, We received no responds to the request for a proposal from these two companies. Talbert and Bright our current consultants responded with the attachment you currently have. The Hyde County Airport Advisory Board recommends that they be awarded the contract.

RECOMMEND: Recommend approval of Talbert and Bright as the consultant for the airport for the next five years.

Motion Made By: Barry Swindell Dick Tunnell Anson Byrd John Fletcher Earl Pugh, Jr.

Motion Seconded By: Barry Swindell Dick Tunnell Anson Byrd John Fletcher Earl Pugh, Jr.

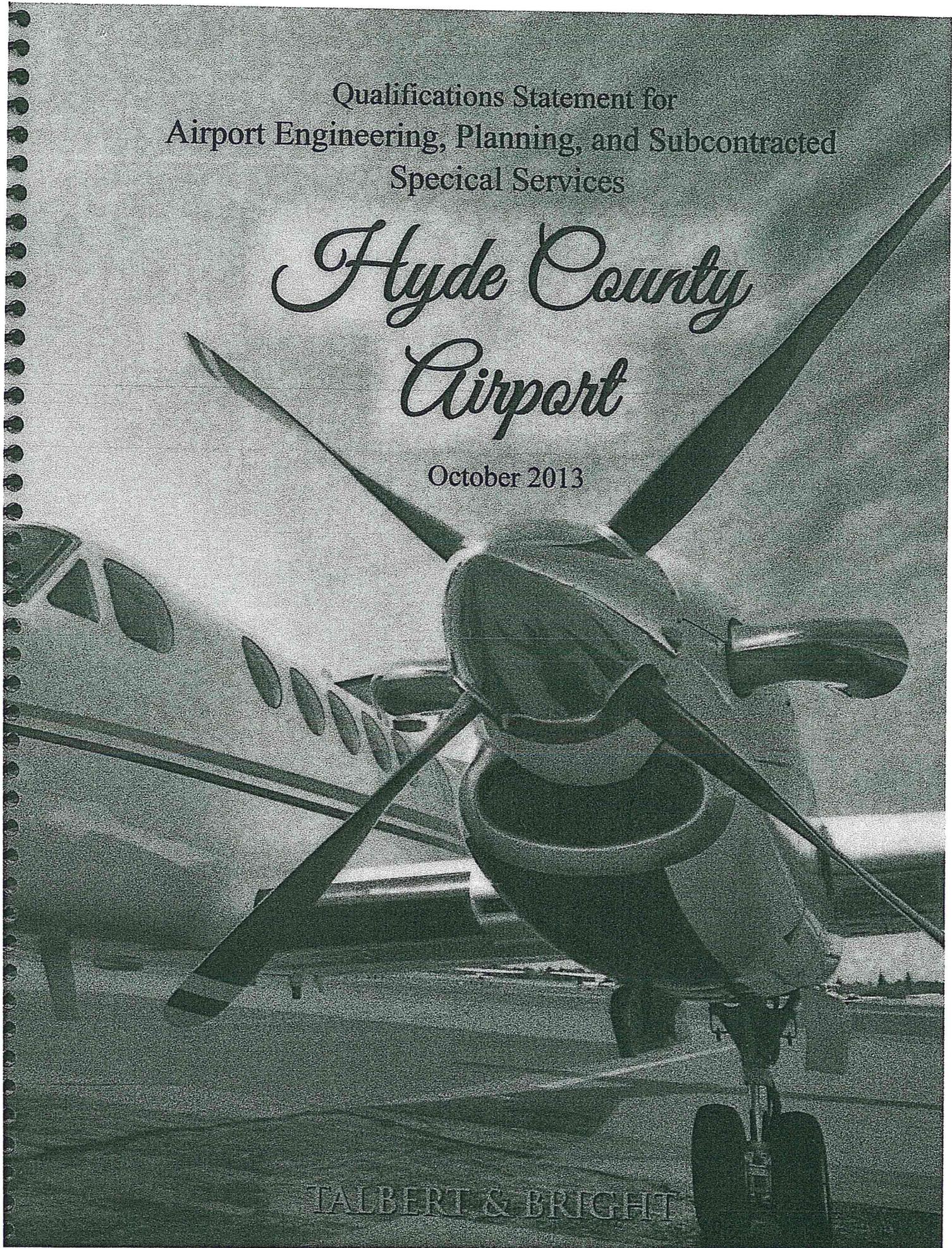
Vote: Barry Swindell Dick Tunnell Anson Byrd John Fletcher Earl Pugh, Jr.

Qualifications Statement for
Airport Engineering, Planning, and Subcontracted
Special Services

*Hyde County
Airport*

October 2013

TALBERT & BRIGHT



TALBERT & BRIGHT

October 15, 2013

Ms. Jane Hodges
Airport Manager
Hyde County Airport
30 Oyster Creek Road
Swan Quarter, North Carolina 27885

RE: Proposal and Qualifications Statement
Airport Engineering, Planning, and Subcontracted Special Services
Hyde County Airport

Dear Ms. Hodges:

Talbert & Bright, Inc. is pleased to submit our Statement of Qualifications for Airport Engineering, Planning, and Subcontracted Special Services at Hyde County Airport (7W6). We have enjoyed our working relationship with Hyde County as we have worked together for over 10 years to improve 7W6 and accomplish the priorities established by the County and North Carolina Division of Aviation (NCDOA). We have been a very successful team! We hope to continue assisting the County with planning, prioritizing, and implementing projects critical to the Airport's future.

Talbert & Bright, Inc. (TBI) is recognized as a leading aviation consultant in the southeast. Since our inception, TBI has completed over 800 airport projects through the NCDOA and FAA. We have a history of successful projects at 7W6, dating back to its original construction in 1977. TBI has a thorough working knowledge of the Airport and a proven track record of working with the County to obtain funding for priority projects. Our dedicated staff takes great pride in working closely with our clients, attending to detail, and working hard to maximize federal and state grant funds.

We feel that TBI offers many advantages to the County in the future development of the Airport:

1. We understand the North Carolina Division of Aviation and Federal Aviation Administration (FAA) airport grants program and we are very knowledgeable of the process required to justify funding of important projects.
2. Jay Talbert, PE will continue to serve as Principal in Charge for all work at 7W6. Jay has over 38 years of experience in airport consulting. Corey Knight, PE will continue to serve as the Project Manager for 7W6. Their technical, organizational, and communication skills will help ensure your projects are performed correctly, are completed on schedule, and the County / Airport stay informed on the project status.
3. Our personnel assigned to your airport are experienced and capable in all phases of general aviation airport planning and development. We are intimately familiar with the facilities at 7W6 and we have a wealth of background information on 7W6. Several current TBI staff

ENGINEERING & PLANNING CONSULTANTS

4810 SHELLEY DRIVE WILMINGTON, NC 28405 910.763.5350 FAX 910.762.6281

members led the 1977 design team that built the airport. Our project team averages over 20 years of experience; there is no learning curve for our staff at your airport.

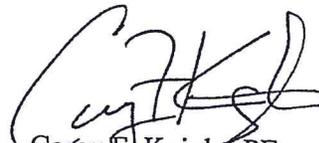
4. Jay Talbert and Corey Knight have outstanding long-term working relationships with the NCDOA and FAA and are familiar with their rules, regulations, and expectations. This knowledge is essential in being able to identify, coordinate, and resolve any issues with either of these agencies during the funding, planning, engineering, and construction phases of the work.
5. Anni Parra, our Grants Administrator, will continue to work closely with you and the County in the coordination and completion of all grant paperwork, including preparation of grant applications and budgets, requests for reimbursement, project status reports, and grant close-out. For the past five years, Anni has worked hand in hand with you and Kris Noble, providing the County and Airport Advisory Committee complete grant support from project inception to close-out.
6. We understand the airport's current priorities including the AWOS and on-going Unmanned Aerial Systems Operations support, as well as the other projects on the 7 year TIP. Please note in our Representative Projects section that we have recently completed numerous projects similar to the airport's priority projects.

We hope the attached qualifications statement which follows this letter, clearly shows our experience and capability to help the County to meet your goals at 7W6.

Thank you once again for considering Talbert & Bright, Inc.

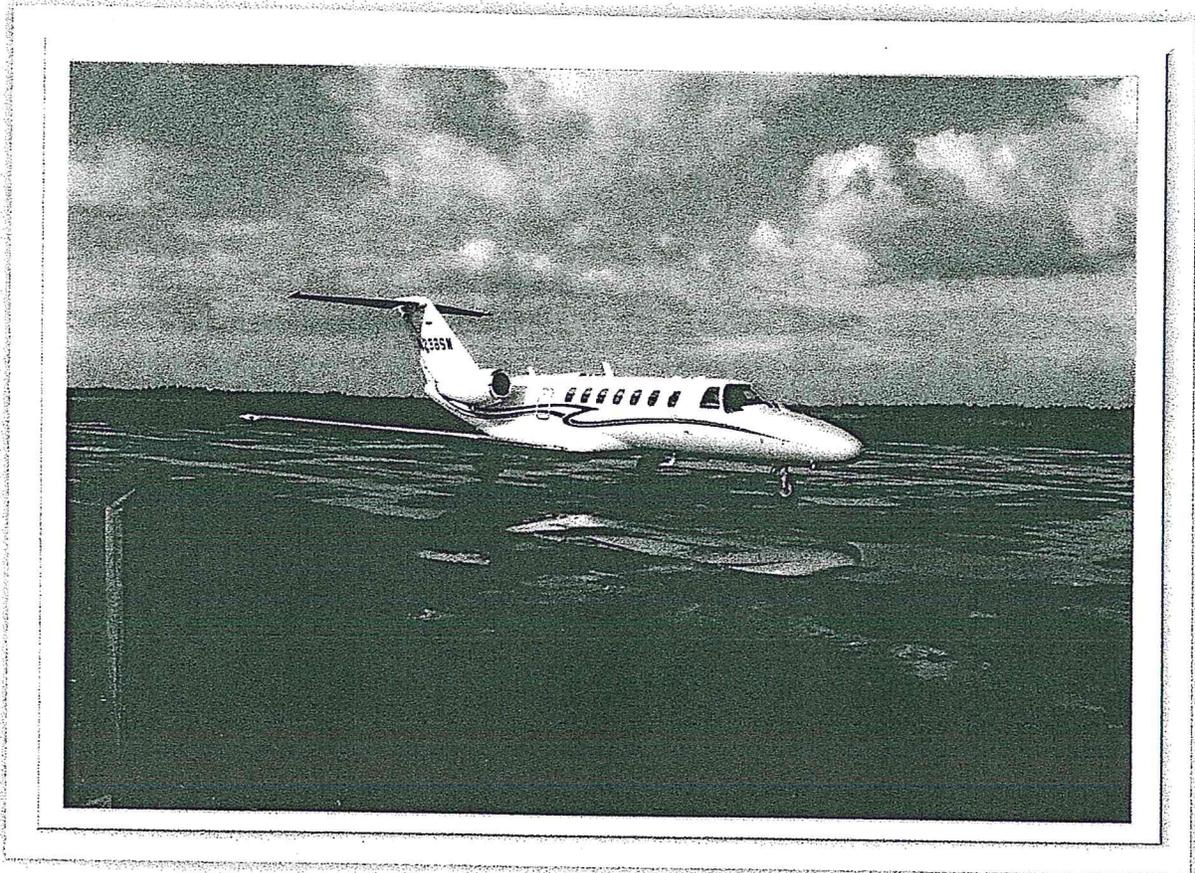
Sincerely,


John T. Talbert, III, PE
Principal in Charge


Corey F. Knight, PE
Project Manager

Hyde County

Statement of Qualifications for



**Airport Engineering, Planning, and
Subcontracted Special Services**

Hyde County Airport

TALBERT & BRIGHT

John T. Talbert, III, P.E.

4810 Shelley Drive

Wilmington, NC 28405

(910) 763-5350

jtalbert@tbilm.com

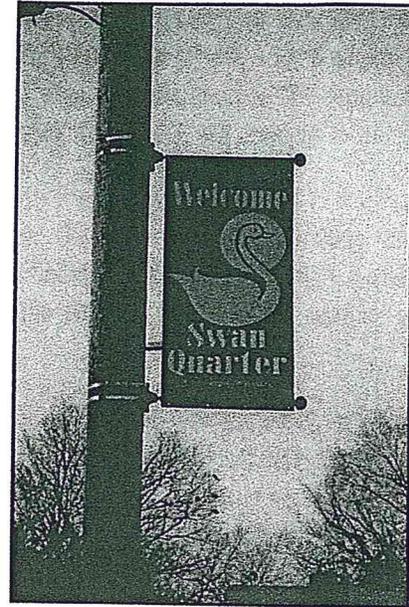
October 15, 2013

EXPERIENCE OF THE FIRM

TBI's team has the capability to perform all aspects of the projects listed, including but not limited to: and terminal area development, runway extension, taxiway turnarounds, airfield lighting and signage, new hangar area, hangar building construction, and pavement rehabilitation.

Corporate Background

Talbert & Bright, Inc. (TBI), a privately held professional corporation founded in 1989, provides aviation engineering and planning services to airports throughout the Southeastern United States. TBI combines extensive professional experience with a responsive and cost-effective approach to serving our clients. We will continue to serve Hyde County Airport (7W6) with our Wilmington aviation professional, technical, and administrative personnel. Many of our engineers have over 25 years of experience in the design and planning of aviation facilities similar to 7W6 and several of our senior team members, including Jay Talbert and Corey Knight, have extensive experience at 7W6. In addition, the TBI team includes staff members that led the design of the airport in 1977.



What sets TBI apart from other consultants is that we focus exclusively on airport engineering and planning services. We are full service aviation experts with a singular focus. One hundred percent of our clients are the owners of general aviation or air carrier airports, just like 7W6. Our airfield design, landside design, and construction expertise encompasses a wide variety of airport improvement projects including runways, taxiways, aprons, fuel farms, terminal buildings, airfield and apron lighting, NAVAIDs, roadways, parking, and terminal facilities. TBI also has significant experience in airport planning, environmental assessments, environmental permitting, master plans, airport layout plans, economic feasibility studies, and terminal area studies. TBI and its affiliated companies have successfully completed over 800 planning, design, and construction projects in North Carolina, South Carolina, Virginia, Georgia, and Maryland. Many of the projects are shown in our enclosed aviation experience list. The projects listed were completed using North Carolina Department of Transportation - Division of Aviation (NCDOTA) and/or Federal Aviation Administration (FAA) funding. The construction value of these projects ranges from \$10,000 to over \$20 million.

Project Management

Because TBI specializes in aviation engineering, we can provide our clients the advantage of responsive, client-oriented project management. Each project team is specifically selected to focus on the needs of the project and the client, and is led by one of the firm's principals. This approach ensures that if clients have questions or concerns, they get immediate attention right from the top.

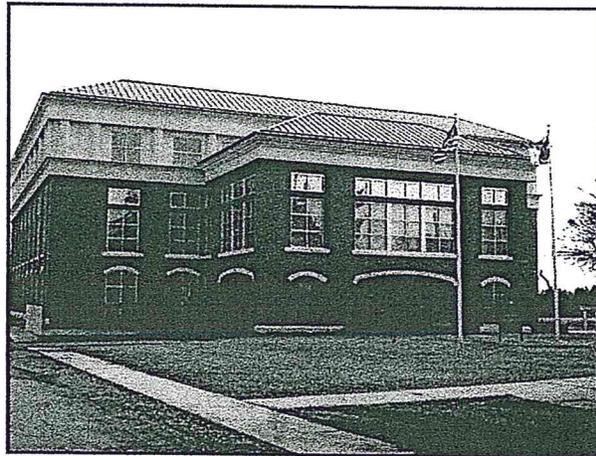
Talbert & Bright, Inc. is large enough to provide sufficient manpower and resources to complete any type of airport development project, yet small enough to pay attention to detail and effectively manage projects so they are completed on schedule and within budget. All work completed for 7W6 will be performed under the review

EXPERIENCE OF THE FIRM

of founding principal, John T. Talbert, III, PE (Jay), thus providing the convenience of a direct line of communication with an owner of the firm. As the Principal in Charge, Jay's involvement will ensure effective project communication, impact the capability to make timely decisions, and allow the allocation of TBI resources as necessary to complete any project on schedule and within budget. Corey Knight, PE will continue to serve as Project Manager.

Our staff has worked closely with the NCDOA and FAA for over 24 years. Since we work with the State and FAA daily, we are exceedingly familiar with the State and FAA's grant processes, and with the FAA's airport design standards. Further, TBI has a long standing track record with the NCDOA and FAA of meeting or exceeding project DBE goals.

For many of our clients, we provide grant administration assistance through the life of a project, which includes preparation of pre-application and application packages for state and federal grants, close monitoring of project costs vs. grant line item budgets, and preparation of monthly reimbursement requests, quarterly reporting, and grant close-out. We also prepare all of the grant paperwork for the County, and maintain a grant notebook which contains a complete record of every project expenditure, payment, and grant reimbursement. On larger projects, we develop cost projection graphs, which not only identify the expected monthly expenditures throughout the project duration, but can also help the Owner identify the amount of the local matching funds that will be required each month. We also assist our clients with long-term planning, including preparation of TIP funding requests required annually by the NCDOA/FAA. TBI can do as much as the Airport/County needs to support your staff with grant administration.



Project Team

The Talbert & Bright, Inc. team will bring to your projects the collective expertise of a number of subconsultants, based in eastern North Carolina.

The project team assembled for upcoming projects at Hyde County Airport has experience working together with TBI on numerous previous airport projects including previous projects at 7W6. As always, TBI will strive to **utilize local subconsultants** to assist with various elements of each project.

Surveying Consultant Services: Summit Coastal, PLLC of Raleigh, will perform topographic surveys, boundary surveys, and approach surveys. Summit Coastal, PLLC has extensive airport experience at 7W6 and they are intimately familiar with NCDOA and FAA expectations and design criteria.

Geotechnical / Quality Assurance Testing Consultant Services: GeoTechnologies, Inc., of Raleigh, with extensive 7W6 experience, will provide subsurface investigations, geotechnical engineering, materials science, and quality assurance testing services for construction projects at Hyde County Airport. GeoTechnologies has provided these services for TBI on numerous airport projects throughout North Carolina.

Electrical Engineering Consultant Services: Cheatham and Associates, PA, of Wilmington, will provide

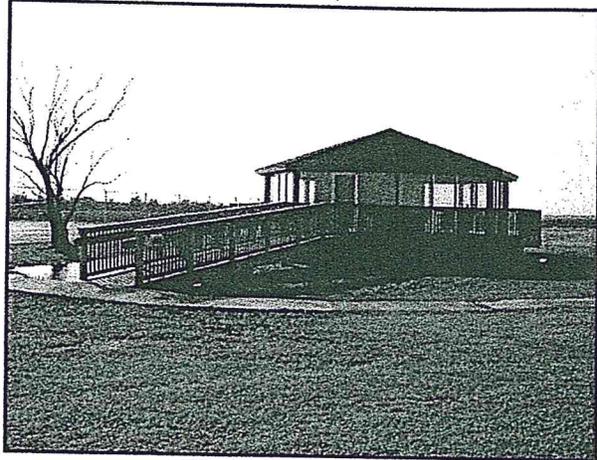
EXPERIENCE OF THE FIRM

electrical engineering services for any airfield, terminal area, and terminal building lighting. Cheatham and Associates has performed electrical engineering for multiple airfield projects.

Upcoming Projects

Based on our recent discussions with the County staff, recent discussions with NCDOA, and preparation of the TIP, we understand some of the County's priorities for the Airport include:

1. **AWOS** - Being situated in the proximity of Pamlico Sound the weather conditions can vary rapidly. An Automated Weather Observation Station can bring confidence to pilots and a safer flying environment.
2. **Taxiway Turnaround and Lighting for Runway 11 and 29** - Safety for pilots is the number one priority for Hyde County. These projects would introduce a safe and effective way for planes to back taxiing on the runway to turn around without encroaching/occupying the runway.



3. **6 Unit T-Hangar and Storage** - With the prospect of future based operations at Hyde County Airport, storage for aircraft is non-existent. T-Hangars are a practical, cost effective way to generate revenue and develop patrons to utilize the airport facilities, generating additional revenues at the airport.
4. **Runway Extension and Lighting** - In the near future Hyde County desires to lengthen the runway to meet the minimum recommended length of 5000 feet based on the NCADP 2006 Study. This would involve a 300 foot extension of the Runway and associated lighting.

TBI has completed many similar projects to these at general aviation airports across the state in recent years.

REFERENCES

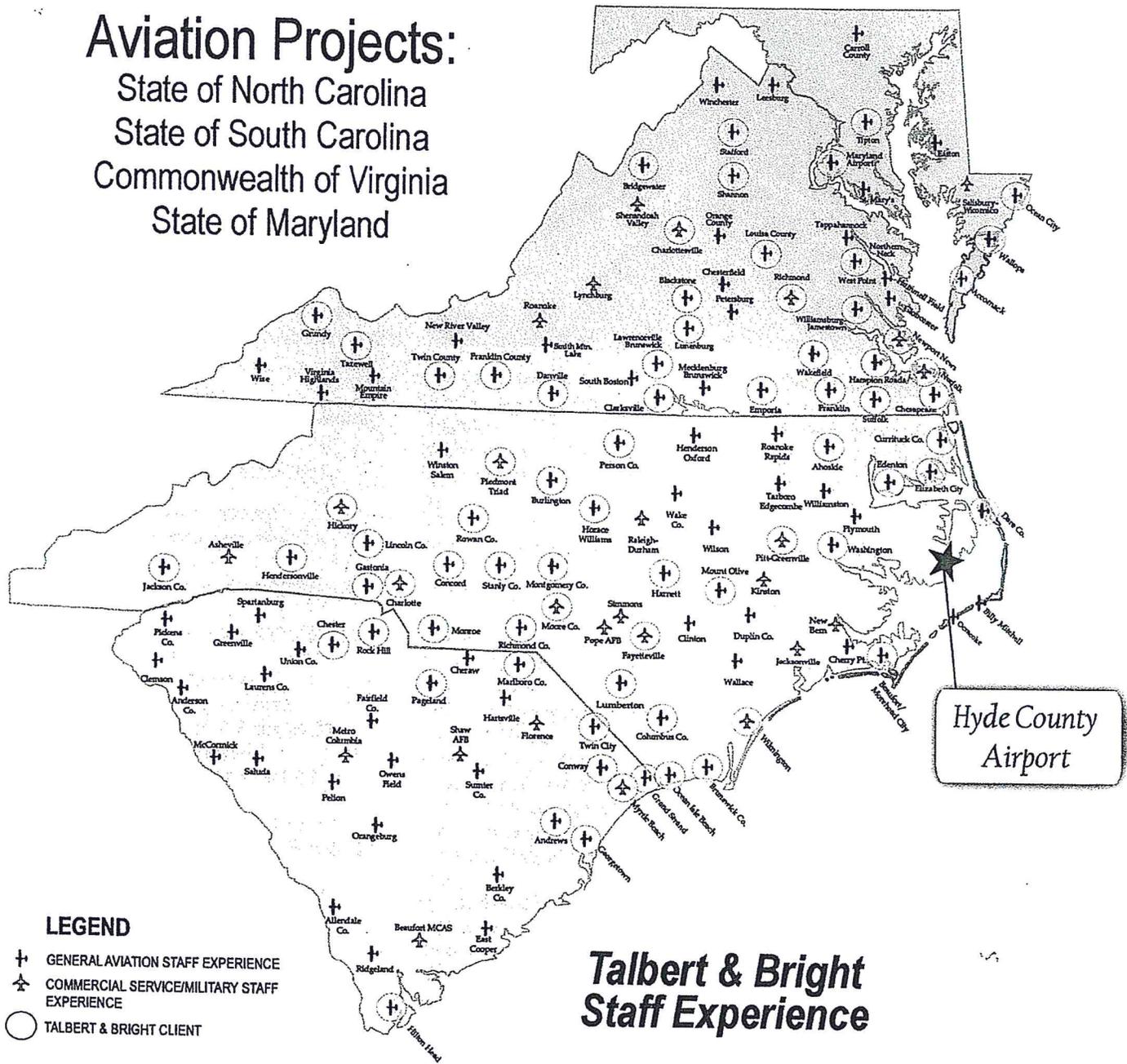
→ **Mr. Howard Franklin, Airport Manager**
Cape Fear Regional Jetport
4019 Long Beach Road
Oak Island, North Carolina 28461
(910) 457-6483

→ **Mr. Phil Edwards, Airport Manager**
Columbus County Municipal Airport
467 Airport Road
Whiteville, North Carolina 28472
(910) 642-0582

→ **Mr. Ken Lohr, Chairman**
Beaufort-Morehead City Airport Authority
303 Courthouse Square
Beaufort, North Carolina 28516
(252) 241-2883

AVIATION EXPERIENCE

Aviation Projects:
 State of North Carolina
 State of South Carolina
 Commonwealth of Virginia
 State of Maryland



**Talbert & Bright
 Staff Experience**

AVIATION EXPERIENCE - Partial Listing of Similar Projects

Talbert & Bright and its team have performed over 800 airport planning, design, construction, and other types of aviation projects. A partial listing of select North Carolina projects is shown below.

Hyde County Airport, NC

PAPI Repair

New T-Hangars

Exhibit 'A' Property Map

Airport Development Plan

AWOS

Self Service Fuel Farm

Apron & Taxiway Pavement

Rehabilitation

Terminal Building Assistance

SWPPP

Terminal Area Fencing & Windcone

Segmented Circle Rehabilitation

Airfield Lighting Rehabilitation & PAPI

Installation

Approach Clearing

Airfield Lighting System Evaluation

NCADP

Burlington-Alamance Regional Airport, NC

Extend Runway 6 100 Feet

Stormwater Management Plan for

Runway Extension

Feasibility Study for Runway Extension

Lengths

Runway 6-24 Extension Site Preparation

- Ph I, II, & III

Stream Impact Permitting

Localizer Modeling & Analysis

SPCC Plan & Fueling Rules Update

T-Hangar Site Preparation

Runway 6-24 Extension Paving &

Lighting

Runway Approach Certifications

Approach Survey & Analysis Runway 24

Extension

Cape Fear Regional Jetport, NC

General Aviation Apron Expansion

Helicopter Hangar Site

Runway Extension

Runway Extension Land Acquisition

Terminal Water & Sewer

SPPP & SPCC Plan

Runway Approach Certifications

Wetlands Mitigation & Permitting

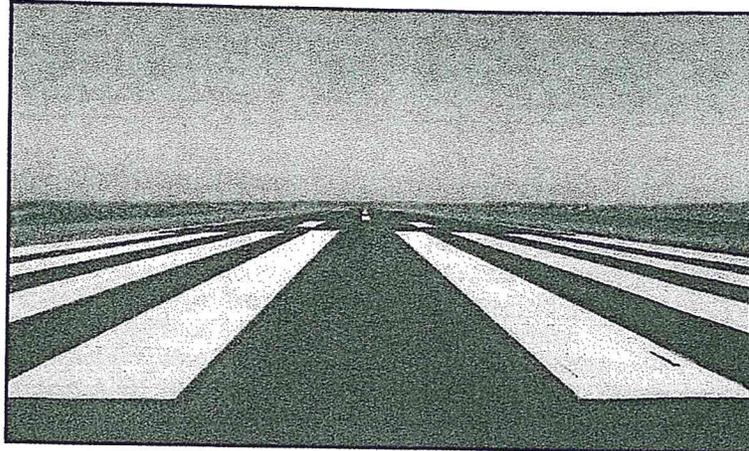
Perimeter Fencing

Relocate Airport Road

1,205 Foot Runway Extension &

Strengthening

West Terminal Development - Ph I



Parallel Taxiway

Parallel Taxiway Land Acquisition

Assistance

Multi-Purpose Operations Building

Columbus County Municipal Airport, NC

Land Acquisition Assistance

Wetlands Delineation & Environmental

Review

SWPPP & SPCC Plan

Fuel Farm Installation

Parallel Taxiway

Runway Approach Certification

Hangar Taxilane

Currituck County Airport, NC

Perimeter Fence - Ph I

Hangar & Hangar Taxiway

Partial Parallel Taxiway, Stub Taxiway, &

Apron Pavement Rehabilitation

Runway Approach Certification

Connector Taxiway & Aircraft Parking

Apron

Update Exhibit 'A' Property Map

ALP Update

Dare County Regional Airport, NC

Airport Signage & Marking Plan

Apron Expansion

Land Acquisition for Runway 23

Approach

Runway 23 Approach Clearing

T-Hangar & T-Hangar Taxiways

SWPPP & SPCC Plan

Drainage Improvements for Runway 23

Approach

Runway Approach Certification

Exhibit 'A' Property Map Update

Obstruction Lighting for Runway 23

Approach

Airfield Pavement Rehabilitation

Elizabeth City/Pasquotank County

Regional Airport, NC

Environmental Assessment for Aviation

Center

Terminal Expansion

Runway Approach Certification

SWPPP & SPCC Plan Update

Parking Lot Rehabilitation

Apron Rehabilitation

Terminal Building Repairs

Fayetteville Regional Airport, NC

Runway 4-22 Rehabilitation

New Airfield Lighting Vault

Snow Removal Equipment Shelter

West General Aviation Ramp Pavement

Rehabilitation

Approach Clearing for Runways 4 & 10

Air Carrier Apron Rehabilitation

Rehabilitation of Taxiway 'A', 'C', 'D', &

'F' & Taxiway Lighting & Signage

Passenger Boarding Bridge for Gate B-4

Runway 4 RSA Improvements & Taxiway

'A' Extension

Runway 4-22 Paved Shoulders

Harnett Regional Jetport, NC

Runway & Taxiway Lighting

Safety Area Grading for Runway 5

Runway Extension Clearing

Taxiway Extension Paving

Taxiway Rehabilitation

Perimeter Safety / Security Fencing

Assistance with Land Use Compatibility

Zoning Plan

AVIATION EXPERIENCE - Partial Listing of Similar Projects

SWPPP Plan Update
Runway Approach Certification
Runway, Taxiway, & Apron Rehabilitation & Strengthening
Hangar Development
Land Acquisition Assistance
Lumberton Regional Airport, NC
Perimeter Fence Installation
Runway 5 Approach Clearing
Runway 5-23 Rehabilitation - Ph I
Runway 5-23 & 13-31 Rehabilitation - Ph II
Pavement Testing & Evaluation
Runway Lighting
SWPPP Plan Update
Runway Approach Certification
Obstruction Analysis & Approach Clearing Runway 5
Hangar Taxiway
Airfield Lighting & Signage Rehab
Taxiway & Apron Rehabilitation & Strengthening
Michael J. Smith Field, NC
ALP Update
Parking Lot, Taxilane, & Roadway Reconstruction & Paving
Avigation Easement
RPZ Land Acquisition Assistance
Wetlands Permitting Assistance
T-Hangar Taxilane Rehabilitation
Runway 8-26 PAPIs & Hold Signs
Runway 8-26 Extension & Partial Parallel Taxiway
Runway Approach Certification
Assistance with Exhibit 'A'
Hangar & Hangar Taxiways
Runway 8-26 Rehabilitation
Segmented Circle with Traffic Pattern Indicator
Moore County Airport, NC
Hangar Taxiways
Apron & T-Hangar Taxiway Repairs
Land Acquisition
Relocate Highway NC 22 & SR 1843
Runway 5 RSA Grading
T-Hangars & Executive Hangars
Runway 5 Approach Clearing
Airport Master Plan Update
Runway Approach Certification
Water & Sewer Improvements
Runway 23 RSA Grading & 400 Foot Displaced Threshold & Parallel Taxiway
SWPPP & SPCC Plans
Apron Expansion
Runway 5 Displaced Threshold, Parallel Taxiway Extension, & MALSR
Mount Olive Municipal Airport, NC
Update Environmental Assessment for the Runway Extension & Associated Projects
Land Acquisition
SWPPP Plan Update
Runway Approach Certification
Jet 'A' Fuel System Assistance
Exhibit 'A' Property Map Update
Airfield Pavement Rehabilitation
Northeastern Regional Airport, NC
Runway 1-19 Rehabilitation
ILS Assistance
Prepare ALP Drawings, Airport Height Restriction Ordinance, & Height Restriction Ordinance Map
Land Acquisition Assistance
T-Hangar & Hangar Taxiways
SWPPP Plan Update
Runway Approach Certifications
Apron Pavement Rehabilitation
Exhibit 'A' Property Map Update
Odell Williamson Municipal Airport, NC
MIRL, PAPI, REIL, & Airfield Lighting
Vault Runway 6-24
Runway Approach Certification
SWPPP & SPCC Plans
Apron Acquisition Assistance
Person County Executive Airport, NC
T-Hangars & T-Hangar Taxiways
Runway 6-24 Approach Survey
New GPS / RNAV Instrument Approaches
Taxiway Extension
MALSR Installation
Taxiway Lighting Rehabilitation
Slope Drain Repairs
Land Acquisition Assistance
Runway 6 Approach Clearing
Pitt-Greenville Airport, NC
Entrance Road Improvements
Runway 2-20 Safety Area / Runway Extension Feasibility Study
Terminal Building Expansion & Façade Renovations
Runway 26 Approach Clearing Assistance
Runway 2-20 RSA / Extension Environmental Assessment
Land Acquisition Assistance
De-Icing Ramp Rehabilitation
Master Plan & ALP Update
Tri-County Airport, NC
New Fuel Farm
Approach Clearing
Exhibit 'A' Property Map
Runway 19 Approach Grubbing
Airfield Lighting Rehabilitation
Runway Approach Certification
SWPPP Plan
Apron Rehabilitation & Connector Taxiway
Land Acquisition Assistance
Approach Surveys
North Carolina Planning Components
Runway 19 Extension
NAVAIDs Improvements
Warren Field, NC
Land Acquisition
T-Hangar Taxiways
Perimeter Safety / Security Fencing
PAPI Installation for Runway 23
Airfield Sign Installation
Runway 23 Approach Clearing
Fuel Farm Improvements
ALP Update
Airfield Drainage Improvements
Runway 17-35 Connector Taxiways & Taxiway 'C' Rehabilitation
Wilmington International Airport, NC
Runway 6-24 Approach Clearing
Taxiway 'B', 'C', & 'F' Rehabilitation
Pavement System Evaluation Update
General Aviation Apron / Taxilane Rehabilitation & Repairs
Radio Control Equipment Modifications
Perimeter Fence Morris Road
Taxiway 'N' Rehabilitation
Runway 17-35 Centerline Crack Repair
Apron Repairs & Joint Sealing
Displace Runway 35 Threshold
Customs Apron Rehabilitation
Stormwater Management - Ph II
Runway 24 Inner Approach Clearing
Taxiway 'A', 'F', & 'H' Widening
Runway 35 ILS / ALS & Runway 6-24 PAPI
Runway 17 Extension
Airfield Marking & LED Signs
Rehabilitation of Taxiways 'A', 'D', & 'H'
Rehabilitation of Airport Boulevard & Roadway Lighting
Runway 24 Ditch Modifications
Taxiway 'B', 'C', 'J', & 'G' Paved Shoulders & LED Lights
Runway 17-35 Rehabilitation
Runway 17 & Taxiway 'A' Extension
Runway 17 Land Acquisition
Taxiway 'A' Lighting Rehabilitation

ORGANIZATION CHART

Hyde County
Bill Rich, County Manager

Hyde County Airport
Jane Hodges, Manager



Principal in Charge
John T. Talbert, III, PE

Project Team

Corey F. Knight, PE <i>Project Manager</i>	Ramon E. Marconi, PE <i>Airport Engineer</i>
Pamela C. Culp, EI <i>Airport Engineer</i>	Jeffrey A. Wellman <i>Airport Planner</i>
Brian P. Ensign <i>GIS Analyst / Airport Engineer</i>	M. Ann Parra <i>Grants Administrator</i>

Talbert & Bright
Technical and Support
Staff, and
Resident Project
Representatives

Geotechnical / Quality Assurance Testing Consultant
GeoTechnologies

Surveying Consultant
Summit Coastal

Electrical Engineer Consultant
Cheatham & Associates

PROJECT TEAM RESUMES

JOHN T. TALBERT, III, PE: *PRINCIPAL IN CHARGE*

LICENSED: Registered Professional Engineer - North Carolina, South Carolina, and Virginia; Licensed Private Pilot

GENERAL SUMMARY: For the past 38 years, Mr. Talbert has worked almost exclusively in the planning and design of airport related facilities including over 35 years working with NCDOT-DOA. His areas of expertise include the planning and design of airport facilities, surveying, photogrammetry, design of roads, railroads and highways. He has served as project manager or senior engineer on airport development projects at more than 60 general aviation, air carrier, and military airports, including over 400 separate projects.

Mr. Talbert's airport experience includes the design of several new airports, runway overlays, runway extensions, taxiways, runway and taxiway reconstruction and strengthening, new terminal areas, access and service roads and auto parking facilities, hangars and FBO facilities. He works with the FAA and State offices on a daily basis and is thoroughly familiar with their expectations. Mr. Talbert has the unique ability to present a difficult-to-justify project in a most favorable light and has, on many occasions, assisted in obtaining funding where probabilities were low.

COREY F. KNIGHT, PE: *PROJECT MANAGER*

LICENSED: Registered Professional Engineer - North Carolina, Tennessee, Alabama, Kentucky, and Florida

GENERAL SUMMARY: Mr. Knight brings experience in site layout and development projects all over the nation. With a background in site design and development, Mr. Knight has designed and managed general aviation airport projects in North Carolina, Tennessee, Kentucky, Alabama, and Georgia.

Mr. Knight's specific experience at Hyde County airport included the New Fuel Farm Installation, as well as, the Apron Pavement Rehabilitation. Mr. Knight's additional airport experience includes the design of runway overlays, runway extensions, taxiways, runway and taxiway reconstruction and strengthening, new terminal buildings, access and service roads, auto parking facilities, hangars, and fuel facilities.

M. ANNI PARRA: *GRANTS ADMINISTRATOR*

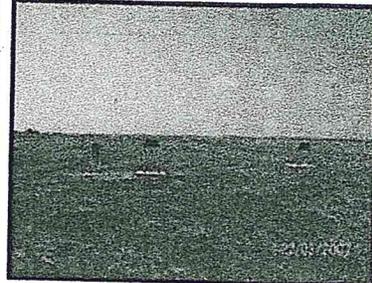
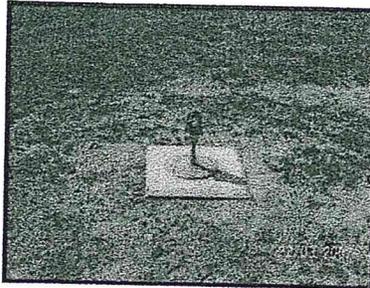
GENERAL SUMMARY: Ms. Parra provides comprehensive grant administration services for over 25 airports, including grant application support, preparation of initial grant paperwork, grant accounting and reconciliation, budget planning, quarterly status reports, and audit support. Presently Ms. Parra manages, reconciles, and administers more than 75 North Carolina grants. These grants encompass a broad range of funding that includes North Carolina State Block grants, North Carolina State funded grants, and FAA AIP grants, which currently total more than \$80 million.

Anni's daily coordination with Nancy Seigler (NCDOT-DOA Grants Administrator) allows access to information regarding compliance, policy, and reimbursement issues. Anni strives to share this communication not only with the engineering community but with the Sponsor's Airport and Financial personnel. Anni is skilled in all facets of grant administration including completion of all AV forms, budget development, reimbursements, DBE process forms, and Professional Services requirements on Land Acquisition grants as well as grant close-outs. Anni has over 10 years of experience in Project Cost Management.

REPRESENTATIVE PROJECTS

Hyde County Airport Engelhard, North Carolina

Airfield Lighting Rehabilitation and PAPI Installation - The project included the removal and replacement of the existing runway and taxiway lights. The existing system was over 30 years old, and was severely damaged and inoperable. The project installed a

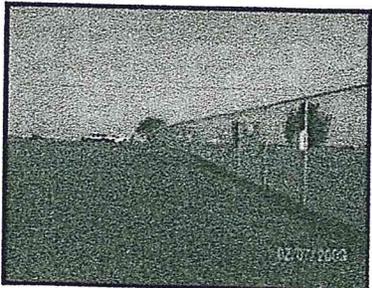
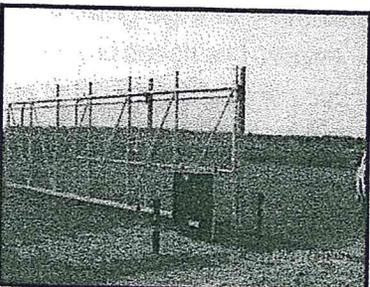


completely new lighting system, which included new runway edge lights, new taxiway edge lights, threshold lights, new circuits/power cable, PAPIs on Runway 11-29, PAPI circuit, new windcone circuit, and a new electrical vault building, rehabilitation of the beacon, and removal of the VASIs. The lighting vault is a small building which will house a new power regulator for the lighting system and other new electrical equipment. Also included with the project was the installation of Precision Approach Path Indicators (PAPIs) on each end of the runway. The PAPI is a visual aid that pilots use when landing. Talbert & Bright, Inc. provided Design, Bidding, Construction Administration and Resident Project Representative Services.

Runway 11-29 Approach Clearing - Over time regrowth of trees in the Runway Protection Zone on the west side of Highway 264 encroached into the approach area. This project removed a portion of the trees and restored a safe, clear approach to Runway 29.



General Area Fencing and Concrete Segmented Circle Rehabilitation - The project included the installation of 8 foot high concrete fence with 3 strand barbed wire, a 20 foot double-leaf swing gate 8 feet high, 4 foot pedestrian gate 8 feet high, and a 20 foot electric cantilever sliding gate 8 feet high with keypad entry, and gate warning signs.



Other elements included the removal of the existing concrete windcone segmented circle, grading and paving of the area, then layout and construction of new concrete windcone segmented circle. Talbert & Bright, Inc. provided Design, Bidding, and Construction Administration.

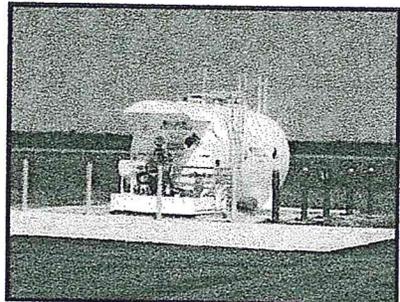
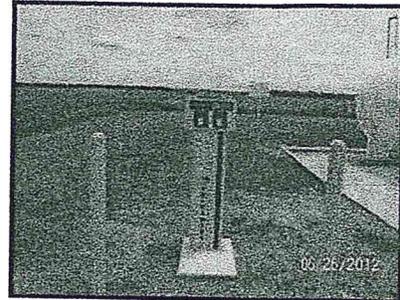
REPRESENTATIVE PROJECTS

AVGAS Fuel System Installation

Hyde County Airport
Engelhard, North Carolina

Talbert & Bright, Inc. worked with Hyde County to develop a self-serve fueling system to utilize funding that was in jeopardy of being lost. The Hyde County Airport now enjoys a State of the Art 100LL AVGAS System that is utilized by numerous transient pilots. This project is currently providing revenue and bringing additional traffic into Hyde County.

The project included construction of a new 6,000 gallon AVGAS self-serve fuel station, with a credit card fuel master connected by phone line. The system can be used 24 hours a day. The project was closely coordinated with the local Fire Marshall and Building Inspections Department.

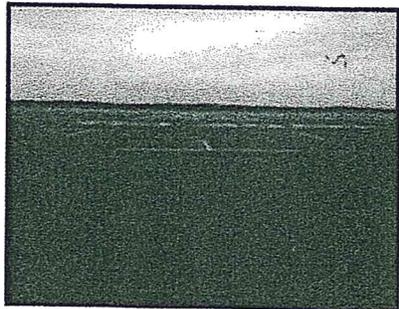


Apron and Taxiway Pavement

Rehabilitation
Hyde County Airport
Engelhard, North Carolina

Being over 35 years old, the apron was showing signs of distress. Talbert & Bright, Inc. worked with Hyde County to design and oversee construction of a complicated overlay due to the flat grades and poor drainage on the apron. Damaged areas were repaired and proper surface drainage was restored to the apron. The new apron should provide a durable aircraft parking surface for many years.

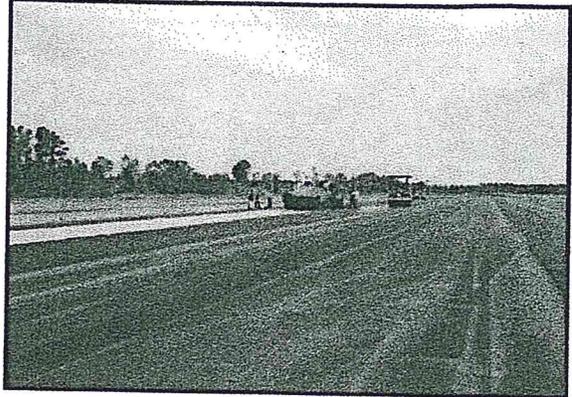
New tie-downs, shoulder prep, seal coat, marking, and apron lighting were also included on the project. Lastly, a concrete off-loading pad was added in front of the new 100LL AVGAS Fuel System as a part of the apron rehabilitation.



REPRESENTATIVE PROJECTS

Runway Extension and Overlay Northeastern Regional Airport Edenton, North Carolina

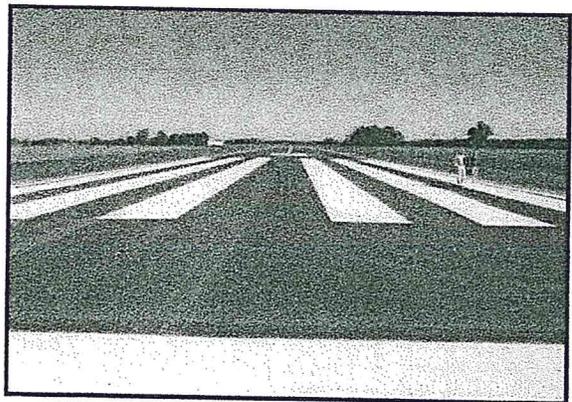
Northeastern Regional Airport was originally a World War II era airfield with three runways, one being 8,000 feet long and another reconstructed to 5,000 feet in the mid 1970s. Several years ago Talbert & Bright, Inc. was involved in the lighting and 1,000 foot extension of the primary Runway 1-19, to 6,000 feet. This was recently followed by strengthening / rehabilitation of that Runway which also included airfield lighting upgrades, apron expansion, apron strengthening / rehabilitation, and crack repair.



In addition, Talbert & Bright, Inc. recently completed updating the Airport Layout Plan (ALP), revisions to airport zoning / height ordinances, and updating of airport rules and regulations. Talbert & Bright, Inc. also assisted Edenton in justification, funding, and project assistance associated with a 100 percent Federal Aviation Administration funded Precision Instrument Approach.

Runway 5 Extension Mount Olive Municipal Airport Mount Olive, North Carolina

This project consisted of extending the runway at the Mount Olive Municipal Airport to provide corporate aircraft with a minimum of a 5,000 foot take-off run or landing length in both directions. The project included acquiring several parcels of property and clearing the obstructions from those parcels, site grading for the runway extension, site drainage, paving of the runway extension, marking, runway lighting, and relocation of the PAPI. The completion of this project enhanced the viability of the Mount Olive Municipal Airport to serve as a vital economic and industrial tool, and is immediately adjacent to a growing industrial park area. With over 5,250 feet of useable runway pavement, the Mount Olive Municipal Airport is a functional and safe facility for corporate aircraft of all sizes to utilize while serving clientele in the Mount Olive area. Talbert & Bright, Inc. was responsible for the project Design, Construction Administration, Resident Project Representative Services, Grant Administration Services, and overview of subconsultant Quality Assurance Testing Services.

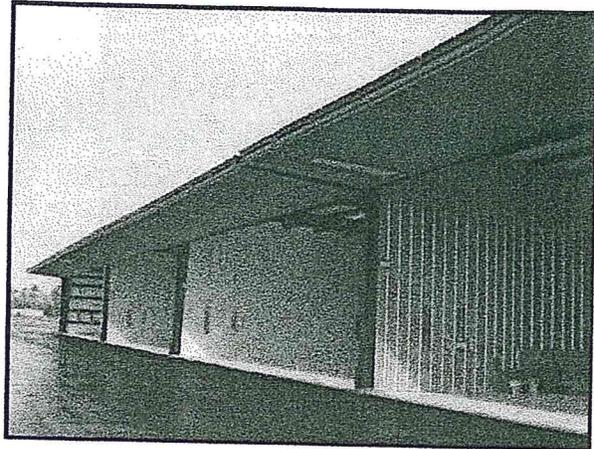


REPRESENTATIVE PROJECTS

5-Unit Corporate Hangar and Hangar Taxiways

Currituck Regional Airport
Maple, North Carolina

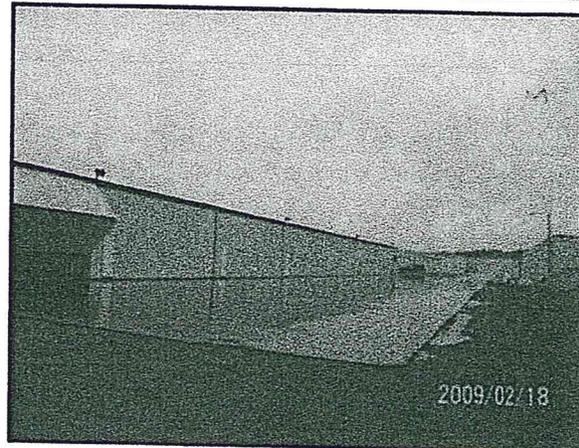
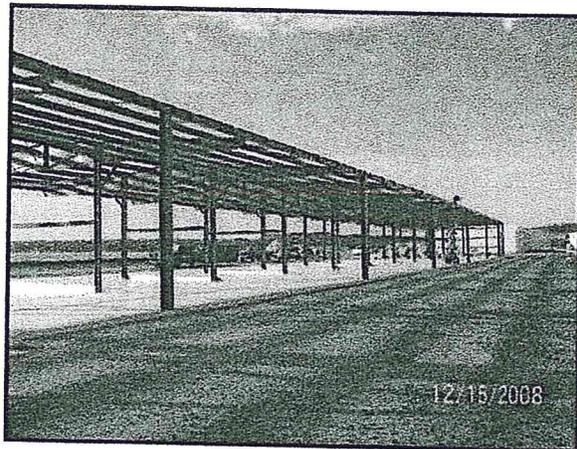
This project consisted of the design and construction of a new 5-unit Corporate hangar and hangar taxiway. The 5-unit hangar was 60 feet deep with an 18 foot clear door opening height and included one unit with a 65 foot clear width door opening and four units with a 56 foot clear width door opening. Talbert & Bright, Inc. worked closely with the Airport to determine what additional preferred amenities should be considered for each hangar. These amenities include overhead lights, translucent roof panels, wall and roof insulation, electrical outlets, and epoxy floor coating. These amenities were included as alternate bid items to allow the Airport the ability to select those amenities that would fit within the project budget. This project was completed on time and under budget.



14 Unit T-Hangar and Hangar Taxiways

Dare County Regional Airport
Manteo, North Carolina

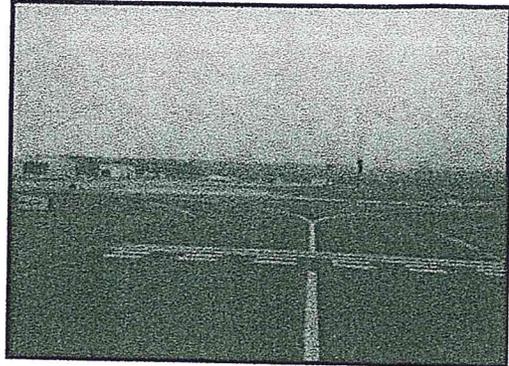
This project consisted of the design and construction of a new 14-unit T-Hangar and hangar taxiway with electric bifold doors. Unstable soils and a high water table required unique geotechnical engineering solutions to provide adequate support for hangar footings and foundation. The project was completed in two phases, with phase 1 including site preparation and surcharging the subgrade soils under the hangar foundation and slab. Phase 2 included completion of drainage installation, site grading, foundation and slab construction, hangar erection and hangar taxiway paving. The project was completed on time and under budget.



REPRESENTATIVE PROJECTS

Overlay Taxiway, Stub Taxiways, and Apron Expansion

Dare County Regional Airport
Manteo, North Carolina

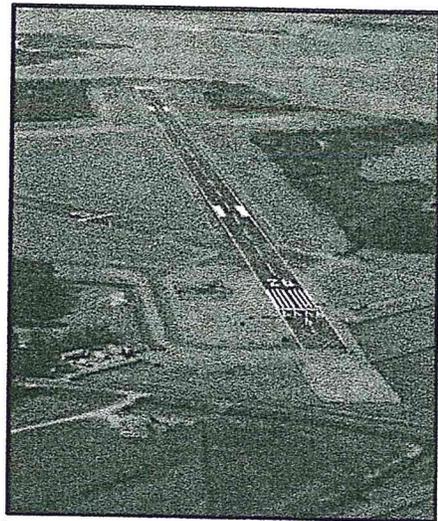


In order to meet the demands of the growing Outer Banks of North Carolina, Dare County Regional Airport recently completed improvements to several taxiways and construction of a 240 foot by 450 foot bituminous pavement expansion of their existing apron. Talbert & Bright, Inc. was contracted to provide Design and Construction Administration Services for these projects. The apron expansion increased their aircraft parking capacity by adding 36 aircraft tie-down positions and involved working closely with the North Carolina Department of Environment and Natural Resources to provide treatment of stormwater runoff from the increased impervious area.

In addition to the apron expansion, a bituminous overlay was placed on the parallel Taxiway 'A' and all associated stub taxiways. An overlay was also placed on Taxiway 'D' which runs from the fuel farm to a hangar building located across the airfield from the terminal building. Detailed construction phasing was developed for this project to allow ongoing paving operations with minimal affects on the Airport Operations.

Runway 8-26 Extension and Runway Light System Replacement

Michael J. Smith Field
Beaufort, North Carolina



The length of Runway 8-26 at Michael J Smith Field did not provide sufficient length needed by today's corporate aircraft users. Talbert & Bright, Inc. worked with the Airport Authority to provide design and construction administration phase services for a 750 foot extension to provide 5,000 feet of useable runway pavement. Work also included a partial parallel taxiway design and construction along with improvements to the Runway Safety Area at both ends of Runway 8-26.

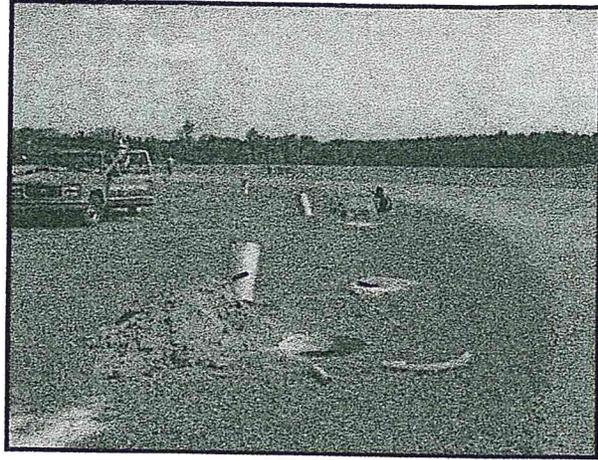
In addition to the Runway 8-26 length concerns, the runway pavement surface was in need of rehabilitation and the runway light system was beyond its useful life. During the design phase of the runway extension, TBI and the Airport Authority worked closely with the NCDOA to secure additional discretionary funding for the design and construction phases of the runway overlay and runway light system rehabilitation. The total discretionary funding obtained for this project exceeded \$4,700,000.

REPRESENTATIVE PROJECTS

Runway and Taxiway Lighting Rehabilitation

Moore County Airport
Southern Pines, North Carolina

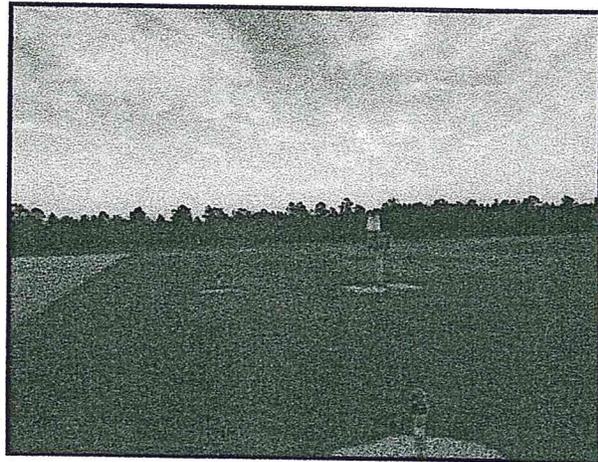
The lighting system at the Moore County Airport had deteriorated over the years. Talbert & Bright, Inc. was selected to develop plans and specifications for the rehabilitation of the existing lighting systems at the Airport. The lighting rehabilitation was developed in two separate projects, one for a high intensity runway lights (HIRL) and one for the taxiway lighting system. The HIRL work had to be completed mostly at night in an effort to keep the runway open for the air carrier traffic utilizing the facility at that time. The taxiway lighting project was developed and constructed in phases in order to maintain aircraft traffic on the taxiway systems. The project included installation of base mounted lights with the wiring system in conduits and modifications to the lighting vault. Some of the existing vault equipment was evaluated and subsequently installed in the new vault, in an effort to save on construction costs.



Runway and Taxiway Lighting Rehabilitation

Georgetown County Airport
Georgetown, South Carolina

Talbert & Bright, Inc. provided Engineering Design, Grant Administration, and Construction Administration services for the Runway and Taxiway Lighting Rehabilitation project at the Georgetown County Airport. The lighting and sign replacement was completed for the main runway, parallel taxiway, and all stub taxiways. The project included installation of new medium intensity LED runway and taxiway lights, airfield signs, installation of ODALs for Runway 5, apron lighting modification, and related vault modifications. All circuits were installed in base cans and conduit. Detailed phasing plans were developed for the project to minimize runway and taxiway closures. The project required completion of several studies to justify the use of LED lighting systems and components, particularly for the runway. The project was completed on schedule and under budget at a total cost of \$1,105,000.



MASTER CONTRACT
FOR ENGINEERING AND RELATED WORK
AT THE HYDE COUNTY AIRPORT
FOR THE
HYDE COUNTY

This CONTRACT (the "Contract") is made this 28th day of October 2013 by and between the Hyde County, 30 Oyster Creek Road, North Carolina 27885, a body politic and corporate under the laws of the State of North Carolina, hereinafter called the COUNTY, and TALBERT & BRIGHT, INC., 4810 Shelley Drive, Wilmington, North Carolina 28405, a corporation organized and existing under the laws of the State of North Carolina, hereinafter called the ENGINEER.

WHEREAS, COUNTY intends to perform engineering, planning, and general consulting services. The work includes, but is not limited to runway, taxiway, and apron overlays or expansions, hangars, fuel farm, terminal area facilities, capital improvement planning, ALP updates, airfield lighting and signage plans, parking lots, entrance road, utilities, GIS files and exhibit drawings, grant application and management, land acquisition assistance, land use, zoning, Part 77 obstruction analysis, master planning, feasibility studies, aircraft noise studies, TIP and CIP planning, and other planning and environmental projects at the Hyde County Airport as may be mutually agreed to, hereinafter called the Project(s), and that this agreement covers any work authorized.

WHEREAS, COUNTY desires to engage a qualified and experienced engineer to perform professional engineering services as hereinafter set forth, and the ENGINEER has represented that it is qualified to provide such services and desires to do so.

NOW THEREFORE, the COUNTY and the ENGINEER, for the consideration hereinafter set forth, agree as follows:

General

For the purpose of this CONTRACT, the Airport Manager is hereby designated as the COUNTY's representative to act for the COUNTY in giving approvals and authorizations for the COUNTY as hereinafter required and set forth. The ENGINEER will be notified in writing of any change in representation.

This Contract shall cover the basic terms of services to be rendered by ENGINEER for COUNTY relating to such Projects for which COUNTY may engage ENGINEER for assistance. Each Project or phase of work will be described in detail in a Work Authorization to be prepared by ENGINEER for review and approval by COUNTY. When mutually agreed by the COUNTY and the ENGINEER, and after having received from the COUNTY written approval of the ENGINEER's Work Authorization, including an estimated cost for specified services, the ENGINEER shall provide professional engineering services as described below.

SECTION I - BASIC SERVICES

- A. Aviation Planning Services: After authorization from the COUNTY to proceed, the ENGINEER shall provide aviation planning services. Services, which may be requested, include but are not limited to the following:
1. Design study to establish the framework and detailed work program.
 2. Airport data collection and facility inventories.
 3. Aeronautical activity forecasts and demand/capacity analyses.
 4. Facility requirements determination.
 5. Airfield modeling for capacity and delay.
 6. Airport layout and terminal area plan development.
 7. Airport noise studies under 14 CFR parts 150 and 161.
 8. Compatible land-use planning in the vicinity of airports.
 9. UAS development planning.
 10. Airport development schedules and cost estimates.
 11. Airport financial planning and benefit cost analysis.
 12. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.
- B. Project Development Phase: After authorization from the COUNTY to proceed, the ENGINEER shall:
1. Consult with COUNTY, state and federal funding agencies (when required) to define the scope of a project and establish project requirements, and review available data.
 2. Advise COUNTY as to the necessity of COUNTY's providing or obtaining from others data or special services of the types described in Section II of this Contract. Assist the COUNTY in contracting for such services.
 3. Prepare preliminary design necessary to determine the type, size, and scope of the Project based upon projected aviation activity and current airport standards in effect at the date of this Contract.

4. Prepare preliminary opinion of probable cost for the Project.
5. Make minor revisions to the airport layout plan as necessary to reflect the details of the Project.
6. Prepare pre-applications for federal and/or state assistance grants for funding of the Project.
7. Furnish copies of drawings, sketches, forms and reports as appropriate to the COUNTY for submission to funding agencies.
8. When requested, assist the COUNTY in determining funding justification or assist in obtaining financing for the project.
9. Perform additional work as described and required by the work authorizations.

C. Design Phase: After authorization from the COUNTY, the ENGINEER shall:

1. In consultation with the COUNTY and other government agencies through conferences, meetings, or submission of preliminary reports as appropriate, determine the extent of the Project and the design criteria to be used in the final design.
2. Prepare an engineer's report in accordance with FAA criteria which shall include but not necessarily be limited to:
 - a. An analysis and reasons for the design choices;
 - b. An analysis of the manner in which the work will be accomplished; and
 - c. An opinion of probable construction cost based upon the final design.
3. Advise the COUNTY of needed special services as described in Section II of this Contract and assist the COUNTY in the evaluation and selection of other professionals to provide special services, such as soil borings, laboratory tests and surveys, or provide such services in accordance with this Contract and any related Work Authorization(s).
4. Prepare final design, contract drawings, cost opinions, design / construction schedules, specifications and contract documents. Prepare for review and approval by COUNTY contract agreement forms, general conditions and supplementary conditions, and (where appropriate) bid forms, invitation to bid and instructions to bidders, and assist in the preparation of other related documents.

5. Prepare construction safety plans (for airside projects).
 6. Assist COUNTY in submitting appropriate documents to state and federal agencies for necessary approvals and permits.
 7. Furnish to the COUNTY two (2) copies of completed drawings, specifications, reports, estimates, and contract documents.
 8. Assistance to the COUNTY in obtaining bids (once), analyzing bid results, and furnishing recommendations in connection with the award of construction contracts. Additional bid openings, if needed, shall be considered as extra work under Section II- Special Services.
 9. Perform additional work as described and required by work authorizations.
- D. Construction Phase: After authorization to proceed with the Construction Phase, the ENGINEER shall provide the following services:
1. Assistance in preparation of formal contract documents for the award of construction contract.
 2. Consult with and advise the COUNTY and act as provided in the approved construction specifications and contract documents.
 3. Attend preconstruction conference.
 4. Make visits to the site at intervals appropriate to the various stages of construction, to observe as experienced and qualified design professionals, the progress and quality of the executed work of Contractor(s) and to determine in general if such work is proceeding in accordance with the contract documents. ENGINEER shall not be required to make exhaustive or continuous on-site observations to check the quality or quantity of such work. ENGINEER shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). ENGINEER's efforts will be directed toward providing a greater degree of confidence for COUNTY that the completed work of Contractor(s) will conform to the contract documents, but ENGINEER shall not be responsible for the failure of Contractor(s) to perform the work in accordance with the contract documents. During such visits and on the basis of on-site observations, ENGINEER shall keep COUNTY informed of the progress of the work, shall endeavor to guard COUNTY against defects and deficiencies in such work and may disapprove or reject work failing to conform to the contract documents.
 5. Review and take appropriate action in respect to shop drawings and samples, the results of tests and inspections and other data which each Contractor is required to

submit, but only for conformance with the design concept of the Project and compliance with the information given in the contract documents (but such review and other action shall not extend to means, methods, sequences, techniques or procedures of construction or to safety precautions and programs incident thereto); determine the acceptability of substitute materials and equipment proposed by Contractor(s); and receive and review (for general content as required by specifications) maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection which are to be assembled by Contractor(s) in accordance with the contract documents.

6. Review laboratory, shop and mill test reports and prepare a tabulation or summary of laboratory test results to assist in monitoring the quality of construction.
7. Recommend to COUNTY change orders and/or supplemental agreements to the construction contract incidental to existing field conditions or improvements in the project design. Prepare estimates of cost or saving from proposed change order(s), prepare change order(s) along with basis for recommendation and negotiate on behalf of COUNTY with the Contractor to arrive, if possible, at an appropriate compensation resulting from the proposed revisions. The ENGINEER is not required by this provision to accomplish extensive design revisions and drawings resulting from a change in project scope or major changes in design concept previously accepted by the COUNTY where changes are due to causes beyond the ENGINEER's control.
8. Advise the COUNTY of needed special services and assist the COUNTY in acquisition of such services as appropriate.
9. Based upon ENGINEER's on-site observations as an experienced and qualified design professional and on review of applications for payment and the accompanying data and schedules, determine the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts; such recommendations of payment will constitute a representation to COUNTY, based on such observation and review, that the work has progressed to the point indicated, that to the best of ENGINEER's knowledge, information and belief, the quality of such work is in accordance with the contract documents (subject to an evaluation of such work as a functioning project upon substantial completion, to the results of subsequent tests called for in the contract documents, and to qualifications stated in his recommendation), and that payment of the amount recommended is due Contractor(s); but by recommending any payment ENGINEER will not thereby be deemed to have represented that continuous or exhaustive examinations have been made by ENGINEER to check the quality or quantity of the work or to review the means, methods, sequences, techniques or procedures of construction or safety precautions or programs incident thereto or that ENGINEER has made an examination to ascertain how or for what purposes any Contractor has used the monies paid on account of the contract price, or that title to any of the work, materials or equipment has passed to COUNTY free and

clear of any lien, claims, security interests or encumbrances, or that Contractor(s) have completed their work exactly in accordance with the contract documents.

10. When requested, prepare COUNTY's applications for partial and final payments for submission to funding agencies.
11. Conduct an on-site review to determine if the Project is substantially complete and a final on-site review to determine if the work has been completed in accordance with the contract documents and if each Contractor has fulfilled his obligations thereunder so that ENGINEER may recommend, in writing, final payment to each Contractor and may give written notice to COUNTY and the Contractor(s) that the work is acceptable (subject to any conditions therein expressed), but such recommendation and notice shall be subject to the limitations expressed herein.
12. ENGINEER will prepare for COUNTY, on request, a set of record drawing prints showing those changes made during the construction process, based upon the marked-up prints, drawings and other data furnished by Contractor(s) to ENGINEER and which ENGINEER considers significant.
13. The ENGINEER shall not be responsible for the acts or omission of any Contractor, or subcontractor, or any of the Contractor(s) or subcontractor(s)' agents or employees or any other persons (except ENGINEER's own employees and agents) at the site or otherwise performing any of the contractor(s)' work; however, nothing contained herein shall be construed to release the ENGINEER from liability for failure to perform properly duties undertaken by the ENGINEER under this Contract.

SECTION II - SPECIAL SERVICES

At the request of the COUNTY, the ENGINEER shall perform such special services as required by the COUNTY to complete the project or phase of work. At the option of the COUNTY, special services may be provided by the ENGINEER. When the ENGINEER is requested to provide special services, such services may be provided by ENGINEER's own forces or through subcontracts with other professionals. Compensation for Special Services provided by ENGINEER shall be in accordance with one of the methods identified in Section V - Payment of Services. Special services, which may be requested include, but are not necessarily limited to the following:

- A. Land surveys as necessary to establish property boundaries required for property acquisition purposes or preparation of property maps.
- B. Appraisals, environmental audits, and relocation services for property acquisition.
- C. Special environmental studies and analyses.

- D. Preparation of or updating the Airport Layout Plan.
- E. Soils and material investigations including test boring, laboratory testing of soils and materials, related analyses, and reports.
- F. Engineering surveys (for design and construction) to include topographic surveys, base line surveys, cross section surveys, etc.
- G. On-site technical observation of construction by full time Resident Project Representative. The duties, responsibilities and limitations of the Resident Project Representative are described in Section IV of this Contract.
- H. Reproduction of additional copies of reports, contract documents and specifications above the specified number furnished in Basic Services.
- I. Assistance to the COUNTY as expert witness in litigation arising from development or construction of the Project.
- J. The accomplishment of special surveys and investigations, and the preparation of special reports and drawings as may be requested or authorized in writing by the COUNTY in connection with the Project.
- K. Extra work created by more than one bid opening or design changes, after approval of plans and specifications by the COUNTY or FAA, and beyond the control of the ENGINEER, that may be requested or authorized in writing by the COUNTY in connection with the Project.
- L. Extra work required to revise or prepare contract documents, plans and specifications to facilitate the award of more than one construction contract, in the event the COUNTY adopts such construction program.
- M. Services resulting from significant changes in extent of the Project or its design including, but not limited to, changes in size, complexity, COUNTY's schedule, or character of construction or method of financing; and revising previously accepted studies, reports, design documents or contract documents when such studies, reports, design documents or contract documents when such revisions are due to causes beyond ENGINEER's control.
- N. Providing renderings or models for COUNTY's use.
- O. Investigations involving detailed consideration of operations, maintenance and overhead expenses; providing value engineering during the course of design; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals; assistance in obtaining financing for Project; detailed quantity surveys of material, equipment and labor; and audits or inventories required in connection with construction

performed by COUNTY.

- P. Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work of Contractor(s), (3) prolongation of the contract time of any prime contract by more than ten (10) days, (4) acceleration of the project schedule involving services beyond normal working hours, (5) default by Contractor(s), and (6) the furnishing of a Resident Project Representative under Section IV of this Contract.
- Q. Preparation of operating and maintenance manuals; protracted or extensive assistance in the utilization of any equipment or system (such as initial start-up, testing, adjusting and balancing); and training personnel for operation and maintenance.
- R. Preparation of a Quality Control Plan, when required by the funding agency.
- S. Services after completion of the construction phase, such as monitoring/observation during any guarantee period and reporting observed discrepancies under guarantees called for in any contract for the Project.
- T. Perform additional work as described and required by work authorizations.

SECTION III - RESPONSIBILITIES OF THE COUNTY

In connection with the services to be provided pursuant to this contract, the COUNTY shall:

- A. Make available for ENGINEER's use all record drawings, maps, soil data, etc.
- B. Designate a person to act with authority on COUNTY's behalf and respond in a timely manner to submissions by ENGINEER providing approvals and authorizations as appropriate so that work may continue at a normal pace.
- C. Pay all costs associated with special services authorized by the COUNTY, and all costs associated with obtaining bids from contractors.
- D. Furnish ENGINEER as required for performance of ENGINEER's basic services, data prepared by or services of others, including without limitation, core borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys, property descriptions; zoning, deed and other land use restrictions; and other special data or consultations not covered herein; all of which ENGINEER may rely upon in performing his services.
- E. Arrange for access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform his services.

- F. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by ENGINEER, obtain advice of an attorney, insurance counselor and other consultants as COUNTY deems appropriate for such examination and render decisions pertaining thereto within a reasonable time so as not to delay the services of ENGINEER.
- G. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consent from others as may be necessary for completion of the Project.
- H. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services of COUNTY may require or ENGINEER may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing services as COUNTY may require to ascertain how or for what purpose any Contractor has used the monies paid to him under the construction contract, and such inspection services as COUNTY may require to ascertain that Contractor(s) are complying with any law, rule or regulation applicable to their performance of the work.
- I. Give prompt written notice to ENGINEER whenever COUNTY observes or otherwise becomes aware of any development that affects the scope of timing of the ENGINEER's services, or any defect in the work of Contractor(s).

SECTION IV - DUTIES AND RESPONSIBILITIES OF THE RESIDENT PROJECT REPRESENTATIVE

After authorization from the COUNTY to furnish a Resident Project Representative, ENGINEER may furnish a Resident Project Representative, assistants and other field staff to assist ENGINEER in observing performance of the work of the Contractor.

Through more extensive on-site observations of the work in progress and field checks of materials and equipment by the Resident Project Representative and assistants, ENGINEER shall endeavor to provide further protection for COUNTY against defects and deficiencies in the work; but, the furnishing of such services will not make ENGINEER responsible for or give ENGINEER control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for Contractor's failure to perform the work in accordance with the contract documents.

The duties and responsibilities of the Resident Project Representative are limited to those of ENGINEER in ENGINEER's agreement with the COUNTY and in the construction contract documents, and are further limited and described as follows:

- A. General:

Resident Project Representative is ENGINEER's agent at the site, will act as directed by and under the supervision of ENGINEER, and will confer with ENGINEER regarding his actions. Resident Project Representative's involvement in matters pertaining to the on-site work shall in general be with the ENGINEER and Contractor, keeping COUNTY advised as necessary. Resident Project Representative's contact with subcontractors shall only be through or with the full knowledge and approval of Contractor. Resident Project Representative shall generally communicate with COUNTY with the knowledge of and under the direction of ENGINEER.

B. Duties and Responsibilities of Resident Project Representative:

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with ENGINEER concerning acceptability.
2. Conferences and Meetings: Attend meetings with Contractor, such as pre-construction conferences, progress meetings, job conferences and other Project related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - a. Serve as ENGINEER's liaison with Contractor, working principally through Contractor's superintendent and assist in understanding the intent of the contract documents; and assist ENGINEER in serving as COUNTY's liaison with Contractor when Contractor's operations affect COUNTY's on-site operations.
 - b. Assist in obtaining from COUNTY additional details or information, when required for proper execution of the work, according to the contract documents.
4. Shop Drawings and Samples:
 - a. Record date of receipt of shop drawings and samples.
 - b. Receive samples, which are furnished at the site by Contractor, and notify ENGINEER of availability of samples for examination.
5. Review of Work, Rejection of Defective Work, Inspections and Tests:
 - a. Conduct on-site observations of the work in progress to assist ENGINEER in determining if the work is, in general, proceeding in accordance with the contract documents.
 - b. Report to ENGINEER whenever Resident Project Representative believes that the work is unsatisfactory, faulty or defective or does not conform to

the contract documents, or has been damaged, or does not meet the requirements of any inspections, test or approval required to be made; and advise ENGINEER of work that Resident Project Representative believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

- c. Verify that tests, equipment and systems startup, and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to ENGINEER appropriate details relative to tests, procedures, and startups.
 - d. When requested by ENGINEER, and when advance notice is given by agencies, accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of the inspections and report to ENGINEER.
6. Interpretation of Contract Documents: Report to ENGINEER when clarifications and interpretations of the contract documents are needed and transmit to Contractor clarifications and interpretations as issued by ENGINEER.
7. Modifications: Consider and evaluate Contractor's suggestions for modifications in drawings or specifications and report with Resident Project Representative's recommendations to ENGINEER. Transmit to Contractor decisions as issued by ENGINEER.
8. Records:
- a. Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original contract documents including work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, ENGINEER's clarifications and interpretations of the construction contract documents, progress reports, and other Project-related documents.
 - b. Keep a diary or log book, recording Contractor hours on the job site, weather conditions, data relative to questions of work directive changes, change orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to ENGINEER.
 - c. Record names, addresses and telephone numbers of Contractors, subcontractors and major suppliers of material and equipment.

9. Reports:
 - a. Furnish ENGINEER periodic reports as required of progress of the work and of Contractor's compliance with the progress schedule and schedule of shop drawings and sample submittals.
 - b. Consult with ENGINEER in advance of scheduled major tests, inspections or start of important phases of the work.
 - c. Draft proposed change orders and work directive changes, obtaining backup material from Contractor and recommend to ENGINEER change orders, work directive changes, and field orders.
 - d. Report immediately to ENGINEER and COUNTY upon the occurrence of an accident.
 10. Payment Requests: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to ENGINEER, noting particularly the relationship of the payment requested to the schedule of values, work completed and materials and equipment delivered at the site but not incorporated in the work.
 11. Certificates, Maintenance and Operations Manuals: During the course of the work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the contract documents, and have this material delivered to ENGINEER for review and forwarding to COUNTY prior to final payment for work.
 12. Completion:
 - a. Before ENGINEER issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction.
 - b. Conduct on-site review in the company of ENGINEER, COUNTY and Contractor and prepare a final list of items to be completed or corrected.
 - c. Observe that the items on final list have been completed or corrected and make recommendations to ENGINEER concerning acceptance.
- C. Limitations of Authority:
- Resident Project Representative:
1. Shall not authorize deviations from the contract documents or substitution of materials or equipment, unless authorized by ENGINEER.

2. Shall not exceed limitations of ENGINEER's authority as set forth in the contract documents.
3. Shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent.
4. Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the contract documents.
5. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work.
6. Shall not accept shop drawing or sample submittals from anyone other than Contractor.
7. Shall not authorize COUNTY to occupy the Project in whole or in part.
8. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by ENGINEER.

SECTION V - PAYMENT OF SERVICES

The COUNTY agrees to compensate the ENGINEER for services performed in accordance with one of the following methods as hereinafter set forth. The method of payment and the amount for specified services shall be detailed in a Work Authorization, which shall be prepared by the ENGINEER and submitted to the COUNTY for review and approval. The receipt of an approved Work Authorization will constitute the ENGINEER's Notice-to-Proceed.

The ENGINEER is not to undertake any work prior to the receipt of an approved Work Authorization executed and approved by the COUNTY.

A. Methods of Payment: One or more of the following methods of payment shall be used and the method for each phase of the work shall be stated in the appropriate Work Authorization:

1. Lump Sum:

For work that can be defined and delineated in advance, payment to the ENGINEER will be made on the basis of a lump sum. The agreed lump sum shall be established in a Work Authorization and shall represent full payment for payroll, overhead, profit, and other direct non-salary expenses as hereinafter defined. The lump sum will neither increase nor decrease unless there should be a

change in the scope, complexity, or duration of the work. In that event, the lump sum would be subject to renegotiation.

2. Per Diem:

Under this method of payment, the ENGINEER's compensation will be equal to the days expended on a Project times the rates established in a Work Authorization, which shall be inclusive of overhead and profit. Payment will also be made for direct non-salary expenses as outlined in the Work Authorization.

3. Hourly Rate:

Under this method of payment, the ENGINEER's compensation will be equal to the hours expended on a Project times the rates established in a Work Authorization, which shall be inclusive of overhead and profit. Payment will also be made for direct non-salary expenses as outlined in the Work Authorization.

B. Terms and Conditions: The basis of compensation described is based upon the following conditions:

1. Time charged to the Project by office engineering personnel will include the time that the applicable employees are engaged in actual work on the Project at the Engineer's office, or at the site of the Project or travel in connection with the Project.
2. Only the personnel needed and required to accomplish the services in keeping with the prescribed schedule shall be assigned to the Project.
3. Charges will not be made to the Project during periods of sickness, vacation or at any other times when personnel assigned are not gainfully employed on the work.

C. Payment Schedules: Invoices shall be due and payable within 30 days after the date of invoice. A service charge of one (1) percent per month shall be added to all overdue accounts.

SECTION VI - MISCELLANEOUS PROVISIONS

A. Estimates: Since the ENGINEER has no control over the cost of labor and materials or over competitive bidding market conditions, the opinions of probable construction cost provided for herein are to be made on the basis of experience and qualifications, but the ENGINEER does not guarantee the accuracy of such estimates as compared to the Contractor's bids of the Project construction cost.

B. Extra Work: It is mutually understood and agreed that the COUNTY will compensate the ENGINEER for services resulting from significant changes in general scope of the

Project or its design, including but not necessarily limited to, changes in size, complexity, Project schedules, character of construction, revisions to previously accepted studies, reports, design documents or contract documents and for preparation of documents for separate bids, when such revisions are due to causes beyond the ENGINEER's control and when requested or authorized by the COUNTY. Extra work may also include special services as identified in Section II - Special Services. Compensation for extra work and any associated special services shall be in accordance with one of the methods identified in Section V - Payment of Services.

C. Reuse of Documents: All documents, including drawings and specifications prepared by ENGINEER pursuant to this Contract, are instruments of service in respect of the Project and remain the property of the ENGINEER. They are not intended or represented to be suitable for reuse by COUNTY or others on extensions of the Project or on any other Project. Any reuse without written verification or adaptation by ENGINEER for the specific purposes intended will be at COUNTY's sole risk and without liability or legal exposure to ENGINEER; and COUNTY shall indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by COUNTY and ENGINEER. Notwithstanding these provisions the COUNTY shall be provided upon request a reproducible copy of any final drawing produced under this Contract at the cost of reproduction.

D. Responsibility of the Engineer:

1. The ENGINEER shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of designs, drawings, specifications, reports, and other services furnished by the ENGINEER under this Contract.
2. Approval by the COUNTY or FAA of drawings, designs, specifications, reports and incidental engineering work or materials furnished hereunder shall not relieve the ENGINEER of his responsibility for the technical adequacy of his work.

E. Period of Services:

1. The provisions of this Section and the various rates of compensation for ENGINEER's services provided for in this Contract and in each work authorization have been agreed to in anticipation of the orderly and continuous progress of the Project through completion of the construction phase. ENGINEER's obligation to render services hereunder will extend for a period, which may reasonably be required for the design, award of contracts and construction of the Project.
2. If COUNTY has requested significant modifications, changes, or delays to the Project, the time of performance of ENGINEER's services and his various rates of

compensation shall be adjusted appropriately.

3. If COUNTY fails to give prompt written authorization to proceed with any phase of services after completion of the immediately preceding phase, ENGINEER may, after giving seven days' written notice to COUNTY, suspend services under this Contract.

F. Termination:

1. This Contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligation under this Contract through no fault of the terminating party provided that no such termination may be effected unless the other party is given:
 - a. Not less than ten (10) calendar days written notice of intent to terminate; and
 - b. An opportunity for consultation with the terminating party prior to termination.
2. This Contract may be terminated in whole or in part in writing by the COUNTY for its convenience provided that such termination is for good cause (such as legal or financial reasons or major changes in the work requirements or such other good causes as may exist in the exercise of the sole discretion of the COUNTY) and provided that the ENGINEER is given:
 - a. Not less than ten (10) calendar days written notice of the intent to terminate; and
 - b. An opportunity for consultation with the terminating party prior to termination.
3. This Contract may be terminated in whole or in part in writing by the COUNTY for its convenience provided that such termination occurs at the completion of a phase of work or work authorization and that the ENGINEER is given:
 - a. Not less than 10 (ten) calendar days written notice of the intent to terminate; and
 - b. An opportunity for consultation with the terminating party prior to termination.
4. Upon receipt of a termination notice, the ENGINEER shall promptly discontinue all services affected (unless the notice directs otherwise) and deliver or otherwise make available to the COUNTY copies of data, drawings, specifications, report estimates, summaries, and such other information and materials as may be accumulated by the ENGINEER performing this Contract, whether completed or

in process.

5. If this Contract is terminated by either party, the ENGINEER shall be paid for services rendered and any expenses incurred prior to termination in addition to termination settlement costs reasonably incurred by the ENGINEER relating to commitments which have become firm prior to termination. If the termination of the Contract occurs at the conclusion of one phase and prior to authorization of the COUNTY to begin the next phase, payment by the COUNTY of the completed phase shall be considered full compensation due the ENGINEER.
- G. Remedies: Except as may be otherwise provided in this Contract all claims, counter claims, disputes and other matters in question between COUNTY and the ENGINEER arising out of or related to this Contract or the breach thereof will be decided by mediation if the parties hereto mutually agree, or in a state court of competent jurisdiction within the state and county in which the COUNTY is located.
- H. Insurance: The ENGINEER shall, during the term of this Contract, maintain at its own expense the following insurance:
1. General Liability Insurance
\$1,000,000
 2. Automobile Liability Insurance - Owned, Non-owned, and Hired
\$1,000,000
 3. Workers Compensation & Employers Liability
\$500,000 Each Accident
\$500,000 Policy Limit
\$500,000 Each Employee

Professional Liability: ENGINEER maintains professional liability coverage for damages as a result of ENGINEER'S negligent acts, errors or omissions. ENGINEER'S liability for this Contract will be limited to \$1,000,000 for its negligent acts, errors or omissions. If a higher limit of liability is desired by the COUNTY, then an additional fee to offset the additional cost associated with a higher limit of liability can be negotiated. Upon request, a certificate of insurance will be provided as proof of coverage.

- I. Audit: Access to Records:
1. The ENGINEER shall maintain an acceptable cost accounting system. ENGINEER agrees to provide COUNTY, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives, access to books, documents, papers, and records of the ENGINEER which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. ENGINEER agrees to maintain books, records and reports required under this contract for a period of not less than three years after final payment is made and pending matters are closed.

J. Civil Rights Act of 1964, Title VI: During the performance of this Contract, ENGINEER, for itself, its assignees and successors in interest agrees as follows:

1. Compliance with Regulations. ENGINEER shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations) which are herein incorporated by reference and made a part of this Contract.
2. Nondiscrimination. ENGINEER, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. ENGINEER shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, including procurements of materials and equipment. In solicitations either by competitive bidding or negotiation made by ENGINEER for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by ENGINEER of ENGINEER's obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.
4. Information and Reports. ENGINEER shall provide information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the COUNTY or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of ENGINEER is in the exclusive possession of another who fails or refuses to furnish this information, ENGINEER shall so certify to the COUNTY or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event of ENGINEER's noncompliance with the nondiscrimination provisions of this Contract, COUNTY shall impose such Contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to ENGINEER under the Contract until ENGINEER complies, and/or

- b. Cancellation, termination, or suspension of the Contract, in whole or in part.
6. Incorporation of Provisions. ENGINEER shall include the provisions of Section VI(J), subparagraphs 1 through 5 of this Contract, in subcontracts, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. ENGINEER shall take such action with respect to any subcontract or procurement as COUNTY or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event ENGINEER becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, ENGINEER may request the COUNTY to enter into such litigation to protect the interests of the COUNTY and, in addition, ENGINEER may request the United States to enter into such litigation to protect the interests of the United States.
- K. Airport and Airway Improvement Act of 1982, Section 520 - General Civil Rights Provisions: ENGINEER assures that it will comply with pertinent statutes, Executive orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport a program, except where Federal assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases the provision obligates the party or any transferee for the longer of the following periods: (a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits or (b) the period during which the airport sponsor or any transferee retains ownership or possession of the property. In the case of contractors, this provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.
- L. Disadvantaged Business Enterprises (DBE):
- 1. Contract Assurance: ENGINEER or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The ENGINEER shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by ENGINEER to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy, as the recipient deems appropriate.
 - 2. Prompt Payment: ENGINEER agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from the COUNTY.

ENGINEER agrees further to return retainage payments to each subcontractor within 60 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause. This clause applies to both DBE and non-DBE subcontractors.

M. Rights to Inventions: All rights to inventions and materials generated under this Contract are subject to regulations issued by the FAA and the Sponsor of the Federal grant under which this Contract is executed.

N. Trade Restriction Clause:

1. ENGINEER, by submission of an offer and/or execution of a contract, certifies that it:
 - a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
 - b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
 - c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.
2. Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If ENGINEER knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through COUNTY cancellation of the Contract at no cost to the Government.
3. Further, ENGINEER agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. ENGINEER may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.
4. ENGINEER shall provide immediate written notice to COUNTY if ENGINEER earns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The

subcontractor agrees to provide written notice to ENGINEER if at any time it learns that its certification was erroneous by reason of changed circumstances.

5. This certification is a material representation of fact upon which reliance was placed when making the award, if it is later determined that the contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through COUNTY cancellation of the Contract or subcontract for default at no cost to the Government.
 6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 7. This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.
- O. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:
The Engineer certifies, by acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where ENGINEER or lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

IN WITNESS WHEREOF, the parties hereto have made and executed this Contract as of the date and year first written above.

OWNER:

HYDE COUNTY, NORTH CAROLINA

BY: _____

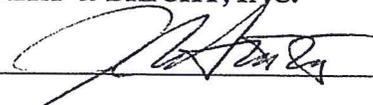
TITLE: _____

DATE: _____

WITNESS: _____

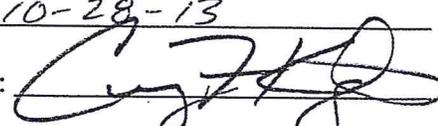
ENGINEER:

TALBERT & BRIGHT, INC.

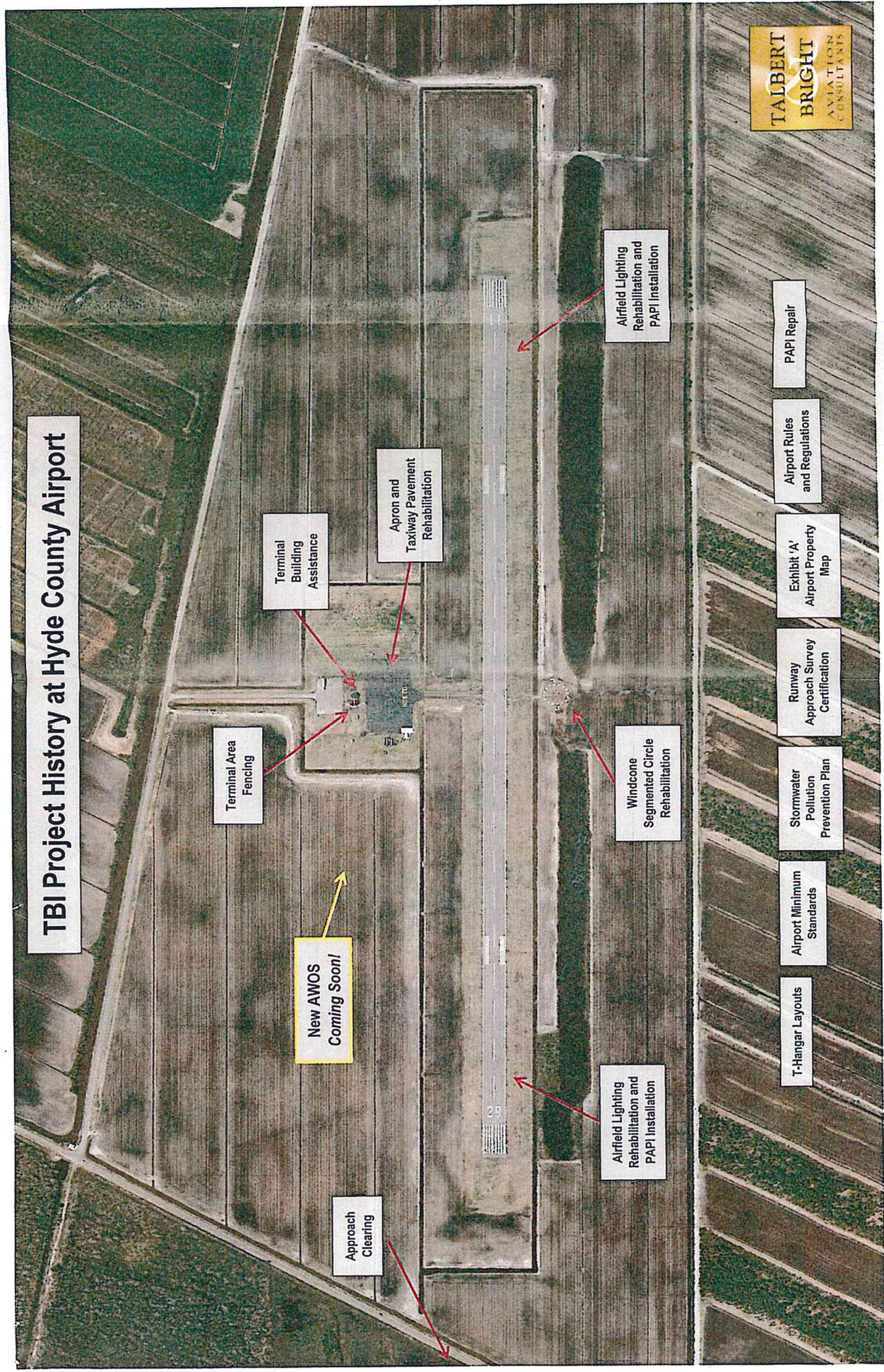
BY:  _____

TITLE: *PRINCIPAL* _____

DATE: *10-28-13* _____

WITNESS:  _____

TBI Project History at Hyde County Airport



Terminal Area Fencing

Terminal Building Assistance

Apron and Taxiway Pavement Rehabilitation

Airfield Lighting Rehabilitation and PAPI Installation

PAPI Repair

Airport Rules and Regulations

Exhibit 'A' Airport Property Map

Runway Approach Survey Certification

Stormwater Pollution Prevention Plan

Airport Minimum Standards

T-Hanger Layouts

New AWOS Coming Soon!

Approach Clearing

Windcone Segmented Circle Rehabilitation

Airfield Lighting Rehabilitation and PAPI Installation



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

Meeting Date: December 2, 2013

Presenter: Jane Hodges

Attachment: Yes

ITEM TITLE: Hyde County Airport Farm Lease

SUMMARY: The Hyde County Airport Advisory Board sent out 71 proposals to farmers in Hyde County as well as advertising in the Washington Daily News and The Coastland Times for three days each. There were 5 bids received.

Mann Farms-----	\$ 251.50 per acre--	\$ 75,450.00 yearly
Williford Farms-----	\$ 266.00 per acre--	\$ 79,800.00 yearly
Dawson Pugh-----	\$ 237.00 per acre--	\$ 71, 100.00 yearly
Alligator River Growers-----	\$ 268.00 per acre--	\$ 80,400.00 yearly
Jason Williams-----	\$ 203.00 per acre--	\$ 60, 900.00 yearly

The Hyde County Airport Advisory Board recommends to the Hyde County Board of Commissioner's that the Hyde County Airport Farm Lease Agreement for the Hyde County Airport Farm dated November 25, 2013 be awarded to Alligator River Growers for the sum of \$ 268.00 per acre as stated in the Lease Agreement. Motion made by Art Keeney and seconded Sharon Spencer and all members present voted in favor.

Recommend: The Hyde County Airport Farm Lease be awarded to Alligator River Growers for the next 4 years at a price of \$ 268.00 per acre per year.

Motion Made By: Barry Swindell Dick Tunnell Anson Byrd John Fletcher Earl Pugh, Jr.

Motion Seconded By: Barry Swindell Dick Tunnell Anson Byrd John Fletcher Earl Pugh, Jr.

ADVERTISEMENT FOR BIDS

HYDE COUNTY
NOTICE TO PROSPECTIVE BIDDERS

Date: 10/28/2013
P.O. Box 188
30 Oyster Creek Road
Swan Quarter, North Carolina 27885

The Sealed Bids will be received, beginning on November 1, 2013 for the work described herein and the closing date shall be 5:00 p.m., November 22, 2013, for the farming of approximately 300 acres located in the Engelhard Township, Hyde County, N.C. described as the Airport Farm. Bids will be accepted in the Hyde County Manager's Office located in the Government Center, 30 Oyster Creek Road, Swan Quarter, N.C., by mail or courier at P.O. Box 188, 30 Oyster Creek Road, Swan Quarter, N.C., 27885.

Each Bid should contain a sealed envelope with the completed Bid. The Bids will be publicly opened and read at 1:00 P.M. on November 25, 2013 at the Hyde County Airport Advisory Board meeting held at the Hyde County Airport located at 470 Airport Road, Engelhard, N.C. Prospective Bidders may attend the Bid Opening.

Work shall include but not be limited to application of lime and fertilizer to the entire acreage and maintenance of the ditches and drainage of the premises. Good farming practices are to be used to maintain the condition of the farm at the end of the lease as it was in the beginning of the lease.

Please see attached Farm Lease Agreement for further lease conditions and attached aerial photograph for exact acreage and location. The County of Hyde is an Equal Opportunity Employer. This Legal Notice, Advertisement for Bid, and any addenda will be posted on the County of Hyde Website at: www.hydecourtnc.gov

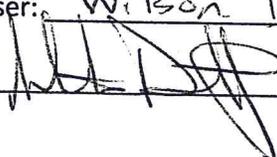
Questions about this Advertisement for Bids should be directed in writing to:

Hyde County Government
Attention: Jane Hodges
P.O. Box 188
Swan Quarter, N.C. 27885
Telephone: (252) 926-4372
Email: jhodges@hydecourtnc.gov

Bid Amount per Acre: \$268.00 X 300 Acres

Total Bid Price: \$80,400.00

Printed Name of Proposer: Wilson Daughtry

Signature of Proposer: 

Alligator River Growers
3278 Airport Rd.
P.O. Box 383
Engelhard, NC 27824

ADVERTISEMENT FOR BIDS

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Questions about this Advertisement for Bids should be directed in writing to:

Hyde County Government
Attention: Jane Hodges
P.O. Box 188
Swan Quarter, N.C. 27885
Telephone: (252) 926-4372
Email: jhodges@hydecountync.gov

Bid Amount per Acre: 203 X 300 Acres

Total Bid Price: 60,900

Printed Name of Proposer: William Jason Williams

Signature of Proposer: W. Jason Williams

ADVERTISEMENT FOR BIDS

HYDE COUNTY
NOTICE TO PROSPECTIVE BIDDERS

Date: 10/28/2013
P.O. Box 188
30 Oyster Creek Road
Swan Quarter, North Carolina 27885

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Questions about this Advertisement for Bids should be directed in writing to:

Hyde County Government
Attention: Jane Hodges
P.O. Box 188
Swan Quarter, N.C. 27885
Telephone: (252) 926-4372
Email: jhodges@hydecountync.gov

Bid Amount per Acre: \$237 X 300 Acres

Total Bid Price: \$71,100

Printed Name of Proposer: Dawson Pugh

Signature of Proposer: Dawson Pugh

ADVERTISEMENT FOR BIDS

HYDE COUNTY
NOTICE TO PROSPECTIVE BIDDERS

Date: 11/01/2013
P.O. Box 188
30 Oyster Creek Road
Swan Quarter, North Carolina 27885

The Sealed Bids will be received, beginning on November 1, 2013 for the work described herein and the closing date shall be 5:00 p.m., November 22, 2013, for the farming of approximately 300 acres located in the Engelhard Township, Hyde County, N.C. described as the Airport Farm. The lease will be for 4 years beginning on January 1, 2014 and ending on December 31, 2018. Bids will be accepted in the Hyde County Manager's Office located in the Government Center, 30 Oyster Creek Road, Swan Quarter, N.C., by mail or courier at P.O. Box 188, 30 Oyster Creek Road, Swan Quarter, N.C., 27885.

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Hyde County Government
Attention: Jane Hodges
P.O. Box 188
Swan Quarter, N.C. 27885
Telephone: (252) 926-4372
Email: jhodges@hydecountync.gov

Bid Amount per Acre: 266.00 X 300 Acres

Total Bid Price: 79800.00 X 4 = 319200.00

Printed Name of Proposer: Charles Williford

Signature of Proposer: Charles Williford Jr.

ADVERTISEMENT FOR BIDS

HYDE COUNTY
NOTICE TO PROSPECTIVE BIDDERS

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P.O. Box 188
30 Oyster Creek Road
Swan Quarter, North Carolina 27885

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Questions about this Advertisement for Bids should be directed in writing to:

Hyde County Government
Attention: Jane Hodges
P.O. Box 188
Swan Quarter, N.C. 27885
Telephone: (252) 926-4372
Email: jhodges@hydecountync.gov

Bid Amount per Acre: \$ 251.50 X 300 Acres

Total Bid Price: 75,450 per year

Printed Name of Proposer: MANW FARMS INC 7820 Airways Wood Rd

Signature of Proposer: Richard L Mann Fairfield N.C.,
27826

252-926-4922

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Manager Bill Rich
Attachment: Yes

ITEM TITLE: ADOPTION OF FY 2014 BUDGET CALENDAR

SUMMARY: As required by law, it is time to adopt the calendar that will be used to develop the budget for FY 2014-2015

RECOMMEND: Discussion and approval.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

COUNTY OF HYDE

SWAN QUARTER, NORTH CAROLINA 27885

Office, County Finance
Corrinne Gibbs
 Finance Officer
Andrea Gregory
 Assistant Finance Officer



FY 2013-14 **Budget Calendar**

Date	Activity	Participants
December 2, 2013	Calendar adopted	Board of Commissioners
January 22, 2014	Preliminary Department Assessment <ul style="list-style-type: none"> • Contracts • Equipment purchases/leases • Needs Assessments • Continuing Obligations • Optional Services/Programs 	Department Heads
February 10, 2014	Dept. Assessment Due	Department Heads
February 17, 2014	Budget Worksheets Distributed	Finance Officer
March 10, 2014	Completed worksheets returned Preliminary revenue estimates presented to Budget Officer	Department Heads Finance Officer
March 24-28, 2014	Budget Officer meets with each D.H. to review requested budget	Budget Officer Department Heads
April 7, 2014	Joint meeting to review Board of Education priorities	Board of Commissioners Board of Education
April 28, 2014	External agency budget requests due	Finance Officer
April 28, 2014	Board of Education submits budget request	Board of Education
May 5, 2014	Proposed budget distributed to BOC	Budget Officer
May 5, 2014	Proposed Budget presented to the Board of Commissioners (Budget Message) Public Hearing date set	Budget Officer Board of Commissioners
May 12-16, 2014	Budget work sessions as needed	Board of Commissioners
June 2, 2014	Public Hearing	Board of Commissioners
June 2, 2014	Board of Commissioners adopts FY 2014-15 budget and sets tax rate	Board of Commissioners

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

Meeting Date: December 2, 2013
Presenter: Manager Bill Rich
Attachment: Yes

ITEM TITLE: 2014 BOARD RETREAT DISCUSSION

SUMMARY: Manager Rich would like to discuss with the Board any thoughts on holding a Board retreat during the FY 2014-2015 budget planning stages.

RECOMMEND: Discussion and possible scheduling of retreat.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Manager Bill Rich
Attachment: No

ITEM TITLE: GOVERNMENT CENTER REPAIRS

SUMMARY: Manager Rich will update the Board on the status of repairs to be made to the Government Center

RECOMMEND: Discussion.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

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

Meeting Date: December 2, 2013
Presenter: Averi Simmons, Deputy Clerk to the Board
Attachment: Yes

ITEM TITLE: RECORDS RETENTION SCHEDULE AMENDMENTS

SUMMARY: The NC Government Records Section has newly published records retention schedules for the following:

County Management
County Register of Deeds
Tax Administration

These amendments need to be adopted.

RECOMMEND: Discussion and adoption.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Lois Stotesberry

From: Brenneman, Kurt <Kurt.Brenneman@ncdcr.gov>
Sent: Tuesday, September 17, 2013 9:48 AM
To: Amie Owens; Amy Atkins; Andrea Wiggins; Angelena Kearney-Dunlap; Anita Fogle; Ann Clark; Ann Kurtzman; Anne Burkhart; Ashley Honaker; Barbara Morris; Beth Fehrmann; Bonnie Huntley; Brenda Hunter; Brenda Reaves; Candice White; Carla Holt; Carolyn Barger; Carolyn Hedgepeth; Carrie Padgett; Cheryl Ivey; Christy Black; Cindi Woodard; Clerk, Avery; Conchita Atkins; Darlene Bullins; Debby Gore; Debra Weary; Denise Stinagle; Diane Hendrix; Donna Baker; Donna Buff; Effie Varitimidis; Gary Gross; Gaynell Lee; Gina Daniel; Gwen Keene; Gwendolyn Bryan; Hazel Haynes; Jack Horton; Jamie Starnes; Janice Paige; Jason Robinson; Jean Moore; Jeanette Deese; Jennifer Gray King; Judy Snyder; Julie Bennett; Julie Wand; June Hall; Karen Evans; Karen Jennings; Kathy Cayton; Kathy Greene; Kathy Hughes; Kathy Young; Kay Honeycutt; Kelly Grissom; Kerri Melton; Kim Crisp; Kimberly Hines; Kimberly Turner; Kristen King; Laura Williams; Linda Revels; Lisa Johnson; Lois Stotesberry; Lynn West; Marcia Wilson; Marian Savage; Marion Thompson; Mary Hunnicutt; Megan Smit; Michelle Richardson; Mike Aldridge; Misty Deanes; Pamela McLain; Paul Leek; Paula Seamster; Paula Woodard; Penny Rhodes Owens; Sandra Sublett; Sara West; Sharon Singleton; Sheila Matthews; Sheila Schult; Steve Garrison; Susan Banks; Susan Holder; Stallings, Susanne; Tammy Freeman; Tanya Gentry; Terry Wilson; Tory Frink; Trisha Hogan; Tyler Brummitt; V. Michelle Parker-Evans; Wayne Moore
Subject: New Local Records Retention Schedule Amendments
Attachments: County_Board_Elections_Amendment_2013.pdf; County_Managment_Amendment_2013.pdf; Register_of_Deeds_Amendment_2013.pdf; Tax_Amendment_2013.pdf

Dear County Clerks,

Hello! The NC Government Records Section has newly published four records retention schedule amendments that you will need to bring before your Boards for adoption in an open meeting. The amendments apply to the following retention schedules:

~~County Boards of Elections~~
County Management
County Register of Deeds
Tax Administration

Emily Hanna of our office has summarized the amendments at: <http://ncrecords.wordpress.com/2013/09/10/5-new-local-retention-schedule-amendments/>. The full amendments are attached.

Please send us a copy of the signed signature page. You can mail it to the Records Analysis Unit, Government Records Section, 4615 Mail Service Center, Raleigh, NC 27699-4615, fax it to 919-715-3627, or scan it and email it to kurt.brenneman@ncdcr.gov. Thanks for all your help!

Sincerely,
Kurt

Kurt Brenneman
Records Management Analyst
N.C. Department of Cultural Resources
4615 Mail Service Center, Raleigh, NC 27699-4615

(919) 807-7357

(919) 715-3627 (fax)

kurt.brenneman@ncdcr.gov

Visit our new website at www.ncdcr.gov/archives

=====
The opinions expressed in this email may not be those
of my agency. E-mail correspondence to and from this
address may be subject to the North Carolina Public
Records Law "NCGS.Ch.132" and may be disclosed to
third parties by an authorized state official.
=====

**County Management
Records Retention Schedule Amendment**

Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS

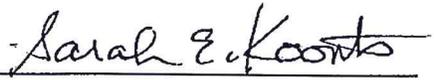
Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 25.

STANDARD 11. PERSONNEL RECORDS

Amending item 19 Employee Eligibility Records as shown on substitute page 76.

APPROVAL RECOMMENDED

Chief Administrative Officer/
County Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners



Susan W. Kluttz, Secretary
Department of Cultural Resources

August 28, 2013

County/Region

STANDARD-4. BUDGET, FISCAL AND PAYROLL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	DEBT FINANCING RECORDS Includes bank statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	26 CFR 1.148-5(d)(6)(iii)(E)
27.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
29.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
30.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
31.	DONATIONS AND SOLICITATIONS	Destroy in office after 1 year.	
32.	ESCHEAT AND UNCLAIMED PROPERTY FILE	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-11. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records. See also PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 83.</p>	<p>Destroy in office 3 years after completion, denial, repayment, or removal from program.*</p>	
19.	<p>EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later. b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p>EMPLOYEE EXIT INTERVIEW RECORDS See also PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 83.</p>	<p>Destroy in office after 1 year.</p>	
21.	<p>EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 83. b) Destroy in office all other records 2 years after resolution of all actions.</p>	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Register of Deeds
Records Retention Schedule Amendment**

Amending the Register of Deeds Records Retention and Disposition Schedule published October 10, 2012.

STANDARD 2. BUDGET, FISCAL, AND PAYROLL RECORDS

Amending item 26 Escheat and Unclaimed Property File as shown on substitute page 17.

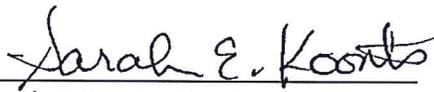
STANDARD 5. PERSONNEL RECORDS

Amending item 18 Employee Eligibility Records as shown on substitute page 39.

Amending items 36 Family Medical Leave Act (FMLA) Records, 45 Leave File, and 46 Leave Without Pay File as shown on substitute pages 45 and 47.

APPROVAL RECOMMENDED

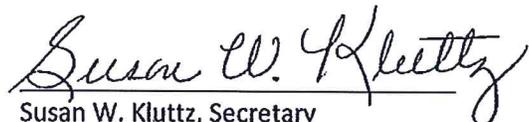
Register of Deeds



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners



Susan W. Kluttz, Secretary
Department of Cultural Resources

August 29, 2013

County

STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	CREDIT CARD AND DEBIT SLIPS Records of payments received from customers in the transaction of county business.	Destroy in office after 3 years.*	
19.	CREDIT CARD USE FILE	Destroy in office after 1 year.*	
20.	DAILY CASH REPORTS Daily status of cash. Reports include receipts, disbursements, cash and invested balances.	Destroy in office after 1 year.*	
21.	DAILY DETAIL REPORTS	Destroy in office after 1 year.*	
22.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
23.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
24.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
25.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
26.	ESCHEAT AND UNCLAIMED PROPERTY FILE	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

**Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-5. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records. See also PERSONNEL RECORDS (OFFICIAL COPY) item 50, page 48.	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
18.	EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later. b) Destroy in office registers after 2 years.	8 USC 274a.2
19.	EMPLOYEE EXIT INTERVIEW RECORDS See also PERSONNEL RECORDS (OFFICIAL COPY) item 50, page 48.	Destroy in office after 1 year.	
20.	EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 50, page 48. b) Destroy in office all other records 2 years after resolution of all actions.	29 CFR 1602.31

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

**Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-5. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	EQUAL PAY RECORDS Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See LEAVE FILE , item 45, page 47.	
37.	FRINGE BENEFITS FILE	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
38.	GRIEVANCE FILE Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email. See also DISCIPLINARY FILE item 10, page 36 and PERSONNEL RECORDS (OFFICIAL COPY) item 50, page 48.	Destroy in office after 2 years.	

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

**Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-5. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	LEAVE FILE Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
46.	LEAVE WITHOUT PAY FILE	Item discontinued. See LEAVE FILE , item 45, page 47.	
47.	LONGEVITY PAY REQUESTS	Destroy in office when released from all audits.	
48.	MERIT AND SENIORITY SYSTEM RECORDS	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
49.	PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 50, page 48. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

**Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Tax Administration
Records Retention Schedule Amendment**

Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

STANDARD 5. PERSONNEL RECORDS

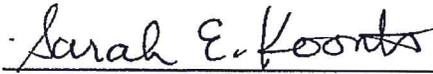
Amending item 19 Employee Eligibility Records as shown on substitute page 36.

STANDARD 12. PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS

Adding item 3 Excise Tax Records as shown on substitute pages 72 and 73.

APPROVAL RECOMMENDED

Chief Administrative Officer/
County Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners



Susan W. Kluttz, Secretary
Department of Cultural Resources

September 3, 2013

County/Region

STANDARD-5. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records. See also PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 43.</p>	<p>Destroy in office 3 years after completion, denial, repayment, or removal from program.*</p>	
19.	<p>EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later. b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p>EMPLOYEE EXIT INTERVIEW RECORDS See also PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 43.</p>	<p>Destroy in office after 1 year.</p>	
21.	<p>EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 43. b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12. PROGRAM OPERATIONAL RECORDS: BUSINESS AND OTHER TAX RECORDS. Records received and created by county tax offices in order to meet all statutory requirements. Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of local tax records that contain information about a taxpayer's income or gross receipts.

STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ANIMAL LICENSE RECORDS Records concerning the payment of license fees.	Destroy in office after 3 years.*	
2.	BEER AND WINE LICENSE TAX RECORDS Issuance and payment records concerning licenses to sell alcohol.	Destroy in office 3 years after expiration.*	G.S. §105-113.78 G.S. §105-113.88
3.	EXCISE TAX RECORDS Records concerning the assessing and collecting of excise taxes, including land transfer taxes.	Destroy in office after 3 years.*	
4.	GOING-OUT-OF-BUSINESS LICENSES Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
5.	HEAVY EQUIPMENT TAX	Destroy in office after 3 years.*	
6.	MOTOR VEHICLE RENTAL TAX	Destroy in office after 3 years.*	
7.	PREPARED FOOD AND BEVERAGE TAX	Destroy in office after 3 years.	G.S. §160A-480.3

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	PRIVILEGE LICENSE CITATION RECORDS Records documenting citations issued by license inspectors for non-compliance with business license requirements.	Destroy in office after 3 years.	
9.	PRIVILEGE LICENSES Records documenting the county's issuance of business privilege and license renewal notices, receipts, and periodic reports.	Destroy in office 3 years after license expires.	G.S. §105-33 G.S. §105-37.1 G.S. §105-38.1 G.S. §105-40 G.S. §105-105
10.	ROOM OCCUPANCY TAX	Destroy in office after 3 years.	G.S. §160A-480.3

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Chairman Fletcher
Attachment: Yes

ITEM TITLE: CHRISTMAS PARTY - FUNDING

SUMMARY: Commissioner Fletcher will discuss funding for the Hyde County Staff Christmas party.

RECOMMEND: Discussion.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Date: 11/07/2013

Time: 8:47:36AM

Statement of Revenues & Expenditures

Hyde County Finance

For Period Ending 10/31/2013

User: AGREG

Page: 1

ACCOUNT DESCRIPTION	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Total Revenues	69,204.89	1,312,026.36	15,235,393.17	5,156,847.00	17,851,906.68	5,354,660.61
104100.0300 FEES TO LOCAL OFFICIALS		1,831.07	21,973.00	7,324.28	21,972.00	7,374.28
104100.0500 FICA TAX EXPENSE		140.10	1,680.93	560.40	1,680.86	564.22
104100.0601 RET MED INS EXPENSE 25%						
104100.1400 TRAVEL			1,000.00	566.20	1,000.00	
104100.1800 GIFTS & CONTRIBUTIONS		81.93	500.00	141.93		
104100.1900 EMPLOYEE APPREC DINNER			1,000.00		1,000.00	
104100.2000 ECSP, LLC INCENTIVE AGREEMENT						
104100.2001 RURITAN CENTER						
104100.2020 JURY COMMISSIONERS			300.00		300.00	
104100.9999 SALES TAX						
104200.0000 RELIEF SERVICES						
104200.0200 SALARIES		9,271.68	112,000.00	37,086.72	120,000.00	39,844.48
104200.0201 HOUSING ALLOWANCE						
104200.0220 OVERTIME						
104200.0400 AUDIT		6,000.00	27,000.00	12,000.00	27,000.00	20,000.00
104200.0500 FICA TAX EXPENSE		716.79	9,516.60	2,870.80	9,256.50	3,068.67
104200.0600 GROUP INSURANCE EXPENSE		1,215.64	14,592.00	4,862.56	14,520.00	4,816.96
104200.0601 RET MED INS EXP		2,613.63	35,000.00	7,840.89	45,000.00	9,031.80
104200.0700 RETIREMENT EXPENSE		655.51	7,946.68	2,622.04	9,075.00	2,685.52
104200.1100						

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Manager Rich
Attachment: No

ITEM TITLE: PERSONNEL POLICY UPDATE

SUMMARY: Hyde County's Personnel Policy needs to be updated for many reasons, including the following:

- 1) Should include all federally mandated policies
- 2) Better correlation between State and Local governmental policies (Ex: Health, DSS)
- 3) More specific description of sick and holiday pay policies
- 4) Tune up grievance, detrimental personal conduct, and work performance policies.

The County Manager, Finance Officer, and Human Resources Officer will be working with Sylvia Johnson of Johnson Personnel to make the needed changes.

RECOMMEND: Authorize the County Manager and County Staff to contract with Sylvia Johnson of Johnson Personnel for the updating of the Hyde County Personnel Policy for a not-to-exceed amount of \$2,500, upon approval of contract from County Attorney.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Manager Rich
Attachment: Yes

ITEM TITLE: OCRACOCKE WOOD CHIPPER

SUMMARY: The wood chipper currently located on Ocracoke is outdated and a safety liability. The cost to maintain it is prohibitive in relation to the cost of purchasing a new chipper. Funding has been found in a reserve account which was originally designated for a truck that will cover the purchase of the new machine. The new machine will only cost about \$1,000 more than the old chipper cost when it was new.

A price quote is attached and a budget revision is included under budget matters.

RECOMMEND: Authorize the purchase of new wood chipper for the Ocracoke Convenience Site.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

BC900XL - 9" Brush Chipper

Basic Unit

BC900XL Brush Chipper (9" capacity disc style) w/ 37 hp Kohler CH1000 gas engine, low oil pressure automatic shutdown, 33" cutter disc w/ dual edge cutter knives, 9"x14" infeed opening, single horizontal feed roller (15.75" OD), clutchless drive system, live hydraulics, SmartFeed, 15 gallon fuel tank w/ sight gauge, hourmeter, tongue jack, discharge chute w/ adjustable deflector, infeed curtain, infeed table w/ lower feed stop bar (001); 3500 lbs. torsion axle w/o electric brakes and ST215/75R14 tires (020); right side controls (040); 7-Way RV trailer plug (056); pintle hitch (060)

For additional options, see "Optional Features" section below.

Basic Unit Price: \$19,350.00

Optional Features:

- 3500 lbs. torsion axle w/ electric brakes and break-away switch and ST215/75R14 tires (021)
 NOTE: If -994 or -050 are ordered together - then unit must have -021 sales code
- 6-Way Round Trailer Plug (055); in lieu of 7-Way RV Trailer Plug
- Engine Cover (050)
- Cone Storage Mount (994)
- Side Markers (995)
- Miscellaneous Features: sales code _ _ _

Add to Basic Unit Price:

\$ _ _ . _ _

Subtotal: \$19,350.00
Dealer Freight & Prep: \$1,128.00
Quantity: 1

Enter Sales Tax %:

Total: \$20,478.00
Sales Tax: _____

Grand Total: \$20,478.00

Pricing effective 11/01/13

NOTE: All pricing in USD \$

NOTE: Include applicable sales tax

Quotes valid for 30 days

ACCEPTED:

Vermeer
 BY: _____
 DATE: _____

Customer
 BY: _____
 DATE: _____

Any applicable sales tax is not included. Prices subject to change without notice. These prices are exclusive of any and all duties, import fees, taxes, or other similar charges. These prices may not be available in any transaction involving a trade or rental transaction. This sheet may not include all possible specifications available for this model. For complete product specifications, please contact your local authorized Vermeer dealer. Unless otherwise noted, dealer freight & prep to be determined.



Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Chairman Swindell
Attachment: Yes

ITEM TITLE: BUDGET MATTERS

SUMMARY: The following budget revisions need Board Approval:

BR 10-14 Health	\$3,620.00
BR 11-14 Health	\$8,300.00
BR 12-14 Health	\$597.00
BR 13-14 Health	\$61,000.00
BR 14-14 Health	\$560.00
Solid Waste	\$20,478.00
Elections	\$8,404.00

RECOMMEND: Discuss and approve.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

**HYDE COUNTY BOARD OF COMMISSIONERS
2013/2014 BUDGET REVISIONS**

				MEETING DATE 12/2/2013	
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"- " EXP BUDGET
				"- " REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
10-14	Project DIRECT Legacy for Men	10-5891.0200	Salaries	\$ 2,700.00	
		10-5891.0500	Fica Tax Expense	\$ 207.00	
		10-5891.0600	Group Insurance Expense	\$ 522.00	
		10-5891.0700	Retirement Expense	\$ 191.00	
		10-5891.1400	Travel		\$ 1,420.00
		10-5891.4504	Contract Healthy Living Advisor		\$ 2,200.00
				\$ 3,620.00	\$ 3,620.00
<p>For fiscal year 2013-14, Hyde County Health Department was awarded \$15,000 by Vidant Pungo Hospital's Community Benefits Grant Program to focus on chronic disease prevention and management in African-American men, their families and the surrounding community. The original grant application included budget line items for a contracted Healthy Living Advisor and related travel. The person identified to fill this role is no longer available. Liz Mumm, Public Health Educator II, has taken on the role of Healthy Living Advisor. This revision transfers the majority of funds originally allocated to the contracted Healthy Living Advisor and related travel, into salary and fringe lines to support Ms. Mumm's time in this new role. This revision DOES NOT increase the budget for Project DIRECT Legacy for Men.</p>					

REQUESTED  DATE 11-14-13

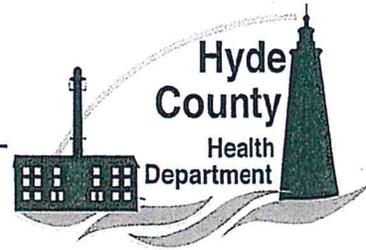
APPROVED... CO MANAGER _____ CO COMMISSIONER-CHAIR _____ CLERK TO THE BOARD _____

ENTERED LEDGER/DATE _____

Hyde County Health Department

P.O. Box 100
1151 Main Street
Swan Quarter, N.C. 27885

Phone (252) 926-4200
Fax (252) 926-0021



From the Lodge to the Lighthouse
We're striving for a healthier Hyde

Wesley P. Smith
Health Director

October 25, 2013

Vidant Pungo Hospital
Attn: Arden Root
202 E. Water Street
Belhaven, NC 27810

Re: Vidant Community Benefit Grant Revision and Extension Request
Project Title: Project DIRECT Legacy for Men and their Families

Dear Arden:

Please see the attached Revision and Extension Form to transfer funds between budget lines in the Project DIRECT Legacy for Men and their Families project. The revision involves reducing the amount originally budgeted for the Healthy Living Advisor role and related travel, and establishing salary and fringe budget lines for our Public Health Educator II, Elizabeth Mumm.

The revision is necessary because the individual originally identified to fill the role of the Healthy Living Advisor, Joyce Page, is no longer available. Joyce was interested in this role after leaving her job with the NC Division of Public Health. However, she was offered a position with the Durham County Department of Public Health, and is not able to travel to Hyde County in her new role. She will, however, come down the first weekend in November to re-certified those individuals previously trained in Chronic Disease/Diabetes Self-Management Programs.

Liz Mumm has taken over the role of Healthy Living Advisor, and the revision will allow us to charge her time to the program. I will also be working with Liz on the project, but my time will continue to be "in-kind".

Please do not hesitate to contact me should you need more information or have any questions.

Sincerely,


Wesley P. Smith
Health Director

Enclosures

**VIDANT HEALTH/VIDANT MEDICAL CENTER FOUNDATIONS
COMMUNITY BENEFIT GRANTS PROGRAM
REVISION & EXTENSION FORM**

Organization Name: Hyde County Health Department

Project Name: Project DIRECT Legacy for Men and Their Families

Contact Person: Wesley P. Smith, Health Director Date: October 25, 2013

Phone: 252-926-4387 E-mail: wsmith@hydehealth.com

Dollar Amount Awarded: \$15,000.00 Grant Cycle: July 1, 2013 – June 30, 2014

General statement of the program's overall objective: The project will focus on chronic disease prevention and management in African-American men, their families, and the surrounding community. The project will be guided by a partnership of community representatives, local and regional health representatives.

1) PROJECT REVISION (If project revision, check one or more items that apply below)

- Minor Revisions** – includes moving dollars among budgeted line items, changes to program delivery methods, etc.
- Significant Changes** to equipment or supplies needed, other than as specified on original grant application. Include information on how this change will help to carry out the grant or sustain the program beyond the funding cycle.

SUMMARY/JUSTIFICATION FOR REVISION REQUEST: (state why a revision is needed, dollar amount being revised, how the budget line items are being adjusted to meet the request.)

The original grant application included budget line items for a Healthy Living Advisor and related travel. The person identified to fill the Healthy Living Advisor role is no longer available. Request a revision to move funding from Healthy Living Advisor and travel lines to create a salary and fringe line item for our Health Educator II, Elizabeth Mumm, to step into the role of the Healthy Living Advisor. A portion of funding will remain in the original Advisor and travel line to cover re-certification of those individuals currently trained in CD Self-Management and Diabetes Self-Management Programs.

NOTE: *If requesting to move dollars among budget line items, in addition to the justification above, please submit a revised budget reflecting the prior and proposed/revised overall budget. (See attached.)*

2) PROJECT EXTENSION

Submitting a request to continue using grant funds for a longer period than the original grant cycle. Approval is required if additional time is needed to complete project.

SUMMARY/JUSTIFICATION FOR REQUEST: (i.e., for Extensions, state the amount of remaining funds and why there are funds left over (i.e., hiring delays if personnel costs are involved, received donations toward the program, partnering agencies contributed resources (time, materials, or supplies), etc.).

Not Applicable

Extension Time Requested: 6 months 12 months

**VIDANT HEALTH/VIDANT MEDICAL CENTER FOUNDATIONS
COMMUNITY BENEFIT GRANTS PROGRAM
REVISION & EXTENSION FORM**

REVISED BUDGET *Please submit a revised budget reflecting how the remaining dollars will be used.*

Budget Line Item	Original \$ Budgeted	Revised Budget	Total Adjustment (i.e., + \$1,000 or - \$1,000)
Healthy Living Advisor @ \$20/Hour * 12 Hours/Month * 12 Months	\$2,880.00	\$680.00	-\$2,200.00
Travel for Healthy Living Advisor 10 Round Trips from Durham @ \$0.55/Mile * 440 Miles/Trip * 10 Trips	\$2,420.00	\$1,000.00	-\$1,420.00
Public Health Educator II Salary	0.00	\$2,700.00	+\$2,700.00
Public Health Educator II Fringe	0.00	\$920.00	+\$920.00

Comments/Follow Up (to be completed by Director of Community Benefit):

APPROVAL SIGNATURES:

Representative for Requesting Agency

CEO, Board Chair, or Officer of Requesting Agency

Chair, Community Benefit Committee Foundation or Development Council

Community Benefit Program Liaison Foundation or Development Council

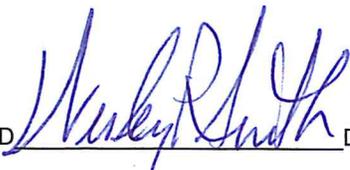
Chair, Community Benefit Committee Board of Trustees, Vidant Health/Vidant Medical Center Foundations

Executive Director, Vidant Health/ Vidant Medical Center Foundations

Director, Community Benefit Vidant Health/Vidant Medical Center Foundations

**HYDE COUNTY BOARD OF COMMISSIONERS
2013/2014 BUDGET REVISIONS**

MEETING DATE 12/2/2013					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"- " EXP BUDGET
				"- " REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
11-14	Healthy Communities	10-5830.4502	Community Health Assessment	\$ 8,300.00	
		10-3481.0051	Revenue - Medicaid Escrow		\$ 8,300.00
				\$ 8,300.00	\$ 8,300.00
			<p>We are required to conduct a comprehensive health assessment (CHA) every 48 months. Our most recent CHA was completed in 2011. Not for profit hospitals are now required to conduct a comprehensive health needs assessment (CHNA) every 36 months. Local health departments have been given the option to continue to conduct their CHA every 48 months, or collaborate with their local hospital(s) and conduct the CHA every 36 months. We have elected to align with Vidant Pungo & Vidant Beaufort Hospital's 36 month cycle in order to share resources and data that will benefit both agencies. This budget revision reflects the use of our Medicaid Escrow funds to contract with Sheila S. Pfaender, Public Health Consultant, to conduct the secondary data elements of the 2014 CHA. While this revision does increase the budget for Healthy Communities, the funds are being pulled from Medicaid Escrow and does not require any County of Hyde appropriations from Fund 10.</p>		

REQUESTED  DATE 11-14-13

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

ENTERED LEDGER/DATE _____

**Sheila S. Pfaender
Public Health Consultant**

**Hyde County
2014 Community Health Assessment
Secondary Data**

Scope of Work

I. Qualifications and Capacity

Sheila Pfaender (the "vendor") brings to this project many years' experience in developing community health assessments and environmental assessments. For over a decade she served on the consultation staff of The North Carolina Institute for Public Health (NCIPH), the service and outreach arm of the Gillings School of Global Public Health (SPH) at the University of North Carolina at Chapel Hill. In that capacity she facilitated the development of comprehensive community health assessments (CHAs) for 23 NC counties and environmental assessments (EAs) for 32 NC counties. Working as an independent consultant following her retirement from UNC in 2010, she has helped conduct an additional 26 CHAs in 25 counties.

II. Description of Proposed Activities

The vendor proposes to support the Hyde County Health Department (HCHD; the "client") and its community partners in conducting the secondary data elements of the comprehensive 2014 Hyde County Community Health Assessment.

Project Overview. The vendor will conduct secondary data assessment activities recommended by the *Community Assessment Guide Book*, published by the NC Division of Public Health, Office of Healthy Carolinians and Health Education and the State Center for Health Statistics (December 2012). She will assure that the assessment meets the current standards for community assessment included in the NC Local Health Department Accreditation (NCLHDA) Program. In addition, should project partners include non-profit hospitals in the Hyde County region, the CHA project also will meet US Affordable Care Act/Internal Revenue Service Form 990 Schedule H requirements for not-for-profit hospitals in conducting a community health needs assessment (CHNA).

The vendor will undertake activities that support the following components of the CHA process: 1) identifying, locating, reviewing, collecting and synthesizing existing secondary data in the public domain; 2) identifying, reviewing and synthesizing appropriate local secondary data; 3) analyzing secondary data for patterns, trends and disparities; 4) developing appropriate tabular and graphic representations of secondary data; and 5) preparing a final report and community-ready presentation. The vendor will work closely with the client's representative (the "HCHD CHA Coordinator") throughout the project to assure that the client's specific needs are being met.

Element 1: Identifying, Locating, Collecting, Reviewing Existing Secondary Data.

The vendor and her assistants will identify, locate and collect existing demographic, socioeconomic and health data and statistics as well as certain environmental data that describe the health and well being of the people of Hyde County. The vendor personally will be responsible for reviewing all data for relevance and applicability, and for assuring the validity of all sources.

The vendor has provided a Topics List (attached) detailing the secondary data subjects that will be covered. With agreement from the vendor, and at no extra cost, additional relevant topics may be added to this list by the client prior to December 31, 2013, after which date the Topics List will be considered final and un-amendable.

- a. **Data in the Public Domain.** A large volume of the secondary data needed will be found in the public domain, available from federal, state and local governmental agencies (e.g., the US Census Bureau, US Department of Agriculture, US Environmental Protection Agency, Centers for Disease Control and Prevention, NC State Center for Health Statistics, NC Office of Budget and Management, NC Division of Medical Assistance, and the county Department of Social Services and Department of Public Health).
- b. **Local Data.** Useful and illuminating local data, possibly proprietary rather than public, may have been compiled previously by local organizations such as hospitals, the United Way and/or other philanthropic organizations, the school system, and business and professional organizations (e.g., the Chamber of Commerce). The HCHD CHA Coordinator will assist the vendor by identifying, locating and procuring relevant local secondary data and transmitting it to the vendor.
- c. **Hospital Data.** If one or more hospitals in the Hyde County region participate in the CHA, each hospital will be requested to provide data detailing certain characteristics of the patient population admitted (1) to the emergency department, (2) as inpatients, and (3) as outpatients undergoing surgeries and procedures. The vendor will work with the individual hospitals and the HCHD CHA Coordinator to assure that the data provided is in a useable format that preserves the confidentiality of individual patients.

Element 2: Analyzing Secondary Data. Following the data-gathering steps, the vendor will apply scientifically supportable techniques to analyze the secondary data for common themes, patterns, time-trends, and gender and racial/ethnic disparities. In addition, whenever possible and appropriate, Hyde County data will be compared to similar data from a "peer county" (Alleghany County, NC) and to the comparable average for the state of North Carolina.

Element 3: Developing Tabular and Graphic Representations of Secondary Data. Once the secondary data is analyzed, the vendor and her assistants will develop appropriate tables, graphs and charts to best illustrate the discoveries of analysis. These graphic and tabular elements will highlight key data and data limitations, and will be footnoted appropriately with complete reference citations. Upon completion of the project the vendor will provide the client with an Excel Workbook containing the data, tables, graphs and charts used to construct the CHA.

Element 4: Preparing Narrative Reports. At the conclusion of the above work the vendor will write a secondary data narrative report. This report will describe in detail the secondary demographic, socioeconomic, health and environmental data included in the Topics List. If area hospitals partner in the project, the narrative report also will include hospital data as appropriate to further illuminate selected topics.

Element 5: Preparing PowerPoint Presentations. The vendor will develop a PowerPoint presentation, suitable for delivery in the community, based on the content of the secondary data narrative.

The vendor will provide the final reports and presentations in PDF format for community distribution, and as original MS Word, Excel and PowerPoint files for exclusive use by the client.

Element 6: Incorporating Locally-Prepared Reports. Upon completion of the consultant's technical assistance, CHA clients typically use the secondary data narrative and supporting documents—along with primary data generated locally by the client—to identify and prioritize community health needs and actions. These community processes result in locally-prepared reports that must be included in the client's comprehensive CHA report prior to its submission to the NC Division of Public Health. In the case of Hyde County, the deadline for this submission likely will be early December, 2014. Although this deadline is beyond the end-point of the consultant's work, the consultant will, at the client's request, incorporate locally-prepared primary data and issues prioritization reports into the completed CHA report providing "camera-ready" drafts of each is provided to the consultant by November 7, 2014.

III. Project Period

The project will begin on November 1, 2013 and conclude on April 30, 2014.

IV. Communication Plan

The vendor will employ primarily phone, fax, e-mail, the US Postal Service, and Federal Express to communicate with the client. The vendor will provide personal contact information to assure her availability for consultation.

V. Amendment Provision

This Scope of Work may be amended upon the written agreement of both the vendor and the client.

VI. Project Budget

For Complete CHA *Excluding* Hospital Data:

Element 1 - Identifying, locating, collecting, and reviewing secondary data	\$2,000
Element 2 - Analyzing secondary data	\$500
Element 3 - Developing tabular and graphic representations of data	\$1,000
Element 4 - Preparing narrative report	\$2,600
Element 5 - Preparing PowerPoint presentation	\$200
Element 6 - Incorporating local reports	no additional charge
TOTAL	\$6,300

Optional (Additions to CHA itemized above):

***Inclusion* of hospital data (up to four hospitals) (per hospital) \$1,000**

VII. Payment Schedule

The vendor will invoice the client according to the following schedule:

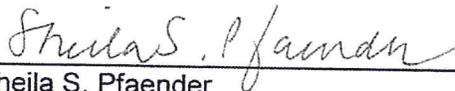
- January 31, 2014 – one-half the agreed total cost of the project
- April 30, 2014 – one-half the agreed total cost of the project

VIII. Signatures



Wesley P. Smith
Health Director
Hyde County Health Department

10-30-13
Date

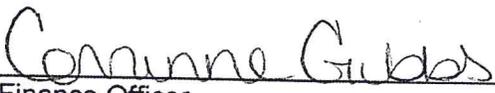


Sheila S. Pfaender
Public Health Consultant

10-27-13
Date

STATEMENT OF COMPLIANCE WITH THE LOCAL GOVERNMENT FISCAL CONTROL ACT

This agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act



Coranne Gibbs
Finance Officer
County of Hyde

10/31/13
Date

Hyde County 2014 CHA Topics List

Project Period: November 1, 2013 – April 30, 2014

(All data sources from public domain unless indicated “locally provided”)

Demographic and Socioeconomic Data

Population Characteristics

- General Population Characteristics

- Race and Ethnicity

- Age and Gender

- Households

- Older Adults

 - Growth of the Elderly Population

 - Location of the Elderly Population (by Township)

 - Sociodemographic Characteristics of the Elderly Population

- Non-English Speaking Population

- Other Special Populations

 - Military Populations

 - Special Needs Registry (*Locally provided*)

Economic Climate

- Income

- County Revenue Indicators (*Locally provided*)

- Tier Designation

- Employment

 - Employment and Wages by Sector

- Unemployment

 - Seasonal Employment and Unemployment

- Poverty

 - Poverty and Race

 - Poverty and Age

 - Economic Services Utilization (*Locally provided*)

- Housing

 - Affordable Housing

 - Homelessness (*Locally provided*)

Children and Families

- Single-Parent Families

- Family Services Utilization (*Locally provided*)

- Child Care

 - Child Care Facilities

 - Child Care Enrollment

 - Subsidized Child Care (*Locally provided*)

Education

- Schools and School Enrollment

 - Institutions of Higher Education

 - Primary and Secondary Education

- Educational Attainment and Investment

- High School Dropout Rate

- Crime and Violence in Schools

Crime and Safety

- Crime Rates

- Other Criminal Activity

 - Registered Sex Offenders

- Gang Activity
- Methamphetamine Drug Busts
- Juvenile Crime
- Sexual Assault and Domestic Violence
- Child Abuse, Neglect and Exploitation *(some data locally provided)*
- Adult Abuse, Neglect and Exploitation *(some data locally provided)*

Health Care and Health Promotion Resources

Medical Insurance

- Medically Indigent Population

- Uninsured: Current Estimate

- North Carolina Health Choice

- Medicaid

- Medicaid Eligibility and Expenses

- Health Check/Early and Periodic Screening, Diagnosis, and Treatment

- Medicaid Managed Care

- Carolina ACCESS

- Carolina ACCESS II/III

- Dentists Accepting Medicaid Patients *(some data locally provided)*

- Medicare

- Medicare/Medicaid Dual Eligibility

Practitioners

- Provider per Population Ratios

- Health Professional Census and Comparison to Target Provider "Benchmarks"

Hospitals

- Separate descriptions for each hospital included in the CHA

- OPTIONAL:*

- Hospital Utilization Data (by inside- and outside catchment area zip codes and by payer group, by DRG [ACS codes])*

- Emergency Department*

- Hospitalization Discharge Data*

- Outpatient Data*

- Ambulatory Surgery*

- Urgent Care*

- Other practices and clinics*

- TeleHealth*

Emergency Services

- Annual Calls/Services Summary *(locally provided)*

Hyde County Health Department *(locally provided)*

Other Health Care Facilities

- Federally-Qualified Health Centers

- Others *(locally provided)*

School Health

- Student to School Nurse Ratio

- School Nurse Activity Summary *(locally provided)*

Long-Term Care Facilities

- Nursing Homes

- Adult Care Homes

- Adult Day Care/Adult Day Health Centers

- Alternatives to Institutional Care *(locally provided)*

Mental Health Services and Facilities

- Eastern Carolina Behavioral Health

- Network Practitioners

- Service Utilization Data *(if available locally)*

Recreational Facilities

Health Statistics

Methodology

Understanding Health Statistics

Behavioral Risk Factor Surveillance System (BRFSS) Data

Health Data Caveats

Health Rankings

America's Health Rankings

MATCH County Health Rankings

Maternal and Infant Health

Pregnancy

Pregnancy, Fertility, Abortion, & Birth Rates, Age 15-44

Pregnancy, Fertility, Abortion, & Birth Rates, and Pregnancies, Age 15-19

Pregnancy, Adolescents Age 10-14

Pregnancy Risk Factors

High Parity and Short Interval Births

Smoking During Pregnancy

Late/No Prenatal Care

Pregnancy Outcomes

Low Birth-Weight and Very Low Birth Weight

Caesarian Section Delivery

Birth Complications

Infant Mortality

Leading Causes of Death [15 causes are discussed in order of decreasing mortality rate]

County, State and National Mortality Rate Comparisons

Gender Disparities in Mortality [Overview]

Racial Disparities in Mortality [Overview]

Age Disparities in Mortality [Overview]

Cancer

Total Cancer

Site-Specific Cancers (ranked by mortality rate)

Lung Cancer

Breast Cancer

Prostate Cancer

Colorectal Cancer

Diseases of the Heart

Hospital Discharges

Mortality Rate Trend and Recent Detail

Gender and Racial Disparities

[Note: the above three topics are considered for each cause of death]

Pneumonia and Influenza

Cerebrovascular Disease

Unintentional Non-Motor Vehicle Injury

Chronic Lower Respiratory Disease

Unintentional Motor Vehicle Injury

Alzheimer's Disease

Diabetes Mellitus

Suicide

Septicemia

Nephritis, Nephrotic Syndrome, Nephrosis (Kidney Disease)

Chronic Liver Disease and Cirrhosis

Homicide

Acquired Immune Deficiency Syndrome (AIDS)

HIV Disease Incidence

Morbidity

Communicable Disease

Reportable Communicable Diseases (*locally provided*)

Sexually Transmitted Infections

Chlamydia

Gonorrhea

Syphilis

Asthma

Diabetes

Oral Health

Adult Oral Health (*locally provided via survey data, free clinic participation data, etc.*)

Child Oral Health

Dental Screening Results

Dental Care Utilization by Medicaid-Eligible Youth

Obesity

Adult Obesity

Childhood Obesity

Mental Health and Substance Abuse

Mental Health Service Utilization

Developmental Disabilities Service Utilization

Substance Abuse Service Utilization

Environmental Topics [This short list of topics is included in the CHNA base price.]

Air Quality

Air Quality Index and Standards Violations

Toxic Release Inventory Issues

Water Quality

Drinking Water: Community Water Systems

Built Environment

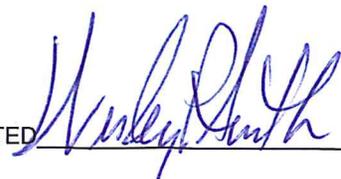
Availability of Grocery Stores and Farmers' Markets

Availability of Fast Food Restaurants

Availability of Recreational Facilities [if not covered elsewhere]

**HYDE COUNTY BOARD OF COMMISSIONERS
2013/2014 BUDGET REVISIONS**

MEETING DATE 12/2/2013					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"- " EXP BUDGET
				"- " REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
12-14	Family Planning	10-5950.0200	Salaries	\$ 445.00	
		10-5950.0500	FICA Tax Expense	\$ 34.00	
		10-5950.0600	Group Insurance Expense	\$ 86.00	
		10-5950.0700	Retirement Expense	\$ 32.00	
		10-3480.0003	Revenue - Family Planning (State)		\$ 597.00
				\$ 597.00	\$ 597.00
<p align="center">This budget revision reflects \$597.00 in additional funding received from the Department of Public Health, Women's and Children's Health Section, Women's Health Branch, to assist Local Health Department and Departments of Social Services devise and implement strategies to serve the community's needs relative to the prevention of out-of-wedlock births among TANF-eligible clients and among those at risk of becoming eligible as the result of unintended pregnancies. While this revision does increase the budget for Family Planning, there will be no expense locally to the County of Hyde.</p>					

REQUESTED  DATE 11-14-13

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

ENTERED LEDGER/DATE _____

IV. Performance Measures/Reporting Requirements:

In addition to those measures and requirements defined in the original Agreement Addendum for FY2013-2014, all local family planning programs receiving TANF Out-of-Wedlock Birth Prevention funds **must submit plans for the proposed use of their allocations this year to the Family Planning Unit in Raleigh.**

V. Performance Monitoring and Quality Assurance:

No change.

VI. Funding Guidelines or Restrictions: (if applicable)

All TANF funding must be used for TANF-eligible clients and among those at risk of becoming eligible as the result of unintended pregnancies.

DIVISION OF PUBLIC HEALTH
AGREEMENT ADDENDA

Hyde County Health Department
Contractor Name

151 Family Planning
Activity Number and Title

**ATTACHMENT C-1: TANF OUT-OF-WEDLOCK BIRTH PREVENTION PROGRAM
DELIVERABLES**

For FY 2013-2014, all local family planning programs receiving TANF Out-of-Wedlock Birth Prevention funds **must submit** plans for the proposed use of their allocations to the Division. When this funding was first allocated, the State Director of Social Services and the management of the Division of Public Health agreed that local directors of public health and social services should devise local plans for these funds and implement whatever strategies would serve the specific community’s needs relative to the prevention of out-of-wedlock births among TANF-eligible clients and among those at risk of becoming eligible as the result of unintended pregnancies. The Attachment C-1 plan must account for the full amount of the local agency’s FY 2013-2014 TANF allocation. **The Local Director of Social Services (or his/her representative) and the Local Health Director (or his/her representative) must sign on the Second page, with the Local Health Director also signing the Agreement Addenda, indicating collaboration between the two agencies.**

Estimated Cost of TANF Out-of-Wedlock Birth Prevention Activities

1. Providing clinical family planning services to at-risk individuals (described above) who are not covered by Medicaid. Family planning clinical services reimbursed by Medicaid cannot be counted as TANF services. However, services for which Medicaid does not reimburse in family planning settings—such as psychosocial counseling and medical nutrition therapy—when delivered to the appropriate family planning clients may be counted as TANF services. Other services may include “wrap-around-type” services for high-risk clients, such as enhanced post-pregnancy test follow-up and intensive care coordination for clients at risk for contraceptive failure. \$ 597.00

2. Public education/media campaigns targeted to the at-risk population (described above) and designed to raise the public’s awareness of the importance of family planning services. Please describe public education/media campaign activities: \$ _____

DIVISION OF PUBLIC HEALTH
AGREEMENT ADDENDA

Hyde County Health Department
Contractor Name

151 Family Planning
Activity Number and Title

**ATTACHMENT C-1: TANF OUT-OF-WEDLOCK BIRTH PREVENTION PROGRAM
DELIVERABLES**

3. Outreach and recruitment activities which target the at-risk population. Please Describe briefly: \$ _____

4. Outstationing of public health personnel at local DSS sites to facilitate the recruitment and provision of services to the at-risk population. \$ _____

5. Outstationing DSS staff within family planning program sites to facilitate recruitment of the at-risk population. \$ _____

6. Other non-clinical services to the at-risk population. Please explain: \$ _____

7. Total of lines 1 through 6: \$ 597.00

Suzanne Johnson
Signature of Social Services Director or Authorized Representative

11-12-13
Date

Wesley Smith
Signature of Local Health Director or Authorized Representative

11-8-13
Date

CONTRACTS

Allocation Page

OCT 28 2010 Waiting for Program Admin Approval

For Fiscal Year:13/14

Estimate Number: 4

			151 13A1 5151 72	151 13A1 5735 00	151 13A1 5735 AP	151 13A1 5735 AP	151 13A1 5735 AP	151 13A1 5735 AP	151 13A1 5735 AP	151 13A1 5735 AP	151 13A1 5735 AV	151 13A1 5928 FP	151 13A1 592C FP	151 13A1 6014 FR	Proposed Total	New Total
		AA	Payment Period 11/01- 06/30	Payment Period 07/01- 06/30	Payment Period 07/01- 06/30	Payment Period 11/01- 06/30	Payment Period 11/01-06/30	Payment Period 01/01-06/30	Payment Period 04/01-06/30	Payment Period 07/01- 06/30	Payment Period 07/01- 07/29	Payment Period 08/01- 06/30	Payment Period 07/01- 06/30			
			Service Period 10/01- 05/31	Service Period 06/01- 05/31	Service Period 06/01- 05/31	Service Period 10/01- 05/31	Service Period 10/01-05/31	Service Period 12/01-05/31	Service Period 03/01-05/31	Service Period 06/01- 05/31	Service Period 06/01- 06/29	Service Period 07/01- 05/31	Service Period 06/01- 05/31			
01 ALAMANCE	*	3	\$12,036.00	\$0.00	\$0.00	\$0.00	\$7,970.00	\$11,954.00	\$11,954.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,914.00	\$132,691.00
D1 ALBEMARLE REG	*	3	\$16,414.00	\$0.00	\$0.00	\$0.00	\$29,704.00	\$44,556.00	\$44,556.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135,230.00	\$423,396.00
02 ALEXANDER	*	3	\$2,143.00	\$0.00	\$0.00	\$0.00	\$7,848.00	\$11,774.00	\$11,774.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,539.00	\$78,677.00
04 ANSON	*	3	\$4,321.00	\$0.00	\$0.00	\$0.00	\$9,276.00	\$13,913.00	\$13,913.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,423.00	\$95,149.00
D2 APPALACHIAN	*	3	\$3,244.00	\$0.00	\$0.00	\$0.00	\$12,131.00	\$18,197.00	\$18,197.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,769.00	\$178,966.00
07 BEAUFORT	*	3	\$5,753.00	\$0.00	\$0.00	\$0.00	\$11,432.00	\$17,147.00	\$17,147.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,479.00	\$117,904.00
09 BLADEN	*	3	\$4,980.00	\$0.00	\$0.00	\$0.00	\$6,174.00	\$9,263.00	\$9,263.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,680.00	\$69,218.00
10 BRUNSWICK	*	3	\$6,602.00	\$0.00	\$0.00	\$0.00	\$10,668.00	\$16,003.00	\$16,003.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,276.00	\$118,514.00
11 BUNCOMBE	*	3	\$16,775.00	\$0.00	\$0.00	\$0.00	\$25,385.00	\$38,077.00	\$38,077.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$118,314.00	\$226,325.00
12 BURKE	*	3	\$7,780.00	\$0.00	\$0.00	\$0.00	\$11,067.00	\$16,599.00	\$16,599.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,045.00	\$115,390.00
13 CABARRUS	*	3	\$10,178.00	\$0.00	\$0.00	\$0.00	\$6,085.00	\$9,130.00	\$9,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,523.00	\$109,580.00
14 CALDWELL	*	3	\$7,528.00	\$0.00	\$0.00	\$0.00	\$14,074.00	\$21,110.00	\$21,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,822.00	\$150,314.00
16 CARTERET	*	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$122,200.00
17 CASWELL	*	3	\$1,875.00	\$0.00	\$0.00	\$0.00	\$7,133.00	\$10,698.00	\$10,698.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,404.00	\$70,251.00
18 CATAWBA	*	3	\$12,189.00	\$0.00	\$0.00	\$0.00	\$2,568.00	\$3,853.00	\$3,853.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,463.00	\$89,662.00
19 CHATHAM	*	3	\$3,700.00	\$0.00	\$0.00	\$0.00	\$6,410.00	\$9,613.00	\$9,613.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,336.00	\$78,791.00
20 CHEROKEE	*	3	\$1,331.00	\$0.00	\$0.00	\$0.00	\$6,290.00	\$9,435.00	\$9,435.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,491.00	\$65,950.00
22 CLAY	*	3	\$330.00	\$0.00	\$0.00	\$0.00	\$3,422.00	\$5,131.00	\$5,131.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,014.00	\$39,885.00
23 CLEVELAND	*	3	\$11,631.00	\$0.00	\$0.00	\$0.00	\$14,250.00	\$21,377.00	\$21,377.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,635.00	\$129,571.00
24 COLUMBUS	*	3	\$8,451.00	\$0.00	\$0.00	\$0.00	\$2,547.00	\$3,822.00	\$3,822.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,642.00	\$81,998.00
25 CRAVEN	*	3	\$10,186.00	\$0.00	\$0.00	\$0.00	\$20,350.00	\$30,524.00	\$30,524.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$91,584.00	\$215,452.00
26 CUMBERLAND	*	3	\$39,265.00	\$0.00	\$0.00	\$0.00	\$32,837.00	\$49,256.00	\$49,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170,814.00	\$405,415.00
28 DARE	*	3	\$1,699.00	\$0.00	\$0.00	\$0.00	\$2,177.00	\$3,263.00	\$3,263.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,402.00	\$40,476.00
29 DAVIDSON	*	3	\$12,809.00	\$0.00	\$0.00	\$0.00	\$7,844.00	\$11,766.00	\$11,766.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,185.00	\$160,381.00
30 DAVIE	*	3	\$1,788.00	\$0.00	\$0.00	\$0.00	\$6,582.00	\$9,873.00	\$9,873.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,118.00	\$68,880.00
31 DUPLIN	*	3	\$7,349.00	\$0.00	\$0.00	\$0.00	\$9,240.00	\$13,860.00	\$13,860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,309.00	\$109,495.00
32 DURHAM	*	3	\$27,430.00	\$0.00	\$0.00	\$0.00	\$17,189.00	\$25,752.00	\$25,752.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,103.00	\$193,684.00
33 EDGECOMBE	*	3	\$13,088.00	\$0.00	\$0.00	\$0.00	\$20,948.00	\$31,423.00	\$31,423.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,882.00	\$220,689.00
34 FORSYTH	*	3	\$34,914.00	\$0.00	\$0.00	\$0.00	\$20,308.00	\$30,462.00	\$30,462.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115,146.00	\$199,033.00
35 FRANKLIN	*	3	\$4,930.00	\$0.00	\$0.00	\$0.00	\$2,921.00	\$4,383.00	\$4,383.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,617.00	\$64,247.00
36 GASTON	*	3	\$21,312.00	\$0.00	\$0.00	\$0.00	\$5,203.00	\$7,807.00	\$7,807.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,129.00	\$163,765.00
38 GRAHAM	*	3	\$483.00	\$0.00	\$0.00	\$0.00	\$2,349.00	\$3,524.00	\$3,524.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,880.00	\$39,832.00
D3 GRAN- VANCE	*	3	\$13,164.00	\$0.00	\$0.00	\$0.00	\$13,633.00	\$20,448.00	\$20,448.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,693.00	\$175,604.00
40 GREENE	*	3	\$2,320.00	\$0.00	\$0.00	\$0.00	\$8,978.00	\$13,469.00	\$13,469.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,236.00	\$88,397.00
41 GUILFORD	*	3	\$43,023.00	\$0.00	\$0.00	\$0.00	\$33,870.00	\$50,805.00	\$50,805.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$178,593.00	\$462,705.00
42 HALIFAX	*	3	\$10,439.00	\$0.00	\$0.00	\$0.00	\$26,400.00	\$39,581.00	\$39,581.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116,041.00	\$247,102.00
43 HARNETT	*	3	\$10,009.00	\$0.00	\$0.00	\$0.00	\$6,705.00	\$10,059.00	\$10,059.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,832.00	\$105,001.00
44 HAYWOOD	*	3	\$3,042.00	\$0.00	\$0.00	\$0.00	\$9,844.00	\$14,766.00	\$14,766.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,418.00	\$114,647.00
45 HENDERSON	*	3	\$5,044.00	\$0.00	\$0.00	\$0.00	\$5,462.00	\$8,192.00	\$8,192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,890.00	\$80,388.00
48 HERTFORD	*	3	\$2,872.00	\$0.00	\$0.00	\$0.00	\$17,094.00	\$25,628.00	\$25,628.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,212.00	\$141,462.00
47 HOKE	*	3	\$5,551.00	\$0.00	\$0.00	\$0.00	\$5,046.00	\$7,568.00	\$7,568.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,733.00	\$83,796.00
48 HYDE	*	3	\$597.00	\$0.00	\$0.00	\$0.00	\$5,093.00	\$7,637.00	\$7,637.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,864.00	\$49,889.00
49 IREDELL	*	3	\$11,477.00	\$0.00	\$0.00	\$0.00	\$13,290.00	\$19,935.00	\$19,935.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,637.00	\$144,949.00
50 JACKSON	*	3	\$2,394.00	\$0.00	\$0.00	\$0.00	\$19,787.00	\$29,682.00	\$29,682.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81,535.00	\$168,894.00
51 JOHNSTON	*	3	\$11,276.00	\$0.00	\$0.00	\$0.00	\$6,417.00	\$9,626.00	\$9,626.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,945.00	\$106,390.00
52 JONES	*	3	\$901.00	\$0.00	\$0.00	\$0.00	\$5,662.00	\$8,493.00	\$8,493.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,549.00	\$53,683.00
53 LEE	*	3	\$6,867.00	\$0.00	\$0.00	\$0.00	\$9,569.00	\$14,354.00	\$14,354.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,144.00	\$96,737.00
54 LENOIR	*	3	\$10,369.00	\$0.00	\$0.00	\$0.00	\$21,563.00	\$32,342.00	\$32,342.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,636.00	\$202,037.00
55 LINCOLN	*	3	\$5,196.00	\$0.00	\$0.00	\$0.00	\$705.00	\$1,058.00	\$1,058.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,017.00	\$37,528.00
56 MACON	*	3	\$1,533.00	\$0.00	\$0.00	\$0.00	\$4,202.00	\$6,302.00	\$6,302.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,339.00	\$58,140.00
57 MADISON	*	3	\$1,015.00	\$0.00	\$0.00	\$0.00	\$7,245.00	\$10,866.00	\$10,866.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,992.00	\$70,888.00
D4 MAR-TYR- WASH	*	3	\$7,020.00	\$0.00	\$0.00	\$0.00	\$24,933.00	\$37,398.00	\$37,398.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106,749.00	\$246,595.00
60 MECKLENBURG	*	3	\$70,055.00	\$0.00	\$0.00	\$0.00	\$84,158.00	\$126,239.00	\$126,239.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$406,691.00	\$793,529.00
62 MONTGOMERY	*	3	\$3,827.00	\$0.00	\$0.00	\$0.00	\$1,979.00	\$2,971.00	\$2,971.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,748.00	\$55,720.00
63 MOORE	*	3	\$6,754.00	\$0.00	\$0.00	\$0.00	\$17,487.00	\$26,232.00	\$26,232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,705.00	\$154,655.00
64 NASH	*	3	\$11,111.00	\$0.00	\$0.00	\$0.00	\$15,779.00	\$23,670.00	\$23,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,230.00	\$187,343.00
65 NEW HANOVER	*	3	\$14,672.00	\$0.00	\$0.00	\$0.00	\$11,706.00	\$17,559.00	\$17,559.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,496.00	\$141,933.00

66	NORTHAMPTON	*	3	\$3,560.00	\$0.00	\$0.00	\$0.00	\$11,277.00	\$16,916.00	\$16,916.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,669.00	\$116,673.00
67	ONSLOW	*	3	\$12,809.00	\$0.00	\$0.00	\$0.00	\$33,394.00	\$50,090.00	\$50,090.00	\$0.00	\$0.00	\$0.00	\$0.00	\$146,383.00	\$304,081.00
68	ORANGE	*	3	\$6,297.00	\$0.00	\$0.00	\$0.00	\$14,622.00	\$21,932.00	\$21,932.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,783.00	\$153,783.00
69	PAMLICO	*	3	\$1,052.00	\$0.00	\$0.00	\$0.00	\$7,145.00	\$10,717.00	\$10,717.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,631.00	\$63,789.00
71	PENDER	*	3	\$3,700.00	\$0.00	\$0.00	\$0.00	\$11,376.00	\$17,063.00	\$17,063.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,202.00	\$112,372.00
73	PERSON	*	3	\$3,662.00	\$0.00	\$0.00	\$0.00	\$10,399.00	\$15,597.00	\$15,597.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,285.00	\$107,489.00
74	PITT	*	3	\$17,143.00	\$0.00	\$0.00	\$0.00	\$15,179.00	\$22,768.00	\$22,768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77,888.00	\$229,062.00
76	RANDOLPH	*	3	\$10,124.00	\$0.00	\$0.00	\$0.00	\$20,765.00	\$31,149.00	\$31,149.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93,187.00	\$200,575.00
77	RICHMOND	*	3	\$8,324.00	\$0.00	\$0.00	\$0.00	\$10,288.00	\$15,431.00	\$15,431.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,474.00	\$110,666.00
78	ROBESON	*	3	\$26,127.00	\$0.00	\$0.00	\$0.00	\$23,433.00	\$35,152.00	\$35,152.00	\$0.00	\$0.00	\$0.00	\$0.00	\$119,866.00	\$292,111.00
79	ROCKINGHAM	*	3	\$9,451.00	\$0.00	\$0.00	\$0.00	\$19,591.00	\$29,386.00	\$29,386.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,814.00	\$147,494.00
80	ROWAN	*	3	\$13,051.00	\$0.00	\$0.00	\$0.00	\$19,399.00	\$29,097.00	\$29,097.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,644.00	\$196,939.00
85	R-F-M	*	3	\$10,643.00	\$0.00	\$0.00	\$0.00	\$23,362.00	\$35,044.00	\$35,044.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104,093.00	\$241,594.00
82	SAMPSON	*	3	\$7,667.00	\$0.00	\$0.00	\$0.00	\$8,850.00	\$13,277.00	\$13,277.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,071.00	\$121,084.00
83	SCOTLAND	*	3	\$7,641.00	\$0.00	\$0.00	\$0.00	\$13,329.00	\$19,993.00	\$19,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,986.00	\$146,789.00
84	STANLY	*	3	\$5,083.00	\$0.00	\$0.00	\$0.00	\$5,208.00	\$7,812.00	\$7,812.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,915.00	\$78,767.00
85	STOKES	*	3	\$2,607.00	\$0.00	\$0.00	\$0.00	\$12,408.00	\$18,611.00	\$18,611.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,237.00	\$113,578.00
86	SURRY	*	3	\$5,247.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,247.00	\$52,672.00
87	SWAIN	*	3	\$1,927.00	\$0.00	\$0.00	\$0.00	\$7,102.00	\$10,653.00	\$10,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,335.00	\$68,469.00
88	TOE RIVER	*	3	\$2,130.00	\$0.00	\$0.00	\$0.00	\$17,952.00	\$26,927.00	\$26,927.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,936.00	\$188,589.00
88	TRANSYLVANIA	*	3	\$1,875.00	\$0.00	\$0.00	\$0.00	\$6,767.00	\$10,149.00	\$10,149.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,946.00	\$69,500.00
90	UNION	*	3	\$9,971.00	\$0.00	\$0.00	\$0.00	\$9,277.00	\$13,914.00	\$13,914.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,076.00	\$128,262.00
92	WAKE	*	3	\$44,538.00	\$0.00	\$0.00	\$0.00	\$26,523.00	\$39,784.00	\$39,784.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,629.00	\$331,422.00
93	WARREN	*	3	\$2,383.00	\$0.00	\$0.00	\$0.00	\$11,668.00	\$17,504.00	\$17,504.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,059.00	\$106,189.00
96	WAYNE	*	3	\$13,620.00	\$0.00	\$0.00	\$0.00	\$15,569.00	\$23,355.00	\$23,355.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,899.00	\$179,763.00
97	WILKES	*	3	\$4,802.00	\$0.00	\$0.00	\$0.00	\$11,430.00	\$17,146.00	\$17,146.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,524.00	\$104,636.00
98	WILSON	*	3	\$12,098.00	\$0.00	\$0.00	\$0.00	\$11,846.00	\$17,768.00	\$17,768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59,480.00	\$163,454.00
99	YADKIN	*	3	\$2,483.00	\$0.00	\$0.00	\$0.00	\$2,908.00	\$4,360.00	\$4,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,113.00	\$33,688.00
Totals				\$823,069.00	\$0.00	\$0.00	\$0.00	\$1,100,028.00	\$1,650,040.00	\$1,650,040.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,223,177.00	\$12,548,074.00

Signature and Date - DPH Program Administrator

Tricia Paul 10/25/13

Signature and Date- DPH Section Chief

Peter Anderson 10/24/13

Signature and Date- DPH Contracts Office

Rebecca S Miller 10/28/13

Signature and Date - Division of Public Health Budget Officer

Janice M. Smith 11-5-13

SR
10/30/13

**HYDE COUNTY BOARD OF COMMISSIONERS
2013/2014 BUDGET REVISIONS**

MEETING DATE 12/2/2013					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"-." EXP BUDGET
				"-." REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
13-14	Primary Care Telemedicine	10-5892.0200	Salaries	\$ 24,648.00	
		10-5892.0500	FICA Tax Expense	\$ 1,886.00	
		10-5892.0600	Group Insurance Expense	\$ 3,648.00	
		10-5892.0700	Retirement Expense	\$ 1,743.00	
		10-5892.1200	Postage	\$ 100.00	
		10-5892.1400	Travel	\$ 1,250.00	
		10-5892.2600	Advertising	\$ 2,000.00	
		10-5892.4500	Contract Physician Services	\$ 15,000.00	
		10-5892.4501	Contract Billing Services	\$ 2,975.00	
		10-5892.4502	Contract Lab Testing	\$ 3,500.00	
		10-5892.4503	Contract Interpretation	\$ 250.00	
		10-5892.4600	Medical Supplies	\$ 2,000.00	
		10-5892.7400	Equipment	\$ 2,000.00	
		10-3480.0003	Revenue - Kate B. Reynolds		\$ 49,000.00
		TBD	Revenue - Health Net		\$ 12,000.00
				\$ 61,000.00	\$ 61,000.00
<p>In 2012, Hyde County Health Department was selected to participate in a pilot project entitled "Primary Care Telemedicine", under the direction of the Albemarle Hospital Foundation, with funding from various sources including the Kate B. Reynolds (KBR) Charitable Trust, the N. C. Office of Rural Health, and Vidant Pungo Hospital's Community Grant Program. The first patient was seen in February of 2013. Effective January 1, 2014 the project will shift from the Albemarle Hospital Foundation to the Hyde County Health Department. This budget revision reflects the salary and fringe for a Public Health Nurse II that will coordinate the Primary Care Telemedicine program, as well as other expenses related to the program. Although this budget revision does increase the budget for the Health Department, funding is available from KBR and Health Net to cover this program through the end of the current fiscal year.</p>					

REQUESTED *Wesley Ruff* DATE *11-26-13*

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

ENTERED LEDGER/DATE _____

128 Reynolda Village
Winston-Salem, NC 27106-5123
phone: 336.397.5500 fax: 336.723.7765
toll free: 800.485.9080 www.kbr.org

November 13, 2013

Mr. Wesley P. Smith, Health Director
Hyde County Health Department
PO Box 100
Swan Quarter, NC 27885

RE: Grant #2014-091

Dear Wesley:

I am pleased to inform you that, on recommendation of the Trust's Health Care Division Advisory Council, the Corporate Trustee has approved a \$5,000 grant for operating funds on behalf of Cassius Williams' service to the Health Care Division Advisory Council for the benefit of the telehealth program.

Please acknowledge the receipt of this letter and your agreement to use the funds as stated above by signing and returning to me the enclosed copy of this letter. By returning this letter with your signature affixed, I will forward the \$5,000 to you.

If you have any questions, please let me know.

Sincerely,



Allen J. Smart, Director
Health Care Division
(336) 397-5511

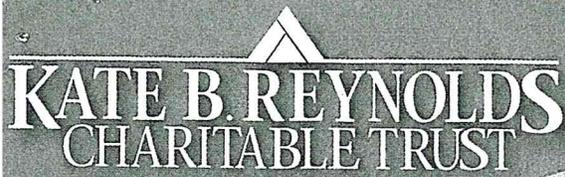
AJS:shw

cc: Cassius Williams

I agree to the conditions stated in this letter.


Signature

11-18-13
Date



KATE B. REYNOLDS
CHARITABLE TRUST

128 Reynolda Village
Winston-Salem, NC 27106-5123
phone: 336.397.5500 fax: 336.723.7765
toll free: 800.485.9080 www.kbr.org

November 13, 2013

Mr. Wesley P. Smith, Health Director
Hyde County Health Department
PO Box 100
Swan Quarter, NC 27885

Mr. Smith: *West*

Congratulations. The Corporate Trustee of the Kate B. Reynolds Charitable Trust approved a \$40,000 grant for operating funds to provide care coordination and expand access to primary care, mental health, and specialty care through Telehealth in Hyde County as described in your application. Additionally, \$4,000 was approved for indirect expenses for a total grant of \$44,000.

Grant funds will be paid when you are ready to utilize them, subject to the availability of funds. We will require expenditure and program reports on this grant. These reports will be based on the information presented in your application. Appropriate report forms are available through our website.

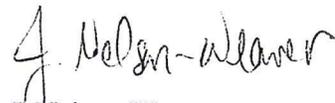
Your grant number is **2014-055**. Please refer to this number in all communication regarding this award.

To accept this grant, your board chair must sign and date the attached acceptance statement and return it to me by November 27, 2013.

We may wish to include your grant award in press releases prior to the publication of our Annual Report. If this is not satisfactory with you, please let us know when you return the acceptance statement. You may publicize the grant in any manner you feel appropriate. Please incorporate the enclosed information about the Trust in your publicity.

We are looking forward to participating in this important program and wish you and your associates much success.

Sincerely,



J. Nelson-Weaver
Senior Program Officer
(336) 397-5510

JNW:dbh
Enclosure
cc: Randy Hignite, Board Chair

HEALTH CARE DIVISION
OPERATING ACCEPTANCE STATEMENT

Grant # 2014-055

On behalf of the recipient organization, I agree to the terms and conditions set in the attached letter. Furthermore my signature certifies that:

1. Income earned on Trust grant funds received by the grantee shall be used for the specific purpose described in the grant letter;
2. Any funds not used for the purpose granted shall be returned to the Trust; (Note: Trust funds shall not be used to pay for sales tax.);
3. Approval must be received from the Trust in writing prior to any modification of the funded program;
4. The Trust shall be notified promptly in writing if the organization's tax exemption is revoked or modified in any way;
5. The Trust shall be notified in writing of any proposed termination or change in ownership of the organization during the grant period;
6. The Trust, at its discretion, may request annual certified public accounting audits for the duration of the grant period;
7. Annual expenditure and program reports shall be furnished to the Trust.

Please check one:

We are ready to receive and utilize the funds for the purpose granted.

We will request the funds in writing when we are ready to receive and utilize the funds for the purpose granted.

November 18 - 2013
Date

Randy Hignite
Randy Hignite, Board Chair
Hyde County Health Department

-
- Keep your original letter and a copy of the signed acceptance statement for your files.
 - Return the original signed acceptance statement to the Trust.

**HYDE COUNTY BOARD OF COMMISSIONERS
2013/2014 BUDGET REVISIONS**

MEETING DATE 12/2/2013					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"- " EXP BUDGET
				"- " REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
14-14	Public Management Entity (PME)	10-5910.7400	Equipment	\$ 560.00	
		10-3481.0051	Revenue - PME Reserve Escrow		\$ 560.00
				\$ 560.00	\$ 560.00
Utilizing funds from PME Reserve Escrow Account to purchase a 5.5 hp 2" pacer pump to be used by our contracted PME Operator, Maxville O'Neal, at the Lake Mattamuskeet sewage plant. This budget revision establishes an Equipment line in the PME Program in order to record the purchase as a fixed asset. Although this budget revision does increase the budget for the PME program, there are sufficient funds in the PME Reserve Escrow Account to cover the purchase of the pump.					

REQUESTED  DATE 11-22-13

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

ENTERED LEDGER/DATE _____

I N V O I C E

AGRI SUPPLY INC OF GREENVILLE
 4500 MARTIN LUTHER KING JR. HW
 P. O. BOX 6025
 GREENVILLE
 NC 27835- (252) 752-3999

INVOCICE 02-996260

SOLD TO: Account # 012840 Exemption # TAX FREE
 CASH

DATE 11/20/2013 10:43:32 AM
 YOUR P.O.
 CASHIER tcb
 REGISTER 14

Phone #: _____

TERMS: NET 10 DAYS					
ITEM#	QUANTITY	UM	ITEM DESCRIPTION	PRICE EACH	EXTD PRICE
49472	1.00	EA	5.5HP 2'' PACER PUMP W/HONDA ENGINE	555.95	555.95SU
				SUBTOTAL	555.95
				TAX 7.0C%	38.92
				TOTAL	594.87
				CREDIT	594.87

*** REPRINT - tcb - 14 - 11/20/2013 10:43:55 AM ***

INVOICE 02-996260

Michael C. O'Neil
 RECEIVED BY

11-21-2013

THE 2" PACER WATER PUMP
IS FOR TO WORK THE LAKE MATTAMUSKEET
SEWAGE PLANT.

TO GET WATER OUT OF THE LAKE
TO PUT IN A LIFT STATION TO BE PUMP TO
THE PLANT TO FLUSH OUT THE EFFLUENT LINES.

Maxwell C O'Neal

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Board of Commissioners

ITEM TITLE: CLOSED SESSION

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

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

RECOMMEND: Enter into Closed Session if required.

Motion Made By: ___ Barry Swindell
(Enter) ___ Dick Tunnell
 ___ Anson Byrd
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Motion Seconded By: ___ Barry Swindell
 ___ Dick Tunnell
 ___ Anson Byrd
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Vote: ___ Barry Swindell
 ___ Dick Tunnell
 ___ Anson Byrd
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Chairman, Vice-Chair, Commissioners and Manager
Attachment: Yes

ITEM TITLE: MANAGEMENT REPORTS

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

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

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

- 1) Golden LEAF Grant Application

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

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: December 2, 2013
Presenter: Citizens
Attachment: No

ITEM TITLE: PUBLIC COMMENTS

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

RECOMMEND: Receive comments.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **December 2, 2013**
Attachments: **Yes**

ITEM TITLE: **SUPPLEMENTAL INFORMATION**

Department Reports

- 1) Tax (Signature Required)
- 2) Senior Center
- 3) Social Services & Child Support
- 4) Health
- 5) Animal Control
- 6) Utilities
- 7) Finance
- 8) Human Resources
- 9) Inspections/Code Enforcement

Informational Items

- 1) Albemarle Commission Board Meeting Agenda, Draft Minutes, & Fund Balances
- 2) Hyde Soil & Water Conservation District Supervisors Meeting 12/3/2013 6:00p.m.
- 3) County Employee Christmas Party
- 4) Aviation Week Magazine Article - Hyde County Airport

**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 **October, 2013.***

CURRENT TAX

DEPOSITS	COUNTY WIDE	MOSQUITO TAX	SOLID WASTE	WEST QUARTER	INTEREST
\$507,610.87	\$501,206.74	\$5,467.06	\$0.00 Res \$0.00 Comm	\$32.27	\$0.00
	2013				
	\$ 904.80				

CURRENT DMV

DEPOSITS	COUNTY WIDE	MOSQUITO TAX	INTEREST
\$13,576.39	\$13,441.81	\$41.97	\$92.61

DELIQUENT DMV

2012	COUNTY WIDE	\$4,501.18
	MOSQUITO	\$5.39
2011	COUNTY WIDE	\$115.31
	MOSQUITO	\$0.00
2010	COUNTY WIDE	\$2.34
	MOSQUITO	\$0.00
2009	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2008	COUNTY WIDE	\$2.16
	MOSQUITO	\$0.00
2007	COUNTY WIDE	\$7.19
	MOSQUITO	\$0.00
		\$0.00
2006	COUNTY WIDE	\$6.35
	MOSQUITO	\$0.00
2005	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2004	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2003	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2002	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2001	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
		\$0.00
INTEREST		\$465.97
		\$0.00
		<u>\$5,105.89</u>

DELIQUENT TAX

2012	\$12,267.63
2011	\$3,355.45
2010	\$3,071.17
2009	\$262.77
2008	\$746.20
2007	\$743.54
2006	\$95.73
2005	\$0.00
2004	\$0.00
2003	\$10.56
2002	\$43.31
2001	\$0.00
SQWS	\$175.59
MOSQUITO TAX	\$0.00
SOLID WASTE RES	\$314.98
SOLID WASTE COMM	\$0.00
INTEREST	\$2,831.73
WEST/QUARTER	\$1.88
LEGAL FEES	
	<u>\$23,920.54</u>

2014 PREPAYMENTS

Newman, Richard G.	208395	\$30.00
Rubel, William	201589	\$8.88

\$38.88

OVERPAYMENT

\$0.00

Respectfully Submitted

Nov. 1, 2013

Linda M. Basnight
Tax Administrator

Chairman of Commissioners

MATTAMUSKEET SENIOR CENTER

Manager's Monthly Report

October, 2013

Participants on Meals-On-Wheels	Swan Quarter	Fairfield	Engelhard	Mattamuskeet Village	Total
	7	6	9	4	26
Total Meals-on-Wheels Served	597				
Congregate Meals Served	347				
Participants served for Congregate	26				
Attendance to center for activities, (crafts, exercise, meals, meetings, etc.)	410				

Hyde County DSS Programs
Month of October 2013

	Active Cases	Applications Taken	Reviews/Redetermination	Other Changes	
Income Maintenance Programs					
Medicaid	983	43	143	64	
Food Stamps	555	48	53	0	
Work First	16	5	5	0	
Total	1,554	90	181	64	
Medicaid Transportation Program					
Medicaid	Transported	Gas	Vouchers	Active Cases	Calls
Dialysis	56	83	7	255	82
Title III	48	0	0	4	0
Total	2	18	0	27	20
	106	101	7	286	102
Child Protected Services					
	Reports	Substantiated	Unsubstantiated	Recommendations for Svcs	
	5	4	1	2	
Adult Services (Ongoing)					
	Active CAP Cases	At Risk/SA In Home			
	19	7			
Crisis Intervention					
	Applications Taken	Approved	Denied		
	17	15	2		
Medication Assistance					
	Applications Taken	Approved	Denied		
	5	5	0		
Daycare Services					
	Mainland	Ocracoke			
Cases	3	16			
Children	6	20			

Reviews/Redetermination processed monthly

Cap cases have daily, weekly and monthly contacts

Reviews done every six months

Hyde County DSS Programs
 Month of October 2013

	Requested	Approved			
Fishing License	10	10			
Christmas Cheer					
LIEAP					

Reviews/Redetermination processed monthly
 Cap cases have daily, weekly and monthly contacts
 Reviews done every six months

**HYDE COUNTY
CHILD SUPPORT UNIT
FY 2012-2013
STATISTICAL REPORT**

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	YTD Totals	FY 2012-2013
total caseload	194	190	192	192										
ESTABLISHMENT														
paternity tests performed	3	0	0	1									4	4
ENFORCEMENT														
income withholding collections	\$14,066	\$13,082	\$12,554	\$13,206									\$52,907	\$146,080
interstate collections	\$2,363	\$2,205	\$16,046	\$2,187									\$22,800	\$29,093
court collections	\$150	\$1,040	\$950	\$650									\$2,790	\$23,234
tax intercept collections	\$0	\$237	\$2,356	\$0									\$2,593	\$25,831
unemployment insurance collections	\$165	\$66	\$66	\$125									\$422	\$17,367
incentive collections*	\$0	\$0	\$15	\$304									\$319	\$2,663
IV-E foster care collections	\$0	\$0	\$0	\$0									\$0	\$0
total collections	\$21,264	\$20,879	\$37,152	\$20,059									\$99,355	\$288,943
customers serviced while in the local office	3	4	3	2									12	32

*Incentives consist of : TANF Share, IV-E Share, SFHF Share, Incentive, Settlement funds, Tax Intercept Fees, Paternity Test Fees, and Legal Fees

**Hyde County Health Department
Fiscal Year 2013-2014
Monthly Summary Report – October 2013**

Clinic Nursing Services:

<u>Program Services Provided</u>	<u>Current Month</u>	<u>Year-to-Date</u>
Family Planning Clients	13	59
Maternal Health Clients	3	27
Adult Health Clients (Wellness)	7	25
Adult Health Telemedicine (Primary Care)	11	51
BCCCP Clients	3	17
Immunizations	6	42
STD Treatments	4	17
Communicable Disease Cases	0	5
TB Treatments (Latent)	0	1
WIC – Mainland		
• Certifications	17	52
• Mid-Certification Assessments	8	49
• Pick-ups	27	84
• Vendor Trainings	0	2
WIC – Ocracoke (Quarterly)		
• Certifications	0	9
• Mid-Certification Assessments	0	3
• Pick-ups	0	14
• Vendor Trainings	0	0
Pregnancy Care Management		
• Case Load	7	7
• Contacts	22	91
• Attempts (No Contact)	3	12
Care Coordination for Children		
• Case Load	10	10
• Contacts	65	134
• Attempts	7	16
Seasonal Flu Shots/Flu Mists		
• Adults	113	139
• Children	5	12

Medication Assistance Program:

New Patients Enrolled	1	9
Patients Served	21	85
New Requests	3	16
Reorder Requests	11	65
Medications Requested	14	79
Medications Received	18	78
Medications Delivered	17	76

Environmental Health Services:

Food and Lodging:

• F&L Inspections	8	56
• F&L Visits	9	46
• F&L Pre-Opening Visits	0	2
• F&L Permits Issued	0	2
• F&L Complaint Investigations	0	1
• F&L Consults	7	42
• General Sanitation	4	26
• Vector Control	0	2
• Animal Control	0	8
• Health Education	1	2

On-Site Wastewater:

• Sites Visited/Evaluated	0	76
• Improvement Permits Issued	0	15
• Construction Authorizations	0	28
• Consultative Contacts	37	222
• Operation Permits Issued	0	19

On-Site Well:

• Grouting Inspection	0	1
• Well Site Consultative Visits	0	1
• Well Certificate of Completion	0	1
• Bacteriological Samples Collected	0	4
• Other Sample Collected	0	2
• Well Consultative Contacts	5	38

Hydeland Home Care Agency:

Total Patients Served	51	+2
• Home Health Medicare	7	+3
• Home Health Medicaid	26	-1
• Home Health Private	1	NC
• Community Alternative Program (CAP)	5	NC
• Homemaker	11	NC
• Project Care	1	NC

Admissions

• Home Health Medicare	4	11
• Home Health Medicaid	0	3
• Home Health Private	1	7

Discharges

• Home Health Medicare	0	5
• Home Health Medicaid	2	6
• Home Health Private	1	5

Referrals

• Home Health Medicare	7	17
• Home Health Medicaid	1	4
• Home Health Private	1	8

Healthy Communities:

Healthy Communities/Health Education/Promotion

- Recreation Commission meeting October 16th for contract of Master Plan updates
- Project DIRECT Legacy for men and families to meet with HP4H Chronic disease task force first Friday of each month. Lay Health Leaders State Licensure Expired October 1, 2013 – will go under license held by the Albemarle Commission. Update training for re-newel scheduled November 2nd.
- Attended Resourceful Communities Board Development training on October 22nd with Robin Payne (Ocracoke Foundation), Elizabeth Hanrahan (Wildlife Rescue), and Dennis Benston (Community Garden)
- Nourishing NC Gardens meeting scheduled with Brian Bradshaw and Dennis Benston Nov. 9th

Hyde Partners for Health

- Follow up meeting with Community Share Health Alliance rescheduled.
- Tobacco Substance and Alcohol Abuse Task Force meeting held Oct. 18th; 3 more churches went tobacco free on October 16th and provided signage.
- LPAN updates and next scheduled meeting to be determined as soon as possible.
- Chronic Disease Task Force met with Project Direct Legacy on Nov. 1st and 2nd to update training and commit to resourceful communities peer learning webinar sessions
- Access to primary care task force reported on telemedicine usage and updated KBR funding for 2013 SOTCH
- Access to Oral Healthcare task force chair to attended NC Institute of Medicine planning meeting Oct. 10th

Change for Good (KBR&CTG/P)

- Worksite Walking competition reports for 16 employees enrolled (Total Distance: 246.1 Miles; Total Time Active: 71 Hours 23 Minutes; Total Steps: 492,195)
- CTGP grant opportunity for Change for Good Project Phase 2 letter of intent submitted Oct. 16th
- Presentation for ministers meeting with Dr. Latimore Oct. 16th at Methodist Church in Sladesville
- Attended Community Engagement training Oct. 3rd
- School Community Garden support letter sent to supervisor for approval to be submitted Oct. 31st

Hyde County Health Department
Animal Control Report
October 2013

Total **Documented** Calls/Requests for Assistance – 0

Breakdown of Calls by Type:

- Bite – 0
- Vicious/Dangerous – 0
- Rabies – 0

Detail of Calls by Type: **N/A**

Report Compiled and Authorized by:

Wesley P. Smith

November 22, 2013

Wesley P. Smith, Health Director

Date

Animal Control Incidents - October 2013

0%

- Bite - 0
- Vicious - 0
- Rabies - 0



Hyde County Utilities Department

1095 MAIN STREET / P.O. BOX 66 - SWAN QUARTER, N.C. 27885

TEL: (252) 926-4196

FAX: (252) 926-3703

E-MAIL: cberry@hydecourtync.gov

October 2013 Departmental Report

Water Department

We currently have 2,015 customers. We produced a total of 16,906,000 gallons of water from the three water plants. We billed \$103,333.60 for the month.

Sewer Department

The sewer only provides service for the Prison and we received 2,092,000 gallons for the month. We billed \$25,590.00 for the month.

Solid Waste

We received a total of 297.68 tons of trash, 15.67 tons of cardboard, and 19.81 tons of commingled recycling. The total amount for hauling from the sites to their destinations was \$22,469.97 for the month. The amount for landfill disposal was \$12,844.89. It cost \$43.15/ton. Total cost for the month for hauling and disposal was \$35,314.86.

HYDE COUNTY GENERAL FUND

OCTOBER 2013

APPROVED BUDGET AMENDED BUDGET EXPENSES AS OF 05/31/13

General Government:

Governing Board	\$26,453.93	\$26,453.93	\$8,592.81
Administration	\$806,028.28	\$806,028.28	\$293,431.45
Elections	\$86,425.51	\$86,425.51	\$23,600.98
Finance	\$157,723.03	\$157,723.03	\$56,984.38
Tax	\$252,141.55	\$252,141.55	\$54,422.79
Legal	\$50,000.00	\$50,000.00	\$7,967.95
Register of Deeds	\$187,052.76	\$187,052.76	\$38,717.17
Planner	\$138,363.92	\$150,363.92	\$41,729.26
Public Building Maint.	\$379,707.99	\$379,707.99	\$113,283.92
Court Facilities	\$10,000.00	\$10,000.00	\$920.15
Various Grants	\$80,000.00	\$80,000.00	\$16,831.51
Human Resources	\$72,172.29	\$72,172.29	\$23,883.11

Public Safety:

Sheriff	\$1,372,310.85	\$1,372,310.84	\$438,885.31
Jail	\$149,041.17	\$149,041.17	\$42,504.83
ABC Rehab.	\$1,800.00	\$1,800.00	\$730.59
Emergency Management	\$166,551.15	\$166,551.16	\$66,176.93
Vol. Fire Dept.	\$108,750.00	\$108,750.00	\$27,187.50
State Forestry	\$73,132.00	\$73,132.00	\$13,183.26
Inspections	\$134,902.13	\$134,902.13	\$45,195.06
EMS	\$1,435,124.99	\$1,435,124.99	\$530,493.15
Animal Control	\$14,883.00	\$14,883.00	\$4,213.26
Medical Examiner	\$3,000.00	\$3,000.00	\$1,100.00

Transportation:

Airport	\$95,100.00	\$95,100.00	\$35,668.27
Elderly and Handicapped	\$98,998.00	\$98,998.00	\$55,048.00

Env. Protection:

Solid Waste	\$900,000.00	\$900,000.00	\$304,821.12
Soil Conservation	\$124,614.77	\$124,614.77	\$41,834.27
Stream Cleanup			

Ec. & Physical Development:

Coop. Extension	\$107,569.59	\$107,569.59	\$26,371.27
Swan Quarter Dike			
JCPC	\$54,888.00	\$54,888.00	\$12,284.41

Human Services:

Health	\$252,605.00	\$252,605.00	\$107,819.73
Environmental Health	\$70,254.00	\$70,254.00	\$26,965.35
Food & Lodging	\$42,116.00	\$42,116.00	\$9,516.02
Family Planning	\$65,614.00	\$65,614.00	\$24,369.61

HYDE COUNTY GENERAL FUND

OCTOBER 2013

Maternal Health	\$23,169.00	\$23,169.00	\$7,343.52
Health Promotion	\$23,913.00	\$25,117.89	\$6,459.22
Communicable Disease			
Immunization Action	\$8,027.00	\$8,027.00	\$3,794.03
Child Health	\$14,034.00	\$14,034.00	\$1,681.04
Women, Infant and Children	\$31,860.00	\$31,860.00	\$10,419.40
Homemaker Program	\$13,110.00	\$13,110.00	\$3,956.45
Public Management Entitiy	\$9,556.00	\$9,556.00	\$2,456.74
Breat and Cervical Cancer	\$16,229.00	\$16,229.00	\$3,455.34
Adult Health	\$89,522.00	\$89,522.00	\$28,476.91
Medication Assistance	\$19,300.00	\$23,300.00	\$9,569.85
Mosquito Control	\$4,035.00	\$4,035.00	
Private Well	\$1,000.00	\$1,000.00	\$192.48
Boterrorism Respense	\$45,544.00	\$45,544.00	\$15,141.73
KB Reynolds	\$76,222.00	\$76,222.00	\$9,881.51
Community Transformation	\$2,500.00	\$6,500.00	\$119.03
Tobacco Free Hyde	\$6,950.00	\$6,950.00	
Hyde County Transit	\$18,000.00	\$18,000.00	
Child Services Coordination	\$10,866.00	\$10,866.00	\$3,717.78
Pregnancy Care Management	\$11,463.00	\$11,463.00	\$4,227.59
Mental Health	\$10,914.00	\$10,914.00	\$2,728.50
Direct Legacy for Men	\$15,000.00	\$15,000.00	\$220.00
Social Services:			
Administration	\$1,047,040.58	\$1,047,040.58	\$282,886.72
Titile III	\$26,376.00	\$26,376.00	\$7,141.86
SAD-SAA	\$50,500.00	\$50,500.00	\$18,122.00
AAF County Issued			
Medicaid	\$2,500.00	\$2,500.00	\$212.68
Public Service Assistance	\$278,687.00	\$278,687.00	\$40,799.19
CAPS Program	\$86,270.79	\$86,270.79	\$26,859.06
Day Care Support Services	\$80,000.00	\$80,000.00	\$22,337.88
Day Care Support Services	\$289,622.00	\$289,622.00	\$39,869.10
Mattamuskeet Opportunities	\$168,519.79	\$168,519.79	\$39,258.55
Other Human Services:			
Elderly Nutrition	\$30,320.00	\$30,320.00	\$15,160.00
Veteran Service Officer	\$9,889.28	\$9,889.28	\$2,598.12
Mental Health			
Cultural Arts:			
Bearfort County Arts Council	\$1,000.00	\$1,000.00	\$1,000.00
BHM Regiona Library	\$42,000.00	\$42,000.00	\$21,000.00
Education:			
Current Expense	\$1,199,568.00	\$1,247,568.00	\$447,871.00

HYDE COUNTY GENERAL FUND

OCTOBER 2013

Capital Outlay	\$220,000.00	\$220,000.00	\$78,073.09
QZAB Payment	\$55,964.58	\$55,964.58	\$55,964.58
QSCB Payment	\$224,381.17	\$224,381.17	\$224,381.17
Transfers to Other Funds:	\$85,591.80	\$85,591.80	
TOTAL GENERAL FUND EXPENSES:	\$11,866,768.90	\$11,935,973.79	\$3,932,109.54
TOTAL GENERAL FUND REVENUES:	\$11,866,768.90	\$11,935,973.79	\$3,926,203.80
EXCESS REVENUES OVER EXPENDITURES FOR GENERAL FUND:	-\$5,905.74		

Human Resources Department Report – November 2013:

- 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.
- Assisted County Manager by answering County's main telephone line in absence of the County Clerk/Executive Assistant and other duties as needed
- Daily Tasks - Assisted employees as necessary concerning hours worked, salary, insurance, benefits, retirement, deposit changes, etc.
- Processed one new FMLA Claim and closed two outstanding FMLA Claims
- Enrolled five new part-time employees
- Coordinated pre-employment drug screening for new employees
- Coordinated drug testing for Ocracoke employees
- Took notes during the monthly Department Head meeting and typed report
- Requested Longevity information from Department Heads and compiled data for keying Longevity checks
- Attended the Tobacco, Substance Abuse & Alcohol Task Force Meeting monthly meeting
- Distributed the new NC-4 forms for all employees

Respectively submitted,
Tammy Blake

Code Enforcement

No. Permit Applications

Residential:

Commercial:

Other:

No. Permits Issued

Residential:

Commercial:

Other:

Inspections

Site Visits

Investigations

Call Returned

Inspections

Conferences

ODO/Plan Reviews

School

ODO Meeting

Miles Driven:

Fees Collected from January 2013 to December 2013

Fees Collected since July 1, 2013

Fees Collected this Month

July 01, 2013 to December 31, 2013

Building Permit Fees Collected

Inspection Fees Collected

Penalties Collected

2012 Totals

Mainland

0

0

19

Mainland

0

0

19

2013 Totals

Ocracoke

0

0

2

Mainland

0

0

2

Ocracoke

0

0

18

Mainland

0

0

18

Mainland

10

4

79

73

5

6

Ocracoke

7

3

26

14

5

1

Mainland

7

1

44

2

4

10

1

24

9

0

\$ 25,435.25

\$ 12,139.28

\$ 2,751.74

January 2012 to December 2012

\$ 33,928.86

County Projection for 2013/2014

\$ 3,949.78

\$ 6,095.00

\$ 455.00

\$ 12,000.00

\$ 10,000.00

\$ 1,000.00

New Residential/Commercial Construction

Renovations, Docks, Bulkhead, etc

Electrical, HVAC, Plumbing, insulation

ALBEMARLE COMMISSION BOARD MEETING

DATE: Thursday, November 21, 2013
TIME: 7:00 p.m.
PLACE: Albemarle Commission Building

- ITEM 1 Opening
- ITEM 2 Invocation
- ITEM 3 Determination of a Quorum
- ITEM 4 Approval of October 17, 2013 Albemarle Commission Minutes
- ITEM 5 Presentation of FY 2012-2013 Audit Report
- ITEM 6 Recognition of Outgoing Board Members
- ITEM 7 Nominating Committee Appointees
- ITEM 8 Approval of Budget Amendments #8 - #10
- ITEM 9 Financial Report Period Ending October 31, 2013
- ITEM 10 Equipment scheduled for Placement on GovDeals – Description will be distributed at meeting
- ITEM 11 Director's Comments
- ITEM 12 Chairperson's Comments
- ITEM 13 Other Business
- ITEM 14 Adjournment

Attachments: 1) Agenda
2) Minutes of October 17, 2013 AC Bd. Meeting
3) Budget Amendments
4) Financial Report for Period Ending Oct. 31, 2013
5) Audit Report- Hard copy will be distributed at meeting
5) Board Travel Reimbursement Form

**MINUTES OF THE
ALBEMARLE COMMISSION
Oct. 17, 2013**

Opening

Chairperson Tracey Johnson opened the Oct. 17, 2013 Albemarle Commission Board meeting at 7:00 p.m. The meeting was held at the Albemarle Commission in Hertford.

Invocation

The invocation was offered by Executive Director Bert Banks.

Determination of a Quorum

A quorum was present with all delegates present.

Name	County
Michael McLain	Camden
Bill Norton	Camden
Jeff Smith	Chowan
Jack Perry	Chowan
Marion Gilbert	Currituck
Robert Woodard, Sr.	Dare
Henry Jordan	Gates
Earl Pugh, Jr.	Hyde
Gary White	Pasquotank
Tammy Miller-White	Perquimans
Leroy Spivey	Tyrrell
Chuck Boucher	Tyrrell
Tracey Johnson	Washington
Charles Sharpe	Washington

Also present were Dwight Wheless, Legal Counsel, Andrea Wheless, and Commission staff.

Chairperson Johnson recognized Mr. Wheless' guest, his sister, Andrea Wheless.

Approval of September 19, AC Minutes

Chairperson Johnson asked if there were any corrections to the September 19, 2013 minutes. With no corrections noted, Gary White moved to approve the minutes as written. His motion was seconded by Marion Gilbert and unanimously carried.

Approval of Budget Amendments #3-#7

The budget amendments were presented to the Board for approval. Ms. Johnson explained the additional pages attached to the amendments were for the Aging Program and offered changes made due to sequestration. Henry Jordan moved to adopt budget amendments #3 - #7. His motion was seconded by Marion Gilbert.

Financial Report for Period Ending September 30, 2013

Ms. Humphries gave a report on the finances ending September 30, 2013. She explained the actual figures indicating the negative amount for the Workforce Development Program were reflected in the report. All programs with a negative balance will receive reimbursement from their funding agency and bring their balances out of the red. Tammy-Miller White asked about the slow receipt of county dues and should she bring this to the attention of her county. It was explained that some counties pay quarterly and other counties will pay in full once they receive a follow-up notice of what is due for the Rural Planning Organization and the Albemarle Commission county dues.

Director's Comments

Executive Director Banks said the Commission did not realize any negative repercussions due to the recent government shutdown and does not anticipate there will be any.

Mr. Banks said each Board member was given a Regional Bike Plan to review and any questions that might arise will be addressed at the November meeting.

He reported the Commission's auditor will be in attendance at the next Board meeting and copies of the audit will be sent to members prior to the November meeting. Mr. Banks explained that Board members will be given the opportunity to either accept or reject the audit at the upcoming meeting. Mr. Banks was asked if the audit has to be approved by the Local Government Commission and he responded this is required.

Mr. Banks noted that the Albemarle Rural Planning Organization Planner Steve Lambert has resigned and has taken a position with the City of Chesapeake. His last day of employment with the Commission is October 31, 2013. He added the recruitment for a replacement has begun and he anticipates the position will be filled in the near future.

Chairperson's Comments

Chairperson Johnson asked if Mr. Banks would draft a letter to Mr. Lambert expressing appreciation for his service to the Commission.

Ms. Johnson thanked the counties who were instrumental in electing her as District 1 Director and said she looks forward to representing the counties in this District.

She announced the November meeting will be her last meeting and that it has been a pleasure serving the Commission as a Board member and as Chair.

Other Business

Aging Program Director Laura Alvarico announced two upcoming events. The events were an annual Family Caregiver Education Conference to be held in Edenton at

the Edenton United Methodist Church on October 30, 2013, and the Scam Jam scheduled for November 14, 2013 in Buxton at the Fessenden Senior Center. The Albemarle Commission's Aging Program is partnering with the Secretary of State's Office, the Department of Insurance, and the Attorney General's Office for the Scam Jam.

Executive Director Banks responded to questions regarding the progress of the Dismal Swamp Canal Connector Trail between North Carolina and Virginia. He said at this point funding is the issue stalling the trail connections. Michael McLain said completion of the trail connections would be a great asset to tourism.

Leroy Spivey announced that Tyrrell County has recently hired their first county manager, David Clegg, and said as a county commissioner he finds it advantageous to the county. Chairperson Johnson recommended that Mr. Clegg be invited to the November Albemarle Commission Board meeting.

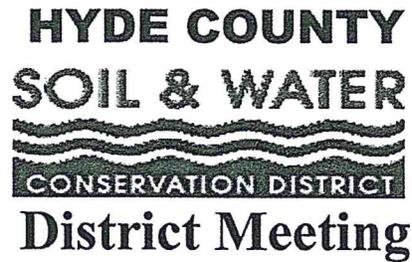
Bob Woodard stated that the 2nd Annual Outer Banks Seafood Festival is scheduled to be held October 18th and 19th in Nags Head. Tickets to the event are on sale and fresh seafood will be provided on the 19th. He said last year's Festival was a huge success with in excess of 8,000 participating.

Adjournment

With no further business to conduct, Marion Gilbert moved to adjourn. Her motion was seconded Gary White and unanimously carried.

COMPARISON OF October 2012 REPORT TO October 2013 REPORT

PROGRAM	BUDGET			REVENUES			EXPENSES			REVENUES OVER EXPENSES			Comments
	CURRENT Sep-13	PRIOR PERIOD Sep-12	% Change from Sept 12 to Sept 13	CURRENT Sep-13	PRIOR PERIOD Sep-12	% Change from Sept 12 to Sept 13	CURRENT Sep-13	PRIOR PERIOD Sep-12	% Change from Sept 12 to Sept 13	CURRENT Sep-13	PRIOR PERIOD Sep-12	% Change from Sept 12 to Sept 13	
GENERAL FUND	\$132,613	\$168,619	-21%	\$59,788	\$18,134	230%	\$30,250	\$19,622	54%	\$29,538	(\$1,488)	-2085%	Only Chowan, Dare, Gates and Pasq have balances due. Pasq and Chowan make payments throughout the year.
ECONOMIC DEVELOPMENT PROGRAM	\$148,333	\$120,567	23%	\$93,120	\$23,862	290%	\$94,836	\$13,758	589%	(\$1,716)	\$10,104	-117%	Revenue includes first quarterly draw and match as well as payment for CTPG grant.
DEPARTMENT OF TRANSPORTATION	\$130,882	\$130,781	0%	\$12,310	\$668	1743%	\$32,532	\$14,601	123%	(\$20,223)	(\$13,933)	45%	Expense reimbursements are received quarterly. This fund will run in the negative until the final reimbursement is received.
Bike & Ped	\$85,638	\$120,000	-29%	\$0	\$0	0%	\$32,229	\$229	0%	(\$32,229)	(\$229)	-13974%	Reimbursement has been requested but not yet received.
COMMUNITY DEVELOPMENT PROGRAM (Single Family Rehab)	\$520,000	\$534,596	-3%	\$55,056	\$0	0%	\$56,473	\$2,065	2635%	(\$1,417)	(\$2,065)	-31%	The difference has been received.
REVOLVING LOAN PROGRAM	\$5,350	\$5,350	0%	\$3,277	\$2,468	33%	\$0	\$154	-100%	\$3,277	\$2,314	-42%	Our Revolving Loan Fund program has been suspended. Laffin Gull is still making payments on their loan.
AGING PROGRAM	\$3,585,970	\$2,976,281	20%	\$628,039	\$210,869	198%	\$739,033	\$325,283	127%	(\$110,994)	(\$114,414)	-3%	Expenditures are requested the following month and received around the 15th.
WORKFORCE DEVELOPMENT PROGRAM	\$1,815,923	\$3,190,673	-43%	\$471,954	\$294,228	60%	\$580,765	\$295,468	97%	(\$108,811)	(\$1,240)	8675%	A cash draw of \$108,189.35 was requested on 11/4/2013.
GRAND TOTAL	\$6,404,709	\$7,246,967	-12%	\$1,323,543	\$550,229	141%	\$1,566,118	\$671,180	133%	(\$242,576)	(\$120,951)	-101%	



**The Hyde Soil & Water
Conservation
District Supervisors**

will hold a District Meeting

on

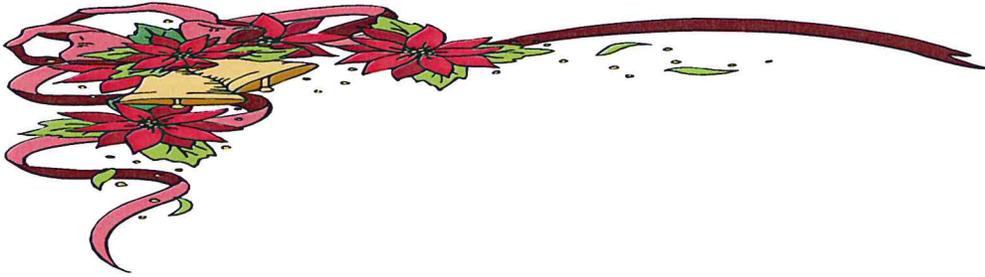
Tuesday, December 3, 2013

beginning @

6:00 P.M.

At

**Harris Steak & Seafood House
in Fairfield, NC**



COUNTY CHRISTMAS PARTY

All county employees are invited to attend the annual Christmas party on December 13, 2013, at Harris Steak House, at 7p.m.-until.

There will be door prizes and a D.J. (If any department can acquire any door prizes please do so, we need the donation.)

All employees attending are allowed to bring one guest but must R.S.V.P. by November 25th.

The menu is as follows:

Turkey with dressing

Fried Chicken

Cream Potatoes

Green Beans

Soda/Tea

(***Alcoholic beverages available ----at your own expense*****)**



Seeds of Progress

North Carolina seeks to lead agricultural UAV niche development

John Croft Hyde County Airport, Engelhard, N.C.

It's hard to find a location more remote or lacking in creature comforts than the Hyde County Airport on Pamlico Sound in eastern North Carolina. The 4,600-ft. asphalt runway, tarmac and octagonal pilot hut are swallowed up by thousands of acres of farmland, competing with dime-sized mosquitoes and roaming black bears. The area is boxed in on three sides by restricted airspace buzzing with high-speed military jets.

Yet state officials here are betting \$2.5 million that the location is perfect for their entree into the agricultural unmanned air vehicle (UAV) niche, a sector that is expected to boom when the FAA allows such aircraft to begin flying in civilian airspace in 2015. Officials say an unpopulated, rural landscape is ideal for gaining experience with all manner of unmanned aircraft, and the diversity of established crops—corn, wheat, soybeans, cotton and Mattamuskeet Sweets onions—will boost the applicability of the research and testing to a broader swath of the farming community.

"We're here to help the industry folks test their equipment and the operations people to test their service and business models," says Kyle Snyder, director of North Carolina State University's NextGen Air Transportation Center (NGAT). "Farmers will want to come out and see how this works—to become smart buyers."

NGAT launched the UAV program in June 2012, but received a big boost in July this year when the state legislature approved \$2.5 million to build a UAV test site and staff the operation for two years while it becomes established.

Starting early next year, NGAT will upgrade the airport with more ramp space, security systems, a small tower to boost visibility around the test area and a hangar with creature comforts, including office space and a briefing room. The airport will also get its first instrument approach—an aid to customers who want to fly to the testbed—as well as an automated weath-

er-observation system that will alert nearby general aviation pilots when UAV activity is in progress.

Snyder says the NGAT will ultimately be offering a comprehensive service. "In addition to a place to fly, we have the commerce and research angles here at NC State," he says. "Customers can fly their own aircraft or ours. We can integrate their payloads. Our flight crews can show them how to fly. We also provide engineering support hours through the Aerospace Engineering Department at NC State."

Snyder invited Aviation Week to observe the testing of three small remote-sensing platforms at the airport on Oct. 23.

Agriculture appears to be the sweet spot for what is expected to be a burgeoning market for commercial UAVs. The Association for Unmanned Vehicle Systems International (Auvs) predicts that precision agriculture will account for 80% of all commercial uses of UAVs. Precision agriculture includes remote sensing to determine crop health and surgical crop dusting, a practice that reduces the cost of chemicals and the



Tap the icon in the digital edition of AW&ST to watch video of the Oct. 23 testing of the remote-sensing platforms at Hyde County Airport on, or go to AviationWeek.com/video

runoff of pollutants. From 2015, when the FAA is required by law to integrate the vehicles into civilian airspace, through 2018, Auvs expects an economic impact of \$13.6 billion from unmanned aircraft operations in the U.S. For North Carolina specifically, Auvs says UAVs will create 1,200 jobs and \$600 million in economic activity from 2015-25. However, the state does not rank in the advocacy group's list of the 10 expected to see the most economic gain from UAVs, with California at the top and Pennsylvania at the bottom.

Regardless, North Carolina is in a race with several of the list's Top 10 states to become an established FAA research and development "test site" as part of a congressionally mandated program for makers and operators of UAVs to figure out how to best integrate their vehicles into civilian airspace. The agency says it will choose the locations for the six test sites in December, after which it will create a single Center of Excellence for UAVs, which Snyder expects will be won by a coalition of universities, hopefully including NC State.



In May NGAT submitted its 291-page bid to become an FAA UAV test site for the state, with a proposal that includes a 13 X 3-mi. flight-test area around the Hyde County Airport, to be called the Gull Rock site. The plan calls for testing vehicles as heavy as 1,500 lb., albeit without any exotic propulsion systems that could be problematic for crops.

More than 25 states, some in partnership with others, applied for the six test-site slots. But Snyder says winning will be more about political clout rather than the potential for government money in the form of grants, though he says there will likely be an easing of the case-by-case certificate of authorization (COA) process for the winners. Today, only public use and research organizations can gain FAA approval to fly in civilian airspace with a COA, which specifies the mechanical, operational and safety and other parameters required to fly one aircraft type at one location.

Once the FAA finalizes vehicle and pilot certification rules in the coming years, operators—including farmers—will be able to buy approved aircraft and begin flying and maintaining them with qualified operators. The ingredients will be in place first for smaller vehicles, with the U.S. Transportation Department targeting “routine” access to most airspace for certified aircraft weighing less than 55 lb. under line-of-sight control by 2015. Road maps call for an opening up of civilian airspace

to larger UAVs in the 2020 timeframe.

To gain experience, in July the FAA approved restricted-category airworthiness certificates to the AeroVironment Puma AE and Insitu ScanEagle, both weighing less than 55 lb., for commercial operations in the Arctic starting in September. Initial flights “went off safely,” according to an FAA spokesman. “We expect these projects will give the FAA and industry needed experience and a path forward to certify UAV for more commercial operations, both in the Arctic and elsewhere,” he says.

Until full access is granted stateside, operators like Snyder will continue to use the unwieldy COA process to fly, although he expects the FAA test-site winners will be granted blanket authority to fly UAVs weighing less than 25 lb. under a single approval.

Snyder currently has three COAs—for the UTC Vireo, Bosh Super Swiper and Condor 2 helicopter—allowing operators to fly them within a 1.5-mi. X 2.5 mi. X 400 ft. volume of airspace centered over the Hyde County Airport and 1,700 acres of corn, wheat, soybeans and cotton. Future plans are to increase the altitude to 1,500 ft. over the airport and as high as 5,500 ft. over 30,000 acres of farmland.

“We are talking with partners that have larger systems that want higher altitudes and longer durations,” he says. “We’re not waiting for the FAA [test site] designation as we already

have existing COAs at the location and will happily apply for more as industry partners and researchers look for access to airspace and equipment for testing integration concepts (sense-and-avoid) and new applications.

Starting next year, Snyder will begin offering potential customers two levels of membership to use the test site: a \$5,000 membership in return for one week on the test range; and a \$25,000 membership that comes with two weeks of testing and a membership seat on the NGAT board.

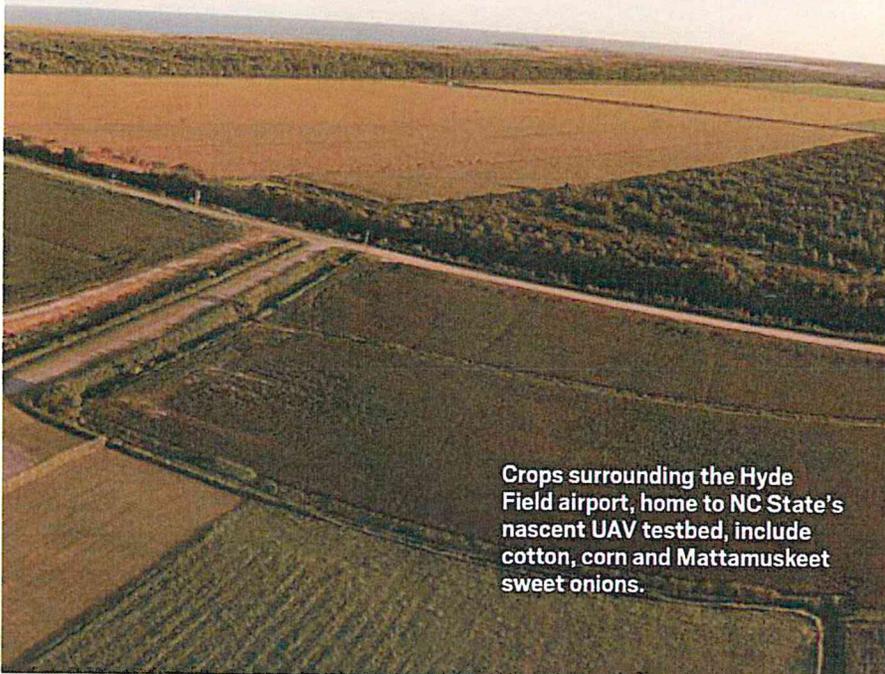
Business partnerships are blooming. Bosh Global Services is signed up as an in-kind partner and several others are on tap, says Snyder. Bosh, maker of the Swiper, Super Swiper and Condor UAVs through its Bosh Technologies subsidiary, is offering its aircraft and expertise in return for the experience gained and potential opportunities to sell its products and services in the agricultural market.

“Partners are providing equipment and staff support so that together we can capture data,” says Snyder. “That data is everything from safe airspace integration, product performance and reliability, to business case analysis.”

On Oct. 23, Bosh Technologies’ director of engineering, Andrea Facchinetti, prepared a 9-lb. Super Swiper battery-powered UAV for a demonstration flight at Hyde, with clear skies but winds blowing at 15 kt. and gusting to 30 kt. The UTC Aerospace Systems Vireo had just completed its flight, touching down upright and gently in a mowed field adjacent to the tarmac, a shutter on the camera pod closing to protect the lens.

The Vireo comes with electro-optical, infrared and multispectral cameras carried in a two-axis gimbal pod on its belly. Operators hand-launch the Vireo and provide supervisory control using a tablet computer that shows the position of the vehicle on a map. The hand-launched, battery-powered 3-lb. autonomous aircraft comes with a two-axis gimbaled sensor package with electro-optical, infrared or multi-spectral sensors, data link and ground station. Multi-spectral sensors can measure crop health in terms of hydration, nitrogen content and indications of stress, says Snyder.

UTC’s Vireo has a 1-hr. endurance and cruise speed of 25 kt. Randy Breedlove, an airspace consultant to NGAT, says UAV flights must take place in visual flight rules weather of at least



Crops surrounding the Hyde Field airport, home to NC State's nascent UAV testbed, include cotton, corn and Mattamuskeet sweet onions.

UNMANNED SYSTEMS

3 mi. visibility and 1,500 ft. cloud base. Operators use a portable VHF radio to listen for general aviation aircraft that might be approaching the airport. Snyder says operators, who must keep visual contact with the UAV, would most likely land the vehicle if another aircraft was nearby, although that is a rare occurrence at the remote location. The VHF handheld is not fail-safe, however, as aircraft are not required to be equipped with a radio this far from congested airspace, nor are pilots required to talk on a radio even if they have one. The COA requires contingency operations, including lost-link back-

tors of the pilot into account," he says of the state of the art in UAV design in 2000 when he started his own company, Emmen Aerospace, which was bought by Bosh Global Services in 2012. "I do my own systems with things that make sense."

His pilot bias was obvious when the hand-launched Super Swiper had finished its short test flight, well under the aircraft's 2-hr. endurance, and the ground system, a laptop, issued a "Warning-low altitude" audio alert,

does not yet have a COA to fly it.

"UAVs can make a huge difference in agriculture," says Facchinetti. "They allow farmers to see problems in real time. It's cheap enough that you can [fly the UAV] every month and do an evaluation of the crop. Farmers used to wait until the season was over to evaluate and fix for the next year. This way you can increase the output in the same year."

Facchinetti says fixed-wing UAVs are suited to remote-sensing applica-

tions that require more distance to be covered, while rotary-wing UAVs could be especially useful finding and fixing localized crop problems. The company is testing the Yamaha RMAX gas-powered helicopter for precision crop-dusting, a solution already used in Japan to dust rice fields. "You can detect a small area to spray, and put down the exact amount of chemical in the exact location."

Remote-sensing is one of many applications on Snyder's road map for NGAT in 2014. "We're planning to refine our approach with more flying next year in tighter coordination with our crop science engineers and local crop consultants to look at specific wavelengths," he says. "We will have the research agenda mapped out in early 2014 before the planting season begins, and may image the bare ground in prepara-

JOHN CROFT/AW&ST

tion for planting season. We anticipate using this imagery and additional measurements to support improved yield-prediction algorithms and crop monitoring."

As to whether the FAA will give his Hyde County operation the gold seal of approval with a test-site designation, Snyder is pragmatic. "We are the underdog," he says. "We've come in late, but with this approach of having state-based industries and partners, we think we can make this an economic engine. If we're not selected as an FAA test site, we'll still be the go-to site for North Carolina." ☐



The UTC Vireo electric UAV carries a choice of electro-optical and infrared cameras or a multi-spectral sensor on its belly. The Vireo has an endurance of 1 hr.

up with the ground. Breedlove says the aircraft is programmed to fly to a rally point, where it holds for 3 min. before landing at a pre-determined location. The COA was established along irrigation canals that run through the area, allowing operators to stay within the approved lateral limits by "staying within the lines," says Snyder.

Facchinetti began developing UAVs in 2000 after leaving the Swiss military, where he was in charge of UAV programs. He was also a pilot, flying transports, turboprops and helicopters. "I saw that unmanned aircraft systems did not take the human fac-

followed by a "Warning-Low Airspeed!" alert, just before touchdown in the grass.

Facchinetti says operators develop flight plans using a Google Earth-type map, define the landing location and press a "land" button when the data collection process is complete. He says Bosh has sold more than 150 Swipers and a "few dozen" Super Swipers to date. Snyder also has a COA for Bosh's Condor 2 electric helicopter, but the wind was too strong for a flight on Oct. 23. Facchinetti also brought a larger, 10-hr.-endurance UAV called the Protector 10 to the test site, but Snyder

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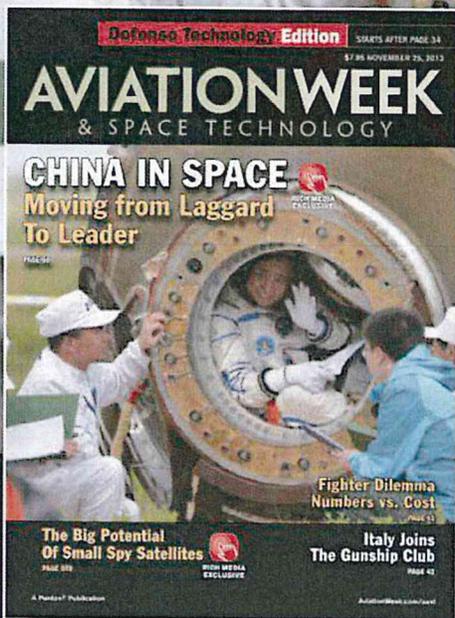
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