

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

**Meeting Date:** October 5, 2020  
**Presenter:** Chairman Earl Pugh, Jr.  
**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:**           **October 5, 2020**  
**Presenter:**           **Chairman Earl Pugh, Jr.**  
**Attachment:**           **Yes**

**ITEM TITLE:**           **CONSIDERATION OF AGENDA**

**SUMMARY:**           Attached is the proposed Agenda for the **October 5, 2020** Regular Meeting of the Hyde County Board of Commissioners.

**RECOMMEND:**       Review, Amend and Approve.

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

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

**VOTE:**   \_\_\_ PUGH  
           \_\_\_ SIMMONS  
           \_\_\_ PAHL  
           \_\_\_ SWINDELL  
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# AGENDA

## HYDE COUNTY BOARD OF COMMISSIONERS' REGULAR MEETING

OCTOBER 5, 2020 6 P.M.

### CALL TO ORDER

### CONSIDERATION OF AGENDA

### CONSIDERATION OF MINUTES

September 8, 2020

- Meeting Minutes

### PRESENTATIONS

- 1) Broadband Expansion Project Presentation .....Greg Coltrain, RiverStreet  
Paul Spruill, Tideland EMC
- 2) Tax Collections Report..... Donnie Shumate
  - Report – September 2020

EMPLOYEE/ VOLUNTEER/ FRIEND OF HYDE COUNTY ..... Manager 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.

### ITEMS OF CONSIDERATION

1. Solar Project Fee Schedule .....Jane Hodges
2. Appointments
  - a. Tourism Development Authority Appointments .....Commissioner Pahl
3. Tax Office Restructuring ..... Manager Noble
  - a. Restructuring Plan
  - b. Contract for Consultant Services
  - c. Extension of Contract for Consultant Services



**INFORMATIONAL ITEMS:**

- 1. NPS Storm Related Recovery Projects on Cape Hatteras National Seashore**
- 2. Letter of Appreciation to Manager Noble from NC Department of Environmental Quality and the State of North Carolina**
- 3. NPS Sedimentation and Erosion Control Planning Webinar Slides**
- 4. Hyde County Cooperative Extension September Report**
- 5. Hyde County Soil and Water October Newsletter**
- 6. Hyde County Soil and Water Business Plan 2020-2021**
- 7. Presidential Memorandum on Off Shore Oil Drilling**
- 8. Public Information Request**

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

**Meeting Date:**           **October 5, 2020**  
**Presenter:**           **Clerk to the Board**  
**Attachment:**           **Yes**

**ITEM TITLE:**           **CONSIDERATION OF MINUTES**

**SUMMARY:**           Attached are the **September 8, 2020 meeting minutes.**

**RECOMMEND:**       Review, Amend and Approve.

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**MOTION MADE BY:**   \_\_\_ PUGH  
                          \_\_\_ SIMMONS  
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**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** October 5, 2020  
**Presenter:** Greg Coltrain, VP of Business Development, RiverStreet Networks  
**Attachment:** No

**ITEM TITLE:** Hyde County Broadband Expansion

**SUMMARY:** Partners from RiverStreet Networks and Tideland EMC will present an update on a partnership with Hyde County to expand broadband connectivity across the county.

**RECOMMEND:** RECEIVE PRESENTATION

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

**MOTION SECONDED BY:** \_\_\_ PUGH  
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**VOTE:** \_\_\_ PUGH  
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**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:**           **October 5, 2020**  
**Presenter:**           **Donnie Shumate**  
**Attachment:**           **Yes - Tax Report**

**ITEM TITLE:**           **September 2020 Tax Report**

**SUMMARY:**           Donnie Shumate will deliver the September 2020 Tax Report.

**RECOMMEND:**       **RECEIVE REPORT**

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**MOTION MADE BY:**   \_\_\_ PUGH  
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**VOTE:**   \_\_\_ PUGH  
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TR-407 Daily Distribution Report

NCPTS V4

Report Parameters:

Date Sent To Finance Begin: 9/1/2020

Date Sent To Finance End : 9/30/2020

Number of detailed years before grouping as prior: All

\*Note : Discounts are considered as release of levy and are not part of Total(\$\$) column.

Tax District	Levy Type	RMV vs Non-RMV	Levy Less Penalties (\$)	Penalties (\$)	Interest (\$)	Other (\$)	Total (\$)	* Discounts (\$)
<b>2020</b>								
HYDE COUNTY TAX		Non-RMV	28,977.37	0.00	0.00	0.00	28,977.37	0.00
HYDE COUNTY WATERSHED FEE		Non-RMV	83.54	0.00	0.00	0.00	83.54	0.00
MOSQUITO TAX		Non-RMV	247.89	0.00	0.00	0.00	247.89	0.00
NA ADVANCE		Both RMV and Non-RMV	0.00	0.00	0.00	-26,924.56	-26,924.56	0.00
NA REFUND		Both RMV and Non-RMV	0.00	0.00	0.00	766.13	766.13	0.00
			<b>29,308.80</b>	<b>0.00</b>	<b>0.00</b>	<b>-26,158.43</b>	<b>3,150.37</b>	<b>0.00</b>
<b>2019</b>								
AIRFIELD DRAIN DIST CLASS B FEE		Non-RMV	14.79	0.00	0.63	0.00	15.42	0.00
HYDE COUNTY TAX		Non-RMV	5,994.87	0.00	416.52	0.00	6,411.39	0.00
HYDE COUNTY WATERSHED FEE		Non-RMV	0.00	0.00	1.20	0.00	1.20	0.00
MOSQUITO TAX		Non-RMV	103.55	0.00	8.11	0.00	111.66	0.00
NA REFUND		Both RMV and Non-RMV	0.00	0.00	0.00	7.95	7.95	0.00
NA REFUND ADJUSTMENT		Both RMV and Non-RMV	0.00	0.00	0.00	0.23	0.23	0.00
			<b>6,113.21</b>	<b>0.00</b>	<b>426.46</b>	<b>8.18</b>	<b>6,547.85</b>	<b>0.00</b>
<b>2018</b>								
AIRFIELD DRAIN DIST CLASS B FEE		Non-RMV	8.87	0.00	1.18	0.00	10.05	0.00
HYDE COUNTY TAX		Non-RMV	98.85	0.00	1.15	0.00	100.00	0.00
			<b>107.72</b>	<b>0.00</b>	<b>2.33</b>	<b>0.00</b>	<b>110.05</b>	<b>0.00</b>

Tax District	Levy Type	RMV vs Non-RMV	Levy Less Penalties (\$)	Penalties (\$)	Interest (\$)	Other (\$)	Total (\$)	*Discounts (\$)
<b>2017</b>								
HYDE COUNTY TAX		Non-RMV	109.84	0.00	199.77	0.00	309.61	0.00
			<b>109.84</b>	<b>0.00</b>	<b>199.77</b>	<b>0.00</b>	<b>309.61</b>	<b>0.00</b>
<b>2016</b>								
HYDE COUNTY TAX		Non-RMV	621.71	0.00	318.36	0.00	940.07	0.00
			<b>621.71</b>	<b>0.00</b>	<b>318.36</b>	<b>0.00</b>	<b>940.07</b>	<b>0.00</b>
<b>2015</b>								
HYDE COUNTY TAX		Non-RMV	219.92	0.00	118.54	0.00	338.46	0.00
			<b>219.92</b>	<b>0.00</b>	<b>118.54</b>	<b>0.00</b>	<b>338.46</b>	<b>0.00</b>
<b>2014</b>								
HYDE COUNTY TAX		Non-RMV	184.27	0.00	185.76	0.00	370.03	0.00
			<b>184.27</b>	<b>0.00</b>	<b>185.76</b>	<b>0.00</b>	<b>370.03</b>	<b>0.00</b>
<b>2005</b>								
HYDE COUNTY SOLID WASTE FEE		Non-RMV	0.00	0.00	23.57	0.00	23.57	0.00
HYDE COUNTY TAX		Non-RMV	34.18	0.00	117.25	0.00	151.43	0.00
			<b>34.18</b>	<b>0.00</b>	<b>140.82</b>	<b>0.00</b>	<b>175.00</b>	<b>0.00</b>
			<b>36,699.65</b>	<b>0.00</b>	<b>1,392.04</b>	<b>-26,150.25</b>	<b>11,941.44</b>	<b>0.00</b>

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

**Meeting Date:**           **October 5, 2020**  
**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:**           **October 5, 2020**  
**Presenter:**           **Jane Hodges, Building Inspections**  
**Attachment:**           **Yes - Fee Schedule**

**ITEM TITLE:**           **Solar Inspections Fee Schedule**

**SUMMARY:**           The Building Inspections Department has examined fees from neighboring counties and Hyde County’s cost of inspections and has proposed the attached fee schedule for Solar Projects.

Changes to the existing fee schedule are highlighted in yellow of those that will apply specifically. There is also a \$ 75.00 electrical charge and if it's more than 1 200 amp service it is an extra \$ 75.00 per 200 amperes. If the electrical line is run in conduit it is an extra charge of \$ 0.14 per linear foot, if there are no platforms built. If there are any platforms to be built then a blanket permit covering all electrical, plumbing(running anything in conduit) and mechanical(if necessary) is \$ .45 a square foot. In addition to that the \$ 75.00 per 200 amp is still \$ 75.00 per amp. Application cost is \$ 30.00 regardless.

**RECOMMEND:**       **REVIEW, DISCUSS, APPROVE**

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

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



***Hyde County Inspections Department***

*30 Oyster Creek Road  
 Post Office Box 95  
 Swan Quarter, NC 27885  
 Office (252) 926-4372*

**PERMIT FEE SCHEDULE**

***BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF HYDE COUNTY:***

The Fee for all permits required by the North Carolina State Building Code shall be paid at the time the permit application is submitted.

FEES SHALL BE AS FOLLOWS:

**MOBILE HOMES AND MODULAR CONSTRUCTION**

	<b>BASE FEE</b>
1) Camper/Travel Trailer	\$ 75.00
1a) Yearly Renewal Fee for Travel Trailers	\$ 10.00
2) Single Wide	\$ 125.00
3) Double Wide	\$ 175.00
4) Triple Wide/On Frame Modular	\$ 200.00

**\*\*\*Hyde County is a Zone III county, a used mobile home can be permitted if it was a Zone II and constructed prior to July 13, 1994.\*\*\***

**LIGHT CONSTRUCTION/ACCESSORY STRUCTURES**

5) 0 to 200 square feet per floor*	\$ 20.00
6) 201 to 600 square feet per floor*	\$ 40.00
7) 601 and up per square foot per floor*	\$ 80.00
*plus per square foot per floor	\$ 0.18

**RESIDENTIAL/COMMERCIAL/OFF FRAME MODULAR**

8) All unheated structures per floor per square foot	\$ 0.05
9) Complete blanket permit package for residential Per floor per square foot	\$ 0.18

10) Multi Family Units are to add per unit	\$ 300.00
11) Complete blanket permit package for commercial	
Per floor per square foot	\$ 0.25
12) Hotel/Motel/Condos/Apartments/Dorm Type add per unit	\$ 350.00
13) Factory/Industrial/Storage* units unheated per floor	
Per square foot	\$ 0.35
14) Complete blanket permit package for Factory/etc.*	
Per floor per square foot	\$ 0.45
15) Storage buildings over 12x 12	\$ 75.00
16) Renovation—1/2 of new construction cost based on blanket permit for Residential/Commercial	

\* Includes but not limited to Church, Restaurant, Theatre, Bank, Office Building, Doctor Office, Retail, Drug Store, Market, Rental Units, Mini Storage\*

### **ELECTRICAL**

17) Temporary service pole/Service change/Sub panel	\$ 75.00
18) Meter change out/other applications/1 200 amp service	\$ 75.00
More than 1 200 amp service is and additional	\$ 75.00
19) Construction with only electricity	\$ 0.07
Per floor per square foot	

### **MECHANICAL/HVAC**

20) Change out for the first unit	\$ 100.00
Each additional units	\$ 25.00
21) Construction with only electricity	
per floor per square foot	\$ 0.14
22) Replacing duct work/any work not coved under existing fees	\$ 50.00

### **PLUMBING**

23) Construction plumbing	
Per floor per square foot	\$ 0.07
24) Construction with either electricity or HVAC	
Per floor per square foot	\$ 0.14
25) Standard Fee-any work not covered under a blanket permit	\$ 50.00

### **INSULATION**

26) All applications that are not part of a blanket permit	\$ 75.00
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### ***Miscellaneous Permit Fees:***

1) Copy of the Subdivision Ordinance	\$ 7.00
2) Copy of the Ocracoke Development Ordinance	\$ 10.00
3) Copy of the Fireworks Ordinance	\$ 1.50
4) Fireworks Permit	\$ 100.00

5) Subdivision Permit-----Major		
	Sketch Plan---per lot	\$ 10.00
	Preliminary Plan---per lot	\$ 20.00
	Final Plan---per lot	\$ 50.00
	Minor/Private Access---per lot	\$ 20.00
	Planned Unit	
	Sketch Plan---per lot	\$ 15.00
	Preliminary Plan---per lot	\$ 25.00
	Final Plan---per lot	\$ 50.00
6) Mobile Home Park Permit		
	1 to 10 lots	\$ 20.00
	Over 10 lots for each one add	\$ 5.00
7) Temporary Construction Trailers		\$ 40.00
8) FEMA Development Building Permit Application Fee ( <i>Required Fee</i> )		\$ 30.00
9) Homeowners Recovery Fee- <i>State required fee</i>		\$ 10.00
10) Gas Pump/Storage Tank Installation or Removal---each tank		\$ 500.00
	Paperwork is required showing how it is disposed of	
11) Canopies		
	Residential/Commercial	\$ 25.00
	Gas Pump w/power	\$ 75.00
	Without power	\$ 50.00
12) Phone Booth/ATM		\$ 45.00
13) Safety Inspections/Fire Inspections/ABC Inspections		\$ 50.00
14) House Elevation Permits		\$ 50.00
15) Dock/Piers	per lineal foot	\$ 1.00
16) Bulk Heading	per lineal foot	\$ 1.00
17) Day Care Inspections		\$ 50.00
18) Hood Canopies-over cooking areas-install/replace		\$ 50.00
19) Sprinkler Systems		\$ 100.00
20) Communication permit	\$ 100.00 and per lineal ft in height	\$ 5.00
21) Swimming Pools, Spas and Hot Tubs above and in ground		\$ 100.00
	Hotel/Motel/Apartment/Condo/Dorm Type Building	\$ 100.00
22) Demolition /Removal of <u>Buildings</u> /Mobile Homes	per structure	\$ 50.00
	Pre-inspection for safety and hazardous materials and referral to proper Departments if found	
23) Natural Gas Hook Up Inspections		\$ 40.00
24) Tennis Court		\$ 150.00
25) Sign		
	16 sq ft or less	No Charge
	16.1 sq ft to 32 sq ft on 1 side	\$ 50.00
	2 sides	\$ 100.00
	32.1 sq ft and up on 1 side	\$ 200.00
	2 sides	\$ 400.00
	16.1 sq ft w/power add	\$ 50.00
26) Fire Alarm		\$ 75.00
27) Working without a permit		doubles the cost
28) Failing to call for Required Inspections		50% of original permit fees

29) Re-Inspection Fee	<i>first failed inspection</i>	\$ 35.00
	<i>same item second failed inspection</i>	\$ 50.00
	<i>Same item third failed inspection</i>	\$ 100.00
	<i>Subsequent violation for the same item</i>	<i>fine is doubled</i>
30) Handicapped Ramp		\$ 75.00
31) Wind Turbines		\$ 100.00
32) Solar Panel Application Fee-Residential		\$ 100.00
33) Commercial Solar Farm Fee		\$ 1,000.00
	<i>First 200-----per solar panel</i>	\$ 5.00
	<i>201 and up-----per solar panel</i>	\$ 1.00
34) Red Box Fee for Construction Debris for Ocracoke		\$ 226.00
	<i>Fuel Charges</i>	\$ 65.00
35) David's Trash Fee for Construction Debris Removal		
	<i>Ponzer Location</i>	\$ 405.88
	<i>Fuel Charges</i>	\$ 35.00
	<i>Scranton Location</i>	\$ 427.11
	<i>Fuel Charges</i>	\$ 45.00
	<i>Swan Quarter</i>	\$ 441.95
	<i>Fuel Charges</i>	\$ 55.00
	<i>Fairfield</i>	\$ 463.17
	<i>Fuel Charges</i>	\$ 60.00
	<i>Engelhard</i>	\$ 508.79
	<i>Fuel Charges</i>	\$ 65.00
<i>Amended May 7<sup>th</sup>, 2007</i>		
<i>Amended August 16, 2010</i>		
<i>Amended February 21, 2010</i>		
<i>Amended May 5, 2014</i>		
<i>Amended July 5, 2016</i>		
<i>Amended July 1, 2019</i>		
<i>Amended September 8, 2020</i>		

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

**Meeting Date:**           **October 5, 2020**  
**Presenter:**           **Commissioner Pahl**  
**Attachment:**           **No**

**ITEM TITLE:**           **Appointments to the Ocracoke Tourism Development Authority**

**SUMMARY:**           Commissioner Pahl will give recommendations to fill two expired seats on the Ocracoke Tourism Development Authority. The two vacancies are seats held by Mr. Greg Honeycutt and Ms. Martha Garrish.

**RECOMMEND:**       **REVIEW NOMINEES, DISCUSS, APPROVE**

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**MOTION MADE BY:**   \_\_\_ PUGH  
                              \_\_\_ SIMMONS  
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**MOTION SECONDED BY:** \_\_\_ PUGH  
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**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:**           **October 5, 2020**  
**Presenter:**           **Manager Noble**  
**Attachment:**           **Yes - Restructuring Plan**

**ITEM TITLE:**           **Tax Office Restructuring Plan**

**SUMMARY:**           The Manager will review the attached restructuring plan.

**RECOMMEND:**       **REVIEW AND DISCUSS.**

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Hyde County Tax Office  
Restructuring Plan

Roles and Responsibilities of Core Staff:

**Tax Administrator/Tax Collector**

- ❖ This will be a role taken by the current Public Information Officer/Information Technology Director
- ❖ The Administrator will be responsible for:
  - Oversight of staff/ contract employees and vendors including scheduling work and assignment of work tasks
  - Data Management
  - Required reporting
  - Maintenance and training on Farragut System and all hardware
  - Oversight of all tax collections

**Assistant Tax Administrator:**

- ❖ This role will be responsible for:
  - Cashiering
  - Customer Service
  - Balancing out each day
  - Assisting in running required reports including but not limited to:
    - Monthly tax report due the 1st day of every month
    - DMV report due the 15th of every month
    - Tax certifications due as requested
    - DOR reports as scheduled

**Land Records Manager:**

- ❖ This role will be responsible for:
  - Cashiering
  - Customer Service
  - Land Records Management
  - GIS/mapping coordination
  - Sules Ratio Study submitted quarterly
  - Support Administrator and Assistant Administrator with reporting requirements/data

**Consultant:**

Roles and responsibilities of contract employee:

- ❖ Cashiering Support
- ❖ Customer Support
- ❖ Assistance with required reporting and consultation on land records, processes, requirements of DOR and other agencies

**ROD Liaison:**

- ❖ The Manager's Office, Tax Department and Register of Deeds Office are currently working on a plan to increase the duties of the Assistant Register of Deeds to improve the accuracy and timeliness of land transfers, and provide additional support with cashiering and customer service when needed and available.

**Hyde County Board of Commissioners**  
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**Meeting Date:**           **October 5, 2020**  
**Presenter:**           **Manager Noble**  
**Attachment:**           **Yes - Contract**

**ITEM TITLE:**           **Contract for Tax Consultant Services**

**SUMMARY:**           The attached proposed contract will secure the services of a consultant for services including:  
Cashiering Support – taking payments, assistance with mail;  
Customer Support – assisting customers on the phone and in office;  
Assistance with required reporting and consultation on land records, processes, requirements of DOR and other agencies. Providing technical expertise to other staff members in regard to tax office operations.

**RECOMMEND:**       **REVIEW, DISCUSS, APPROVE CONTRACT**

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**MOTION MADE BY:**   \_\_\_ PUGH  
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              \_\_\_ TOPPING

STATE OF NORTH CAROLINA  
COUNTY OF HYDE

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**CONSULTANT CONTRACT AGREEMENT**

**THIS CONSULTANT CONTRACT AGREEMENT** (hereinafter referred to as "Agreement") is made and entered into as of the 5th day of October 2020, by and between the **COUNTY OF HYDE** (hereinafter referred to as "County"), a body politic and corporate under the laws of the State of North Carolina, as party of the first part and **LINDA M. BASNIGHT** (hereinafter referred to as "Consultant") as party of the second part, both of whom understand and agree as follows.

**WITNESSETH**

**WHEREAS**, County and Consultant wish to enter into this Agreement to ensure the continuity of the professional tax administration.

**WHEREAS**, County desires to contract for certain services from Consultant as an independent contractor pursuant to the terms, conditions, and provisions of this Agreement.

**WHEREAS**, it is the desire of the Hyde County Board of Commissioners (hereinafter referred to as "Board") to secure and retain the services of Consultant.

**WHEREAS**, Consultant desires to provide certain services as an independent contractor for the County pursuant to the terms, conditions and provisions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the receipt and legal sufficiency of which consideration is hereby acknowledged, the parties agree as follows.

**SECTION 1 - SERVICES, ACTIVITIES, AND DUTIES**

County hereby contracts with Consultant to perform those certain services, activities, and duties described on Exhibit A attached hereto and incorporated herein by reference.

**SECTION 2 - TERM**

A. The term of this Agreement shall begin on October 5, 2020 and shall terminate on June 30, 2021 unless this Agreement is earlier terminated as hereinafter provided.

B. Notwithstanding anything herein to the contrary, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Board to terminate this Agreement at any time.

C. Notwithstanding anything herein to the contrary, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Consultant to terminate this Agreement at any time upon ninety (90) days written notice.

**SECTION 3 - TERMINATION**

This Agreement may be terminated by County for either of the following without notice.

A. Any misconduct of Consultant involving an act of moral turpitude, criminal illegality (excepting minor traffic violations), or habitual violations of traffic laws, whether or not related to Consultant's official duties hereunder.

B. Any willful, knowing, grossly negligent, or negligent misapplication or misuse, direct or indirect, by Consultant of public or other funds or other property, real, personal or mixed, owned by or entrusted to County, any agency or corporation thereof, or Consultant in her official capacity.

#### **SECTION 4 - PAYMENT**

County shall pay Consultant for her services rendered pursuant hereto not to exceed \$2,880.00 per month, payable at the same time as employees of County.

#### **SECTION 5 - HOURS OF WORK**

It is recognized by both County and Consultant that Consultant will work from the Hyde County Tax Office up to 20 hours per week and/or up to 80 hours per month. This Agreement is based on time, at a rate of \$36 per hour. The Assistant Tax Administrator will work with the contract employee on scheduling of time to ensure the office is adequately staffed and a proper level of customer support and cashiering options are available.

#### **SECTION 6 - INDEPENDENT CONTRACTOR**

County and Consultant agree that Consultant is an independent contractor and shall not represent himself as an employee of County, or as an agent of County unless specifically authorized, for any purpose in the performance of Consultant's services, activities, and duties under this Agreement. Accordingly, Consultant shall be responsible for the payment of all federal, state and local taxes arising out of Consultant's activities in accordance with this Agreement. For the purposes of this Agreement, such taxes shall include, but not be limited to, federal and state income, social security, and unemployment insurance taxes. Consultant, as an independent contractor, shall perform the services, activities, and duties hereunder in a professional manner and in accordance with any applicable standards for such services, activities, and duties.

#### **SECTION 7 - INDEMNIFICATION**

To the fullest extent permitted by law and any applicable regulations, Consultant shall indemnify and hold harmless County and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and costs related to court action or mediation) arising out of or resulting from Consultant's performance of this Agreement or the actions of Consultant under this Agreement. This indemnification provision shall survive the termination of this Agreement.

#### **SECTION 8 - BONDING**

County shall bear the full cost of any fidelity or other bonds required of Consultant under any law or ordinance as it may relate to the services, activities, or duties required of Consultant under the terms of this Agreement.

#### **SECTION 9 - OTHER TERMS AND CONDITIONS**

County recognizes Consultant will incur certain expenses of a non-personal nature that are associated with the services, activities, and duties required of Consultant hereunder and hereby agrees to reimburse Consultant for such expenses upon submission of an expense voucher, receipt, or statement submitted to and approved by the Finance Department.

The Contractor will maintain her parking area and key card but will surrender her keys to the Assistant Tax Administrator and have access to the office with a full time tax office employee.

**SECTION 10- GENERAL PROVISIONS**

A. The text herein shall constitute the entire agreement between the parties.

B. This Agreement shall become effective commencing October 5, 2020.

C. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

D. By virtue of his signature below, Consultant consents to County releasing copies of this Agreement upon request.

E. The provisions of this Agreement as set out on these five (3) pages along with any attachments represent the entirety of the understandings and commitments between the parties hereto.

**IN WITNESS WHEREOF**, County has caused this Agreement to be signed and executed on its behalf by the Chairman of the Board, and duly attested by the Clerk, and Consultant has signed and executed this Agreement, both in duplicate, as of the day and year first above written.

**PRE-AUDIT CERTIFICATE**

This Agreement has been pre-audited pursuant to North Carolina General Statute § 159-28 in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Corrine Gibbs, Finance Officer  
County of Hyde

\_\_\_\_\_  
Date

**COUNTY:**

BY: \_\_\_\_\_  
Earl Pugh, Chairman  
Hyde County Board of County Commissioners

**CONSULTANT:**

\_\_\_\_\_  
Linda M. Basnight

Witnessed or Attested By:

\_\_\_\_\_

Lois Stotesberry,  
Deputy Clerk to the Board of Commissioners

Date

## EXHIBIT "A"

### SERVICES, ACTIVITIES, AND DUTIES

Roles and responsibilities of contract employee:

- Cashiering Support – taking payments, assistance with mail
- Customer Support – assisting customers on the phone and in office
- Assistance with required reporting and consultation on land records, processes, requirements of DOR and other agencies. Providing technical expertise to other staff members in regard to tax office operations.

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

**Meeting Date:**           **October 5, 2020**  
**Presenter:**           **Manager Noble**  
**Attachment:**           **Yes - Contract Extension**

**ITEM TITLE:**           **Land Records Audit Manager Contract Extension**

**SUMMARY:**           The attached contract extension will extend the current consultant contract through the month of October. The consultant will continue to correct discrepancies in the current land records while assisting staff in cashiering and customer support services.

**RECOMMEND:**       **REVIEW, DISCUSS, APPROVE**

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

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

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

**NORTH CAROLINA  
HYDE COUNTY**

**SERVICE CONTRACT**

THIS CONTRACT is made and entered into this the 5th day of October, 2020 by and between COUNTY OF HYDE, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (hereinafter referred to as "the COUNTY"), party of the first part, and Laura Basnight (hereinafter referred to as "CONTRACTOR"), party of the second part.

**1. SERVICES TO BE PROVIDED AND AGREED CHARGES**

The services and/or material to be furnished under this contract (hereinafter referred to collectively as "SERVICES") and agreed charges are as follows:

- Conduct an audit of the county tax records and resolve errors as necessary.
- Review all processes involving document transfers, land/title ownership or land surveying issues.
- Establish guidelines for the implementation of listing and mapping procedures and policies for the county.
- Update drainage assessment information.
- Serve as a liaison between the County Attorney, attorneys, surveyors, other departments and the taxpayer/general public.
- Provide feedback to the County Manager on system improvements.
- Assist in daily operations including cashiering and customer support.

COUNTY shall pay CONTRACTOR for SERVICES rendered at a rate of \$4000 per month beginning on September 16, 2020 and extending to October 30, 2020. The CONTRACTOR shall dedicate 40 work hours per week and submit an account of time and project accomplishments at the end of each month.

To the extent any terms or conditions of the attachment are inconsistent with any terms or conditions of this CONTRACT, then the terms and conditions of this CONTRACT shall apply.

**2. TERM OF CONTRACT**

The term of this CONTRACT for SERVICES is from September 16, 2020 and extending to October 30, 2020 and shall continue thereafter until SERVICES are completed to the satisfaction of the COUNTY.

**3. PAYMENT TO CONTRACTOR**

The COUNTY agrees to pay at the rates specified for SERVICES satisfactorily performed in accordance with this contract. Unless otherwise specified, the CONTRACTOR shall submit an itemized invoice to the COUNTY at the end of each month during which SERVICES are performed. Payment will be processed promptly upon receipt and approval by the COUNTY of the invoice.

CONTRACTOR shall submit an account of time and project accomplishments and the COUNTY shall make payments on a monthly basis.

All equipment, travel, and maintenance and repair of equipment, necessary for CONTRACTOR'S performance of this contract shall be the CONTRACTOR'S responsibility.

#### **4. INDEPENDENT CONTRACTOR**

Both the COUNTY and the CONTRACTOR agree that the CONTRACTOR shall act as an independent contractor and shall not represent itself as an agent or employee of the COUNTY for any purpose in the performance of the CONTRACTOR'S duties under this contract. Accordingly, the CONTRACTOR shall be responsible for payment of all Federal, State and local taxes arising out of the CONTRACTOR'S activities in accordance with this contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required.

In performing the SERVICES, the CONTRACTOR is acting as an independent contractor and shall perform SERVICES in accordance with currently approved methods and practice in the CONTRACTOR'S professional capacity and in accordance with the standards of applicable professional organizations and licensing agencies.

#### **5. INSURANCE AND INDEMNITY**

The CONTRACTOR shall indemnify and save harmless the COUNTY, its agents and employees from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the COUNTY or which the COUNTY must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from negligent performance of or failure to perform any of its obligations under the terms of this CONTRACT.

The CONTRACTOR shall be fully responsible to the COUNTY for the acts and omissions of its sub-contractors and of persons either directly or indirectly employed by CONTRACTOR.

In addition, the CONTRACTOR shall comply with the North Carolina Worker's Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. In the event the CONTRACTOR is excluded from the requirements of such Act and does not voluntarily carry workers' compensation coverage, the CONTRACTOR shall carry or cause its employees to carry adequate medical/accident insurance to cover any injuries sustained by its employees or agents during the performance of SERVICES.

The CONTRACTOR agrees to furnish the COUNTY proof of compliance with said Act or adequate medical/ accident insurance coverage upon request.

The CONTRACTOR shall maintain other insurance not otherwise specified above as provided for in the Project Contract Proposal.

#### **6. HEALTH AND SAFETY**

The CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. The CONTRACTOR shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees from the work and other persons who may be affected thereby.

## **7. NON-DISCRIMINATION IN EMPLOYMENT**

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, sex, race, creed, or national origin. In the event the CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by the COUNTY, and the CONTRACTOR may be declared ineligible for further COUNTY contracts.

## **8. GOVERNING LAW**

This contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this contract shall be brought in the General Court of Justice of the State of North Carolina in Hyde County or in the Federal District Court for the Eastern District of North Carolina.

## **9. OTHER PROVISIONS**

This contract is subject to such additional provisions as are set forth in any addendum executed separately by each party and attached hereto.

## **10. CONTRACT DOCUMENTS/AMENDMENTS**

This document together with the purchase order and any attached exhibits constitutes the entire Contract between the said two parties and may only be modified by a written mutual agreement signed by the parties and attached hereto.

*--- Remainder of this page intentionally left blank ---*

**11. SIGNATURES**

Both the COUNTY and the CONTRACTOR agree to the above contract.

Witnessed or Attested By:

\_\_\_\_\_

(SEAL)

COUNTY OF HYDE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed or Attested By:

\_\_\_\_\_

CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer, County of Hyde



Laura Basnight

10/2/2020

## Land Records Audit Report

The following report is a brief summary of the work completed as part of the land records audit:

- I compiled a manual containing instructions on performing various tasks in the Farragut LR/CAMA system. This manual can be referred to as needed by tax office staff for training or assistance with performing certain tasks.
- A large amount of my time was dedicated to investigating known mapping or listing errors, which were brought to my attention by both the tax office staff and several taxpayers. I have corrected listing errors as necessary, particularly ownership and property transfer errors. I have performed numerous splits, combines, and transfers. I have identified a significant number of mapping errors and updates that need to be made to the GIS maps and I have compiled all of the appropriate deeds and plats that will be required for the mapping company to correct these errors.
- I have met/corresponded with several taxpayers to discuss issues with their land records. I have done all of the appropriate research and corrected these issues in the LR/CAMA system. Some of these issues involved extensive research and included multiple pieces of property.
- I processed items from several work queues in the Farragut system, including the Deferred/Exempt queue and the Property Change queue, in preparation for this year's billing.
- I assisted with correcting physical addresses and mailing addresses as errors were brought to my attention.

### Key Issues and Suggestions:

- Mapping: It is very important that we improve our communication with the mapping company to ensure that our maps are as updated and accurate as possible. I would suggest that we begin using the mapping company's ticketing system to address any mapping errors individually and to submit changes as needed for new deeds and plats that are recorded. In the past, the ticketing system was not utilized. I believe that the ticketing system would be the best way to submit information to the mapping company and to be able to track the progress on resolving these issues.
- Ownership Transfers: Transfers, splits, combines, etc. need to be performed in accordance with the guidelines laid out by the Machinery Act, specifically G.S. 105-285, which states that "The ownership of real property shall be determined annually as of January 1." Working closely with the Register of Deeds office, the tax office needs to

make sure that all newly recorded deeds and plats are reviewed and processed in the LR/CAMA system, with particular attention paid to the aforementioned general statute. We need to be diligent in making sure that we review and process ALL deeds that involve the transfer of property from one party to another party, whether it be a sale, a gift, a foreclosure, or any other type of transfer. We also need to be reviewing plats that are recorded, even if there is not an accompanying deed that references the new plat.

- Property Owners Names: One issue that I encountered while working on land records in the Farragut system is that it is sometimes extremely difficult to search properties by the owner's name. This is because there was no set standard or format in the old CAMA system for names to be entered. When the data converted over to the new system, all of the owner names and business names were not formatted in a uniform manner, so some of them did not populate the "Owner Name" fields correctly in the Farragut system, which makes them difficult to find when searching by name. This is something that I think we can definitely improve upon that will make the tax office run more efficiently in the future. By reformatting the owner names to the correct order/fields, we can make it much easier to search for properties by owner name which will cut down on the time it takes to look up information when requested by a taxpayer.

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

**Meeting Date:**           **October 5, 2020**  
**Presenter:**           **Manager Noble**  
**Attachment:**           **Yes - MOA and Attachment**

**ITEM TITLE:**           **MOA with OIRRT for Operations Management, Case Management and Administration**

**SUMMARY:**           The attached MOA provides funding in the amount of \$117,767.59 provided to Hyde County by the North Carolina Office of Recovery and Resiliency to Ocracoke Interfaith Relief and Recovery Team to provide Operations Management services for the Travel Trailer Project, in addition to case management and administration.  
This MOA replaces an agreement approved by the BOC in February 2020. It increases the original amount of \$95,915.04 by adding unused project funds from the North Carolina Conference of the United Methodist Church (NCCUMC). This MOA should be approved retroactively dated June 1, 2020. While both Hyde County and OIRRT have been operating under this MOA it was not officially approved in June due to staff changes.

**RECOMMEND:**       **REVIEW, DISCUSS, APPROVE**

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

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

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

## Attachment A Scope of Work and Budget

Before it will be possible to finalize this award and make any disbursement, you are required to provide to the Agency a description for how the organization will spend the amount of funding allocated for the specific purpose as stated in the grant contract. This will include a scope of work, information related to any potential sub-grants and an annual budget for the grant funds. Please attach additional sheets as necessary.

1. Organization:	
Organization Name:	OCRACOKE INTERFAITH RELIEF AND RECOVERY TEAM
Tax Identification #:	XX-XXXXXX
Organization Fiscal Year End:	June 30

2. Scope of Work:
<p>Recipient shall detail below how the organization will spend the amount of funding allocated for the specific purpose as stated in the grant contract. The description should include services to be provided, objectives to be achieved, and expected results. The description should also include anticipated timing of those services, objectives and expected results.</p> <p>The Ocracoke Interfaith Relief and Recovery Team agrees assist and support the County of Hyde in administering a Temporary Housing Program for Ocracoke residents displaced by Hurricane Dorian. The Ocracoke Interfaith Relief and Recovery Team has agreed to provide the following during the period from June 1, 2020 to October 31, 2021 :</p> <ol style="list-style-type: none"> <li><b>Operations Manager:</b> The Operations Manager will work at the direction of the Hyde County Temporary Housing Program Manager to mobilize, install, support, maintain, and demobilize the temporary units issued by the County of Hyde. The anticipated cost for this position, during the period from June 1, 2020 to October 31, 2021, is \$63,824.23.</li> <li><b>Administrator:</b> The Administrator will work at the direction of the Ocracoke Interfaith Relief and Recovery Team Executive Board and the Hyde County Temporary Housing Program Manager to effectively manage the Ocracoke Temporary Housing Program. The anticipated cost for this position, during the period from March 1, 2021 to October 31, 2021, is \$26,971.68.</li> <li><b>Case Manager:</b> The Case Manager will work at the direction of the Ocracoke Interfaith Relief and Recovery Team Executive Board and the Hyde County Temporary Housing Program Manager to effective manage the casework associated with the Ocracoke Temporary Housing Program. The anticipated cost for this position, during the period from March 1, 2021 to October 31, 2021, is \$26,971.68</li> </ol> <p><b>The total cost of these goods and services will not exceed \$117,767.59 for the agreement term.</b></p>

3. Subgrants:				
a. Does the Recipient anticipate that it will sub-grant or pass down any funds to another organization?		Yes	X	No
If yes, answer the following:				
b. Name of Sub-recipient	c. Program Name	d. Amount to Sub-recipient		

With regard to the information contained herein, I certify that the annual budget has been approved by the Recipient's principal executive manager, Chief Financial Officer or elected principal leader.

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Signature

Date

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Printed Name

Title

# AGREEMENT FOR HURRICANE DORIAN TEMPORARY HOUSING MANAGEMENT

## MEMORANDUM OF AGREEMENT

BETWEEN

THE COUNTY OF HYDE

AND

THE OCRACOKE INTERFAITH RELIEF AND RECOVERY TEAM (OIRRT)

### **PURPOSE:**

This Agreement (“AGREEMENT”) is hereby entered into by and between the COUNTY OF HYDE (“HYDE COUNTY”) and the OCRACOKE INTERFAITH RELIEF AND RECOVERY TEAM (the “RECIPIENT”)(referred to collectively as the “PARTIES”).

Pursuant to N.C.G.S 143C-6-8, the RECIPIENT understands and agrees that funding for this Agreement shall be subject to the availability of appropriated funds. However, in the event this Agreement is terminated because of inadequately appropriated funds, HYDE COUNTY ensures that it will pay for goods and services obligated and acquired on or before the termination of this Agreement.

### **1. EFFECTIVE TERM:**

This Agreement shall be effective starting as of June 1, 2020 and shall terminate on **October 31, 2021**, or upon the full expenditure of grant funds and the submission of the final report by HYDE COUNTY, which ever comes first.

### **2. HYDE COUNTY’S DUTIES AND PAYMENT PROVISIONS:**

HYDE COUNTY shall ensure that funds are allocated and disbursed pursuant to applicable law(s), the terms of this Agreement, and compliance with any pertinent governing state statutes and financial management standards.

Attachment A1 provides scope of work and payment budget and allocations to be paid to the RECIPIENT.

The HYDE COUNTY shall provide grant payments using the following schedule:

- On a monthly basis, HYDE COUNTY shall provide RECIPIENT with a monthly reimbursement of actual expenditures obligated or incurred during the previous monthly period. The RECIPIENT shall email and send HYDE COUNTY a completed monthly Status Report & Reimbursement Request Form (see attachment B) requesting reimbursement and shall include and attach sufficient documentation of the expenses obligated or incurred during the prior monthly period. The reimbursement documentation may include a contract or purchase order to indicate an imminent obligation or general ledger statement that verifies expenses were incurred consistent with the Agreement purpose and scope or copies of invoices paid by the RECIPIENT during the reimbursement period.
- After the above noted first reimbursement period, the RECIPIENT shall submit similar reimbursement requests each month until the Agreement term has concluded.
- The RECIPIENT may also submit reimbursement requests to HYDE COUNTY for a period of sixty (60) days after the Agreement term has ended for past expenses incurred during the Agreement term.
- HYDE COUNTY reserves the right to withhold or delay disbursement of the payments noted above, if the monthly status report and reimbursement request are not submitted, are not complete or do not include adequate

attached documentation that can verify reimbursement. HYDE COUNTY must provide RECIPIENT with a written explanation of the business reasons to delay reimbursement payments that have been invoiced to HYDE COUNTY that extend longer than thirty (30) days after the reimbursement requests are submitted to HYDE COUNTY.

HYDE COUNTY reserves the right to reduce payments if the RECIPIENT'S reports are incomplete or results and accomplishments are not complying with the terms and conditions described in Section 3, Recipient's Duties.

### 3. RECIPIENT'S DUTIES:

The RECIPIENT shall provide the following information:

- a. The RECIPIENT agrees it shall before and during the term of this Agreement, the RECIPIENT will use the grant award to cover the costs of disaster recovery related goods and services described in Attachment A.
- b. Both HYDE COUNTY and RECIPIENT agree this Agreement is not intended to minimize or impair the RECIPIENT's eligibility to secure FEMA or related recovery funding support.
- c. RECIPIENT agrees that grant funds paid through this Agreement shall be accounted for in a separate fund and accounting structure within the RECIPIENT's central accounting system. The RECIPIENT agrees to manage all accounts payable disbursements, check register disbursements and related transactions in a detailed manner that supports fully transparent accounting of all financial transactions associated with grant funding allocations described in Section 2 above and Attachment A scope of work. For end-of-year financial reporting purposes, this separate fund should be consolidated with the General Fund of the reporting entity.
- d. The RECIPIENT understands and acknowledges that total direct grant program funding level available under this specific Agreement is **\$117,767.59**.

### 4. MONTHLY PROGRESS REPORTS:

RECIPIENT agrees to provide Monthly Progress Reports to be sent electronically from RECIPIENT to HYDE COUNTY and shall at a minimum include:

- a. Period stating beginning balance of the Project Fund.
  - i. Total expenses disbursed (aggregate totals) by the following project uses:
    - a. Employee Expenses (e.g program related staffing).
    - b. Service and Contract expenses (e.g. utilities, telephone, data, lease related expenses).
    - c. Goods (e.g. supplies and equipment) expenses.
    - d. Administration Expenses (e.g overhead & project management).
    - e. Other expenses (e.g. related charges not assigned above and described by recipient).
  - ii. Period ending balance of the RECIPIENT funding disbursed pursuant to this Agreement.
  - iii. A descriptive summary of how the funds were used including outcomes and specific deliverables or accomplishments to date

ATTACHMENT B is a copy of the monthly status tracking report.

For the final status report, the items listed in this section are also to be included. Additionally, for each employee, the amount of State funds used for the employee's annual salary is also required.

ATTACHMENT B can also be used as the final status report.

- b. Monthly project status reports shall be emailed to
  - a. Reporting deadlines are no more than 15 business days after the the prior month has ended.
  - b. HYDE COUNTY shall provide the RECIPIENT with a template reporting form..

**5. AGREEMENT ADMINISTRATORS:**

All notices permitted or required to be given by one Party to the other and all questions about the Agreement from one Party to the other shall be addressed and delivered to the other Party’s Agreement Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties’ respective initial Agreement Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Agreement Administrator by giving timely written notice to the other Party.

<b>For HYDE COUNTY</b>	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
County of Hyde Attn: Ocracoke Temporary Housing Program P.O. Box 95 Swan Quarter, NC 27885 (252) 926-4191 (Office) (252) 926-3701 (Fax)	County of Hyde Attn: Ocracoke Temporary Housing Program P.O. Box 95 Swan Quarter, NC 27885 (252) 926-4191 (Office) (252) 926-3701 (Fax)

<b>For RECIPIENT</b>	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Ivey Belch Chairperson Ocracoke Interfaith Relief & Recovery Team P.O. Box 68 Ocracoke, NC 27960 (252) 921-0021 (Mobile) admin@oirrt.org	Ivey Belch Chairperson Ocracoke Interfaith Relief & Recovery Team P.O. Box 68 Ocracoke, NC 27960 (252) 921-0021 (Mobile) admin@oirrt.org

**6. MONITORING AND AUDITING:**

RECIPIENT acknowledges and agrees that, from and after the date of the execution of this Agreement and for three (3) years following its termination, the books, records, documents and facilities of RECIPIENT are subject to being audited, inspected and monitored at any time by HYDE COUNTY upon its request (whether in writing or otherwise). RECIPIENT further agrees to provide HYDE COUNTY staff and it’s Auditor with access to financial and accounting records to support internal audit, financial reporting and related requirements.

RECIPIENT acknowledges and agrees that, with regard to the grant funds, it will be subject to the audit and reporting requirements prescribed in N.C.G.S. 159-34, Local Government Budget and Fiscal Control Act – Annual Independent Audit, rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of Grant funding received by RECIPIENT and are subject to change.

**7. SITUS:**

This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement of this Agreement shall be filed in State court in Hyde County, North Carolina.

**8. COMPLIANCE WITH LAW:**

RECIPIENT is and shall remain an independent contractor and as such shall be wholly responsible for the grant terms and RECIPIENT responsibilities described in this Agreement. The RECIPIENT shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of their performance under this Agreement, including those of Federal, State, and local agencies having appropriate jurisdiction. RECIPIENT is reminded that all funds are subject to the requirements of the Local Government Budget and Fiscal Control act, including but not limited to all budgeting and pre-audit requirements.

**9. CLAW-BACK:**

HYDE COUNTY reserves the right to de-obligate any remaining award funds after this Agreement's expiration date or before the expiration date of this Agreement, should RECIPIENT violate the terms of this Agreement or should it become apparent that RECIPIENT will not be able to expend the funds prior to the expiration date of this Agreement.

**10. TERMINATION OF AGREEMENT:**

This Agreement may be terminated, if the Recipient repays the grant amount in full, prior to the term end date.

**11. AMENDMENTS:**

This Agreement may be amended in writing which documents approval of changes by both HYDE COUNTY and RECIPIENT. If RECIPIENT requests an admendment to the effective term of this Agreement, it shall provide to HYDE COUNTY for its review and approval a detailed request that includes documented financial management reason(s) for amending the effective term of this Agreement.

**12. AGREEMENT CLOSE-OUT PROCESS:**

RECIPIENT agrees to submit to HYDE COUNTY a complete performance and expenditure status report (final report) within ninety (90) days after expiration of the Agreement term.

**13. AUTHORIZED SIGNATURE WARRANTY:**

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Agreement.

**In Witness Whereof**, RECIPIENT and HYDE COUNTY have executed this Agreement in triplicate originals, with one original being retained by each party.

**OCRACOCKE INTERFAITH RELIEF AND RECOVERY TEAM (RECIPIENT)**

---

AUTHORIZING OFFICIAL

Date

---

Printed Name

Title

**THE COUNTY OF HYDE**

---

AUTHORIZING OFFICIAL

Date

---

Printed Name

Title

---

WITNESS

Date

---

Printed Name

Title

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

---

HYDE COUNTY FINANCE OFFICER

Date

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

**Meeting Date:**           **October 5, 2020**  
**Presenter:**           **Manager Noble**  
                                  **Ivey Belch, OIRRT**  
**Attachment:**         **YES - MOA and Attachment**

**ITEM TITLE:**         **MOA for Reconstruction Funding**

**SUMMARY:**

The attached MOA serves as an agreement between Hyde County and the The Ocracoke Interfaith Relief and Recovery Team to work through their case management to provide housing reconstructions and new builds of homes destroyed and/or damaged by Hurricane Dorian on Ocracoke Island.

OIRRT will work with Christian Aid Ministries and other selected Voluntary Organizations Active in Disasters by providing applicant selection and will provide building supplies and materials along with project supervision to CAM and other VOADs. The anticipated cost for this project during the period from October 5, 2020 to January 1, 2023, is \$850,000.

**RECOMMEND:**       **REVIEW, DISCUSS, APPROVE**

---

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

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

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

## Attachment A Scope of Work and Budget

Before it will be possible to finalize this award and make any disbursement, you are required to provide to the Agency a description for how the organization will spend the amount of funding allocated for the specific purpose as stated in the grant contract. This will include a scope of work, information related to any potential sub-grants and an annual budget for the grant funds. Please attach additional sheets as necessary.

1. Organization:	
Organization Name:	OCRACOKE INTERFAITH RELIEF AND RECOVERY TEAM
Tax Identification #:	XX-XXXXXX
Organization Fiscal Year End:	June 30

2. Scope of Work:
<p>Recipient shall detail below how the organization will spend the amount of funding allocated for the specific purpose as stated in the grant contract. The description should include services to be provided, objectives to be achieved, and expected results. The description should also include anticipated timing of those services, objectives and expected results.</p> <p>The Ocracoke Interfaith Relief and Recovery Team agrees to assist and support the County of Hyde in administering a Housing Rebuild Program for Ocracoke residents displaced by Hurricane Dorian. The Ocracoke Interfaith Relief and Recovery Team has agreed to provide the following during the period from October 5, 2020 to January 1, 2023 :</p> <ol style="list-style-type: none"> <li>1. <b>Housing Rebuilds:</b> The Ocracoke Interfaith Relief and Recovery Team will work through case management to approve individuals for housing reconstructions and new builds of homes destroyed and/or damaged by Hurricane Dorian on Ocracoke Island. OIRRT will work with Christian Aid Ministries and other selected Voluntary Organizations Active in Disasters by providing applicant selection and will provide building supplies and materials along with project supervision to CAM and other VOADs. The anticipated cost for this project, during the period from October 5, 2020 to January 1, 2023, is \$850,000.</li> </ol> <p><b>The total cost of these goods and services will not exceed \$850,000 for the agreement term.</b></p>

3. Subgrants:			
a. Does the Recipient anticipate that it will sub-grant or pass down any funds to another organization?		Yes	X No
If yes, answer the following:			
b. Name of Sub-recipient	c. Program Name	d. Amount to Sub-recipient	

With regard to the information contained herein, I certify that the annual budget has been approved by the Recipient's principal executive manager, Chief Financial Officer or elected principal leader.

---

---

Signature

Date

---

Printed Name

Title

# AGREEMENT FOR HURRICANE DORIAN TEMPORARY HOUSING MANAGEMENT

## MEMORANDUM OF AGREEMENT

BETWEEN

THE COUNTY OF HYDE

AND

THE OCRACOKE INTERFAITH RELIEF AND RECOVERY TEAM (OIRRT)

### **PURPOSE:**

This Agreement (“AGREEMENT”) is hereby entered into by and between the COUNTY OF HYDE (“HYDE COUNTY”) and the OCRACOKE INTERFAITH RELIEF AND RECOVERY TEAM (the “RECIPIENT”)(referred to collectively as the “PARTIES”).

Pursuant to N.C.G.S 143C-6-8, the RECIPIENT understands and agrees that funding for this Agreement shall be subject to the availability of appropriated funds. However, in the event this Agreement is terminated because of inadequately appropriated funds, HYDE COUNTY ensures that it will pay for goods and services obligated and acquired on or before the termination of this Agreement.

### **1. EFFECTIVE TERM:**

This Agreement shall be effective starting as of October 5, 2020 and shall terminate on January 1, 2023, or upon the full expenditure of grant funds and the submission of the final report from HYDE COUNTY, whichever comes first.

### **2. HYDE COUNTY’S DUTIES AND PAYMENT PROVISIONS:**

HYDE COUNTY shall ensure that funds are allocated and disbursed pursuant to applicable law(s), the terms of this Agreement, and compliance with any pertinent governing state statutes and financial management standards.

Attachment A1 provides scope of work and payment budget and allocations to be paid to the RECIPIENT.

The HYDE COUNTY shall provide grant payments using the following schedule:

- On a weekly basis, HYDE COUNTY shall coordinate with RECIPIENT to pay vendors actual expenditures obligated or incurred during the previous weekly period. The RECIPIENT shall email and send HYDE COUNTY a completed Status Report & Reimbursement Request Form (see attachment B) requesting payments and shall include and attach sufficient documentation of the expenses obligated or incurred during the prior period. The reimbursement documentation may include a contract or purchase order to indicate an imminent obligation or general ledger statement that verifies expenses were incurred consistent with the Agreement purpose and scope or copies of invoices incurred by the RECIPIENT during the payment period.
- After the above noted first payment period, the RECIPIENT shall submit similar payment requests each week expenses are incurred until the Agreement term has concluded.
- The RECIPIENT may also submit payment requests to HYDE COUNTY for a period of sixty (60) days after the Agreement term has ended for past expenses incurred during the Agreement term.
- HYDE COUNTY reserves the right to withhold or delay disbursement of the payments noted above, if the status reports and payment requests are not submitted, are not complete or do not include adequate attached



**5. AGREEMENT ADMINISTRATORS:**

All notices permitted or required to be given by one Party to the other and all questions about the Agreement from one Party to the other shall be addressed and delivered to the other Party’s Agreement Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties’ respective initial Agreement Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Agreement Administrator by giving timely written notice to the other Party.

<b>For HYDE COUNTY</b>	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
County of Hyde Kris Cahoon Noble, County Manager P.O. Box 188 Swan Quarter, NC 27885 (252) 926-4178 (Office) (252) 926-3701 (Fax)	County of Hyde Kris Cahoon Noble, County Manager P.O. Box 188 Swan Quarter, NC 27885 (252) 926-4178 (Office) (252) 926-3701 (Fax)

<b>For RECIPIENT</b>	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Ivey Belch Chairperson Ocracoke Interfaith Relief & Recovery Team P.O. Box 68 Ocracoke, NC 27960 (252) 921-0021 (Mobile) admin@oirrt.org	Ivey Belch Chairperson Ocracoke Interfaith Relief & Recovery Team P.O. Box 68 Ocracoke, NC 27960 (252) 921-0021 (Mobile) admin@oirrt.org

**6. MONITORING AND AUDITING:**

RECIPIENT acknowledges and agrees that, from and after the date of the execution of this Agreement and for three (3) years following its termination, the books, records, documents and facilities of RECIPIENT are subject to being audited, inspected and monitored at any time by HYDE COUNTY upon its request (whether in writing or otherwise). RECIPIENT further agrees to provide HYDE COUNTY staff and it’s Auditor with access to financial and accounting records to support internal audit, financial reporting and related requirements.

RECIPIENT acknowledges and agrees that, with regard to the grant funds, it will be subject to the audit and reporting requirements prescribed in N.C.G.S. 159-34, Local Government Budget and Fiscal Control Act – Annual Independent Audit, rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of Grant funding received by RECIPIENT and are subject to change.

**7. SITUS:**

This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement of this Agreement shall be filed in State court in Hyde County, North Carolina.

**8. COMPLIANCE WITH LAW:**

RECIPIENT is and shall remain an independent contractor and as such shall be wholly responsible for the grant terms and RECIPIENT responsibilities described in this Agreement. The RECIPIENT shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of their performance under this Agreement, including those of Federal, State, and local agencies having appropriate jurisdiction. RECIPIENT is reminded that all funds are subject to the requirements of the Local Government Budget and Fiscal Control act, including but not limited to all budgeting and pre-audit requirements.

**9. CLAW-BACK:**

HYDE COUNTY reserves the right to de-obligate any remaining award funds after this Agreement's expiration date or before the expiration date of this Agreement, should RECIPIENT violate the terms of this Agreement or should it become apparent that RECIPIENT will not be able to expend the funds prior to the expiration date of this Agreement.

**10. TERMINATION OF AGREEMENT:**

This Agreement may be terminated by either party with a 90 day notice, prior to the term end date for any cause. This memorandum of agreement may be amended from time to time, appropriate and necessary, in writing by the County or OIRRT, if, for example, the timeframe or other operational details change.

**11. AMENDMENTS:**

This Agreement may be amended in writing which documents approval of changes by both HYDE COUNTY and RECIPIENT. If RECIPIENT requests an amendment to the effective term of this Agreement, it shall provide to HYDE COUNTY for its review and approval a detailed request that includes documented financial management reason(s) for amending the effective term of this Agreement.

**12. AGREEMENT CLOSE-OUT PROCESS:**

RECIPIENT agrees to submit to HYDE COUNTY a complete performance and expenditure status report (final report) within ninety (90) days after expiration of the Agreement term.

**13. AUTHORIZED SIGNATURE WARRANTY:**

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Agreement.

**In Witness Whereof**, RECIPIENT and HYDE COUNTY have executed this Agreement in triplicate originals, with one original being retained by each party.

**OCRACOKE INTERFAITH RELIEF AND RECOVERY TEAM (RECIPIENT)**

---

AUTHORIZING OFFICIAL

Date

---

Printed Name  
Title

**THE COUNTY OF HYDE**

---

AUTHORIZING OFFICIAL

Date

---

Printed Name  
Title

---

WITNESS

Date

---

Printed Name

Title

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

---

HYDE COUNTY FINANCE OFFICER

Date

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

**Meeting Date:**           **October 5, 2020**  
**Presenter:**           **Manager Noble**  
**Attachment:**           **Yes - Letter of Support**

**ITEM TITLE:**           **Letter of Support for FLAP grant funding**

**SUMMARY:**           The Federal Lands Access Program (Access Program) was established to improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands. The Access Program supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on high-use recreation sites and economic generators.

The Ferry Division is eligible to apply to this program and is currently working on an application for funding for dredging, surveying, and permitting work in channels leading to Ocracoke Island, North Carolina. This funding is critical in helping keep those channels open to the appropriate depths, allowing safe passage for all ferry vessels and passengers onboard as well as supporting preparation for emergency response events.

The attached letter of support will be included in their application.

**RECOMMEND:**       **REVIEW, DISCUSS, APPROVE**

---

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

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

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

**Board of Commissioners**

Earl Pugh, Jr., Chair  
Tom Pahl, Vice-Chair  
Benjamin Simmons, III  
Shannon Swindell  
Goldie Topping

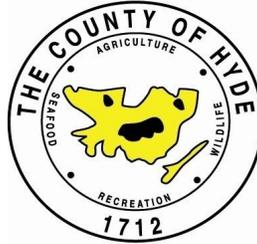
# COUNTY OF HYDE

30 Oyster Creek Road  
PO Box 188  
SWAN QUARTER, NORTH CAROLINA 27885  
252-926-4400  
252-926-3701 Fax

Kris Cahoon Noble  
County Manager

Franz Holscher  
County Attorney

Lois Stotesberry, CMC, NCCCC  
Clerk to the Board



October 5, 2020

Mr. Lewis G. Grimm, P.E.  
Planning Team Leader  
Eastern Federal Lands Highway Division  
21400 Ridgetop Circle  
Sterling, VA 20166

The North Carolina Ferry Division has submitted an application for the Federal Lands Access Program (FLAP) which was established to improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands. The application will request funds to provide funding for projects in support of the channels leading to Ocracoke Island, North Carolina, such as dredging, surveying, and permitting.

Hyde County and specifically Ocracoke Island rely on the NC Ferry Division and clear and safe channels into our harbors. Without appropriate dredging, access to the island and the National Park Service lands there is hampered significantly.

The project funding being applied for is critical in keeping those channels leading to Ocracoke Island open to the appropriate depths allowing safe passage for all ferry vessels and passengers onboard as well as operating on a normal vessel departure schedule. It also allows for emergency evacuation capacity in times of impending natural disaster.

The Hyde County Board of Commissioners strongly supports this application and recognizes that the Ferry System provides important transportation services in North Carolina, connecting people to jobs, education and other services while also supporting the movement of goods and supplies. The Ferry System is also instrumental in helping the region prepare for and response to hurricanes and other disasters.

We appreciate your consideration of this application.

Sincerely,

Earl Pugh Jr., Chair

Hyde County Board of Commissioners



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

**Meeting Date:**           **October 5, 2020**  
**Presenter:**           **Manager Noble**  
**Attachment:**           **Yes - Bid Tabulation**

**ITEM TITLE:**           **CDBG - Neighborhood Revitalization Bid Tab Approval**

**SUMMARY:**           On September 22, 2020 a bid opening held in the Government Center was held for the reconstruction of 3 homes under a CDBG Reviatlization Grant. 4 bids were received for each home. All Reconstruction contracts are recommended to low bidders. Contracts on all three can be executed by the end of October. Prices include demolition of the old house.

**RECOMMEND:**       **REVIEW, DISCUSS AND APPROVE BID TABS**

---

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

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

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



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

**Meeting Date:** October 5, 2020  
**Presenter:** County Manager Kris Noble  
**Attachment:** Yes

**ITEM TITLE:** BUDGET MATTERS

**SUMMARY:** Departmental budget revisions and amendments will be presented by department managers for Board discussion and approval.

- **DSS - Employee Appreciation - \$250**
- **Health Department - WIC - \$1188**

**RECOMMEND:** Discussion and approve budget revisions and amendments.

---

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

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

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





# FUNDING AUTHORIZATION



## DIVISION OF SOCIAL SERVICES

FUNDING SOURCE: APS / CPS Assessments

EFFECTIVE DATE: 07/01/2020

AUTHORIZATION NUMBER: 1

### ALLOCATION PERIOD

FROM JUNE 2020 THRU MAY 2021 SERVICE MONTHS

FROM JULY 2020 THRU JUNE 2021 PAYMENT MONTHS

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization			Additional Allocation			Grand Total Allocation		
		Federal	State	Total	Federal	State	Total	Federal	State	Total
01	ALAMANCE	0	133,670	133,670	0	0	0	0	133,670	133,670
02	ALEXANDER	0	37,945	37,945	0	0	0	0	37,945	37,945
03	ALLEGHANY	0	10,444	10,444	0	0	0	0	10,444	10,444
04	ANSON	0	20,218	20,218	0	0	0	0	20,218	20,218
05	ASHE	0	30,567	30,567	0	0	0	0	30,567	30,567
06	AVERY	0	9,486	9,486	0	0	0	0	9,486	9,486
07	BEAUFORT	0	59,601	59,601	0	0	0	0	59,601	59,601
08	BERTIE	0	13,990	13,990	0	0	0	0	13,990	13,990
09	BLADEN	0	25,967	25,967	0	0	0	0	25,967	25,967
10	BRUNSWICK	0	94,671	94,671	0	0	0	0	94,671	94,671
11	BUNCOMBE	0	284,013	284,013	0	0	0	0	284,013	284,013
12	BURKE	0	107,415	107,415	0	0	0	0	107,415	107,415
13	CABARRUS	0	139,132	139,132	0	0	0	0	139,132	139,132
14	CALDWELL	0	91,796	91,796	0	0	0	0	91,796	91,796
15	CAMDEN	0	5,366	5,366	0	0	0	0	5,366	5,366
16	CARTERET	0	64,008	64,008	0	0	0	0	64,008	64,008
17	CASWELL	0	20,218	20,218	0	0	0	0	20,218	20,218
18	CATAWBA	0	198,062	198,062	0	0	0	0	198,062	198,062
19	CHATHAM	0	35,454	35,454	0	0	0	0	35,454	35,454
20	CHEROKEE	0	33,537	33,537	0	0	0	0	33,537	33,537
21	CHOWAN	0	10,349	10,349	0	0	0	0	10,349	10,349
22	CLAY	0	13,223	13,223	0	0	0	0	13,223	13,223
23	CLEVELAND	0	128,592	128,592	0	0	0	0	128,592	128,592
24	COLUMBUS	0	41,682	41,682	0	0	0	0	41,682	41,682
25	CRAVEN	0	71,866	71,866	0	0	0	0	71,866	71,866
26	CUMBERLAND	0	366,131	366,131	0	0	0	0	366,131	366,131
27	CURRITUCK	0	23,955	23,955	0	0	0	0	23,955	23,955
28	DARE	0	20,410	20,410	0	0	0	0	20,410	20,410
29	DAVIDSON	0	158,392	158,392	0	0	0	0	158,392	158,392
30	DAVIE	0	32,867	32,867	0	0	0	0	32,867	32,867
31	DUPLIN	0	56,630	56,630	0	0	0	0	56,630	56,630
32	DURHAM	0	170,561	170,561	0	0	0	0	170,561	170,561
33	EDGECOMBE	0	50,114	50,114	0	0	0	0	50,114	50,114
34	FORSYTH	0	244,726	244,726	0	0	0	0	244,726	244,726
35	FRANKLIN	0	14,181	14,181	0	0	0	0	14,181	14,181
36	GASTON	0	327,899	327,899	0	0	0	0	327,899	327,899
37	GATES	0	4,887	4,887	0	0	0	0	4,887	4,887
38	GRAHAM	0	12,840	12,840	0	0	0	0	12,840	12,840
39	GRANVILLE	0	38,903	38,903	0	0	0	0	38,903	38,903
40	GREENE	0	13,702	13,702	0	0	0	0	13,702	13,702
41	GUILFORD	0	296,949	296,949	0	0	0	0	296,949	296,949
42	HALIFAX	0	37,658	37,658	0	0	0	0	37,658	37,658
43	HARNETT	0	88,826	88,826	0	0	0	0	88,826	88,826
44	HAYWOOD	0	66,212	66,212	0	0	0	0	66,212	66,212
45	HENDERSON	0	116,518	116,518	0	0	0	0	116,518	116,518
46	HERTFORD	0	14,373	14,373	0	0	0	0	14,373	14,373
47	HOKE	0	55,384	55,384	0	0	0	0	55,384	55,384

# FUNDING AUTHORIZATION

	COUNTY	Initial (or Previous) Allocation Funding Authorization			Additional Allocation			Grand Total Allocation		
		Federal	State	Total	Federal	State	Total	Federal	State	Total
48	HYDE	0	2,587	2,587	0	0	0	0	2,587	2,587
49	IREDELL	0	125,621	125,621	0	0	0	0	125,621	125,621
50	JACKSON	0	34,975	34,975	0	0	0	0	34,975	34,975
51	JOHNSTON	0	119,201	119,201	0	0	0	0	119,201	119,201
52	JONES	0	8,145	8,145	0	0	0	0	8,145	8,145
53	LEE	0	25,776	25,776	0	0	0	0	25,776	25,776
54	LENOIR	0	50,593	50,593	0	0	0	0	50,593	50,593
55	LINCOLN	0	76,082	76,082	0	0	0	0	76,082	76,082
56	MACON	0	18,206	18,206	0	0	0	0	18,206	18,206
57	MADISON	0	15,810	15,810	0	0	0	0	15,810	15,810
58	MARTIN	0	20,889	20,889	0	0	0	0	20,889	20,889
59	MCDOWELL	0	50,306	50,306	0	0	0	0	50,306	50,306
60	MECKLENBURG	0	875,227	875,227	0	0	0	0	875,227	875,227
61	MITCHELL	0	21,176	21,176	0	0	0	0	21,176	21,176
62	MONTGOMERY	0	25,009	25,009	0	0	0	0	25,009	25,009
63	MOORE	0	80,298	80,298	0	0	0	0	80,298	80,298
64	NASH	0	55,289	55,289	0	0	0	0	55,289	55,289
65	NEW HANOVER	0	293,595	293,595	0	0	0	0	293,595	293,595
66	NORTHAMPTON	0	10,636	10,636	0	0	0	0	10,636	10,636
67	ONSLow	0	232,078	232,078	0	0	0	0	232,078	232,078
68	ORANGE	0	66,787	66,787	0	0	0	0	66,787	66,787
69	PAMLICO	0	7,570	7,570	0	0	0	0	7,570	7,570
70	PASQUOTANK	0	26,830	26,830	0	0	0	0	26,830	26,830
71	PENDER	0	56,534	56,534	0	0	0	0	56,534	56,534
72	PERQUIMANS	0	7,282	7,282	0	0	0	0	7,282	7,282
73	PERSON	0	27,884	27,884	0	0	0	0	27,884	27,884
74	PITT	0	117,285	117,285	0	0	0	0	117,285	117,285
75	POLK	0	21,560	21,560	0	0	0	0	21,560	21,560
76	RANDOLPH	0	112,973	112,973	0	0	0	0	112,973	112,973
77	RICHMOND	0	69,949	69,949	0	0	0	0	69,949	69,949
78	ROBESON	0	210,806	210,806	0	0	0	0	210,806	210,806
79	ROCKINGHAM	0	114,027	114,027	0	0	0	0	114,027	114,027
80	ROWAN	0	162,512	162,512	0	0	0	0	162,512	162,512
81	RUTHERFORD	0	103,582	103,582	0	0	0	0	103,582	103,582
82	SAMPSON	0	59,505	59,505	0	0	0	0	59,505	59,505
83	SCOTLAND	0	38,233	38,233	0	0	0	0	38,233	38,233
84	STANLY	0	54,618	54,618	0	0	0	0	54,618	54,618
85	STOKES	0	33,921	33,921	0	0	0	0	33,921	33,921
86	SURRY	0	39,766	39,766	0	0	0	0	39,766	39,766
87	SWAIN	0	16,960	16,960	0	0	0	0	16,960	16,960
88	TRANSYLVANIA	0	37,849	37,849	0	0	0	0	37,849	37,849
89	TYRRELL	0	3,929	3,929	0	0	0	0	3,929	3,929
90	UNION	0	118,243	118,243	0	0	0	0	118,243	118,243
91	VANCE	0	38,520	38,520	0	0	0	0	38,520	38,520
92	WAKE	0	392,578	392,578	0	0	0	0	392,578	392,578
93	WARREN	0	6,037	6,037	0	0	0	0	6,037	6,037
94	WASHINGTON	0	8,336	8,336	0	0	0	0	8,336	8,336
95	WATAUGA	0	13,032	13,032	0	0	0	0	13,032	13,032
96	WAYNE	0	100,804	100,804	0	0	0	0	100,804	100,804
97	WILKES	0	81,927	81,927	0	0	0	0	81,927	81,927
98	WILSON	0	73,782	73,782	0	0	0	0	73,782	73,782
99	YADKIN	0	25,967	25,967	0	0	0	0	25,967	25,967
100	YANCEY	0	15,523	15,523	0	0	0	0	15,523	15,523
150	Jackson Indian	0	0	0	0	0	0	0	0	0
187	Swain Indian	0	0	0	0	0	0	0	0	0
	Total	0	8,300,000	8,300,000	0	0	0	0	8,300,000	8,300,000

# FUNDING AUTHORIZATION

**FUNDING SOURCE:** APS / CPS Assessments

**CFDA Number:** State Funds

**CFDA Name:** State Funds

**Award Name:** State Funds

**Award Number:** State Funds

**Award Date:** State Funds

**Federal Agency:** State Funds

**GRANT INFORMATION:**

This funding authorization represents 100% State Funds.

**XS411 Heading:** APS/CPS COVID

**Tracked on XS411:** State Funding

**OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS**

**AUTHORIZED SIGNATURE**

**DATE:**



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HYDE COUNTY BOARD OF COMMISSIONERS 2019/2020 BUDGET REVISIONS

MEETING DATE  
10/5/2020

"+" EXP BUDGET	"-" EXP BUDGET
"-" REV BUDGET	"+" REV BUDGET

(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT
11/21	WIC	10-5970.0200	Salaries	\$ 975.59	
		10-5970.0500	FICA	\$ 90.88	
		10-5970.0700	Retirement	\$ 121.53	
		10-3480.0005	Women Infant Children revenue		\$ 1,188.00
			<b>TOTAL</b>	<b>\$ 1,188.00</b>	<b>\$ -</b>

NC DHHS increasing case load for WIC programs. Funds will be put into Salary for increased time in program. This increases budget, but no local appropriations are needed.

REQUESTED \_\_\_\_\_ DATE \_\_\_\_\_

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HYDE COUNTY BOARD OF COMMISSIONERS 2019/2020BUDGET REVISIONS

MEETING DATE  
10/5/2020

(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	BUDGET	
				DEBIT	CREDIT
10/21	Vidant HP	10-5835.3300	Supplies	\$ 5,000.00	
		10-3481.0057	Vidant Health Promotion - Revenue		\$ 5,000.00
			<b>TOTAL</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>

Grant funding received from Vidant Health for community blood pressure screening capabilities. This aligns and advances the Community Health Assessment priority of chronic disease. Funds will purchase the B/P machines for strategic placement within the community. **Budget is increased but no local appropriations are needed.**

REQUESTED \_\_\_\_\_ DATE \_\_\_\_\_

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

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

**Meeting Date:** October 5, 2020  
**Presenter:** Chair, Vice-Chair, Commissioners, Manager  
**Attachment:** No

**ITEM TITLE:** MANAGEMENT REPORTS

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

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

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

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

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

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

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

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

**Meeting Date:**           **October 5, 2020**  
**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.

# **Department Reports**



**Hyde SWCD Supervisors**

J. W. Spencer, Chairman

Daren Hubers, Vice Chair

Earl O'Neal, Sec/Treasurer

Chad Spencer, Member

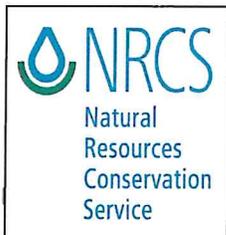
Darren Armstrong, Member



# CONSERVATION CONNECTIONS

Report to Commissioners

October 2020



Natural Resources Conservation Service

**Bill Gardiner, NRCS**

CONSERVATION PRACTICE STANDARD

**District Conservationist**

PUMPING PLANT CODE 533

**Anthony Hester, NRCS**

**Practice updated & available through NRCS**

**252-946-4989 ext.3**

A facility that delivers water at a designed pressure and flow rate. Includes the required pump(s), associated power unit(s), plumbing, appurtenances, and may include on-site fuel or energy source(s), and protective structures.

## PURPOSE

This practice may be applied as part of a resource management system to achieve one or more of the following purposes:

- Delivery of water for irrigation, watering facilities, wetlands, or fire protection
- Removal of excessive subsurface or surface water
- Provide efficient use of water on irrigated land
- Transfer of animal waste as part of a manure transfer system
- Improvement of air quality
- Reduce energy use

## CONDITIONS WHERE PRACTICE APPLIES

This practice applies where conservation objectives require the addition of energy to pressurize and transfer water to maintain critical water levels in soils, wetlands, or reservoirs; transfer wastewater; or remove surface runoff or groundwater.

## CRITERIA

### General Criteria Applicable to All Purposes

#### Pump requirements

Design flow rate, range of operating heads, and pump type shall meet the requirements of the application. Selection of pump materials shall be based on the physical and chemical qualities of the material being pumped and manufacturer's recommendations. (Practice standards continued on page 2)

### District Staff Activities

**NC Agriculture Cost Share Program Update**—we are now accepting applications for implementing best management practices.

#### Staff Training

**District Emergency Watershed Protection training on 9/22—9/23/2020**

**Nutrient Management & Rusle Plat Training.** Cruise Gibbs has completed first module of training and exam is schedule for 10/8/2020 in Raleigh.

**Area V Education Meeting on 9/9/2020 and Coastal Envirothon Committee meeting on 9/23/202.** Debbie Cahoon participated in both of those meetings.

#### District Requests for Information

**Request for information on a closed hog lagoon.**

**Request from Mecklenburg County for information on implementing a Special Use Drainage District .**

#### Ongoing District Work

**The District received an additional allocation of \$34,556 to conduct vegetative & sediment removal activities in the stream reaches proposed in Sections B1 & B2 in Hurricane Florence application. Total District allocations to date for Florence, Michael & Dorian is \$403,370.00.**

**Operation & Maintenance work on Swan Quarter Watershed is ongoing.**

**Earl O'Neal District Supervisor up for Commission Re-appointment in October.**

**Chad Spencer Commission appointed Supervisor filed in July 2020 for the elected seat currently held by Darren Armstrong who will vacate due to a change of residence to Beaufort County. Darren has served as a Hyde Soil & Water Conservation District Supervisor for 12 years. Darren has been instrumental in promoting the wise use and management of our natural resources and his dedicated service to the District has been immeasurable. We wish Darren all the best in his future endeavors.**

## Power units

Pump power units shall be selected based on the availability and cost of power, operating conditions, need for automation, and other site specific objectives. Power units shall match the pump requirements and be capable of operating efficiently and effectively within the planned range of conditions. The power unit shall be sized to meet the horsepower requirements of the pump, including efficiency, service factor, and environmental conditions.

Electric power units may include line power, photovoltaic panels, and wind or water powered turbines.

Electrical wiring shall meet the requirements of the National Electrical Code.

Renewable energy power units shall meet applicable design criteria in NRCS and/or industry standards, and shall be in accordance with manufacturer's recommendations.

## Variable Frequency Drives

The owner shall inform the electric power provider that a Variable Frequency Drive will be installed prior to installation, and be responsible for following requirements of the electric power provider.

The Variable Frequency Drive shall be protected against overheating.

## Contact Us :

Hyde Soil & Water  
Conservation District

Hyde Government  
Center, Suite #131

30 Oyster Creek  
Road

Swan Quarter, North  
Carolina 27885

252.926.4195  
252.926.5291

[dcahoon@hydecountync.gov](mailto:dcahoon@hydecountync.gov)  
OR [cruise.gibbs@hydecountync.gov](mailto:cruise.gibbs@hydecountync.gov).

visit our website at: [http://  
www.hydeswcdnc.org/](http://www.hydeswcdnc.org/)

*Water has a voice. It carries a message that tells those downstream who you are and how you care for the land. Bernie McGurl, Lackawanna River Association*

### Hyde SWCD Supervisors

J. W. Spencer, Chairman

Daren Hubers, Vice Chair

Earl O'Neal, Sec/Treasurer

Chad Spencer

**Darren Armstrong, Member**

**Moved to Beaufort Co. (Vacant Seat)**

*The District greatly appreciates the working relationship it has with individuals, county, state and federal agencies in getting conservation measures on the land to protect our natural resources. We will continue to strive to better our environment for future generations.*

### Hyde SWCD & NRCS Staff

Debbie Cahoon, District Administrator

Cruise Gibbs, NCACSP Technician

Bill Gardiner NRCS District Conservationist

Anthony Hester, NRCS Soil Conservation Tech

**HYDE COUNTY**

**SOIL & WATER**



**BUSINESS PLAN**

**FOR**

**FISCAL YEAR 2020/2021**

FISCAL YEAR 2020-2021 BUSINESS PLAN  
FOR THE  
HYDE SOIL AND WATER CONSERVATION DISTRICT  
AND  
USDA -NATURAL RESOURCES CONSERVATION SERVICE STAFF

## ORGANIZATION

The District is a governmental subdivision of the State, a public body corporate and politic, organized in accordance with the provisions of Chapter 139 of the General Statutes of North Carolina and is subject to the powers and restrictions as set forth in G.S. 139. Under this law, the District has the responsibility of conserving soil, water, and related natural resources within the District boundary. (When districts were first organized in 1937, their main responsibility was the control of soil erosion caused by water and wind.) The District board is made up of five supervisors: three elected (J.W. Spencer, Daren Hubers and Darren Armstrong) and two appointed (Earl O'Neal and Chad Spencer). The Board meets monthly to handle current business and stay up to date on environmental matters. Darren Armstrong will be vacating his elected seat this year due to relocation of residence to Beaufort County, North Carolina.

Annual and long-range programs of conservation and development within the District boundaries are developed and carried out with the assistance of local, state, and federal agencies. The Long-Range Program and Work Plan was updated in 2013. The North Carolina Agriculture Cost Share Program (initiated in 1984 as a pilot program and gradually extended to all counties) has been a great initiative to encourage landowners and landusers to apply best management practices (BMPs). The USDA-Natural Resources Conservation Service, working through a Mutual Agreement, is a major source of assistance. This agreement enables the District to furnish technical service to individuals, groups, and other agencies and units of government.

## DISTRICT SERVICES

The public is encouraged to use the assistance provided on request through the Hyde Soil and Water Conservation District. Assistance is generally provided without charge and without regard to race, color, sex, age, religion or national origin. The Hyde SWCD, with the assistance from USDA-Natural Resources Conservation Service, offers county residents/landowners the following:

1. Consultative Assistance
  2. Technical and Financial Assistance to Land Users
  3. Technical Assistance to Units of Government
  4. Informational and Educational Programs
-

FY 2020-2021 BUSINESS PLAN  
FOR THE  
HYDE SOIL AND WATER CONSERVATION DISTRICT  
AND  
USDA-NATURAL RESOURCES CONSERVATION SERVICE

GOALS:

1. **HIGH QUALITY, PRODUCTIVE SOILS** – The quality of intensively used soils is maintained or enhanced to enable sustained production of a safe, healthy and abundant food supply.
2. **CLEAN AND ABUNDANT WATER** – The quality of surface water and groundwater is improved and maintained to protect human health, support a healthy environment, and encourage a productive landscape. Additionally, water is conserved and protected to ensure an abundant and reliable supply for Hyde County.
3. **HEALTHY PLANT AND ANIMAL COMMUNITIES** – Grassland, rangeland and forest ecosystems are productive, diverse, and resilient; working lands and waters provide habitat for diverse and healthy wildlife, aquatic species, and plant communities; and, wetlands provide quality habitat for migratory birds and other wildlife, protect water quality, and reduce flood damages.
4. **CLEAN AIR** – Agriculture makes a positive contribution to local air quality and the Nation’s efforts to sequester carbon.
5. **AN ADEQUATE ENERGY SUPPLY** - Agricultural activities conserve energy and agricultural lands are a source of environmentally sustainable biofuels and renewable energy.
6. **WORKING FARMS AND RANCH LANDS** – Connected landscapes sustain a viable agricultural sector and natural resource quality.
7. **ENSURING CIVIL RIGHTS** – Establish an equal opportunity standard for excellence through a highly skilled workforce that is diverse at all levels and ensures a commitment to equal access to NRCS programs and services.
8. **IMPROVING INTERNAL MANAGEMENT** – Establish internal business processes that enable efficient program operations to provide high quality customer service and make effective use of the public investment.
9. **HUMAN CAPITAL MANAGEMENT** – Manage human capital strategically to ensure the right skills in the right location to deliver high quality products and services.
10. **ELECTRONIC GOVERNMENT** – Make effective use of Internet-based technology to provide customer focused service.
11. **FINANCIAL PERFORMANCE** - Improve the quality and timeliness of Federal financial information.
12. **BUDGET AND PERFORMANCE INTEGRATION** - Use performance information to manage activities and programs, justify requests for funds on the basis of the performance expected, and continually improve the efficiency of operations and program.

FY 2020-2021 BUSINESS PLAN FOR THE  
HYDE SOIL AND WATER CONSERVATION DISTRICT  
AND  
USDA-NATURAL RESOURCES CONSERVATION SERVICE

DISTRICT GOALS:

13. WORK WITH OTHER AGENCIES AND GROUPS TO PROMOTE CONSERVATION – Establish good working relationships in order to maximize conservation efforts.
14. CONTINUE AND STRENGTHEN INFORMATION AND EDUCATION PROGRAMS – Public education promotes conservation awareness.

GOAL 1. HIGH QUALITY, PRODUCTIVE SOILS – The quality of intensively used soils is maintained or enhanced to enable sustained production of a safe, healthy and abundant food supply.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Assist customers to apply conservation practices that improve soil quality on 3,000 acres using NCACSP and EQIP.	Staff	July-June	
2. Develop conservation plans on 2,500 acres.	Staff	July-June	
3. Continue support of Swan Quarter Watershed Project to control salt water intrusion on	Supervisors & Staff	July-June	

GOAL 2. CLEAN AND ADUNDANT WATER – The quality of surface and groundwater is improved and maintained to protect human health, support a healthy environment, and encourage a productive landscape. Additionally, water is conserved and protected to ensure an abundant and reliable supply for Hyde County.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Administer N.C. Agriculture Cost Share Program in Hyde County.	Supervisors & Staff	July-June	
2. Conduct five percent spotchecks of BMPs Conservation Tour.	Supervisors	January	
3. Promote Precision Ag Practices in EQIP.	Gardiner	Oct. – Feb.	
4. Publicize NCACSP allocation for Hyde County.	Gardiner Cahoon	October	
5. Review NCACSP applications and address needs as funding permits while addressing priorities as set in Strategy Plan.	Supervisors & Staff	Monthly	
6. Formulate plans and send NCACAP forms to Division.	Gibbs	January-April	
7. Draft NCACSP Strategy Plan for FY 2018.	Supervisors	May	
8. Perform monitoring reports on WRP easements.	Gardiner	September	
9. Make wetland determinations/delineations as requested for FSA as required by the Farm Bill.	Gardiner	July-June	
10. Fulfill CREP Agreement with DENR.	Gibbs Cahoon	July-June	
11. Manage Stream Debris allocated funds to remove Vegetative and sediment removal from stream reaches identified in applications for funding	Supervisors & Staff	Ongoing as needed	
12. Continue to oversee Operation & Maintenance of Swan Quarter Watershed	SQ Steering Com & Staff	Ongoing	

GOAL 3. HEALTHY PLANT AND ANIMAL COMMUNITIES – Grassland, rangeland and forest ecosystems are productive, diverse, and resilient; working lands and waters provide habitat for diverse and healthy wildlife, aquatic species, and plant communities; and, wetlands provide quality habitat for migratory birds and other wildlife, protect water quality, and reduce flood damages.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Monitor the WRP Program	Gardiner Gibbs	October	
2. Promote CP-33 practice in CRP.	Hester	July-June	
3. Keep Tar-Pamlico Local Advisory Committee active and keep County Commissioners informed.	Gardiner Gibbs	July-June	
4. Assist land users to obtain wildlife planting materials.	Staff	July-June	

GOAL 4. CLEAN AIR – Agriculture makes a positive contribution to local air quality and the Nation’s efforts to sequester carbon.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Continue to promote the use and adoption of long term no-till to reduce greenhouse emissions and increase carbon sequestration.	Gardiner	Ongoing	
2. Continue to promote tree planting practices through CRP on marginal cropland.	Hester	Ongoing	

GOAL 5. AN ADEQUATE ENERGY SUPPLY – Agricultural activities conserve energy and agricultural lands are a source of environmentally sustainable biofuels and renewable energy.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Continue to promote the use and adoption of long term no-till to reduce energy consumption.	Gardiner	Ongoing	

GOAL 6. WORKING FARMS AND RANCH LANDS – Connected landscapes sustain a viable agricultural sector and natural resource quality.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Support efforts to create a Vountary Ag District	Supervisors	July-June	
2. Hold easements for customers that want to preserve farms through the N.C. Agricultural Development and Farmland Preservation Trust Fund.	Supervisors	July-June	

GOAL 7. ENSURING CIVIL RIGHTS – Establish an equal opportunity standard for excellence through a highly skilled workforce that is diverse at all levels and ensures a commitment to equal access to NRCS programs and services.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Review Mutual, Operational, and Cooperative Working Agreements annually and incorporate discussion of EEO and CR opportunities and the benefits of diversity.	Gardiner	May	
2. Maintain Civil Rights Compliance Folder and Outreach Plan.	Gardiner	July- June	
3. Review EEO and CR policy and responsibilities with staff at regular staff meetings.	Gardiner	July-June	
4. Review PRS parity reports monthly and make adjustments in servicing as necessary to maintain parity.	Gardiner	July-June	
5. Contact all minority cooperators and landowners about conservation programs through Outreach activities.	Gardiner	July	
6. Seek updated list of minority landowners from FSA	Gardiner	July	
7. Send letter on available services and programs to minority leaders.	Gardiner	July	

GOAL 8. IMPROVING INTERNAL MANAGEMENT – Establish internal business processes that enable efficient program

operations to provide high quality customer service and make effective use of the public investment.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Report progress in PRS as practices are certified.	Gardiner Hester	Ongoing	
2. Review PRS.	Gardiner	Monthly	
3. Correct PRS errors.	Gardiner	Monthly	
4. Discuss workload and schedules.	Staff	Weekly	
5. Hold Staff Meetings.	Cahoon	Monthly	
6. Attend all DC Meetings.	Gardiner	Quarterly	
7. Attend all Department Head Meetings.	Cahoon	Monthly	

GOAL 9. HUMAN CAPITAL MANAGEMENT – Manage human capital strategically to ensure the right skills in the right location to deliver high quality products and services.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Use TSPs for nutrient and pest management plan development.	Gardiner	Ongoing	
2. Attend all required training.	Staff	Ongoing	
3. Review technical work of each employee during Quality Assurance and Spot Check processes.	Gardiner	Ongoing	

GOAL 10. ELECTRONIC GOVERNMENT – Make effective use of Internet-based technology to provide customer-focused service.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Study new computer forms for NCACSP.	Gibbs	July	
2. Website created for District and updated As needed.	Cahoon	July-June	

GOAL 11. FINANCIAL PERFORMANCE – Improve the quality and timeliness of Federal financial information.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Submit Requests for Payment as soon as possible and no later than the same month as received.	Halker Gibbs	July-June	

GOAL 12. BUDGET AND PERFORMANCE INTEGRATION – Use performance information to manage activities and Programs, justify requests for funds on the basis of the performance expected, and continually improve the efficiency of operations and program.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Provide PRS data for SWCD accomplishments	Cahoon	As requested.	

GOAL 13. WORK WITH OTHER AGENCIES AND GROUPS TO PROMOTE CONSERVATION – Establish good working relationships in order to maximize conservation efforts.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Work with FSA and CE to get important information in their newsletters.	Gardiner Cahoon	June-July	
2. Attend area and state association meetings for soil and water conservation districts.	Supervisors	November January February	
3. Continue working with Mattamuskeet NWR Manager to stabilize NC 94 across Lake Mattamuskeet.	Supervisors	June-July	
4. Continue Beaver Control Program for Hyde County.	Supervisors	September-November	
5. Attend local work group meetings as needed and review plans for CREP, CRP, EQIP, and CSP.	Supervisors	Monthly	
6. Receive updates on the RC&D Program and work to make the following measures realities.	Cahoon	Quarterly	

- Matchapungo Park (Mattamuskeet Foundation)
- Countywide Drainage Study
- Alligator Weed & Phragmites Spraying
- Longterm Maintenance of West and Quarter Canals
- CWMTF Project for Fairfield Drainage District

GOAL 14 CONTINUE AND STRENGTHEN INFORMATION AND EDUCATION PROGRAMS – Public education promotes conservation awareness.

<u>Action</u>	<u>Who</u>	<u>When</u>	<u>Accomplished</u>
1. Sponsor Annual Environmental Field Days for all fourth graders in the County.	Staff	November	
2. Conduct poster contest among third through sixth graders in the County & Ocracoke Island	Cahoon	March-April	
3. Install repaired sign on NC 94 near Fairfield Bridge	Staff	October- December	
4. Encourage Envirothon participation.	Staff	August	
5. Sponsor student attendance to Resource Conservation Workshop.	Supervisors	June	
6. Publish quarterly newsletters and annual report.	Cahoon	July-June	
7. Recognize Soil Stewardship Week.	Cahoon	April	
8. Co-sponsor HYDE Seek & Discover Day Camp with Hyde County 4-H , Hyde Co. Health Dept.& Mattamuskeet National Refuge	Staff	June	

Adopted this \_\_\_\_, day of October, 2020. The Hyde Soil and Water Conservation District's Business Plan for Fiscal Year 2020/2021.

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J.W. Spencer, Chairman

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Earl O'Neal, Secretary-Treasurer



**HYDE COUNTY COOPERATIVE EXTENSION  
COMMISSIONER REPORT  
SEPTEMBER 2020**

**SEPTEMBER PROGRAMS**

**Juvenile Crime Prevention Council (JCPC):** The H.Y.D.E. Kids program is currently in the process of gathering referrals from school administrators for potential enrollment. The program will service 15 youth in 3<sup>rd</sup>-5<sup>th</sup> grades. We will continue offering virtual services to our members as needed to address their individual service plans. We have some very cool ideas and opportunities that we will be offering our youth this year!

**4-H Club Update:** 4-H Club activities are still not allowed to meet face-to-face due to the pandemic. We will be starting our first virtual club meetings in October! We have revamped our clubs to be just as productive in an online setting until we are able to meet. Our 4-H Teen Council will be the main focus of our clubs to begin with as they will be responsible for determining the direction that they would like to see 4-H moving in. This group consists of 12-15 youth leaders in Hyde County and we are excited about the creativity and leadership that they will bring to the 4-H program. Our other clubs will build off the success of our 4-H Teen Council and will be offered certification courses and informational sessions moving forward.

**Other 4-H Updates:** Hyde County 4-H is planning to host some school enrichment programs to our local school system to help teachers enhance the youth experience during their lessons. Some of the options that will be available is the butterfly life cycle, vermicomposting, robotics, and many more.

**Wild Game Food Safety – From Field to Table Class, Sept 29 at 1:30pm:** basics of wild game food safety from field dressing through prep in the kitchen. This is a FREE, virtual class. Register here:  
<https://www.eventbrite.com/e/120433015391>

**Mobile Food Pantries:** Mailed recipe cards to mobile pantry sites for next 4 months. Scranton: 85 & Swan Quarter and Engelhard: 100 cards each, per month.

*UPCOMING Programming:*

**Wild Game Harvest Preservation Class Series:** intended in-person classes beginning late October for wild game meat processing; working to create NC Hunters for the Hungry drop-off site

**Mobile Refrigerated Local Foods Trailer:** Trailer received & beginning process to order equipment and supplies to complete build.

**Permanent Food Pantry Box:** preparation for building a permanent food pantry box for community to donate as needed/able while others can take from, as needed. Local church youth group to help maintain structure and notify if goods are becoming too low.

**New Videos Released**

I partnered with Washington County Ag Agent Jalyne Waters and Extension Entomologist Dr. Dominic Reisig to produce two videos on mid-season insect scouting in cotton and soybeans. These videos can be found on the Hyde and Tyrrell County Extension Portals. ([hyde.ces.ncsu.edu](http://hyde.ces.ncsu.edu) or [tyrrell.ces.ncsu.edu](http://tyrrell.ces.ncsu.edu))

## **Corn & Soybean Yield Contest**

Thirteen corn yield contest entries and one soybean yield contest entry has been measured in Hyde and Tyrrell Counties over the past month.

## **Virtual Blackland Farm Managers Tour**

All the video presentations for the 2020 Virtual Blackland Farm Managers Tour are available on the Beaufort County Extension YouTube page. Visit <https://tinyurl.com/y2snvxyr> to view the videos.

## **COVID PPE Distribution**

6,300 disposable masks, 2,200 reusable cloth masks, and 840 bottles of hand sanitizer have been distributed to Hyde and Tyrrell County farmers and fisherman.

## **Problem Calls/Questions**

- Nematodes in soybeans
- Soil samples for duck impoundments and wildlife food plots
- Wheat soil borne disease

## **September 20-26 is National Farm Safety & Health Week**

- September 21 – Tractor Safety & Rural Road Safety
- September 22 – Overall Farmer Health
- September 23 – Safety & Health for Youth in Agriculture
- September 24 – Emergency Preparedness in Agriculture
- September 25 – Safety & Health for Women in Agriculture

## **UPCOMING EVENTS**

4-H Southern Region Teen Leadership Conference (Virtual) - September 24-26, 2020

Hyde County 4-H Teen Council Recruitment - September 25, 2020

Hyde County 4-H Fishing Club Recruitment - October 1, 2020

Hyde County 4-H Photography Contest – October 1, 2020

NC 4-H Virtual Craft Fair - October 30, 2020

Hyde County 4-H Virtual 5K - October 30, 2020

NC 4-H Hay Bale Decorating Contest - November 6, 2020

Pesticide Re-Certification Classes – October 2020

***If there is anything that Hyde County 4-H can do to assist our youth in Hyde County, please contact Lee Brimmage. Check out our county website and Facebook page for updates and event news. Thank you for your continued support of Hyde County 4-H and Cooperative Extension.***

**Email:** [lee\\_brimmage@ncsu.edu](mailto:lee_brimmage@ncsu.edu)

**Website:** [hyde.ces.ncsu.edu](http://hyde.ces.ncsu.edu)

**Facebook:** [Hyde County 4-H](#)



## THE LOVE OF FALL...

BY NATALIE WAYNE, COUNTY EXTENSION DIRECTOR

What do you think of when you think of Fall in Hyde? Is it the beautiful sunsets and the cooler breeze?

What marks the start of fall for me is the first set of geese flying over the house during sunrise, the freshly picked corn field with the faint sound of grain dryers roaring in the air and the smell of a fresh, simmering pot of homemade soup on the stove.

I challenge everyone to take a minute today and remember what you are thankful for during this fall season.

HYDE EXTENSION  
NEWSLETTER

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# PROTECTING OUR FARMING COMMUNITY

BY ANDREA GIBBS, AGRICULTURE EXTENSION AGENT

The farming, fishing, and forestry industry is one of the most dangerous in the United States. Last year there were 26 reported injuries & fatalities in North Carolina. Six of these accidents occurred in Hyde and Washington Counties and four of them resulted in death. Hyde and Tyrrell County's biggest industries are agriculture, forestry, and fishing/hunting. It is important that we remain aware of how dangerous these industries are and try to identify and eliminate hazards. Even if you are not involved in one of these industries, we all encounter farm equipment on the roads.

- \*Always pay attention when driving and be aware, it is harvest season so there will be more farm equipment on the roads.
- \*When you see equipment on the road slow down, be patient, and only pass when it is safe and legal to do so.
- \*Farmers should ensure that tractors and equipment have a clean slow moving vehicle sign visible, make sure all lights are working, and remain alert every second they are on the road. Look up and look out for power lines when operating large equipment.
- \*Get plenty of rest and slow down. Accidents tend to happen when we are in a hurry.
- \*Train your workers on the hazards of working in and around grain bins.
- \*Do not enter a grain bin unless it is absolutely necessary.
- \*If you must enter a bin, make sure someone is with you in case you get into trouble.
- \*Shut the power off to augers and fans and lock out/tag out any unloading equipment to prevent someone from starting it while you are in the bin.
- \*Use safety harnesses if you must enter the bin. It only takes 4-5 seconds to become trapped in a grain bin.

The NC Agromedicine Institute is a great organization that promotes health and safety of farmers, fishermen, foresters, their workers and their families through research, prevention/intervention, and education/outreach. There are two programs available for EMS personnel and volunteer fire fighters, First on Scene and Grain Safety and Rescue. These programs help educate EMS personnel and fire fighters on farm dangers and how to safely respond to farm accidents.

IF YOU ARE INTERESTED IN  
LEARNING  
MORE ABOUT FARM SAFETY OR  
THE PROGRAMS AVAILABLE  
THROUGH THE NC  
AGROMEDICINE  
INSTITUTE PLEASE CONTACT  
ANDREA GIBBS, HYDE/TYRRELL  
COUNTY AG AGENT.



# CARVE OUT SOME FUN WITH 4-H

BY LEE BRIMMAGE,  
4-H YOUTH &  
DEVELOPMENT  
EXTENSION AGENT



Fall is here and we all know what that means - PUMPKINS!!! From your basic pumpkin spice lattes at the coffee shop, to pumpkin pies made from local farmers gardens, and of course the decorative pumpkins for Halloween and fall scenery!

Doesn't it upset you when your beautifully carved pumpkins decays after a few days? Well, Hyde County 4-H is here to provide a solution for that problem. Follow the five tips below to ensure your unique pumpkin will last as long as possible!

- PREP - Make sure your pumpkin is completely carved out and dry.
- LOCATION - Store your pumpkin in a dry, shaded, raised area away from pest.
- BATH TIME - Use a bleach water solution to clean your pumpkin. 3 tablespoons of bleach to every 3 gallons of water. Use a spray bottle for daily cleaning on carved areas.
- CARE - Rub petroleum jelly or olive oil around carved areas to slow decaying.
- LIGHTING - If you want to light up your pumpkin, use a battery-operated light.



WHILE YOU'RE AT IT, JOIN IN ON OUR  
HYDE COUNTY 4-H PUMPKIN CARVING CONTEST!  
SUBMISSIONS WILL BE DUE ON WEDNESDAY, OCTOBER 28, 2020!

WE WILL ALSO BE HAVING OUR  
ANNUAL SCURRY THE QUARTER VIRTUAL 5K RACE  
ON FRIDAY, OCTOBER 30, 2020!

SO, CARVE A PUMPKIN AND THEN JOIN IN ON A FUN RUN WITH  
HYDE COUNTY 4-H! WINNERS WILL BE ANNOUNCED ON RACE DAY WITH VARIOUS FUN  
PRIZES!

## "Falling Into A RUT?" BY MARYBETH MANN, JCPC COORDINATOR

Stress affects everyone! Did you know that stress can impact behavior, feelings and development in children? Do you know the signs of stress in children and what coping strategies are needed?

### Signs of Stress

Complaints about Stomachaches or Headaches  
Uncontrollable Crying  
Feeling Nervous  
Trouble Sleeping  
Anger Flares  
Acting Out  
Regression in Mastered Skills  
Clinging or Distant Behaviors  
Rebelling and Breaking Rules

### Coping Strategies for Stress

Notice Children's Behavior and Communicate  
Be Positive  
Encourage Children & Show You Care  
Acknowledge Feelings  
Avoid Shaming  
Structure Activities for Cooperation  
Spend Quality Time Together  
Ensure Good Nutrition and Proper Rest  
Host Regular, Safe Talks

# HYDE COUNTY COOPERATIVE EXTENSION

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8am - 5pm  
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