



BOARD OF COUNTY COMMISSIONER'S MEETING

Monday, May 1st, 2023

224 Seminary Street

Kenansville, N.C. 28349

The Duplin County Board of Commissioners met at 6:00 p.m. on Monday, May 1st, 2023 in the Commissioners Room located at 224 Seminary Street, Kenansville, NC.

Present: Commissioners Dexter B. Edwards; Elwood Garner; Jesse L. Dowe, III.; Wayne Branch; & Justin Edwards.

Also Present: Mr. Davis H. Brinson, County Manager/ Clerk to the Board; Trisha-Ann Hoskins, Administrative Officer /Deputy Clerk to the Board; Tracy Chestnutt, Finance Officer; and Mr. Tim Wilson, County Attorney.

Call to Order

The meeting was called to order by Chairman Edwards.

Invocation and Pledge of Allegiance

Invocation was given by Mr. George Futrelle, Assistant County Manager/Airport Director. The Board then led those in attendance in the pledge of allegiance to the flag of the United States of America.

Approval of the Meeting Agenda

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to approve the meeting agenda.

Approval of the Minutes – Governing Body

Motion was made by Commissioner Branch, seconded by Commissioner Garner, carried unanimously to approve the minutes of the April 17th, 2023 Board of Commissioners meeting as presented.

REGULAR MEETING AGENDA

CONSENT AGENDA

Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously to approve the consent agenda which consisted of: Budget Amendment Journal Entry Report; Tax and Solid Waste Releases-- # 20245-20255; Letter of Support for American Dream Homes of Carolina, LLC; Letter of Support for Next Generation Block Company; Supplemental Agreement between NC Dept. of Transportation and Duplin County regarding FY23 Community Transportation Program (5311- Capital) Additional Funding in the amount of \$77,745.00 for the Duplin County Public Transportation Department; Supplemental Agreement between NC Dept. of Transportation and Duplin County regarding FY22 Community Transportation Program (5311- Capital) Additional Funding in the amount of \$149,500.00 for the Duplin County Public Transportation Department; Bad Debt & Deceased Write Off for Health Department for the month of April,

2013; Bad Debt & Deceased Write Off for Emergency Medical Services for the month of April, 2013; Acceptance of NC Dept. of Health and Human Services; Division of Public Health Agreement Addendum 620 ARPA COVID-19 School Health Team Workforce in the amount of \$66,564.04 and approval of the Memorandum of Agreement between the Duplin County Health Department and the Duplin County Board of Education to provide temporary funding to purchase equipment for school nurses.

ITEMS TO BE MADE PART OF MINUTES

Administrative Budget Amendment Journal Entry Report

AGENDA

Public Comments

No Public Comments

End Public Comments

Mr. Davis H. Brinson, County Manager/Clerk to the Board, appeared before the Board to receive road/highway concerns from the members of the Board of County Commissioners and members of the public on behalf of the NC Department of Transportation.

Ms. Melisa Brown, Senior Services Director, appeared before the Board to recognize and present to the Board the 2023 Governors Volunteer Service Award to the following recipients:

- a. Ms. Doris Faye Hatcher, Medallion Recipient
- b. Mr. Albert Allen Alabaster
- c. Mrs. Connie B. Brinson
- d. Mr. Benjamin Marshall Bullard
- e. Mrs. Rhonda Campbell
- f. Snow Hill Community Outreach

The Governor's Volunteer Service award honors people who have shown concern and compassion for their neighbors by making a significant contribution in their community through volunteer service. The awards program, created by the Office of the Governor in 1979, recognizes North Carolina's most dedicated volunteers. Each county can submit up to ten nominations with special volunteer types and service categories. Melisa S. Brown, Duplin award coordinator, will read a short narrative for each recipient with a Commissioner presenting the certificate and service pin at meeting. Specific to Ms. Doris Hatcher, (medallion recipient) she will receive her official recognition at the North Carolina State Capitol in Raleigh on May 8, 2023.

Mr. Davis H. Brinson, County Manager/Clerk to the Board, appeared before the board on behalf of Melissa Kennedy, E-911 Addressing Coordinator, to hold a public hearing to receive public comments regarding a request from Phelps Property to name a lane off of Magnolia MHP (Mobile Home Park) Lane; Magnolia, NC in the Magnolia Township: Racoon Branch Lane.

Chairman D. Edwards Opens the Public Hearing.

No Public Comments

Chairman D. Edwards Closes the Public Hearing.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to approve the request from Phelps Property to name a lane off of Magnolia MHP (Mobile home Park) Lane; Magnolia, NC in the Magnolia Township: Racoon Branch Lane in accordance with the Duplin County Addressing & Road Naming Ordinance.

Mr. Davis H. Brinson, County Manager/Clerk to the Board, appeared before the board on behalf of Melissa Kennedy, E-911 Addressing Coordinator, to request a public hearing be scheduled on June 5th, 2023 to receive public comments regarding a request from Kaitlyn Sholar to name a lane in the 150 block of Durwood Evans Road; Beulaville, N.C. in the Limestone Township: White Orchard Lane.

Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously to schedule a public hearing on June 5th, 2023 to receive public comments regarding a request from Kaitlyn Sholar to name a lane in the 150 block of Durwood Evans Road; Beulaville, N.C. in the Limestone Township: White Orchard Lane in accordance with the Duplin County Addressing & Road Naming Ordinance.

Ms. Melisa Brown, Senior Services Director, appeared before the Board to request the reclassification of the Receptionist position (Grade 52) to Secretary II position (Grade 54). The Receptionist position has been posted on the County's website for four (4) months with very few applications received. Based on the needs of the department, Director Brown would like to reclassify the position as a Secretary II, Grade 54. The reclassification will address the core essentials which include clerical and limited accounting responsibilities. In addition to the requirements set forth by the state which incorporates the SHIP (Senior Health Insurance Information Program) coordinator role assisting Medicare beneficiaries and enrollments.

Motion was made by Commissioner Branch, seconded by Commissioner Dowe, carried unanimously to approve the request from the Senior Services Department to reclassify the Receptionist (Grade 52) position to a Secretary II (Grade 54), effective in the Fiscal Year 22-23 budget.

Mr. John Blackmore, Fire Chief of the Warsaw Fire Department (Stacy Britt Fire District), appeared before the Board to present a request to be considered to increase the Stacy Britt Fire District (serviced by the Warsaw Fire Department) tax rate by 1¢ (one cent), from \$0.07 to \$0.08 beginning in Fiscal Year 2023-24. This requested increase would provide financial resources to assist them in providing staffing for response to emergency incidents according to Chief Blackmore. Chief Blackmore was advised that the Board would take his request under consideration as it considers the FY24 county budget ordinance.

Mr. George Futrelle, Assistant County Manager/Airport Director, appeared before the Board to present the NC Forest Service Hangar Complex contracts. The NC Division of Aviation has approved additional work to be performed at the NC Forest Service Complex aircraft parking apron. This work includes adding a concrete helicopter parking pad and adding some additional concrete between their two (2) hangars.

Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously to approve Contract Amendment #3 with AVCON, airport engineering firm, for construction phase services in the amount of \$12,257; and approve service contract with River Landing Builders in the amount of \$98,700 regarding additional work to be performed at the NC Forest Service Hangar Complex at the Duplin County Airport.

Mr. George Futrelle, Assistant County Manager/Airport Director, appeared before the Board to present the Fuel Farm Design/Bid Grant. The NC Dept. of Transportation: Division of Aviation has awarded Duplin County the sum of \$100,431.00 for the purpose of designing and bidding a new fuel farm project. This project is 100% funded by Federal Aviation Administration (FAA) Non-Primary Entitlement (NPE) grant funds and there is no cost to Duplin County. This is to design a new Jet-A and Avgas fuel system to replace the existing fuel facility that was purchased and installed in 1994.

Motion was made by Commissioner Garner, seconded by Commissioner Dowe, carried unanimously to accept the Federal Aviation Administration (FAA) Non-Primary Entitlement (NPE) grant funds in the amount of \$100,431.00 and the associated project resolution; approve the Work Authorization No. 7 with Parrish & Partners of North Carolina, PLLC in

the amount of \$99,931.00 for the purpose of designing and bidding the proposed new fuel farm project at the Duplin County Airport.

Mr. Davis H. Brinson, County Manager/Clerk to the Board, appeared to make general announcements and/or updates.

Motion was made by Commissioner Dowe, seconded by Commissioner Garner, carried unanimously to go out of open session and enter into closed session to discuss legal matters pursuant to NCGS§143-318.11 (a) (3) and NCGS § 143-318 (a) (6) for personnel matters.

Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously to go out of closed session and enter back into open session.

Motion was made by Commissioner J. Edwards, seconded by Commissioner Garner, carried unanimously to recess until Monday, May 15th, 2023 at 6:00 p.m. for a Commissioners Meeting at the Administrative Building located at 224 Seminary Street in Kenansville, N.C.



Davis H. Brinson
Clerk to the Board



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2023	10	226	BUA	04/12/2023	04/12/2023	050123	chelsey.lanier	1	N	Hist	2023		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB	
ACCOUNT DESCRIPTION													
1	4230	43520					T	REPAIRS & MAINTENANCE EQUIPME				300.00	9,950.00
2	4230	43111					T	TRAINING				250.00	
3	4230	43540					T	SOFTWARE MAINTENANCE				9,400.00	
4	4230	42600					T	OFFICE SUPPLIES					600.00
5	5129	44500					T	INSURANCE AND BONDS				100.00	
6	5129	42600					T	OFFICE SUPPLIES				500.00	
7	5129	42980					T	PROGRAM SUPPLIES					
JOURNAL TOTAL											0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	10	253	BUA	04/13/2023	04/13/2023	050123	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB
ACCOUNT DESCRIPTION												
1	6110	43540					T	SOFTWARE MAINTENANCE				1,218.49
2	6110	44910					T	DUES AND SUBSCRIPTIONS				1,218.49
** JOURNAL TOTAL											0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	10	474	BUA	04/24/2023	04/24/2023	050123	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB
ACCOUNT DESCRIPTION												
1	4180	42600					T	OFFICE SUPPLIES				350.00
2	4180	43250					T	POSTAGE				350.00

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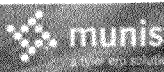


JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	10	474	BUA	04/24/2023	04/24/2023	050123	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION		DEBIT		CREDIT OB	
3	4180	41990					T	ACCOUNT DESCRIPTION				
							T	PROFESSIONAL SERVICES				125.00
4	4180	42724					T			125.00		
5	4230	43520					T	CREDIT CARD CHARGES				
6	4230	43111					T	REPAIRS & MAINTENANCE EQUIPME				9,970.00
7	4230	43540					T	TRAINING		5,070.00		
8	4230	42600					T	SOFTWARE MAINTENANCE		1,000.00		
9	4530	43520					T	OFFICE SUPPLIES		3,900.00		
10	4530	42700					T	REPAIRS & MAINTENANCE EQUIPME				300.00
11	4370	43520					T	CONCESSION EXPENSE		300.00		
12	4370	42120					T	REPAIRS & MAINTENANCE EQUIPME				5,000.00
13	4370	42490					T	UNIFORMS				1,000.00
14	4370	44910					T	VEHICLE SUPPLIES		5,000.00		
15	4324	41990					T	DUES AND SUBSCRIPTIONS		1,000.00		
16	4324	43520					T	PROFESSIONAL SERVICES				1,696.77
17	6160	43031					T	REPAIRS & MAINTENANCE EQUIPME		1,696.77		
18	6160	42022					T	EVENT EXPENSES				6,750.00
19	6160	42490					T	EVENTCONTRACT LABOR		5,000.00		
20	6160	42724					T	VEHICLE SUPPLIES		800.00		
21	6160	44910					T	CREDIT CARD CHARGES		400.00		
22	6160	43520					T	DUES AND SUBSCRIPTIONS		250.00		
23	4952	43110					T	REPAIRS & MAINTENANCE EQUIPME		300.00		
							T	TRAVEL				603.33

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Program ID: gicjeineq

Duplin County, NC

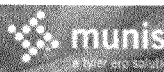


JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	10	474	BUA	04/24/2023	04/24/2023	050123	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
24	4952	43111					T				574.00	
25	4952	42381					T	TRAINING				156.60
26	4952	40121					T	EDUCATIONAL SUPPLIES				
										1,333.93		
								SALARIES				
** JOURNAL TOTAL										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	10	511	BUA	04/24/2023	04/24/2023	050123	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	5113	44300					T					100.00
2	5111	42600					T	RENT		100.00		
3	5181	42990					T	OFFICE SUPPLIES				157.00
4	5181	43110					T	INCENTIVES		157.00		
5	7134	43510					T	TRAVEL				1,000.00
6	7136	43510					T	REPAIRS BUILDING AND GROUNDS				1,000.00
7	7135	43510					T	REPAIRS BUILDING AND GROUNDS				800.00
8	7134	42950					T	REPAIRS BUILDING AND GROUNDS	1,000.00			
9	7136	42950					T	CHEMICALS	1,000.00			
10	7135	42950					T	CHEMICALS	800.00			
11	6110	43540					T	CHEMICALS				500.00
12	6110	44910					T	SOFTWARE MAINTENANCE	500.00			
13	5114	42980					T	DUES AND SUBSCRIPTIONS				200.00
							T	PROGRAM SUPPLIES				

Duplin County, NC



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	10	511	BUA	04/24/2023	04/24/2023	050123	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
14	5173	44300					T					199.00
15	5182	41990					T	RENT				425.96
16	5114	42500					T	PROFESSIONAL SERVICES				
17	5173	42980					T	VEHICLE GASOLINE	200.00			
18	5182	40121					T	PROGRAM SUPPLIES	199.00			
19	5182	40181					T	SALARIES	293.88			
20	5182	40183					T	SOCIAL SECURITY	22.24			
21	5182	40184					T	HOSPITAL INSURANCE	73.89			
22	5182	40182					T	Life Insurance	.19			
							T	RETIREMENT	35.76			
** JOURNAL TOTAL									0.00	0.00		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	10	530	BUA	04/25/2023	04/25/2023	050123	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	4530	43520					T					200.00
2	4530	42700					T	REPAIRS & MAINTENANCE	EQUIPME	200.00		
								CONCESSION EXPENSE				
** JOURNAL TOTAL										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2023	10	540	BUA	04/25/2023	04/25/2023	050123	chelsey.lanier	1	N	Hist	2023		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION													

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	10	540	BUA	04/25/2023	04/25/2023	030123	chelsey.lanier	1	N	Hist	2023	

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2023	10	590	BUA	04/26/2023	04/26/2023	050123	050123	050123	050123	chelsey, janier	1	N	Hist	2023			
ACCOUNT DESCRIPTION																	
1	4310	44910								T							1,000.00
DUES AND SUBSCRIPTIONS																	
2	4310	43250								T							1,000.00
POSTAGE																	

*** END OF REPORT ~ Generated by CHELSEY LANIER ***

LL 4-24-23
CW 4-24-23

DUPUN COUNTY
TAX AND SOLID WASTE REQUEST
RELEASE DATE MAY 1, 2023

RELEASE NUMBER	NAME	TOWNSHIP	TOWN	FIRE DISTRICT	TAX YEAR	ACCOUNT NUMBER	COUNTY TAX	CAPITAL FUND	TOWN TAX	FIRE DISTRICT	LATE LIST PENALTY	SOLID WASTE	TOTAL RELEASE	REASON FOR RELEASE
20246	FLORENCIO, PRASDIZ	02	1-79		2022	2847632	\$ 14.30	\$ 0.40	\$ 3.10		\$ -0.60	\$ 90.00	\$ 7.45	SOLD SWMH IN 2021
20247	FLORENCIO, PRASDIZ	02			2017	2847632					\$ 1.47	\$ 90.00	\$ 16.17	SWMH LOCATED IN TOWN OF FAISON
20248	FLORENCIO, PRASDIZ	02			2016	2847632						\$ 90.00	\$ 90.00	SWMH LOCATED IN TOWN OF FAISON
20249	FLORENCIO, PRASDIZ	02			2015	2847632						\$ 90.00	\$ 90.00	SWMH LOCATED IN TOWN OF FAISON
20250	FLORENCIO, PRASDIZ	02			2014	2847632						\$ 90.00	\$ 90.00	SWMH LOCATED IN TOWN OF FAISON
20251	PRAXEDIS, FLORENCIO	02			2020	7028384	\$ 14.30	\$ 0.40			\$ 1.47	\$ 90.00	\$ 16.17	SWMH DOUBLE LISTED
20252	PRAXEDIS, FLORENCIO	02			2019	7028384	\$ 14.30	\$ 0.40			\$ 1.47	\$ 90.00	\$ 16.17	SWMH DOUBLE LISTED
20253	STERLING, JANET P.	08			2022	8219539	\$ 440.44	\$ 12.32				\$ 452.76	\$ 452.76	BUILDINGS WENT WITH LAND SOLD IN 2021
20256	WALKER, JASMON VANN	12			2020	8999780	\$ 8.12	\$ 0.23			\$ 0.84	\$ 9.19	\$ 9.19	DOES NOT OWN MYT TRAILER
20257	EMERGENCY ENERGY SYSTEMS	09			2022	000000275	\$ 3.58	\$ 0.10			\$ 0.68	\$ 4.36	\$ 4.36	MYT DOUBLE LISTED FOR 2022
20258	WALKER, JASMON VANN	12			2022	8999780	\$ 7.31	\$ 0.20			\$ 1.44	\$ 8.95	\$ 8.95	DOES NOT OWN MYT TRAILER
20259	WALKER, JASMON VANN	12			2021	8999780	\$ 8.12	\$ 0.23			\$ 1.60	\$ 9.95	\$ 9.95	DOES NOT OWN MYT TRAILER
	GRAND TOTAL						\$ 510.47	\$ 14.28	\$ -	\$ -	\$ 8.97	\$ 360.00	\$ 893.72	
SUBMITTED BY: <i>[Signature]</i>										DATE APPROVED: 5-1-2023				
FINAL APPROVAL BY: <i>[Signature]</i>														

Davis H. Brisson
County Manager/Clerk to the Board

George H. Furelle
Assistant County Manager

J. Timothy Wilson
County Attorney



Board of County Commissioners
Elwood Garner, Vice Chair - District 1
Dexter B. Edwards, Chair - District 2
Justin Edwards - District 3
Jesse L. Dove, III. - District 4
Wayne E. Branch - District 5

224 Seminary Street, Post Office Box 910
Kenansville, North Carolina 28349
Office: (910) 296-2100 Fax: (910) 296-2107

May 1, 2023

Mr. Rocco Villari, Managing Partner
American Dream Homes of Carolina, LLC
1015 Ashes Drive, Suite 102
Wilmington, North Carolina 28405-8338

RE: Letter of Support American Dream Homes of Carolina, LLC

Dear Mr. Villari,

The Duplin County Board of Commissioners were made aware of your non-profit and its mission at our meeting held on April 17, 2023. The Board wishes to express our strong support for American Dream Homes of Carolina, LLC. Duplin County has a recognized lack of affordable housing, and therefore, we embrace your mission to improve the lives of those living in rural communities by providing them with the American Dream of owning a home.

The Duplin County Board of County Commissioners supports your philanthropic endeavors. As such, we look forward to a strong partnership with American Dream Homes of Carolina, LLC as you endeavor to support and meet our citizens housing needs.

Sincerely,

Dexter B. Edwards, Chairman
Duplin County Board of Commissioners

Davis H. Brisson
County Manager/Clerk to the Board

George H. Furelle
Assistant County Manager

J. Timothy Wilson
County Attorney



Board of County Commissioners
Elwood Garner, Vice Chair - District 1
Dexter B. Edwards, Chair - District 2
Justin Edwards - District 3
Jesse L. Dove, III. - District 4
Wayne E. Branch - District 5

224 Seminary Street, Post Office Box 910
Kenansville, North Carolina 28349
Office: (910) 296-2100 Fax: (910) 296-2107

May 1, 2023

Mr. Joe Villari, CEO
Next Generation Block Company
1015 Ashes Drive, Suite 102
Wilmington, North Carolina 28405-8338

RE: Letter of Support for Next Generation Block Company

Dear Mr. Villari,

The Duplin County Board of Commissioners were made aware of Next Generation Block Company at our meeting held on April 17, 2023. We were impressed and intrigued with the presentation and wish to express our strong support for your company. It is our hope that your plans for capital investment, through the physical upgrades to an existing building here in the County, along with the associated creation of local jobs, will greatly benefit our citizens and local economy.

The Duplin County Board of Commissioners fully supports your efforts. It goes without saying that we are fully committed to our local businesses and industries. That being said, please rest assured that we will do all that we can to support NextGen Block as you seek to provide quality materials for the construction of homes.

Sincerely,

Dexter B. Edwards, Chairman
Duplin County Board of Commissioners

INSTRUCTIONS FOR EXECUTING GRANT AGREEMENTS
PUBLIC BODY GRANTEES

Included in this correspondence is an electronic file in a PDF format of the grant agreement(s) to be executed between the local grant recipient and the North Carolina Department of Transportation.

1. The person officially authorized by resolution of the governing body to accept the department's offer of financial assistance should electronically sign each agreement where indicated. The signature must be witnessed. Stamped signatures are not acceptable.
 2. Enter your agency's Federal Tax ID Number and Fiscal Year-End on the signature page. Complete the section on the table for Contract Administrators. For the Contractor: "If Delivered by US Postal Service" and "If Delivered by Any Other Means".
 3. Do not date the agreements. This will be done upon execution by the department.
 4. Return 1 copy within thirty (30) days via DocuSign.
- A fully executed agreement will be returned to you via email and will be available for review in EBS upon the approval of your Agreement.
- In the event the contract cannot be returned within thirty (30) days, please call me immediately at (919) 707-4672.
- Please note that the department cannot reimburse the grant recipient for any eligible project expenses until the agreements are fully executed.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

March 15, 2023

J. ERIC BOYETTE
SECRETARY

Mr. Dexter Edwards, Chairperson
Duplin County Board of Commissioners
Post Office Box 910
Kenansville, North Carolina 28349-0910

RE: FY23 Community Transportation Program (Section 5311)
Project No.: 23-CT-012-01
WBS Element No.: 36233.35.24.3 (Capital I)
36233.35.24.4 (Capital II)

Period of Performance: 7/1/2022 – 6/30/2025

Dear Mr. Edwards:

On March 01, 2023, the North Carolina Board of Transportation approved additional funds in the amount of \$77,745 to amend Section 5311 Community Transportation Grant Program.

Originals of the supplemental agreement to be executed between Duplin County and the North Carolina Department of Transportation are enclosed. The resolution authorizes the Chairperson to enter into this agreement on behalf of your agency.

If you have any question related to the grant agreement, please contact Myra Freeman, Financial Manager at 919-707-4672 or your assigned Accounting Specialist. In any correspondence, please reference your assigned project number, WBS element, Agreement number and period of performance referenced on this letter.

Sincerely,


Ryan Braunfield
Director

RB:mf
Attachments

Mailing Address
NC DEPARTMENT OF TRANSPORTATION
INTEGRATED MOBILITY DIVISION
1350 MAIL SERVICE CENTER
RALEIGH, NC 27699-1350

Telephone: 919-707-2600
Fax: 919-733-1391
Customer Service: 1-877-368-4968
Website: www.ndot.gov

Location:
1 SOUTH WILMINGTON STREET
RALEIGH, NC 27601

STATE OF NORTH CAROLINA
COUNTY OF WAKE
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

and
DUPLIN COUNTY
NONURBANIZED AREA PUBLIC TRANSPORTATION SUPPLEMENTAL
AGREEMENT FOR
COMMUNITY TRANSPORTATION RURAL FORMULA GRANT
PROGRAM

Federal Award Identification

Agreement Number: 2000062430
NCDOT Project Number: 23-CT-012-01
Approved Indirect Cost Rate: N/A
FAIN Number(s): NC-2022-034-00
CFDA Number: 20.509
UEI Number: KZM4GK5262K3
Total Amount of Award (Federal): \$294,670

THIS SUPPLEMENTAL AGREEMENT entered into this the _____ day of _____, 20____ by and between DUPLIN COUNTY (hereinafter referred to as the "Contractor"), and the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as the "Department"), witnesseth that:

WHEREAS, the Contractor heretofore entered into an agreement with the Department to implement, carry out capital projects funded with Federal Transit Administration 5311 grant program funds administered by the State; and

WHEREAS, the said agreement dated JULY 7, 2022 sets forth the purpose of the Agreement and the public transportation capital projects and services as described in the project application (hereinafter referred to as "Project") properly prepared, endorsed, approved and transmitted by the Contractor to the Department, and states the terms and conditions as to the manner in which the Project will be undertaken; and

WHEREAS, the Agreement allows for the Contractor and the Department to revise or amend the agreement when there is a change in project circumstances or information causing an inconsistency with the terms of the Agreement and requires said agreement to be signed by the original signatories or their authorized designees; and

WHEREAS, the Contractor and Department find it necessary to revise the Project Agreement to correct language in Section 3: Period of Performance and Section 5: Cost of Project/Project Budget.

NOW THEREFORE, in consideration that the Department has determined that the Agreement be revised as follows:

That language appearing in Section 3 of the agreement and reading as follows:

3. Period of Performance:

This Agreement shall commence upon the date of execution with a period of performance for all expenditures that extends from JULY 1, 2022, to JUNE 30, 2024 Any requests to change the Period of Performance must be made in accordance with the policies and procedures established by the Department or FTA. The Subrecipient shall commence, carry on, and complete the approved Project in a sound, economical, and efficient manner.

That language appearing in Section 5 of the agreement and reading as follows:
Section 5: Project Implementation.

b. Cost of Project: The total cost of the Project approved by the Department is TWO HUNDRED SIXTEEN THOUSAND NINE HUNDRED TWENTY-FIVE DOLLARS (\$216,925) as set forth in the Project Description and Budget, incorporated into this Agreement as Attachment A. The Department shall provide, from Federal, the percentages of the actual net cost of the Project as indicated below, not in excess of the identified amounts for eligible administrative, operating, and capital expenses. The Contractor hereby agrees that it will provide the percentages of the actual net cost of the Project, as indicated below, and any amounts in excess of the Department's maximum (Federal). The net cost is the price paid minus any refunds, rebates, or other items of value received by the Contractor which have the effect of reducing the actual cost.

Capital I	Capital Total	Capital Federal (80%)	Capital State (10%)	Capital Local (10%)
WBS 36233.35.24.3	\$211,605	\$169,284	\$21,160	\$21,161
Agreement #: 200062431				
Capital II	Capital Total	Capital Federal (80%)	Capital State (10%)	Capital Local (10%)
WBS 36233.35.24.4	\$5,320	\$4,256	\$532	\$532
Agreement #: 200062430				

Project	Project	Project	Project
Total	Total	Total Federal	Total State
	\$216,925	\$173,540	\$21,692
			\$21,693

Be, and hereby amended and revised to read as follows:

Section 3. Period of Performance.

This Agreement shall commence upon the date of execution with a period of performance for all expenditures that extends from JULY 1, 2022 to JUNE 30, 2025.

Section 5. Project Implementation.

b. Cost of Project. The Project Capital budget is increased by \$77,745 to provide additional funding for the purchase of vehicles due to the increase in price. The project budget is amended as follows: Federal: \$235,736, State: \$37,241, Local: \$21,693.

c. The project budget is hereby amended to incorporate the total cost of the Project approved by the Department as TWO HUNDRED NINETY-FOUR THOUSAND SIX HUNDRED SEVENTY DOLLARS (\$294,670) The Department shall provide, from Federal funds, the percentages of the actual net cost of the Project as indicated below, not in excess of the identified amounts for eligible administrative, operating, and capital expenses. The Contractor hereby agrees that it will provide the percentages of the actual net cost of the Project, as indicated below, and any amounts in excess of the Department's maximum (Federal plus State shares). The net cost is the price paid minus any refunds, rebates, or other items of value received by the Contractor which have the effect of reducing the actual cost.

Capital I	Capital	Capital	Capital	Capital
WBS	Total	Federal (80%)	State (12.89%)	Local (7.31%)
36233.35.24.3	\$289,350	\$231,480	\$36,709	\$21,161
Agreement #:	2000062431			
Capital II	Capital	Capital	Capital	Capital
WBS	Total	Federal (80%)	State (10%)	Local (10%)
36233.35.24.4	\$5,320	\$4,256	\$532	\$532
Agreement #:	2000062430			
Project	Project	Project	Project	Project
Total	Total	Total Federal	Total State	Total Local
	\$294,670	\$235,736	\$37,241	\$21,693

IN WITNESS THEREOF, this Supplemental Agreement has been executed by the Department, an agency of the State of North Carolina, and DUPLIN COUNTY, the Contractor, by and through a duly authorized representative, and is effective the date and year first above written. By reference, this Supplemental Agreement incorporates and extends all of the provisions of the attached "Agreement" dated JULY 7, 2022.

DUPLIN COUNTY

BY:

TITLE:

CHARLES R. JOHNSON

ATTEST:

TITLE:

DEPUTY CLERK /ADMIN OFFICE

NORTH CAROLINA DEPARTMENT OF

TRANSPORTATION

BY:

TITLE:

DEPUTY SECRETARY FOR MULTI-MODAL

TRANSPORTATION

ATTEST:

TITLE:

APPENDIX A

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION

PROJECT NUMBER: 23-CT-012-01
APPROVED BUDGET SUMMARY
EFFECTIVE DATE MARCH 1, 2023

PROJECT SPONSOR: DUPLIN COUNTY
PROJECT DESCRIPTION: FY23 COMMUNITY TRANSPORTATION PROGRAM

I. TOTAL PROJECT EXPENDITURES

DEPARTMENT - 4623 CAPITAL I - BUS, ROLLING STOCK	36233.35.24.3	\$299,260
PERIOD OF PERFORMANCE JULY 01, 2022 - JUNE 30, 2025		
DEPARTMENT 4623 - CAPITAL II - SIGNAL & COMMUNICATIONS EC	36233.35.24.4	\$6,320
PERIOD OF PERFORMANCE JULY 01, 2022 - JUNE 30, 2025		

II. TOTAL PROJECT FUNDING

CAPITAL I - ROLLING STOCK AGREEMENT #	36233.35.24.3	100%	\$299,260	80%	\$231,408	12.69%	\$38,709	7.31%	\$21,161
CAPITAL II - SIGNAL & COMMUNICATION EQUIP AGREEMENT #	36233.35.24.4	100%	\$5,320	80%	\$4,256	10%	\$532	10%	\$532
TOTAL BUDGET			\$294,570		\$235,736		\$37,241		\$21,693

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
APPROVED PROJECT BUDGET

PROJECT: 23-CT-012-01
SPONSOR: DUPLIN COUNTY
WBS: 36233.35.24.3

DEPARTMENT 4623 - CAPITAL I - BUS, ROLLING STOCK

OBJECT	DESCRIPTION	APPROVED BUDGET
G548	Raised Roof Van w/lift (Replacement)	\$210,265
G591	Van Lettering/Logos	\$1,350

TOTAL CAPITAL I BUDGET \$211,605

WBS: 36233.35.24.4

DEPARTMENT 4623 - CAPITAL II - SIGNAL & COMMUNICATIONS EC

OBJECT	DESCRIPTION	APPROVED BUDGET
G626	Mobile Data Devices	\$5,320

TOTAL CAPITAL II BUDGET \$5,320

TOTAL CAPITAL BUDGET \$216,925

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
APPROVED PROJECT BUDGET

PROJECT: 23-CT-012-01
SPONSOR: DUPLIN COUNTY
WBS: 36233.35.24.3

DEPARTMENT 4623 - CAPITAL I - ROLLING STOCK

TITLE	DESCRIPTION	APPROVED BUDGET	CHANGE +/-	PROPOSED BUDGET
G648	Raised Roof Van w/lift (Replacer	\$210,255	\$77,745	\$288,000
G691	Veh Lettering/Logos	\$1,350		\$1,350
TOTAL CAPITAL I BUDGET		\$211,605	\$77,745	\$289,350

WBS 36233.35.24.4

DEPARTMENT 4623 - CAPITAL II - SUPPORT EQUIP AND FACILITIES

TITLE	DESCRIPTION	APPROVED BUDGET	CHANGE +/-	PROPOSED BUDGET
G526	Mobile Data Devices	\$5,320		\$5,320
TOTAL CAPITAL II BUDGET		\$5,320		\$5,320
TOTAL CAPITAL BUDGET		\$216,925	\$77,745	\$294,670

INSTRUCTIONS FOR EXECUTING GRANT AGREEMENTS
PUBLIC BODY GRANTEEES

Included in this correspondence is an electronic file in a PDF format of the grant agreement(s) to be executed between the local grant recipient and the North Carolina Department of Transportation.

1. The person officially authorized by resolution of the governing body to accept the department's offer of financial assistance should electronically sign each agreement where indicated. The signature must be witnessed. Stamped signatures are not acceptable.
2. Enter your agency's Federal Tax ID Number and Fiscal Year-End on the signature page. Complete the section on the table for **Contract Administrators**. For the Contractor: "If Delivered by US Postal Service" and "If Delivered by Any Other Means".
3. Do not date the agreements. This will be done upon execution by the department.
4. Return 1 copy within thirty (30) days via DocuSign.

A fully executed agreement will be returned to you via email and will be available for review in EBS upon the approval of your Agreement.

In the event the contract cannot be returned within thirty (30) days, please call me immediately at (919) 707-4672.

Please note that the department cannot reimburse the grant recipient for any eligible project expenses until the agreements are fully executed.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

March 21, 2023

J. ERIC BOYETTE
SECRETARY

Mr. Dexter Edwards, Chairperson
Duplin County Board of Commissioners
Post Office Box 910
Kenansville, North Carolina 28349-0910

RE: FY22 Community Transportation Program (Section 5311)
Project No. 22-CT-012-01
WBS Element No: 36233.35.23.1 (Admin)
36233.35.23.3 (Capital I)
36233.35.23.4 (Capital II)
36233.35.23.5 (Capital I)
Period of Performance: 7/1/2021 – 6/30/2025

Dear Mr. Edwards:

On March 1, 2023, the North Carolina Board of Transportation approved additional funds in the amount of \$149,500 to amend Section 5311 Community Transportation Grant Program.

Originals of the supplemental agreement to be executed between Duplin County and the North Carolina Department of Transportation are enclosed. The resolution authorizes the Chairperson to enter into this agreement on behalf of your agency.

If you have any question related to the grant agreement, please contact Myra Freeman, Financial Manager at 919-707-4672 or your assigned Accounting Specialist. In any correspondence, please reference your assigned project number, WBS element, Agreement number and period of performance referenced on this letter.

Sincerely,

Ryan Brumfield
Director

RB\mf
Attachments

Mailing Address
NC DEPARTMENT OF TRANSPORTATION
INTEGRATED MOBILITY DIVISION
1550 MAIL SERVICE CENTER
RALEIGH, NC 27699-1550

Telephone: 919-707-2600
Fax: 919-733-1191
Customer Service: 1-877-688-4468
Website: www.ncdot.gov

1 SOUTH WILLIAMSTON STREET
RALEIGH, NC 27601

STATE OF NORTH CAROLINA
COUNTY OF WAKE

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

and

DUPLIN COUNTY

NONURBANIZED AREA PUBLIC TRANSPORTATION SUPPLEMENTAL
AGREEMENT FOR

COMMUNITY TRANSPORTATION RURAL FORMULA GRANT
PROGRAM

Federal Award Identification

2000048215, 2000048216,

Agreement Number: 2000048310, 2000048311

NC DOT Project Number: 22-CT-012-01

Approved Indirect Cost Rate: N/A

FAIN Number(s): N/A

CFDA Number: 20.509

UEI Number: KZM4GKS282K3

Total Amount of Award (Federal): \$723,709

THIS SUPPLEMENTAL AGREEMENT entered into this day of 20 by and between DUPLIN COUNTY (hereinafter referred to as the "Contractor"), and the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as the "Department"), witnesseseth that:

WHEREAS, the Contractor heretofore entered into an agreement with the Department to implement, carry out capital projects funded with Federal Transit Administration 5311 grant program funds administered by the State; and

WHEREAS, the said agreement dated JUNE 17, 2021 sets forth the purpose of the Agreement and the public transportation capital projects and services as described in the project application (hereinafter referred to as "Project") properly prepared, endorsed, approved and transmitted by the Contractor to the Department, and states the terms and conditions as to the manner in which the Project will be undertaken; and

WHEREAS, the Agreement allows for the Contractor and the Department to revise or amend the agreement when there is a change in project circumstances or information causing an inconsistency with the terms of the Agreement and requires said agreement to be signed by the original signatories or their authorized designees; and

WHEREAS, the Contractor and Department find it necessary to revise the Project Agreement to correct language in Section 3: Period of Performance and Section 5: Cost of Project/Project Budget;

NOW THEREFORE, in consideration that the Department has determined that the Agreement be revised as follows:

That language appearing in Section 3 of the agreement and reading as follows:

3. Period of Performance:

This Agreement shall commence upon the date of execution with a period of performance for all expenditures that extends from JULY 1, 2021 to JUNE 30, 2022. Any requests to change the Period of Performance must be made in accordance with the policies and procedures established by the Department or FTA. The Subrecipient shall commence, carry on, and complete the approved Project in a sound, economical, and efficient manner.

That language appearing in Section 5 of the agreement and reading as follows:

Section 5: Project Implementation.

b. Cost of Project: The total cost of the Project approved by the Department is FIVE HUNDRED SEVENTY-FOUR THOUSAND SIX HUNDRED FIFTY-NINE DOLLARS (\$574,659) as set forth in the Project Description and Budget, incorporated into this Agreement as Attachment A. The Department shall provide, from Federal, the percentages of the actual net cost of the Project as indicated below, not in excess of the identified amounts for eligible administrative, operating, and capital expenses. The Contractor hereby agrees that it will provide the percentages of the actual net cost of the Project, as indicated below, and any amounts in excess of the Department's maximum (Federal). The net cost is the price paid minus any refunds, rebates, or other items of value received by the Contractor which have the effect of reducing the actual cost.

Administration	Administration	Administration	Administration
WBS	Total	Federal (80%)	State (5%) Local (15%)
36233.35.23.1	\$241,157	\$192,925	\$12,057 \$36,175
Agreement #	2000048216		
Capital	Capital	Capital	Capital
WBS	Total	Federal (80%)	State (10%) Local (10%)
36233.35.23.3	\$196,950	\$157,560	\$19,695 \$19,695
Agreement #	2000048311		
Capital	Capital	Capital	Capital
WBS	Total	Federal (80%)	State (10%) Local (10%)

36233.35.23.4	\$2,252	\$1,801	\$225	\$226
Agreement #	2000048310			
Capital	Capital	Capital	Capital	Capital
WBS	Total	Federal (80%)	State (0%)	Local (20%)
36233.35.23.5	\$134,300	\$107,440	\$0	\$26,860
Agreement #	2000048215			
Project	Project	Project	Project	Project
Total	Total	Total Federal	Total State	Total Local
	\$574,659	\$459,726	\$31,977	\$82,956

Be, and hereby amended and revised to read as follows:

Section 3: Period of Performance.

This Agreement shall commence upon the date of execution with a period of performance for all expenditures that extends from JULY 1, 2022 to JUNE 30, 2025.

Section 5: Project Implementation.

b. Cost of Project: The Project Capital budget is increased by \$148,750 to provide additional funding for the purchase of vehicles due to the increase in price. The project budget is amended as follows: Federal: \$578,726, State: \$50,187, Local: \$94,496.

c. The project budget is hereby amended to incorporate the total cost of the Project approved by the Department as SEVEN HUNDRED TWENTY-THREE THOUSAND FOUR HUNDRED NINE DOLLARS (\$723,409). The Department shall provide, from Federal funds, the percentages of the actual net cost of the Project as indicated below, not in excess of the identified amounts for eligible administrative, operating, and capital expenses. The Contractor hereby agrees that it will provide the percentages of the actual net cost of the Project, as indicated below, and any amounts in excess of the Department's maximum (Federal plus State shares). The net cost is the price paid minus any refunds, rebates, or other items of value received by the Contractor which have the effect of reducing the actual cost.

Administration	Administration	Administration	Administration
WBS	Total	Federal (80%)	State (5%) Local (15%)
36233.35.23.1	\$241,157	\$192,925	\$12,057 \$36,175
Agreement #	2000048216		
Capital	Capital	Capital	Capital
WBS	Total	Federal (80%)	State (13.16%) Local (6.84%)
36233.35.23.3	\$288,000	\$230,400	\$37,905 \$19,695
Agreement #	2000048311		
Capital	Capital	Capital	Capital
WBS	Total	Federal (80%)	State (10%) Local (10%)
36233.35.23.4	\$2,252	\$1,801	\$225 \$226
Agreement #	2000048310		
Capital	Capital	Capital	Capital
WBS	Total	Federal (80%)	State (0%) Local (20%)
36233.35.23.5	\$192,300	\$153,840	\$0 \$38,460

Agreement #	2000048215		
Project	Project	Project	Project
Total	Total	Total Federal	Total Local
	\$723,709	\$578,966	\$94,556

IN WITNESS THEREOF, this Supplemental Agreement has been executed by the Department, an agency of the State of North Carolina, and DUPLIN COUNTY, the Contractor, by and through a duly authorized representative, and is effective the date and year first above written. By reference, this Supplemental Agreement incorporates and extends all of the provisions of the attached "Agreement" dated JULY 5, 2022.

DUPLIN COUNTY

BY: _____

TITLE: _____

ATTEST:  

TITLE: DEPUTY CLERK / ADMINISTRATOR

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

BY: _____

TITLE: DEPUTY SECRETARY FOR MULTIMODAL

TRANSPORTATION

ATTEST: _____

TITLE: _____

APPENDIX A

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
PROJECT NUMBER: 22-CT-012-01
APPROVED BUDGET SUMMARY
EFFECTIVE DATE MARCH 1, 2023

PROJECT SPONSOR: DUPLIN COUNTY
PROJECT DESCRIPTION: FY22 COMMUNITY TRANSPORTATION PROGRAM

I. TOTAL PROJECT EXPENDITURES					
DEPARTMENT - 4621 ADMINISTRATION -	36233.36.23.1				\$241,157
PERIOD OF PERFORMANCE JULY 01, 2021 - JUNE 30, 2025					
DEPARTMENT - 4523 CAPITAL I - VEHICLE	36233.36.23.3				\$286,000
PERIOD OF PERFORMANCE JULY 01, 2021 - JUNE 30, 2025					
DEPARTMENT 4623 - CAPITAL I BUS SUPPORT &	36233.36.23.4				\$2,252
PERIOD OF PERFORMANCE JULY 01, 2021 - JUNE 30, 2025					
DEPARTMENT 4623 - CAPITAL I BUS ROLLING ST	36233.36.23.5				\$192,300
PERIOD OF PERFORMANCE JULY 01, 2021 - JUNE 30, 2025					
II. TOTAL PROJECT FUNDING					
ADMINISTRATION -	36233.36.23.1	TOTAL	FEDERAL	STATE	LOCAL
AGREEMENT # 2000048216		100%	80%	5%	15%
		\$241,157	\$192,925	\$12,057	\$36,175
DEPARTMENT - 4623 CAPITAL I -	36233.36.23.3	TOTAL	FEDERAL	STATE	LOCAL
VEHICLE AGREEMENT # 2000048311		100%	80%	13.16%	6.84%
		\$286,000	\$230,400	\$37,806	\$18,695
CAPITAL I - BUS SUPPORT &	36233.36.23.4	TOTAL	FEDERAL	STATE	LOCAL
EQUIP/FACIL. AGREEMENT # 2000048310		100%	80%	10%	10%
		\$2,252	\$1,801	\$225	\$226
DEPARTMENT 4623 - CAPITAL	36233.36.23.5	TOTAL	FEDERAL	STATE	LOCAL
I BUS ROLLING STOCK AGREEMENT # 2000048215		100%	80%	0%	20%
		\$192,300	\$153,840	\$0	\$38,460
TOTAL		\$723,709	\$676,966	\$50,187	\$94,556

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
APPROVED PROJECT BUDGET

PROJECT: 22-CT-012
SPONSOR: DUPLIN COUNTY
WBS: 36233.35.23.1

DEPARTMENT 4521 - ADMINISTRATION	
TITLE - OBJECT	APPROVED BUDGET
G121 SALARIES AND WAGES - FULL TIME	138,052.00
G127 SALARIES AND WAGES - LONGEVITY	4,137.00
G181 Social Sec. Contrib.	10,877.00
G182 Retirement Contrib.	14,546.00
G183 Hosp. Ins. Contrib.	29,708.00
G186 Workers Comp Cont.	2,300.00
G197 Drug & Alcohol Test	1,800.00
G211 Janitorial Supplies	1,000.00
G212 Uniforms	2,000.00
G261 Office Sup & Mat.	1,000.00
G291 Computer Supplies	500
G311 Travel	750
G312 Travel Substs.	750
G321 Telephone Service	3,000.00
G323 Combined Service Fee	400
G325 Postage	30
G331 Electricity	2,000.00
G334 Water	900
G357 Rep & Maint-Commun.	100
G371 Mktng. Paid Adv	6,000.00
G372 Promotional Items	1,307.00
G452 Insurance-Vehicles	19,000.00
G491 Dues and Subscript	1,200.00
TOTAL ADMINISTRATION	\$ 241,157

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
APPROVED PROJECT BUDGET

PROJECT: 22-CT-012-01
SPONSOR: DUPLIN COUNTY

DEPARTMENT 4523 - CAPITAL I BUS ROLLING STOCK	
WBS: 36233.35.23.3	
OBJECT	APPROVED BUDGET
G548 Lift-Equip Corner Van Rpl	\$ 196,500
G591 Veh Lettering/Logos	\$ 450
TOTAL CAPITAL I BUDGET	\$ 196,950

DEPARTMENT 4523 - CAPITAL I BUS SUPPORT & EQUIP/FACIL.	
WBS: 36233.35.23.4	
OBJECT	APPROVED BUDGET
G512 Office Equipment	\$ 2,252
TOTAL CAPITAL II BUDGET	\$ 2,252

DEPARTMENT 4523 - CAPITAL I BUS ROLLING STOCK	
WBS: 36233.35.23.5	
OBJECT	APPROVED BUDGET
G568 Lift-Equip Van Ex	\$ 134,000
G591 Veh Lettering/Logos	\$ 300
TOTAL CAPITAL III BUDGET	\$ 134,300
TOTAL BUDGET	\$ 333,502

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
APPROVED PROJECT BUDGET
EFFECTIVE MARCH 1, 2023

PROJECT: 22-CT-012-01
SPONSOR: DUPLIN COUNTY
WBS: 36233.35.23.1

DEPARTMENT 4521 - ADMINISTRATIVE ITEMS
WBS: 36233.35.23.1

OBJECT	DESCRIPTION	APPROVED BUDGET	CHANGE +/-	PROPOSED BUDGET
G121-491	Administrative Items	\$ 241,157		\$ 241,157
	TOTAL ADMIN BUDGET	\$ 241,157	\$ 241,157	\$ 241,157

DEPARTMENT 4523 - CAPITAL I BUS ROLLING STOCK
WBS: 36233.35.23.3

OBJECT	DESCRIPTION	APPROVED BUDGET	CHANGE +/-	PROPOSED BUDGET
G548	Lift-Equip Convey Van Rpl	\$ 196,500	\$ 91,050	\$ 287,550
G591	Veh Lettering/Logos	\$ 450		\$ 450
	TOTAL CAPITAL I BUDGET	\$ 196,950	\$ 91,050	\$ 288,000

DEPARTMENT 4523 - CAPITAL I BUS SUPPORT & EQUIP/FACIL
WBS: 36233.35.23.4

OBJECT	DESCRIPTION	APPROVED BUDGET	CHANGE +/-	PROPOSED BUDGET
G512	Office Equipment	\$ 2,252		\$ 2,252
	TOTAL CAPITAL II BUDGET	\$ 2,252	\$ -	\$ 2,252

DEPARTMENT 4523 - CAPITAL I BUS ROLLING STOCK
WBS: 36233.35.23.5

OBJECT	DESCRIPTION	APPROVED BUDGET	CHANGE +/-	PROPOSED BUDGET
G568	Lift-Equip Van Ex	\$ 134,000	\$ 58,000	\$ 192,000
G591	Veh Lettering/Logos	\$ 300		\$ 300
	TOTAL CAPITAL III BUDGET	\$ 134,300	\$ 58,000	\$ 192,300
	TOTAL BUDGET	\$ 333,502	\$ 149,050	\$ 723,709



DUPLIN COUNTY HEALTH DEPARTMENT
340 Seminary Street / PO Box 948
910-296-2130

Date: 04/12/23

Bad Debt & Deceased Write off for Duplin County Health Department

Bad Debt Service Date Write Off: April 2013

Amount to be written off: \$6,828.42

PC	\$4,909.00
CH	\$484.48
FP	\$742.30
IM	\$121.74
MH	\$520.90
CD	\$50.00

Nancy Ann Laney
Health Director
Date 4.13.2023

Jeff Swallow
Chairman - Board of Health
Date 4.13.23

David B. Glueck
Chairman - County Commissioners
Date May 1st, 2023

Health Bad Debt as of April 2013

DOS	Balance	Prog
04/10/13	\$20.00	CD
04/05/13	\$15.00	CD
04/15/13	\$15.00	CD
	\$50.00	
04/04/13	\$20.00	CH
04/04/13	\$20.00	CH
04/01/13	\$105.00	CH
04/16/13	\$169.00	CH
04/16/13	\$35.48	CH
04/03/13	\$135.00	CH
	\$484.48	
04/24/13	\$26.00	FP
04/03/13	\$177.40	FP
04/29/13	\$33.40	FP
04/19/13	\$26.00	FP
04/24/13	\$25.00	FP
04/26/13	\$59.40	FP
04/01/13	\$132.50	FP
04/05/13	\$9.00	FP
04/15/13	\$33.40	FP
04/10/13	\$18.10	FP
04/01/13	\$184.00	FP
04/24/13	\$18.10	FP
	\$742.30	
04/15/13	\$35.74	IM
04/16/13	\$61.00	IM
08/10/12	\$25.00	IM
	\$121.74	
04/02/13	\$128.00	MH
04/24/13	\$17.80	MH
04/23/13	\$39.80	MH
04/29/13	\$146.40	MH
04/02/13	\$16.80	MH
04/09/13	\$5.20	MH
04/10/13	\$17.00	MH
04/02/13	\$10.00	MH
04/10/13	\$20.00	MH
04/23/13	\$17.80	MH
04/23/13	\$46.75	MH
04/04/13	\$3.75	MH
04/24/13	\$40.60	MH
04/10/13	\$11.00	MH
	\$520.90	
04/23/13	\$22.80	PC

04/08/13	\$72.40	PC
04/22/13	\$20.00	PC
04/15/13	\$195.00	PC
04/02/13	\$21.21	PC
04/25/13	\$20.09	PC
04/30/13	\$10.00	PC
04/18/13	\$7.80	PC
04/24/13	\$3.00	PC
04/08/13	\$25.00	PC
04/12/13	\$3.00	PC
04/29/13	\$86.00	PC
04/09/13	\$21.32	PC
04/10/13	\$66.40	PC
04/22/13	\$33.00	PC
04/30/13	\$57.20	PC
04/16/13	\$70.40	PC
04/01/13	\$53.20	PC
04/08/13	\$22.80	PC
04/30/13	\$31.60	PC
04/23/13	\$6.00	PC
04/05/13	\$20.00	PC
04/09/13	\$52.80	PC
04/23/13	\$6.00	PC
04/17/13	\$50.60	PC
02/05/13	\$31.28	PC
04/26/13	\$133.00	PC
04/01/13	\$55.60	PC
04/29/13	\$57.00	PC
04/22/13	\$79.00	PC
04/15/13	\$25.00	PC
04/05/13	\$31.60	PC
04/15/13	\$33.20	PC
04/26/13	\$25.00	PC
04/23/13	\$94.00	PC
04/17/13	\$31.60	PC
04/04/13	\$79.00	PC
04/22/13	\$35.00	PC
04/26/13	\$35.20	PC
04/10/13	\$134.00	PC
04/25/13	\$31.60	PC
04/05/13	\$40.20	PC
04/02/13	\$78.00	PC
04/12/13	\$20.00	PC
04/15/13	\$6.00	PC
04/22/13	\$23.38	PC
04/29/13	\$20.60	PC
04/22/13	\$78.80	PC
04/16/13	\$17.04	PC
04/03/13	\$31.60	PC
04/29/13	\$140.00	PC
04/19/13	\$7.00	PC
04/22/13	\$79.00	PC

04/10/13	\$31.60	PC
04/24/13	\$22.80	PC
04/12/13	\$31.60	PC
04/15/13	\$79.55	PC
04/08/13	\$18.00	PC
04/08/13	\$28.40	PC
04/09/13	\$47.40	PC
04/04/13	\$7.60	PC
04/30/13	\$4.75	PC
04/30/13	\$10.00	PC
04/10/13	\$84.00	PC
04/16/13	\$83.00	PC
04/24/13	\$39.60	PC
04/16/13	\$31.40	PC
04/16/13	\$31.60	PC
04/11/13	\$5.00	PC
04/22/13	\$158.25	PC
04/30/13	\$101.00	PC
04/08/13	\$22.80	PC
04/02/13	\$39.60	PC
04/02/13	\$239.00	PC
04/29/13	\$5.00	PC
04/23/13	\$3.00	PC
04/30/13	\$114.00	PC
04/17/13	\$52.80	PC
04/05/13	\$31.60	PC
04/05/13	\$53.25	PC
04/16/13	\$79.00	PC
04/17/13	\$133.00	PC
03/18/13	\$32.69	PC
04/15/13	\$33.60	PC
04/15/13	\$11.80	PC
04/23/13	\$17.00	PC
04/18/13	\$76.45	PC
04/05/13	\$47.75	PC
04/09/13	\$31.60	PC
04/17/13	\$20.00	PC
04/02/13	\$80.00	PC
04/29/13	\$5.00	PC
04/17/13	\$3.60	PC
04/18/13	\$49.20	PC
04/26/13	\$9.39	PC
04/11/13	\$52.80	PC
04/03/13	\$68.31	PC
04/08/13	\$79.00	PC
04/24/13	\$104.25	PC
04/02/13	\$52.80	PC
04/24/13	\$52.80	PC
04/17/13	\$20.00	PC
04/22/13	\$13.66	PC
04/08/13	\$23.38	PC
04/24/13	\$5.00	PC

	\$4,909.00
Total	\$6,828.42



DUPLIN COUNTY

DUPLIN COUNTY HEALTH DEPARTMENT
340 Seminary Street / PO Box 948
910-296-2130

Date: 04/12/2023

Bad Debt & Deceased Write off for Duplin County EMS

Bad Debt Service Date Write Off: Thru April 2013

Amount to be written off: \$114,754.61

EM \$114,754.61
NE \$0.00

County Manager

May 1st, 2023
Date

Chairman - County Commissioners

May 1st, 2023
Date

EMS Bad Debt thru April 2013		
Date	Patient Balance	Program Code
04/15/13	532.35	EM
03/20/13	644.45	EM
02/08/13	527.9	EM
02/28/13	688.25	EM
02/06/13	229.99	EM
02/19/13	90.16	EM
04/18/13	98.98	EM
03/30/13	660.2	EM
02/20/13	617.4	EM
02/02/13	620.55	EM
02/16/13	689.95	EM
04/18/13	100	EM
02/27/13	76.97	EM
03/26/13	456.5	EM
04/28/13	517.4	EM
04/19/13	208.67	EM
04/07/13	963.9	EM
02/04/13	633.95	EM
03/27/13	731.85	EM
04/04/13	665.7	EM
04/04/13	659.4	EM
04/16/13	618.45	EM
03/10/13	615.4	EM
03/06/13	796.95	EM
03/31/12	541.8	EM
02/23/13	547.04	EM
03/07/13	732.9	EM
02/20/13	1,043.70	EM
02/01/13	721.9	EM
04/14/13	388.23	EM
04/24/13	645.75	EM
03/15/13	171.69	EM
02/11/13	519.5	EM
04/04/13	77.95	EM
04/12/13	749.7	EM
01/31/13	688.8	EM
02/12/13	441.22	EM
04/01/13	513.2	EM
04/08/13	576.2	EM
04/28/13	676.2	EM
04/03/13	607.95	EM
04/23/13	511.1	EM
02/19/13	564.9	EM
04/02/13	657.05	EM
03/11/13	514.25	EM
04/13/13	512.15	EM
03/05/13	638.4	EM
02/25/13	501.65	EM
04/29/13	23.3	EM

03/04/13	552.05 EM
02/09/13	857.5 EM
04/26/13	678.05 EM
02/15/13	621.35 EM
02/26/13	616.1 EM
03/18/13	679.35 EM
03/13/13	541.55 EM
02/23/13	465.75 EM
03/13/13	632 EM
04/09/13	468.05 EM
02/10/13	551.25 EM
03/14/13	621.6 EM
03/09/13	519.5 EM
03/09/13	426.05 EM
03/21/13	519.5 EM
02/11/13	167.07 EM
02/13/13	691.15 EM
02/25/13	1,130.60 EM
02/24/13	593 EM
04/15/13	175.27 EM
02/09/13	102.48 EM
04/28/13	723.45 EM
03/21/13	740.25 EM
03/13/13	45.36 EM
03/10/13	93.03 EM
04/17/13	718.2 EM
03/19/13	578.2 EM
02/10/13	140.63 EM
04/24/13	112.21 EM
02/09/13	79.78 EM
02/10/13	582.5 EM
04/13/13	68.54 EM
04/29/13	686.7 EM
04/03/13	14.23 EM
04/07/13	629.75 EM
04/08/13	61.79 EM
02/19/13	522.65 EM
04/12/13	29.54 EM
04/18/13	100 EM
02/22/13	735 EM
03/29/13	643.65 EM
02/15/13	633.95 EM
03/29/13	764.4 EM
04/02/13	712.7 EM
03/07/13	155.4 EM
03/07/13	525 EM
02/23/13	125 EM
02/08/13	514.25 EM
03/08/13	516.35 EM
04/06/13	616.35 EM
04/14/13	698.25 EM
02/20/13	1,106.70 EM

03/07/13	25 EM
04/12/13	604.55 EM
02/24/13	644.7 EM
02/11/13	505.85 EM
04/15/13	516.35 EM
01/31/13	711.9 EM
02/26/13	380.02 EM
03/20/13	24 EM
03/23/13	653.1 EM
03/13/13	96.16 EM
03/14/13	181.39 EM
04/15/13	636.3 EM
02/25/13	607.95 EM
03/28/13	838.85 EM
03/23/13	609 EM
02/12/13	595.95 EM
04/04/13	628.7 EM
04/06/13	109.48 EM
02/17/13	686.7 EM
02/05/13	644.45 EM
02/07/13	744.45 EM
03/29/13	557.3 EM
03/03/13	509 EM
04/07/13	611.9 EM
02/28/13	736.05 EM
03/22/13	683.55 EM
03/07/13	749.7 EM
03/09/13	714 EM
02/26/13	24.55 EM
03/15/13	685.55 EM
04/10/13	33.63 EM
01/31/13	204.75 EM
04/11/13	406.84 EM
04/11/13	635.44 EM
04/12/13	86.84 EM
04/27/13	105.28 EM
02/07/13	596.15 EM
04/14/13	81.37 EM
02/02/13	685.65 EM
03/13/13	136.54 EM
04/04/13	532.1 EM
04/10/13	519.5 EM
03/26/13	735 EM
02/23/13	436.5 EM
03/10/13	552.05 EM
02/20/13	622.65 EM
04/09/13	104.65 EM
03/20/13	643.65 EM
03/11/13	649.95 EM
04/08/13	772.85 EM
02/08/13	12.96 EM
02/08/13	548.9 EM

04/11/13	661.21 EM
04/20/13	520.55 EM
02/23/13	625.8 EM
04/12/13	598.25 EM
02/07/13	62.52 EM
02/19/13	681.7 EM
04/01/13	657.3 EM
03/23/13	551 EM
02/02/13	643.65 EM
02/02/13	669.9 EM
02/25/13	1,230.60 EM
03/25/13	581.7 EM
02/06/13	122.39 EM
02/01/13	621.6 EM
02/16/13	528.55 EM
02/02/13	578.04 EM
02/11/13	456.15 EM
02/13/13	549.09 EM
03/16/13	521.28 EM
04/28/13	715.05 EM
03/29/13	78.42 EM
01/31/13	747.6 EM
04/09/13	45 EM
03/08/13	114.11 EM
03/09/13	114.11 EM
04/08/13	108.86 EM
03/19/13	515.3 EM
04/01/13	300 EM
03/11/13	310 EM
02/25/13	25 EM
03/24/13	644.7 EM
04/06/13	784.35 EM
03/17/13	600.25 EM
02/21/13	683.55 EM
02/09/13	547.85 EM
02/07/13	501.65 EM
03/10/13	467 EM
03/06/13	615.3 EM
03/12/13	515.3 EM
03/13/13	614.25 EM
02/18/13	153.75 EM
02/19/13	156.9 EM
03/16/13	630.25 EM
08/18/12	358.9 EM
03/07/13	138.14 EM
04/08/13	167.72 EM
03/02/13	519.5 EM
03/09/13	100.03 EM
03/24/13	648.9 EM
03/30/13	401.37 EM
02/18/13	707.69 EM
04/22/13	653.1 EM

02/11/13	1,109.85 EM
03/18/13	507.95 EM
03/18/13	98.56 EM
10/10/12	607.5 EM
12/14/12	635.18 EM
03/24/13	525.8 EM
04/04/13	546.8 EM
02/11/13	640.5 EM
04/08/13	950.25 EM
04/12/13	437.96 EM
02/18/13	718.2 EM
02/23/13	646.55 EM
03/12/13	203.68 EM
03/19/13	529 EM
02/26/13	543.65 EM
03/17/13	738.15 EM
02/16/13	120.39 EM
02/21/13	98.28 EM
03/08/13	121.96 EM
03/26/13	113.89 EM
04/14/13	115.78 EM
04/14/13	70.43 EM
02/21/13	525 EM
04/16/13	390.6 EM
02/16/13	180.72 EM
03/07/13	75.81 EM
03/31/13	452.3 EM
04/15/13	80.71 EM
02/17/13	517.4 EM
03/28/13	617.4 EM
03/23/13	617.3 EM
02/16/13	557.3 EM

Total 114,754.61

MEMORANDUM OF AGREEMENT

BETWEEN

DUPLIN COUNTY HEALTH DEPARTMENT

AND

DUPLIN COUNTY BOARD OF EDUCATION

STATE OF NORTH CAROLINA

COUNTY OF DUPLIN

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (hereinafter "Agreement") is made and entered into this 18th day of April, 2023 by and between Duplin County Health Department (hereinafter "Duplin Health") and the Duplin County Board of Education (hereinafter "Duplin BOE") for the use of American Rescue Plan Act (hereinafter "ARPA") funds in Duplin County schools.

WITNESSETH:

WHEREAS, on March 11, 2021, United States President Joe Biden signed into law the American Rescue Plan Act ("ARPA") of 2021, which provides relief to address the continued impact of COVID-19 on the economy, public health, local governments, individuals, and businesses;

WHEREAS, ARPA funds were designated to recruit, hire, establish, expand, train, and sustain a public health workforce, which includes school nurses and other school health professionals, utilizing a two-year budget process to allow time to develop solutions for a more sustained public health workforce;

WHEREAS, school health is a recognized component of the public health effort for the school aged population, and public health and education are necessary partners in the operation of safe and healthy schools;

WHEREAS, pursuant to North Carolina Division of Public Health Agreement Addendum 620 ("AA-620") ARPA COVID-19 School Health Team Workforce for Fiscal Year 2022-2023 ("AA-620"), Duplin Health received \$195,240.00 in temporary ARPA funding to be utilized to strengthen and maintain a strong and inclusive school health team;

WHEREAS, Duplin Health has approved use of \$66,564.04 of the available ARPA funds to be used for the purchase of equipment for Duplin County school nurses;

WHEREAS, the parties agree that the \$66,564.04 of ARPA funds will specifically be used for health assessments and wellness checks intended for early detection of post-COVID complications in both students and staff in Duplin County schools;

WHEREAS, AA-620 and Duplin Health's AA-620 justification, which includes a budget overview for proposed spending, are attached hereto and incorporated herein by reference; and

NOW, THEREFORE, TO THAT END and in consideration of the mutual covenants and agreement contained hereinafter, the parties understand, acknowledge, and stipulate to the following:

1. Duplin Health shall, using ARPA funds pursuant to AA-620, reimburse Duplin BOE for expenditures made during Fiscal Year 2022-2023 for equipment needed to perform health

assessments and wellness checks for early detection of post-COVID complications in students and staff, in an amount not to exceed \$66,564.04.

2. Duplin BOE shall submit detailed invoices, price quotes, receipts and any other documentation requested by Duplin Health or the Duplin County Finance Department in response to any reimbursement request made pursuant to this Agreement.

3. Duplin BOE shall not seek reimbursement under this Agreement for any item or service that falls outside the scope of this Agreement or the attachments thereto.

4. Duplin BOE represents that, to the extent it applies for ARPA funds pursuant to this Agreement, those funds are for items or services that have been purchased or provided in strict accordance with this Agreement and the attachments thereto.

5. To the fullest extent permitted by law, Duplin BOE shall indemnify and hold Duplin Health harmless from and against all claims, suits, damages, losses, and expenses - direct, indirect, or consequential (including but not limited to attorney's fees) - arising out of or in any way related to this Agreement.

6. This Agreement may be terminated by either party at any time, with or without cause, by providing notice of termination in writing to the other at the following address:

Duplin County Health Director
340 Seminary Street
Kenansville, NC 28349

Duplin County Board of Education
315 N. MAIN ST.
KENANSVILLE, NC 28349

7. Both parties shall cooperate in good faith in fulfilling the terms of this Agreement.

8. This document constitutes the full understanding of the parties and no term, condition, understanding or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the party.

9. This Agreement, and each covenant herein, shall not be capable of assignment, without the express written consent of both parties.

10. This Agreement constitutes a final written expression of all terms of this Agreement and is complete and exclusive statement of those terms.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized officers.

Duplin County

Dexter B. Edwards, Chairman

Duplin County Board of Education


Date May 18, 2023

Date 4-19-2023


Finance Officer
This document has been pre-audited in the manner required by the School Budget and Fiscal Control Act

Division of Public Health
Agreement Addendum
FY 22-23

Summary Description: Describe the activity you are proposing to fund using ARPA PHSF dollars: Health assessments and wellness checks for early detection of post covid complications of students and staff.

Describe how this activity supports recovery from/ readiness for COVID-19:

Studies have shown that post-COVID patients have developed heart and kidney problems and hearing and vision abnormalities in school-aged children and adults. By monitoring blood pressure and screening for vision and hearing, we hope to identify and detect complications early and be able to access health care more quickly. The SPOT screeners would be used for students who fail their initial chart vision screening and for disabled students or students who were delayed or uncooperative with a chart screening. This screening would speed up the time for students to get accurate vision care for our students. As we know treatment outcomes are much more successful the earlier a problem is detected. We are requesting the School Health early intervention combo kit which includes a SPOT vision screener, Welch Allyn OAE, and a Welch Allyn OAE primer with paper however does not include the vision primer.

Describe how this activity strengthens the public health workforce in North Carolina:

This activity will strengthen and update our nursing assessment skills and tools to detect post-COVID complications with school-age kids and adults. Early detection will enhance access to early intervention and treatment in our rural area.

Which of the following grant priorities does this activity address? (checking/initialing, training, diversity/equity, workforce capacity building, staff retention)

How will this activity address these priorities?

Being in a rural area this will provide equity among our student and staff population who would have limited access to healthcare services that provide wellness screenings and early detection services. Early detection with the early intervention will help with staff retention and limit absenteeism. These funds will also help us increase our knowledge skills of assessment and detection for post covid complications.

Please provide a budget overview for the proposed activity:

Item	Description	Budget
12	1086794-Connect SPOT monitor W/name B/P	31,630.68
2	52803- wireless primer for SPOT vision screener	604.10
2	1007188-8H early intervention combo kit CWA/OAE	29,995.98
12	1086779-SPOT 4400 mobile stand	5,042.76
12	562396-Backport reusable double tube 9M child cuff	408.00
12	56800-Backport reusable double tube 18 adult cuff	477.72
TOTAL		66,554.04

Duplin County Health Department
Local Health Department Legal Name
620 ARPA COVID-19 School
Health Team Workforce
Activity Number and Description

Women's & Children's Health/Children & Youth
DPH Section / Branch Name
Jennifer Simone, 919-218-1095
jenifer.simone@dhs.nc.gov
DPH Program Contact
(name, phone number, and email)

06/01/2022 - 05/31/2023

Service Period

DPH Program Signature
(only required for a negotiable agreement addendum)

07/01/2022 - 06/30/2023

Payment Period

☒ Original Agreement Addendum
☐ Agreement Addendum Revision #

1. Background:

On March 11, 2021, the President signed into law the American Rescue Plan Act (ARPA) of 2021 (P.L. 117-2). ARPA provides additional relief to address the continued impact of the Coronavirus Disease 2019 (COVID-19) pandemic on the economy, public health, state, tribal, local, and territorial (STLT) governments, individuals, and businesses. Under ARPA, the Centers for Disease Control and Prevention (CDC) activated CDC-RE-A-TP18-1802 (Cooperative Agreement for Emergency Response Public Health Crisis Response) to support public health response to COVID-19. Funds from this act were designated to recruit, hire, establish, expand, train, and sustain a public health workforce, which includes school nurses and other school health professionals. Recipients will operate under a two-year budget process in order to allow time to develop solutions for a more sustained public health workforce.

School health is a recognized component of the public health effort for the school aged population. Public health and education are necessary partners in the operation of safe and healthy schools. Efforts should be taken to foster, grow, and maintain the tie between public health and education in support of both COVID-19 response programs and other activities that improve population and individual health for students and school staff. In support of sustainable school health public health programs, 25% of the state funds awarded for public health workforce development are designated to support school-based health program workforce development.

https://www.cdc.gov/cpr/readiness/funding-consultation

Health Director Signature

(use blue ink)

Date

Local Health Department to complete:
(if follow-up information is needed by DPH)

Phone number with area code

Email address

Signature on this page signifies you have read and accepted all pages of this document. (signature) (date)

II.

PURPOSE:

This Agreement Addendum provides temporary funding for the Local Health Department (LHD) to strengthen and maintain a strong and inclusive school health team (e.g., school nurse, health educator, school mental health professional, school social worker, and other school health-serving positions) to provide services to students; training and professional development for school health professionals; and other school health workforce capacity building measures as needed and allowable.

People in these positions will serve as members of a school-based health team, collaborating with local school health programs to provide COVID-19 response, recovery, and resiliency support in schools. These people will contribute to strengthening school health as part of a local health system ready for the next public health challenge. To achieve this, the LHD may apply these funds to support positions, training, or other capacity-building investments.

III.

Scope of Work and Deliverables:

The Local Health Department (LHD) shall:

1. Support the employment of one or more school health team workforce positions (e.g., school nurse, school social worker, health educator, mental health professional). Supporting positions may include supplementing the salaries of current positions to improve retention, recruiting, creating, and listing of new student serving positions to fill gaps in the school-based health team, and/or contracting for positions to fill gaps in the school-based health team to provide and support other school health program activities that foster healthy students who are in school and ready to learn.
 - a. Establish position descriptions for the positions consistent with licensure requirements for the position, current position descriptions on the school-based health team, and professional requirements and standards of practice. In addition to position specific work expectations, descriptions should include:
 1. COVID-19 response and recovery related engagement in student and school health/public health efforts consistent with position type supported.
 2. The provision and support of other school health program activities that foster healthy students who are in school and ready to learn.
 3. Describing how the position contributes to a strong and inclusive school health workforce.
2. Support training and professional development opportunities for school health professionals and school faculty to strengthen the capacity of the school health workforce and ensure an inclusive and supportive professional environment. Descriptions of planned training and professional development investments should include:
 - a. How the investment relates to efforts to respond to or recover from COVID-19, including preparedness for future public health events
 - b. How the investment contributes to building a strong and inclusive school health workforce.
3. Make investments as needed to build school health workforce capacity (i.e., systems for managing data, technical assistance, or consulting contracts) to amplify the capacity of school health teams, such as removing barriers to services for students, improving efficiency and cohesiveness of team members, and supporting quality improvement activities. Provide descriptions of any capacity building investments, addressing the following:
 - a. How the investment relates to efforts to respond to or recover from COVID-19, including preparedness for future public health events
 - b. How the investment contributes to building a strong and inclusive school health workforce.

IV.

Performance Measures/Reporting Requirements:

I. Performance Measures

- a. Hiring
 1. Supplement, employ, or contract for the employment of one or more school health team workforce positions.
 2. Upload job descriptions of all team members supported in full or in part with these funds into the Smartsheet Dashboard. (The URL is listed in Paragraph 2).
 3. Report on demographics of applicants and newly hired employees in Smartsheet Dashboard.
 - b. Training
 1. Create, organize, or expand access to trainings that enhance the capacity toward strengthening the school health workforce.
 2. Upload training description and attendee data supported in full or in part with these funds into the Smartsheet Dashboard.
 - c. Other capacity building investments:
 1. Reduce barriers and demonstrate how the investment improves school health workforce staff capability.
 2. Provide ease of reporting for school health team activities and services provided. Upload investment area description supported in full or in part with these funds into the Smartsheet Dashboard
- 2. Reporting Requirements**
- Complete the following reports via the Smartsheet dashboard, which can be accessed at <https://app.smartsheet.com/b/publish?E:QBCT=82018408c7b44e79b44e113b6c536f7b>. All of the due dates for these reports are posted on the Smartsheet dashboard.
- a. **Monthly Financial Reports:** The monthly financial reports will report on the prior month. The reports will be monthly, starting with the June 2022 report, which is due by July 22, 2022.
 - b. **Quarterly Performance Reports:** These will report about the prior quarter's progress on implementing the Agreement Addendum's required hiring of positions. The first progress report is due on October 24, 2022 and it must include an estimated timeline for completion of this

Agreement Addendum's FY 22-23 deliverables. The quarterly periods for these progress reports are defined as:

- June – September 2022 (4 months)
- October – December 2022 (3 months)
- January – March 2023 (3 months)
- April – May 2023 (2 months)

Each Quarterly Performance Report shall note whether LHD intends to hire the position directly, subcontract with a Community-Based Organization (e.g., a professional temporary employment agency) to fulfill the function, otherwise contract the position, or other. Other information provided by each report is to include:

1. Overall Goal and actual number of positions hired, both full time and part time. Race and ethnicity for applicants and actual staff hired shall be entered into Smartcheck according to CDC accepted protocol for race, ethnicity and gender including metrics on number of successful hires in relation to hiring goals.
2. Hiring activity type: direct hire, community-based organization hire, contracted hire, other.
3. Types of positions hired: If school nurse or school nurse extender positions are employed, activities provided by these positions shall be reported on the 2022-23 North Carolina Annual School Health and Charter School Health Surveys in December 2022 and June 2023. The link to this report will be provided by the Regional School Health Nurse Consultant (RSHNC).
4. Locations/school assignments of positions hired.
5. The due dates are posted on the Smartcheck dashboard.

V. Performance Monitoring and Quality Assurance:

1. The Children and Youth Branch will monitor the Local Health Department's performance according to the following plan:

- a. The RSHNC will review Smartcheck financial reports and Aid-to-Counties draw-down reports to ensure that funds are spent according to allowable use on a monthly basis.
- b. The RSHNC will monitor recruitment and hiring through Quarterly Performance Reports including review of position descriptions uploaded to Smartcheck.
- c. The RSHNC will maintain regular contact (email, phone, and on-site) with the Local Health Department to review progress on contract deliverables at least quarterly.
- d. Deliverables, as outlined in this Agreement Addendum, will also be monitored via reported data provided through the 2022-23 North Carolina Annual School Health and Charter School Health Surveys in December 2022 and June 2023.
- e. An annual monitoring report will be completed by the DPH program staff (RSHNC) at the end of the year (May 2023), and a copy made available to the Local Health Director.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
2. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in

the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.

- b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. Allowable uses of funds include salary and fringe benefits, recruitment and hiring costs, staff development and training, IT hardware and software, equipment needed to perform the duties of the position, office supplies, utilities costs including internet, cell phones, travel and other costs associated with support of the expanded workforce to the extent these are not included in indirect costs.
3. Maintain all receipts and invoices for drawdowns that support the allowable use expenses which include salary and fringe benefits, recruitment and hiring costs, staff development and training, IT hardware and software, equipment needed to perform the duties of the position, office supplies, utilities costs including internet, cell phones, travel and other costs associated with support of the expanded workforce.
4. Seek prior approval from DPH program staff for any expenditure that is not consistent with allowable uses listed.
5. As the LHD is a subrecipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123), the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136), the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139), the Consolidated Appropriations Act and the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260) and/or the American Rescue Plan of 2021 (P.L. 117-2) the LHD agrees as applicable to the award, to:
 - a. Comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19;
 - b. In consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation);
 - c. Assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation. In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.
 - d. Consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the subrecipient is expected to provide to CDC, through NC DHHS, copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing.

c. This award is contingent upon agreement by the subrecipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

2. In addition to their local procurement rules/policies, the LHD shall comply with the following rules, applying the most restrictive standard where there is a difference between any of the standards:

- a. Federal Uniform Administrative Requirements for Procurement, 45 CFR Part 75.327-335, https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5#sec45.1.75_1.326
- b. Appendix II to Part 75—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards may be found here for incorporation into procurement contracts: https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5#app45.1.75_1521.ii

3. Unallowable costs:

- a. Research
- b. Clinical Care
- c. Publicity and propaganda (lobbying):
 - 1. Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - a. publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - b. the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
 - 2. See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients: https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf
- d. All unallowable costs cited in CDC-RFA-CK19-1904 remain in effect, unless specifically amended, in accordance with 45 CFR Part 75—Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

FY23 - FAS Activity Row - Name 620 ARPA School Health Team Workforce

Federal award supplement: FAS No. - Season: 1 This FAS is accompanying an AA-BE or an AA Revision-BE Revision. CDC Award Name: 98.354 Public Health Emergency Response: Public Health Crisis Response IAB: NU901P22192 is award BEB? NO Fed award's total amt: \$ 62,340,758

Fed award project description: Cooperative Agreement for Emergency Response: Public Health Crisis and Prevention

Fed award date - awarding agency: 09-19-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UFI	Subrecipient DUNS	Funds from the federal grant listed above	For the entire Activity, the sum of all total federal funds
Alamance	MB07N225N3W8	96516483	\$ 215,614	\$ 215,614
Albemarle	MA0A551PMN3	130537822	\$ 668,845	\$ 668,845
Alexander	XVEE35MYUX9	894495189	\$ 89,668	\$ 89,668
Arson	PK8UYT5NJC3	641304829	\$ 134,542	\$ 134,542
Aspenlawn	CD7BFH88539	786312441	\$ 203,860	\$ 203,860
Beaufort	RN1SXF04XN6	891567776	\$ 95,352	\$ 95,352
Bladen	TLCTJMDJ1H9	084171628	\$ 152,727	\$ 152,727
Brunswick	MJBMXLMN3T5	891571349	\$ -	\$ -
Buncombe	M5TC0K1NE69	879283568	\$ 202,174	\$ 202,174
Burke	G85SAPCN1591	883321285	\$ 168,001	\$ 168,001
Cabarrus	RXD0XN3JF07	143488289	\$ 276,598	\$ 276,598
Caldwell	HL4FGNNGE97	948113462	\$ 120,758	\$ 120,758
Carteret	UC6M2MQM58	898735884	\$ 87,009	\$ 87,009
Caswell	3D37Y7C6YC86	877846693	\$ 70,021	\$ 70,021
Catawba	GYU0A9M1NFM1	883677138	\$ 159,363	\$ 159,363
Chatham	KE57QE2GV5F1	111366487	\$ 100,623	\$ 100,623
Cherokee	DC6G6M411M5	158789872	\$ -	\$ -
Clay	HYKLGVM1AK7	148888231	\$ 30,338	\$ 30,338
Cleveland	UM0Y0VVL483	879924956	\$ 112,741	\$ 112,741
Columbus	V1UA34L87M7	844848816	\$ 168,551	\$ 168,551
Craven	LT22U8L2Q214	891584294	\$ 168,471	\$ 168,471
Cumberland	HALN08M3G0M4	123914376	\$ 383,842	\$ 383,842
Dare	ELV61G811QK6	892388131	\$ 46,294	\$ 46,294
Davidson	C9PSMDJC7Y7	877839344	\$ 206,123	\$ 206,123
Davee	L8MBGLH2V239	878556551	\$ 82,730	\$ 82,730
Duplin	KZNA6K3262K3	891347998	\$ 195,240	\$ 195,240
Durham	L35BAGU2H1M7	883564875	\$ 262,706	\$ 262,706
Edgecombe	MAM1X4A017	893125373	\$ 163,995	\$ 163,995
Footfills	NGTEF2M08LL4	781359884	\$ 236,824	\$ 236,824
Forsyth	V68GVQ67PY95	188316439	\$ 380,910	\$ 380,910
Franklin	FEKTRQCM143	884166532	\$ 106,892	\$ 106,892
Gaston	QKYY9R8A8D536	871982186	\$ 235,245	\$ 235,245
Graham	L8MAVQJ7YV7	828952383	\$ 70,901	\$ 70,901
Granville-Vance	MG0JKK22EJ83	863347626	\$ 277,774	\$ 277,774
Greene	VCUSLD71N9J3	891564593	\$ 164,892	\$ 164,892
Guilford	Y8EQMG3PMJ3	871583813	\$ 473,213	\$ 473,213
Hallifax	MRL8MYN33Y5	811385957	\$ 157,660	\$ 157,660
Harnett	J8DCD9V418X7	891585986	\$ 120,328	\$ 120,328
Haywood	DQHZEVAV95G5	878628232	\$ -	\$ -
Henderson	TGSAR81JLFQ5	884814578	\$ -	\$ -
More	C1GMSA0ARX51	891583543	\$ -	\$ -
Hyde	T2RSYN36NM64	831326243	\$ -	\$ -
Fredell	XTNRLKJLAAS9	874584587	\$ -	\$ -

FY23 - FAS Activity Nbr + Name: 620 ARPA School Health Team Workforce
Federal Award Supplement FAS Nbr + Reason: 1 This FAS is accompanying an AA+BE or an AA-Rwmsn+BE Revision
CDA Nbr + Name: 93.354 Public Health Emergency Response: Public Health Crisis Response
DOC rate: N/A FAW: NU90TP922192
Award RDO: NO Fed award total amt: \$ 62,340,758

Fed award project description: Cooperative Agreement for Emergency Response: Public Health Crisis and Prevention
Fed award date + awarding agency: 05-19-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient LEI	DNMS	Funds from the federal grant listed above	For the entire activity, the of all total federal funds
Jackson	X7YMW6ZP574	019238518	\$ 76,659	\$ 76,659
Johnston	SYGAEFDHYR7	007599104	\$ 266,415	\$ 266,415
Jones	HE3MNUJZ7M7	009116935	\$ 114,931	\$ 114,931
Lee	F6ABUC93WJ5	007439701	\$ 157,465	\$ 157,465
Lenoir	OKUFL37VPGH6	042780748	\$ 191,823	\$ 191,823
Lincoln	UGGQSSKRGJ5	008009386	\$ -	\$ -
Macon	LLP7BC6N2LL3	070626825	\$ 60,536	\$ 60,536
Malden	YQ96F8BJTJ9	031052873	\$ -	\$ -
MTW	ZK5GNNR8V6	0087204179	\$ 316,935	\$ 316,935
Mecklenburg	E215XLG8W68	074408153	\$ -	\$ -
Montgomery	E78ZAJ39FL3	025184003	\$ 865,611	\$ 865,611
Moore	HFNSK95F5728	030908146	\$ -	\$ -
Nash	NF58K566QM7	050425677	\$ -	\$ -
New Hanover	F7TLT2QME3E1	000029561	\$ -	\$ -
Northampton	CRA2KCALBBA4	007594477	\$ -	\$ -
Onslow	EGE7NBXMSJ56	173663370	\$ 225,924	\$ 225,924
Orange	GFPMC9XDAS3	009157591	\$ 164,360	\$ 164,360
Pamlico	FT59QFEAU344	007600456	\$ 84,537	\$ 84,537
Pender	T11B6E78UP5	100055413	\$ 104,598	\$ 104,598
Person	FQ8LFJGMBJ4	009163718	\$ 108,006	\$ 108,006
Pitt	VZNPMLFT5R6	000009494	\$ 214,091	\$ 214,091
Polk	QZ6BZPLX4V9	070067910	\$ 53,981	\$ 53,981
Randolph	T3BUMCVS9N5	027873132	\$ -	\$ -
Richmond	Q63FZNTJ3M4	070621339	\$ 147,431	\$ 147,431
Robeson	LKBEJQFLAKS	002367871	\$ 2,535	\$ 2,535
Rockingham	KGCCCHJ2Z43	077042743	\$ 138,273	\$ 138,273
Rowan	GCB7UCV6NM6	074494014	\$ 93,034	\$ 93,034
Sampson	WR79CSKJ3V5	020573075	\$ 164,137	\$ 164,137
Scotland	FNVTCUQGCN5	001504146	\$ 164,861	\$ 164,861
Stearns	U8GKZVPL7C5	131000829	\$ 100,034	\$ 100,034
Stokes	W41TRA3MUN51	005442705	\$ 58,599	\$ 58,599
Surry	FMWCTW2AC9J8	077821050	\$ 145,793	\$ 145,793
Swain	TAE3M92LAQ4	146437513	\$ 98,306	\$ 98,306
Toe River	JUA6GAUQ9UM1	113445203	\$ 120,701	\$ 120,701
Transylvania	W51VGK8M945	010044215	\$ 41,471	\$ 41,471
Union	LHWKBDAGR35	0730051637	\$ 261,457	\$ 261,457
Wake	FTJ2M3PLW1J3	0190625061	\$ -	\$ -
Warren	TLMAU5CNSJ5	030239951	\$ 120,224	\$ 120,224
Wayne	DACFHCLOKMS1	0400936170	\$ 229,304	\$ 229,304
Wilkes	M14KKHY2MNR3	007439940	\$ 124,848	\$ 124,848
Wilson	ME2DJHMY655	075505605	\$ 181,755	\$ 181,755
Yadkin	PLCD7JFA8B1	009910624	\$ 106,779	\$ 106,779
Yancey	M45JKSAVEZ8	\$	\$ 61,484	\$ 61,484

correct use of
DPH/4470-Columbia
For Fiscal Year 2023
Budgetary Estimate Number: 12
Washington

Activity ID	AA 1132 Total	Proposed Total	New Total
Activity Period	07/01-08/31		
Segment Period	07/01-08/31		
01 Absence	0	215,614	215,614
02 Absence	0	608,845	608,845
03 Absence	0	80,600	80,600
04 Absence	0	134,442	134,442
05 Absence	0	203,600	203,600
06 Absence	0	85,352	85,352
07 Absence	0	162,222	162,222
08 Absence	0	0	0
09 Absence	0	202,174	202,174
10 Absence	0	158,067	158,067
11 Absence	0	270,508	270,508
12 Absence	0	120,750	120,750
13 Absence	0	67,000	67,000
14 Absence	0	70,051	70,051
15 Absence	0	103,353	103,353
16 Absence	0	103,353	103,353
17 Absence	0	0	0
18 Absence	0	30,330	30,330
19 Absence	0	173,145	173,145
20 Absence	0	108,607	108,607
21 Absence	0	108,471	108,471
22 Absence	0	303,842	303,842
23 Absence	0	40,204	40,204
24 Absence	0	205,123	205,123
25 Absence	0	82,730	82,730
26 Absence	0	193,240	193,240
27 Absence	0	202,700	202,700
28 Absence	0	103,000	103,000
29 Absence	0	220,804	220,804

Wissenschaften

676-677

with a 100% success rate.

22

222

[illegible]

BUDGET AMENDMENTS JOURNAL ENTRY PROOF											
LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND											
2023	11		2	05/02/2023	BUA 050123C	1 2					
1	4962	34950		NC Foundation Grant	Animal Waste Mgmt Grant			.00	-6,000.00	-6,000.00	
	10-47-4960-4962-000-34950						05/02/2023				
2	4962	45921		NC Foundation Grant	PROGRAM MANAGEMENT			.00	3,000.00	3,000.00	
	10-47-4960-4962-000-45921						05/02/2023				
3	4962	45922		NC Foundation Grant	Animal Waste Tech Development			5,938.31	3,000.00	8,938.31	
	10-47-4960-4962-000-45922						05/02/2023				
** JOURNAL TOTAL									0.00		
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND											
2023	11		3	05/02/2023	BUA 050123C	1 2					
1	66	38310		Solid Waste	INTEREST EARNED			-3,000.00	-56,250.00	-59,250.00	
	66-00-0000-0000-000-38310						05/02/2023				
2	7401	45100		COLLECTION	CAPITAL OUTLAY			170,462.00	56,250.00	226,712.00	
	66-70-7400-7401-000-45100						05/02/2023				
** JOURNAL TOTAL									0.00		
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND											
2023	11		4	05/02/2023	BUA 050123C	1 2					
1	4100	34242		GENERAL FUND	SALES: GASOLINE & OIL			-600,000.00	-150,000.00	-750,000.00	
	10-41-4100-0000-000-34242						05/02/2023				
2	4240	42723		CENTRAL SUPPLY	PURCHASES FUEL & OIL			600,000.00	150,000.00	750,000.00	
	10-41-4100-4240-000-42723						05/02/2023				
** JOURNAL TOTAL									0.00		
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND											
2023	11		5	05/02/2023	BUA 050123C	1 2					
1	7548	35207		NCFS Hangar	STATE AIRPORT GRANT			-2,460,065.00	-111,037.00	-2,571,102.00	
	44-45-4530-7548-000-35207						05/02/2023				
2	7548	41061		NCFS Hangar	CONSTRUCTION-STATE			2,929,646.99	98,780.00	3,028,426.99	
	44-45-4530-7548-000-41061						05/02/2023				



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2023	11	5 05/02/2023			BUA 050123C	1 2			
3	7548	41040		NCFS Hangar	ENGINEERING SERVICES		243,754.31	12,257.00	256,011.31
	44-45-4530-7548-000-41040						05/02/2023		
** JOURNAL TOTAL								0.00	
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2023	11	6 05/02/2023			BUA 050123C	1 2			
1	7554	35207		Fuel Farm Facility	STATE AIRPORT GRANT		.00	-100,431.00	-100,431.00
	44-45-4530-7554-000-35207						05/02/2023		
2	7554	41010		Fuel Farm Facility	ADMINISTRATIVE EXPENSE		.00	500.00	500.00
	44-45-4530-7554-000-41010						05/02/2023		
3	7554	41020		Fuel Farm Facility	PRELIMINARY ENGINEERING		.00	16,427.00	16,427.00
	44-45-4530-7554-000-41020						05/02/2023		
4	7554	41040		Fuel Farm Facility	ENGINEERING SERVICES		.00	83,504.00	83,504.00
	44-45-4530-7554-000-41040						05/02/2023		
** JOURNAL TOTAL								0.00	



BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: chelsey.lanier

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	11	2									
BUA	4962-34950							Animal Waste Mgmt Grant	5		6,000.00
	05/02/2023	050123C						PROGRAM MANAGEMENT	5	3,000.00	
BUA	4962-45921							Animal Waste Tech Development	5	3,000.00	
	05/02/2023	050123C						JOURNAL 2023/11/2	TOTAL	.00	.00
2023	11	3									
BUA	66-38310							INTEREST EARNED	5		56,250.00
	05/02/2023	050123C						CAPITAL OUTLAY	5	56,250.00	
BUA	7401-45100							JOURNAL 2023/11/3	TOTAL	.00	.00
2023	11	4									
BUA	4100-34242							SALES: GASOLINE & OIL	5		150,000.00
	05/02/2023	050123C						PURCHASES FUEL & OIL	5	150,000.00	
BUA	4240-42723							JOURNAL 2023/11/4	TOTAL	.00	.00
2023	11	5									
BUA	7548-35207							STATE AIRPORT GRANT	5		111,037.00
	05/02/2023	050123C						CONSTRUCTION-STATE	5	98,780.00	
BUA	7548-41061							ENGINEERING SERVICES	5	12,257.00	
	05/02/2023	050123C						JOURNAL 2023/11/5	TOTAL	.00	.00
2023	11	6									
BUC	7554-35207							STATE AIRPORT GRANT	5		100,431.00
	05/02/2023	050123C						ADMINISTRATIVE EXPENSE	5	500.00	
BUC	7554-41010							PRELIMINARY ENGINEERING	5	16,427.00	
	05/02/2023	050123C						ENGINEERING SERVICES	5	83,504.00	
BUC	7554-41020										
	05/02/2023	050123C									
BUC	7554-41040										
	05/02/2023	050123C									



BUDGET AMENDMENT JOURNAL ENTRY PROOF

YEAR PER	JNL								
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
	05/02/2023	050123C				JOURNAL 2023/11/6	TOTAL	.00	.00

Report generated: 04/26/2023 14:04
User: chelsey.lanier
Program ID: bgamendm



BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
				FUND TOTAL	.00	.00

** END OF REPORT - Generated by CHELSEY LANIER **



Duplin County Services for the Aged
Post Office Box 928 – 213 Seminary Street - Kenansville, N.C. 28349
Telephone 910-296-2140 – Fax 910-296-2142

You Are Invited

Volunteer Governor's Service Award Floating Reception

In recognition of the volunteer contributions given in Duplin County,
a floating reception is scheduled on

Monday, May 1, 2023 – 4:30-5:45 p.m.

The reception will be held at the Senior Center located at
213 Seminary St., Kenansville, N.C.

The award presentations will be held the same evening
across the street at the Duplin County Board of Commissioners meeting.

2023 Governor Volunteer Service Award Recipients

Ms. Doris Faye Hatcher – Medallion Award Recipient
Mr. Albert Allen Alabaster
Mrs. Connie B. Brinson
Mr. Benjamin Marshall Bullard
Mrs. Rhonda Campbell
Snow Hill Community Outreach



2023 Governor Volunteer Service Award Recipients

Ms. Doris Faye Hatcher, Medallion Recipient
Mr. Albert Allen Alabaster
Mrs. Connie B. Brinson
Mr. Benjamin Marshall Bullard
Mrs. Rhonda Campbell
Snow Hill Community Outreach

2022 Governor Volunteer Service Award Recipients

Mr. Kenneth Howard Brinson
Ms. Hermentia Brown
Mrs. Lisa Torrains Fussell

2021 Governor Volunteer Service Award Recipients

Mr. Darrell Talmadge Grubbs
Ms. Marisol Garcia-Sandoval

2020 Governor Volunteer Service Award Recipients

Ms. Jeralene M. Merritt, Medallion Recipient
Mr. Richard Weeks, Director of Volunteers Award
Mr. Rudolph Becton
Mr. & Mrs. Hayes Ludlum
Ms. Joann Stroud
Mr. Brendan Micajah Bullard

2019 Governor Volunteer Service Award Recipients

Mr. Woodrow Brinson, Jr., Medallion Recipient
Ms. Patsy Quinn, Lifetime Achievement
Faison Scout Troop 48
Mr. James M. Donahoe III
Mr. Phillip Ray Anderson
Mr. Francisco Rivas-Diaz
Ms. Nancy Warner
Mr. Jacky Newburn
Ms. Katrina Elaine Scott

DUPLIN COUNTY ADDRESSING DEPARTMENT
209 SEMINARY ST / PO BOX 950
KENANSVILLE NC 28349



ROAD NAME PETITION for UNNAMED ROAD

1. APPLICANT INFORMATION:

Name:

Phelps Properties LLC.

Address:

5400 HAWKVIEW LN.

City/State/Zip:

Wilmington, N.C. 28401

Telephone: Work:

910-520-4000 Home: —

2. MAIL DETERMINATION TO (if different than applicant information):

Name:

Address:

City/State/Zip:

3. ROAD LOCATION: Township

Magnolia Range

DESCRIPTION:

lane off of Magnolia MHP LN

4. PARCEL TAX-ID:

12-1852--5

5. PROPOSED ROAD NAME:

~~Phelps Lane~~ Paces and Grace

BACKUP NAME 1:

~~Magnolia Lane~~ Magnolia Lane

BACKUP NAME 2:

~~Magnolia Lane~~ Magnolia Lane

(NAME SHOULD BE LESS THAN 13 LETTERS)

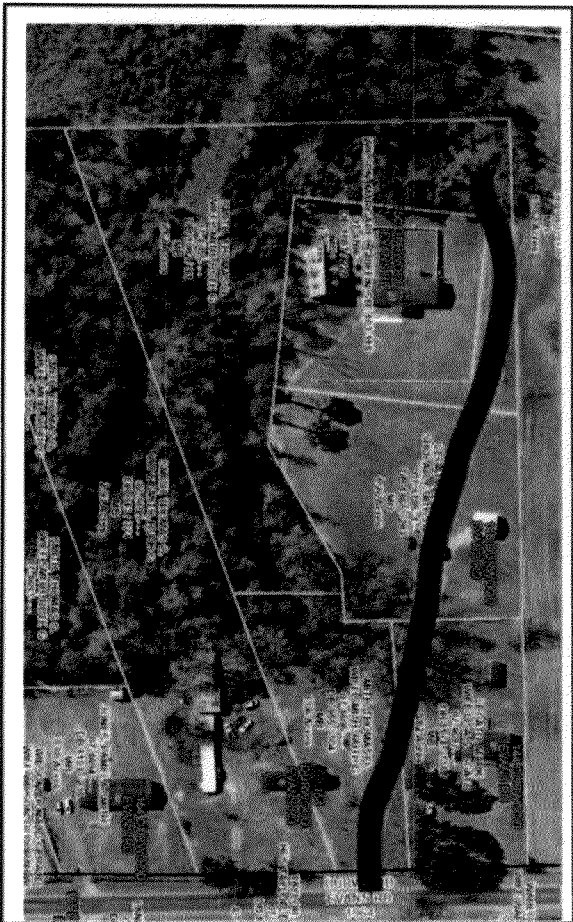
6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD:

Land Owner Signature

Parcel

[Signature]





DUPLIN COUNTY ADDRESSING DEPARTMENT
209 SEMINARY ST / PO BOX 950
KENANSVILLE NC 28349



ROAD NAME PETITION for UNNAMED ROAD

1. APPLICANT INFORMATION:

Name: Kaitlyn Sholar
Address: 119 Myrtle Sholar Road
City/State/Zip: Wallace, NC 28466
Telephone: Work: N/A Home: (910) 375-6

2. MAIL DETERMINATION TO (if different than applicant information):

Name: Kaitlyn Sholar

Address: 119 Myrtle Sholar Road

City/State/Zip: Wallace, NC 28466

3. ROAD LOCATION: Township Winestone Range

DESCRIPTION: @ 150 Block of Dunwoody Lane R

4. PARCEL TAX-ID: 07-4696 ---

5. PROPOSED ROAD NAME:

BACKUP NAME 1: White Orchard Lane
BACKUP NAME 2: Little Stone Lane
EMILIA ROSE LANE
(NAME SHOULD BE LESS THAN 13 LETTERS)

6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD:

Land Owner Signature

Parcel

<u>Tracy Ann Sholar</u>	<u>07-4696</u>	<u>07-4710</u>
<u>Kaitlyn Sholar</u>	<u>07-4696</u>	
<u>Wallace Sholar</u>	<u>07-4705-1</u>	
<u>Wallace Sholar</u>	<u>07-4705-2</u>	
<u>Wallace Sholar</u>	<u>07-4705-3</u>	

The applicant hereby certifies that the signatures on this petition constitute the required amount of accessing or adjoining the road to be named by this petition.

Applicant's Signature: Faithyeshel

Fire Department Approval:

Signature: Asst Chief S. Rhodes
Print or type name: Beulaville VFD - Shane Rhodes
Department Name: Beulaville Fire Dept.

USPS Approval:

Signature: [Signature]
Print or type name: Frank Kelly
Department Name: Beulaville Post Office
Date: 4/28/22



Services for the Aged
Post Office Box 928 - 213 Seminary Street - Kenansville, N.C. 28349
Telephone 910-296-2140 - Fax 910-296-2142

April 24, 2023

Memorandum

To: Duplin County Board of Commissioners
From: Melisa S. Brown, Director
Subject: Reclassification of Receptionist position (Grade 52 - \$12,5091 - \$26,018.98 to a Secretary II position (Grade 54 - \$14.48 - \$30,120.24)

I am requesting a reclassification of the Receptionist/SHIIP position in an effort to coordinate additional administrative responsibilities, both with agency programs and additional requirements from the state with the SHIIP (Senior Health Insurance Information Program) role.

The Receptionist/SHIIP position is a grade 52, with an annual salary of \$26,018.98. January 4, 2023, the position was posted on the website. I have received five applications for the position with three interviews scheduled. Two of the applicants arrived for the interviews at the senior center.

The Secretary II position is a grade 54, with an annual salary of \$30,120.24. Attached is a job description with the core essentials including clerical responsibilities, limited accounting responsibilities, and the requirements set for by the state with the SHIIP program. The Secretary II position incorporates the SHIIP Coordinator role, which can be time consuming meeting and assisting with Medicare beneficiaries and enrollments.

Justification for the reclassification:

- Less than five responses received for the current Receptionist/SHIIP position. For almost four months, the addition responsibilities have been divided among three employees in addition to maintaining their current workload and responsibilities.
- In the option for reclassification, the pay increase is justifiable with the additional clerical responsibilities. Hopefully, this will provide the department the opportunity to hire a qualified individual and secure another piece of the agency succession plan.
- A portion of the salary will be covered by the SHIIP funds received each year. (Specifically, 84% - county funds; 16% SHIIP funds). In the current fiscal year budget FY 22-23, funds are available to accommodate the reclassified position.

Attachment (2)

:msb



NC DEPARTMENT
of INSURANCE

SENIORS' HEALTH INSURANCE
INFORMATION PROGRAM

MIKE CAUSEY, COMMISSIONER

Toll free 855.408.1212 Tel 919.807.6900 Fax 919.807.6901

SHIIP County Coordinator/Volunteer Coordinator

Responsibilities:

- Cannot be, or have an immediate family member who is, a paid financial planner or an active licensed insurance agent that is appointed to sell Medicare Advantage, Medicare Prescription Drug Plans, Medicare Supplement, and/or Long-Term Care Insurance;
- Successfully complete the SHIIP On-line Basic Training;
- Successfully complete the virtual New SHIIP Coordinator Training;
- Ensure that the SHIIP Coordinating Site is in compliance with the activities outlined within each grant(s) Statement of Work.
- Regularly evaluate the volunteer engagement in the county to ensure SHIIP services are being provided effectively on an ongoing basis;
- Regularly engage with the SHIIP Regional Manager to identify and implement strategies to develop volunteer network in the county to enhance SHIIP services;
- Interview prospective SHIIP Volunteers/Certified Counselors and contact references to ensure suitability and eligibility;
- Recognize and report issues and/or concerns with SHIIP Volunteers/Certified Counselors to the SHIIP Regional Manager;
- Maintain communication between the SHIIP Volunteers/Certified Counselors, SHIIP Regional Manager, and the SHIIP State Office;
- Coordinate with the SHIIP Regional Manager to schedule SHIIP trainings, activities, and events;
- Notify the SHIIP Volunteers/Certified Counselors of upcoming SHIIP trainings, activities, meetings, and all program updates;
- Participate in all SHIIP trainings;
- Develop and oversee the counseling process for SHIIP services, to ensure SHIIP clients receive assistance in a timely manner;
- Coordinate adequate participation at outreach activities and events to ensure SHIIP representation;
- Support the ongoing engagement of community partners to enhance SHIIP program awareness;
- Utilize the federal reporting system report(s) to ensure that SHIIP Volunteer/Certified Counselor counseling and outreach activity is documented as required;
- Track time associated with SHIIP Coordinator responsibilities (outside of counseling and outreach) for quarterly report submission; and
- Conduct all SHIIP business in a professional manner and without conflict of interest.

REV: 03/2022

SECRETARY II - AGING
DUPLIN COUNTY
CLASS DESCRIPTION, 2023

POSITION TITLE: SECRETARY II - AGING

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to provide administrative and clerical office support. Employees in this classification perform moderately complex secretarial work. Position is responsible for preparing and processing a variety of reports, forms, and correspondence; performing receptionist duties; and filing and maintaining departmental records. In addition, the employee in this position serves as the Senior Health Insurance Information Program Coordinator role. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Greet incoming patrons, and direct callers to the appropriate staff member. Provide information and referrals as inquiries is received from the public; maintain agency event meeting/calendar schedules. Compile the agency committee appointment roster, file inspections and lease agreement(s). As directed, prepare the recommendation letters for committee appointment and/or re-appointment.

Complete and maintain designated agency monthly reports, record/type official minutes in agency meetings assigned and submit correspondence to the Director. Compile information for monthly reports; utilize various formats entering computerized data entry equipment. Process incoming and outgoing mail, transfers and rotates agency yearly files. Schedules interviews, assists with the interview panel, completes applicant reference documentation.

Completes client registrations and maintains monthly orders for ensure supplement program. Responsible for maintaining client files/prescriptions, collects payments, and balances ensure shipment or invoice schedules. ensure program, contacts main office with any inconsistencies with the ensure shipment or invoice schedules.

Senior Health Insurance Information Program Coordinator Role - SHIIP

Serves as SHIIP (Senior Health Insurance Information Program) Coordinator for Duplin County. Must successfully complete the SHIIP on-line basic training orientation and virtual program requirements. Must attend virtual/or in person quarterly conference calls as well as travel to attend the annual SHIIP conference held each year.

Ensure that the SHIIP coordinating site is following the activities outlined within the grant statement of work. Identify and implement strategies to develop a volunteer network in the county to enhance the program.

Provide individual training sessions, counsel Medicare beneficiaries, and new to Medicare clients. Coordinate quarterly volunteer counselor meetings with SHIIP Regional Manager. Enter all client contact data accurately in a timely manner utilizing the Federal reporting system (STARS) website to ensure all counseling efforts and media outreach is documented.

Recruit volunteers and support the ongoing engagement of community partners to enhance SHIIP awareness.

MARGINAL FUNCTIONS

Duplin County 2023

SECRETARY II - AGING

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Coordinate event reservations for special events off site, and set up and prepare refreshments for agency meetings.

Assists agency staff with any off site special hosted events coordinated by the senior center.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree with course work emphasis in business related field; supplemented by one (1) to two (2) years previous experience and/or training involving office or secretarial work; or an equivalent combination of education, training, and experience.

Must be proficient in the use of Microsoft Word, Excel, Power Point, Publisher, and Outlook 360.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license.

Must be a certified SHIIP counselor or be eligible to become a certified SHIIP counselor within three months of hire date.

In accordance with the county's drug free workplace policy, employees will be subject to pre-employment and random drug screening.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use, operate, and/or handle office equipment, such as a computer and printer, copier, facsimile machine, telephone, copier, calculator, shredder.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information, such as General Statutes, directives of state and county officials of North Carolina, equipment and computer software manuals, Internet, and Duplin County Personnel Manual.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Duplin County 2023

SECRETARY II - AGING

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Dexterity: Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PERFORMANCE INDICATORS

The work performance of non-supervisory personnel of Duplin County is routinely evaluated according to the performance criteria outlined herein:

Knowledge of Work: Has considerable knowledge of the methods, procedures and policies of Duplin County as such pertains to the performance of the essential duties of Secretary II. Has considerable knowledge of principles and practices of office support, modern office equipment, and receptionist work. Has working knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has working knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has working knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with whom position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

SECRETARY II - AGING

Initiative and Enthusiasm: Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilitys. Strives to anticipate work to be accomplished and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

Cooperation: Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards, to include regulatory entities. Ensures such standards are not violated.

Employee's Signature

Supervisor's Signature

Date

Date

Duplin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Duplin County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

County Commissioners
Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner's agenda. This is not required for items included on the consent agenda.

Name / Department: John Blackmore, Fire Chief Warsaw Fire Department (Stacy Britt Fire District)	Meeting Date: May 1, 2023
Subject: Request to Increase Stacy Britt Fire District Tax from \$0.07 to \$0.08 in FY 23-24	
Summary, explanation and background: Warsaw Fire Chief John Blackmore will appear before the Board to present a request to increase the Stacy Britt Fire District (served by the Warsaw Fire Department) tax rate by 1¢ (one cent), from \$0.07 to \$0.08 beginning in Fiscal Year 2023-24. This requested increase would provide financial resources to assist them in providing staffing for response to emergency incidents.	
Requested Action: Discretion of the Board of Commissioners (County Manager recommends discussion during the budget work session(s) and if approved to include same in the Fiscal Year 2023-24 Duplin County Budget Ordinance)	
Budget impact for this fiscal year: N/A	
Budget impact for subsequent years: N/A	
Time needed to explain to Commissioners: 5 minutes	
Attachments: Letter from Chief Blackmore to Duplin County Finance Office and Duplin County Commissioners requesting tax rate change in FY23-24; Warsaw Fire Department's proposed budget for FY23-24; and Warsaw Fire Department Statement of Assets, Liabilities & Equities.	
Instructions for what to do with attachments once approved: Informational only, discard	

Note: Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes

Warsaw Fire Department
714 North Pine Street
Warsaw, North Carolina

To: Duplin County Finance Office and Duplin County Commissioners
From: Chief John T Blackmore
Ref: Budget Allocations to the Warsaw Fire Department, Inc.

The Warsaw Fire Department, Inc., which provides fire protection for the Stacy Britt Fire District, respectfully request the following for the 2023-2024 Fiscal Year.

Stacy Britt Fire Tax Increase from .070 to .080 cents. This would projected generate \$151,682.00. The increase is for part time personal.

County contributions of \$26,054.45

Revenues of ¼ cent local option sales tax that is equally distributed to the fire departments.

I have enclosed a Statement of Budget, Income and Expense for you to look over. The expense for this year is based on ¾ of the years actual expense.

Warsaw Fire Department has applied for the following grants:

State Matching \$0/50 \$22,818.00 (fire department responsible for half the amount\$11,409.00)

We will not know if we will receive any of these grants until May 16, 2022.

If you have any questions of if I can help in anyway, please call ma at 910-385-7989. Thank you for your service and consideration.

Sincerely

John T Blackmore
Chief Warsaw Fire Department

Budget, Income & Expense
Warsaw Fire Department
Fiscal Year 1 July 2023 through 30 June 2024

	Fiscal Year 2022-2023	Fiscal Year 2023-2024
Operating Income		
Stacy Britt Fire Tax	158,370	151,682
1/4 Cent Sell Tax	43,000	43,000
Monthly Contribution	26,054	26,054
Town of Warsaw	140,760	155,760
State Matching Grants	0	11,409
Donations	2,000	1,500
Fundraising	2,500	3,500
Total Income	372,684	392,905
Operating Expenses		
Utilities	13,480	14,000
Building Upkeep	16,632	12,240
Truck Repair	53,105	40,000
Equipment Replacement	7,009	15,000
Schools	5,124	6,000
Dues	2,666	2,700
Insurance	25,270	30,000
Fuel for Trucks	5,320	10,000
Part time help	6,000	50,000
Truck Payment	82,932	82,932
Loan Payment	89,367	89,367
Office Expense	3,237	4,500
Capital Expense	20,000	20,000
Fire Scene	9,497	8,200
Fire Prevention	2,228	5,000
Professional Fee	5,333	6,000
Retirement	2,600	2,600
Fund Raiser	3,486	2,500
Annual Equipment Testing	12,460	15,960
Total Expense	365,749	416,999
Gain (loss) for the year	6,935	-24,094

11:08 AM
02/28/23
Cash Basis

Warsaw Fire Department, Inc.
Statement of Assets, Liabilities, & Equity - Cash Basis
As of February 28, 2023

ASSETS		Feb 28, 23
Current Assets		
Checking/Savings		75,088.36
Southern Bank Checking		28,057.32
Southern Bank-Building #8000		40,054.88
Southern Bank-Rainy Day #0802		72,808.32
Southern Bank-Truck Acct #2441		99,938.02
Southern Bank Relief Fund		
Total Checking/Savings		316,042.92
Other Current Assets		
Sales Tax Receivable	5,931.32	
Total Other Current Assets	5,931.32	
Total Current Assets		321,974.24
Fixed Assets		
Land	107,000.00	
Building	228,671.00	
New Station Expense	1,380,096.77	
Furniture and Equipment	27,160.86	
Equipment	676,354.08	
Vehicles	2,817,164.38	
Accumulated Depreciation	-2,801,086.23	
Total Fixed Assets	2,636,462.94	
TOTAL ASSETS		2,957,437.08
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards	1,132.72	
Visa Card #4824	1,132.72	
Total Credit Cards	1,132.72	
Total Current Liabilities	1,132.72	
Long Term Liabilities		
Promissory Note 7141 USDA	120,000.00	
Promissory Note #1 USDA	350,000.00	
Fireman's Relief Fund	99,633.02	
Southern Bank Loan-New Station	1,011,736.22	
Civil PCU Loan-Truck #4	268,386.10	
Civil PCU Loan-Engine #3	119,435.13	
Total Long Term Liabilities	1,969,602.47	
Total Liabilities	1,970,835.19	
Equity		
Unrestricted Net Assets	886,294.62	
Net Income	90,607.27	
Total Equity	986,901.89	
TOTAL LIABILITIES & EQUITY		2,957,437.08

No assurance provided. Substantially all disclosures included with cash basis reporting are omitted.

CONTRACT AMENDMENT NO. 3
(Grant # - 3624A.20.14.1)

Contract Amendment No. 3 to Task Order No. 2020-1 for Informal Bid Package and Limited Construction Phase Services for the Industrial Airport Construction-Hangar Complex Project, at Duplin County Airport. Describing a specific agreement between the Duplin County (OWNER) and AVCON, INC. (CONSULTANT), in accordance with the terms of the Standard Master Agreement for Continuing Professional Services dated June 2019.

IDENTIFICATION OF PROJECT AND SCOPE OF SERVICES:

This additional work includes the design of a 45'x45' concrete pad for parking the Forest Service's helicopter that will be located on the existing apron at the first tie-down and a 85'x30' concrete pad located between the existing hangars. Additional concrete will be added between the mow strip and sidewalk for maintenance improvement. See Exhibit 1.

The DoA approved utilizing the remaining funding in the grant for this additional work January 2023. This project prepares an informal bidding package that identifies the concrete areas, pavement section, grades, and prepares bid form. Airport Staff will receive and open the informal bids.

Informal bids will be taken by OWNER and reviewed by CONSULTANT. The CONSULTANT will coordinate the OWNER and awarded contractor for proposed schedule to perform this work as well as perform four (4) site visits (3 during construction and 1 final walk through) to check on the progress of the construction. The OWNER's staff will take daily photos to document the repair progress and send to the CONSULTANT for review.

Once this work is completed, the CONSULTANT will aid in the closure of the grant.

SCHEDULE

The informal bidding process by the Owner is expected to be to take up to 30 days beginning in March. It is anticipated that construction will begin as coordinated with the awarded contractor and OWNER. It is anticipated proposed construction will take approximately 40 days to complete.

ASSUMPTIONS

- Geotech is not required for this project.
- Design will be based on As-built survey.
- Preconstruction meeting, if required, will be handled virtually.
- Two (2) pay requests and grant reimbursement are anticipated.

- Site visits are not intended to constitute inspection or approval of work. Site visits will include a site report documenting progress of the construction as well as pictures.
- Project completion and closure will be at the direction of the OWNER.

METHOD OF COMPENSATION

For the Limited Construction Phase Services at the Duplin County Airport, as previously described, a total project fee of \$12,257.00 as shown.

Executed this 1 day of MAY, 2023.

CLIENT:
DUPLIN COUNTY

BY: 

ITS: Chairman Duplin County Board
of County Commissioners

ATTEST: 
Davis H. Brinson, Clerk to Board

CONSULTANT:
AVCON ENGINEERS & PLANNERS, INC.
d/b/a AVCON, INC.

BY: 

ITS: James S. Kriss, Vice-President

ATTEST: 



PROFESSIONAL FEE SUMMARY FOR

DATE: 2/8/2023

DUPLIN COUNTY AIRPORT
KENANSVILLE, NORTH CAROLINA

NCJDOA Code

LS A104

ENGINEERING FEE COMPUTATION FOR DULIN COUNTY AIRPORT (INDUSTRIAL AIRPARK CONSTRUCTION-HANGAR COMPLEX)				AVCON Project No. 2020.0228P-01				DATE 3/8/2023					
PROJECT: INFORMAL BID PACKAGE AND LIMITED CONSTRUCTION PHASE SERVICES TASK: Informal Bid Package and Limited Construction Phase Services													
ITEMS OF WORK	Unit from CLT yr	Time from L-M off	PRINCIPAL	REGIONAL MANAGER	Sr PROJECT MANAGER	PROJECT MANAGER	Sr ENGR / Sr PLANNER	PRGCT ENGR / PRGCT PLANNER	ENGINEER / PLANNER	Sr CADD TECH	CADD TECH	ADMIN / SUPPORT	TOTAL HOURS
Informal Bidding Package and Limited Construction Phase Services													
Project Access and F&E Development				1	2								
Informal Bidding Package					4			18				4	2
Project Management and Coordination with Client and AECOS					3								
Preconstruction Meeting (Virtual), Agenda, and Notes					4							4	
Coordination with contractor on schedule and throughout construction					3								
Site Walk (3 site visits and 1 final walk through)		4			4								
Site Visit Reports					3								3
Process Pay Request and Grant Reimbursement					2								
Prepare "as built" exhibit for Project Closeout Documents					1							4	1
Project and Grant close out					2								
Total Time	0	4						2				8	1
Total Manhours Category				0	31	0	0	42	0	0	0	20	6
Hourly Salary Rate				\$80.77	\$71.38	\$88.95	\$88.95	\$47.12	\$43.27	\$67.31	\$67.31	\$25.12	\$21.80
Payroll Burden				\$0.90	\$71.59	\$7,825.69	\$89.89	\$9.29	\$1,817.34	\$9.00	\$9.00	\$25.12	\$21.80
Total Payroll Burden					\$ 4,144.33								
General Overhead	157.68%				\$ 6,263.05								
Supplies					\$ 1,175.61								
Travel Fee	11.50%				\$ 77.59								
Facilities Costs of Capital	0.8621%				\$ 39.07								
Total					\$ 11,890.07								
Direct Expenses (see below)					\$ 380.80								
AVCON Labor and Direct Expense Total - Limited Construction Phase Services					\$ 12,250.87								
AVCON Labor and Direct Expenses - LBE					\$ 12,267.60								

TASK: Informal Bidding Package and Limited Construction Phase Services

CASH: Informant

TRIP#TRAVEL from the: Charlotte to Kannapolis, NC
TRIP#TRAVEL from the: Wilmington to Kannapolis, NC

丁俊傑、李麗英、陳國治

2019年12月
 2019年12月
 2019年12月

TRAVEL - LODGING

REPRODUCTION AND PERSISTENCE

Figure 1

1990年10月1日

 UNIVERSITY OF MICHIGAN PRESS

姓名: 王明
 学号: 2015010101
 班级: 计算机科学与技术

UNIT	TRIPS	MILE/STRIP	MILES	UNIT COST	TOTAL
Base	4	400	1600	\$0.858	\$0.00
Mile			140	\$0.858	\$0.06 80
Each	0			\$0.00	\$0.00
Each	0			\$11.80	\$0.00
Each	0			\$20.60	\$0.00
Each	0			\$78.90	\$0.00
SUBTOTAL TRAVEL					\$0.06 80
UNIT	QUANTITY	SETS	PAGE/SET	UNIT COST	TOTAL
Page	0	0	0	\$0.15	\$0.00
Page	0	0	0	\$0.15	\$0.00
Page	0	0	0	\$0.09	\$0.00
Page	0	0	0	\$0.09	\$0.00
Each	0	0	0	\$0.80	\$0.00
Each	0	0	0	\$0.80	\$0.00
LS	0	0	0		\$0.00
SUBTOTAL REPRODUCTION AND PERMITS					\$0.00
SUBTOTAL TRAVEL, REPRODUCTION AND PERMITS					\$0.06 80

SUBTOTAL TRAVEL, REPRODUCTIONS, AND PERMITS: 1384.00

6175

SERVICE CONTRACT

**NORTH CAROLINA
DUPLIN COUNTY**

THIS CONTRACT is made, and entered into this the _____ day of April, 2023 by and between the COUNTY of DUPLIN, a political subdivision of the State of North Carolina, (hereinafter referred to as "COUNTY"), and, RIVER LANDING BUILDERS, LLC a corporation duly authorized to do business in the State of North Carolina, (hereinafter referred to as "CONTRACTOR").

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** CONTRACTOR hereby agrees to provide the services and/or materials under this Contract pursuant to the provisions and specifications identified in "Attachment 1" (hereinafter collectively referred to as "Services"). Attachment 1 is hereby incorporated herein and made a part of this Contract. Time is of the essence with respect to all provisions of this Contract that specify a time for performance.
2. **TERM OF CONTRACT.** The Term of this Contract for Services is from _____ to _____ unless sooner terminated as provided herein.
3. **PAYMENT TO CONTRACTOR.** CONTRACTOR shall receive from COUNTY an amount not to exceed \$96,780 as full compensation for the provision of Services. COUNTY agrees to pay CONTRACTOR at the rates specified for Services performed to the satisfaction of the COUNTY, in accordance with this Contract, and Attachment 1. Unless otherwise specified, CONTRACTOR shall submit an itemized invoice to COUNTY by the end of the month during which Services are performed. A Purchase Order number may be assigned to encumber the funds associated with this Contract and must appear on all invoices and correspondence mailed to Purchaser. Payment will be processed promptly upon receipt and approval of the invoice by COUNTY.
4. **INDEPENDENT CONTRACTOR.** COUNTY and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of COUNTY for any purpose in the performance of CONTRACTOR's duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONTRACTOR's activities in accordance with this Contract. For purposes of this Contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.
CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.
5. **INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the 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 engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONTRACTOR's performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or contractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the North Carolina Workers' 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. Additionally, CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and
\$100,000 --- Property Damage Liability, or
\$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury and Property Damage

CONTRACTOR, upon execution of this Contract, shall furnish to the COUNTY a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR's liability and obligations under the Contract.

6. **LICENSE, CERTIFICATION, AND REGISTRATION OF PERSONNEL.** All personnel provided or made available by Contractor to render services hereunder shall be licensed, certified or registered, as appropriate, in their respective areas of expertise as required by applicable North Carolina law.

7. **CONFIDENTIALITY.** All data and information, both written and verbal, furnished to Contractor by County shall be regarded as confidential, shall remain the sole property of County and shall be held in confidence and safekeeping by Contractor for the sole use of the parties and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than County or County's designated legal counsel, accountants or practice management consultants any information about County, its practice or billing. Contractor acknowledges that it is subject to and agrees to comply with all rules, regulations, and policies of County's Information Technology (IT) Department.

8. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.

9. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event 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 COUNTY, and CONTRACTOR may be declared ineligible for further COUNTY contracts.

10. **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 in the County of Duplin and the State of North Carolina.

11. **TERMINATION OF CONTRACT.** This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the notice of termination. Such a termination does not bar either party from pursuing a claim for damages for breach of the contract.

This Contract may be terminated, for cause, by the non-breaching party notifying the breaching party of a substantial failure to perform in accordance with the provisions of this Contract and if the failure is not corrected within ten (10) days of the receipt of the notification. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law. Termination of this Contract, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

12. **SUCCESSORS AND ASSIGNS.** CONTRACTOR shall not assign its interest in this Contract without the written consent of COUNTY. CONTRACTOR has no authority to enter into contracts on behalf of COUNTY.

13. **COMPLIANCE WITH LAWS.** CONTRACTOR represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.

14. **E-VERIFY.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the County.

15. **IRAN DIVESTMENT ACT.** CONTRACTOR certifies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units (G.S. 143C-6A-6(a)). It is the responsibility of each vendor or contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

16. **DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL.** The vendor or contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each vendor or contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

17. **GOOD STANDING WITH COUNTY.** CONTRACTOR certifies that it is not delinquent on any taxes, fees, or other debt owed by CONTRACTOR to COUNTY. CONTRACTOR covenants and agrees to remain current on any taxes, fees, or other debt owed by CONTRACTOR to COUNTY during the Term of this Contract.

18. **NOTICES.** All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

COUNTY OF DUPLIN
ATTN: George Furrelle, Assistant County Manager / Airport Director
260 Airport Road
Kenansville, NC 28349

CONTRACTOR: RIVER LANDING BUILDERS, LLC
ATTN: Courtney St. Pierre
PO Box 1139
Wallace, NC 28466

19. **AUDIT RIGHTS.** For all Services being provided hereunder, COUNTY shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within one (1) week of the request for them.

20. **COUNTY NOT RESPONSIBLE FOR EXPENSES.** COUNTY shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.

21. **ANNUAL APPROPRIATIONS AND FUNDING.** This Agreement may be subject to the annual appropriation of funds by the Duplin County Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, then County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment of all contract fees due under this Agreement up to and through the last day of service.

22. **EQUIPMENT.** CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.

23. **ENTIRE CONTRACT.** This Contract, including Attachment 1, shall constitute the entire understanding between COUNTY and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

24. **HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

25. **EXISTENCE.** CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

26. **AUTHORITY.** By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this Contract and that he/she is duly authorized to execute this Contract on behalf of the CONTRACTOR.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.

Reviewed by Department Head

Lauree Foltz

Date Reviewed: 3/28/23

CONTRACTOR

By: *CSH*

Printed Name: Courtney St Pierre

Title: Contractor

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

Wendy

Duplin County Finance Officer

DUPLIN COUNTY

By: *Dexter Edwards*

Printed Name: DEXTER EDWARDS

Title: CHAIRPERSON BOA

ATTACHMENT 1 – Proposal

AVCON, INC.

BIDDING REQUIREMENTS

NOTICE TO BIDDERS

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed bids for the **CONCRETE APRON AND APRON EXPANSION** project at the **Duplin County Airport** will be received by **DUPLIN COUNTY** until **11:00 am** local time **Tuesday, March 14, 2023** in the **Duplin County Airport Conference Room, 260 Airport Rd., Kenansville, NC 28349**, at which time and place all bids will be publicly opened and read aloud. Bids received after the stated time will not be accepted.

All Contractors are hereby notified that they shall have proper Contractor's licenses as required by the state laws governing their respective trade in the state where this Project is located. Contractors and subcontractors are required to be on the NCDOT prequalification list.

For more information about getting prequalified with the NCDOT, please visit:
<https://connect.ncdot.gov/business/Prequal/Pages/default.aspx>

PRE-BID CONFERENCE:

No Pre-Bid Conference will be held.

BID DOCUMENTS:

Bidding documents are attached.

For additional information contact Mary Wynn, AVCON, Inc at mwyynn@avconinc.com or by telephone at (910) 612-6900.

The maximum construction time allowed for the Project is Thirty (30) Consecutive Calendar Days. Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of the Owner of any of its rights under the contract.

Sealed envelopes containing bid proposals shall be addressed to:

George Furrelle, Airport Director
Duplin County Airport
260 Airport Rd.
Kenansville, NC 28349

Envelopes must be marked "**Bid Proposal – Concrete Apron and Apron Expansion**" and must have the bidder's North Carolina contractor's license number on the envelope.

The Duplin County Airport reserves the right to waive any informalities or irregularities in or reject any or all bids and to award or refrain from awarding the contract for the work, whichever is deemed to be in the Owner's best interest.

BIDDER: River Valley Builders, LLC DATE 3/11/23

1. Price: Includes all labor, materials, and equipment, etc. required to complete project. It is the intent that the price of each line item shall be inclusive of all materials to completely fix the repair. The price for each line item shall include, but not be limited to, excavation, repair materials, select back fill material, sodding, seeding, mulching, etc.
2. Completion Date: Indicates in calendar days after notice to proceed.
3. In submitting this bid, I certify: a) Items bid are in exact accordance with specifications, unless noted in bid & b) Prices in this bid have been arrived at independently, without consultation or agreement with any competitor for purpose of restricting competition.
4. The bidder is expected to carefully examine the site of the proposed work, the proposal, plans, specifications, and contract forms. He shall satisfy himself as to the character, quality, and quantities of work to be performed, materials to be furnished, and as to the requirements of the proposed contract. The submission of a proposal, which includes initials on each bid form sheet, shall be prima facie evidence that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the proposed contract, plans, and specifications.

Airport: DUPUN COUNTY AIRPORT (DPL)

Project: CONCRETE APRON AND APRON EXPANSION

Item No.	Item Description and Unit Price in Words	Unit	Estimated Quantity	Unit Price in Numbers	Total Amount Per Item
BID SCHEDULE					
S-102	SAFETY AND SECURITY at <u>Truck, Gas, Handled</u> dollars and <u>No Fee</u> cents	LS	1	\$ <u>2,500.00</u>	\$ <u>2,500.00</u>
C-105	MOBILIZATION at <u>For Handled</u> dollars and <u>No Fee</u> cents	LS	1	\$ <u>5,000.00</u>	\$ <u>5,000.00</u>
P-101	ASPHALT PAVEMENT REMOVAL at <u>7.5 ft. Area</u> dollars and <u>Material</u> cents	SY	150	\$ <u>35.00</u>	\$ <u>5,250.00</u>
P-101	C&B REMOVAL at <u>7.5 ft. Area</u> dollars and <u>Material</u> cents	CV	25	\$ <u>20.00</u>	\$ <u>500.00</u>
P-101	TIEDOWN REMOVAL at <u>For Handled</u> dollars and <u>No Fee</u> cents	EA	3	\$ <u>100.00</u>	\$ <u>300.00</u>
P-152	UNDERCUT AREA BETWEEN HANGARS at <u>See Notes</u> dollars and <u>Material</u> cents	CV	150	\$ <u>17.00</u>	\$ <u>2,550.00</u>
P-203	CRUSHED AGGREGATE BASE COURSE (AREA BETWEEN HANGARS) at <u>See Notes</u> dollars and <u>Material</u> cents	CV	80	\$ <u>110.00</u>	\$ <u>8,800.00</u>
P-501	PORTLAND CEMENT CONCRETE (PCC) - 6" THICK, FIBER REINFORCED at <u>See Notes</u> dollars and <u>Material</u> cents	SY	540	\$ <u>130.00</u>	\$ <u>70,200.00</u>
P-501	CONCRETE EXPANSION JOINT at <u>See Notes</u> dollars and <u>Material</u> cents	LF	420	\$ <u>4.00</u>	\$ <u>1,680.00</u>
T-901	SEEDING / MULCHING at <u>See Notes</u> dollars and <u>Material</u> cents	AC	0.5	\$ <u>4,000.00</u>	\$ <u>2,000.00</u>

TOTAL AMOUNT OF BID SCHEDULE (IN WORDS)

Nine Five Thousand Seven Hundred Eighty Dollars
No Price Cents

Total Bid Schedule Amount \$ 98,780.00

Duplin County Airport (DPL)

Work Authorization for Professional Services
Parrish & Partners of North Carolina, PLLC

WBS: TBD

Funding Source: NPE

7

TBD
(Project Number)

(Work Authorization No.)

Replace Fuel Farm

(Project Title)

It is agreed to undertake the following work in accordance with the provisions of the Master Agreement for Professional Services dated January 3, 2023.

I. Project Description:

The Duplin County Airport (DPL) proposes to construct a new fuel farm to replace its existing single 12,000 gallon AVGAS and dual 12,000 gallon Jet-A tanks that are currently past their useful lives, and do not meet current NFPA and safety requirements. The current system was purchased by the County in 1994 without using federal or state funds and is 29 years old. Additionally, the second 12,000 gallon Jet-A tank was added in 2022 to support the NC Forest Service demand using County funds. The second Jet-A tank is a 1997 model and is 26 years old. They have had leakage, corrosion, and maintenance issues that require replacement with a new NFPA compliant system.

The general scope of the project will involve multiple key tasks that include:

- Project Formulation and scoping to determine placement of the new system that will allow for the best operational configuration.
- Coordination with the local fire marshal
- Owner requirements determination
- Schematic (30%) design to include up to three placement configurations for OWNER approval of a final layout both horizontally and vertically
- Research into providing OWNER supplied materials (tanks) to reduce construction time
- NC Building Code and NFPA research to determine building separations, equipment requirements, and tank separation
- Phasing to include potential relocation of existing tanks temporarily during construction if the new system is to overlap the existing configuration
- Tank manufacturer research to determine lead times for various models and systems
- Final Design (60%/90%/Bidding Documents) to include:
 - Project Phasing
 - Tank configurations to include weather shelters over self-serve equipment for both Jet-A and AVGAS

- o Fuel truck parking configurations
- o Tanker access and requirements

This project complies with the current ALP as approved in 2022.

Other project details include:

1. Survey
2. Phase 1 environmental study of the existing system
3. Geotechnical testing for foundation design
4. NAVAID changes or modifications are not anticipated;
5. NEPA Permitting will include a CatEX Simple Written Record through NCDOA
6. 401/404 Individual Permits are not anticipated for this project.
7. Horizontal and vertical design of the system to include potential vertical separation between the tanks and pumping equipment
8. Airfield electrical vault modification is not included.
9. NCDEQ Land Disturbance permitting is not included due to project size being less than 1 acre
10. Utility relocation (Water, sewer, gas) in not anticipated or included. With the exception of relocation or installation of a new Cat 5 communication cable to serve the fuel farm.
11. Development of a Construction Safety and Phasing plan is included
12. Project management services are included
13. Local permitting or agency design reviews such as TRC or stormwater are not included
14. Permitting fees are not included
15. Preparation of specification and project manual is included
16. Bidding services are included
17. Preparation of an Engineer's Report is included
18. Grant management is not included, but grant assistance to the OWNER is anticipated

II. Design Criteria and Methodology

The following are the primary FAA Advisory Circulars and other design standards to be utilized during the design effort. All design will be performed according to the current edition at the time of execution of this work authorization

- NFPA 407
- NC Building Code
- NC Fire Code
- FAA AC 150/5300-13; Airport Design
- FAA AC 150/5340-1; Standards for Airport Markings
- FAA AC 150/5370-2; Operational Safety on Airports During Construction
- FAA AC 150/5320-6; Airport Pavement Design and Evaluation
- FAA AC 150/5370-10; Standards for Specifying Construction of Airports

• Federal Aviation Regulation Part 77 Surfaces

III. Scope of Services:

A. **BASIC SERVICES:** The **CONSULTANT** shall perform the following Basic Services for the project as outlined in Exhibit C of the above referenced Master Agreement and further described below:

A. Schematic Design: The **CONSULTANT** shall:

- a) Prepare 3 geometric layouts for OWNER consideration to result in a single final configuration.
- b) Prepare typical vertical sections for owner consideration to avoid conflict with the existing airfield electrical vault main duct bank along with existing hangars, parking areas, and terminal.
- c) Plan sheets to include:
 - Geometric Layout (3 sheets)
 - Proposed sections (3 sheets)

B. Final Design – Prepare 60%/90%/100% (Bidding Documents): The **CONSULTANT** shall:

- a) Perform General Project Coordination with **OWNER** on matters affecting the Project and general correspondence preparation, as needed;
- b) Coordinate with **OWNER** and funding agencies as necessary, including but not limited to coordination with airport users on potential construction schedules and submission of FAA Form 7460;
- c) Finalize design of the project and prepare detailed plans, CATEX Simple Written Record, technical specifications, at the 60%, 90% and 100% (Bid) completion level. An estimated list of sheets are as follows:
 - Cover Sheet (1 sheet)
 - Construction Safety and Phasing Plans (8 sheets)
 1. General Notes
 2. Safety Notes
 3. Existing Conditions
 4. Project Layout
 5. Phasing Plan (2 Sheets)
 6. Survey Control
 7. Construction Equipment Heights
 - Geometric Layout and Dimension Plan (1 sheet)
 - Erosion Control Plan (1 sheet)
 - Erosion Control Details (1 sheet)

- Grading and Drainage Plan (1 sheet)
 - Drainage Details (1 sheet)
 - Typical Sections (1 sheet)
 - Fuel Farm details (4 sheets)
 - Paving Details (1 sheet)
- Plan Sheet Total: 20 sheets
- Other Documents:

1. Engineer's Report
2. Project Manual

- d) Report, including adjustments to the preliminary estimate of probable construction costs caused by changes in general scope, extent or character or design requirements of the **PROJECT**, or market conditions;
 - e) Perform quality review and revisions prior to submissions of documents;
 - f) Incorporate **OWNER** and NCDOT-DOA comments from 60% and 90% submittals into 100% (Bid) Plan Set;
 - g) Print and provide necessary copies for in-house production of engineering drawings and contract specifications;
 - h) Distribute documents for approvals to **OWNER**, NCDOT-DOA, and other regulatory agencies;
 - i) Request DBE goals from NCDOA goals at the 90% level of completion, and
 - j) Submittals will be made at 60%, 90% and 100% levels of completion. Each submittal will consist of plans, cost estimate, and engineer's report. Electronic copies (PDF) of the final design report and plans will be provided to **NCDOA** and **OWNER** for each review. Upon submittal of 90% documents, a review conference call will be requested with **OWNER** and **NCDOA**.
- SPECIAL SERVICES:** The **CONSULTANT** shall perform the following Special Services for the project as outlined in Exhibits B and C of the above referenced Master Agreement. The **CONSULTANT** shall provide professional services in accordance with the following tasks described below:

C. Project Management Services

1. Project Management: Assist **OWNER** in project scoping, conduct project status updates during Airport Commission meetings, and other project related tasks not specifically covered in other elements. Documents will be prepared in accordance with current Aviation checklists on the DOA website.

D. Bidding Services: The **CONSULTANT** shall:

1. Assist the **OWNER** in advertising for and obtaining bids for the **PROJECT**, in accordance with state and federal bidding requirements, and maintain a record of prospective bidders to whom Bidding Documents have been issued,

- and receive and process payments for Bidding Documents;
2. Receive and respond to contractor inquiries related to the **PROJECT**;
 3. Assist the **OWNER** in conducting a pre-bid conference to share pertinent bidding and technical information and requirements with prospective bidders;
 4. Issue addenda as appropriate to interpret, clarify or expand the Bidding Documents;
 5. Distribute sets of Bidding Documents to Prospective Bidders and selected plan rooms during the Bidding Phase;
 6. Attend the bid opening, prepare bid tabulation sheets, assist **OWNER** in evaluating bids, and provide a formal recommendation to award;
 7. Invite NCDOA to all pre and post bid meetings; and
 8. Submit AV100 checklist dated 10/2020 to NCDOA with required documentation.

E. Pre-Design Surveying and Geotechnical Investigation Services. Topographical design data will be obtained to provide general grade and site information in addition to utility locations and drainage information. Pre-Design Geotechnical Investigation Services will be performed to provide existing soils information and information on the subgrade conditions for pavement design and analysis of unsuitable materials that may be present. Additionally, preliminary soil bearing pressures will be provided for foundation determination and future design.

IV. Schedule:

The following is the proposed project design schedule:

Project Formulation/Contracting	7 days
Survey/Geotechnical/Phase 1 Environmental	30 days
30% Design Complete	15 Days
60% Design Complete	30 days
NCDOA/Client Review	14 days
90% Design Complete	30 days
NCDOA/Client Review	14 days
100% Plans Complete	10 days
Bidding	30 days
Total	180 days

V. General Assumptions, Clarifications, and Deliverables

- 1) Schematic Design
 - a. Best available information will be used to prepare 3 concept drawings for **OWNER** consideration

- 2) Final Design – Prepare 60%, 90% and 100% (As-Bid Plans)
 - a. One site visit is included in this Phase: Site walkover for a visual assessment (Sr. Project Manager and Civil Associate).
 - b. Construction Safety and Phasing Plans (CSPP) will be prepared and coordinated with NCDOT as appropriate.
 - c. The 60%, 90% and 100% Plans will be prepared with a single bid schedule. Alternate bid schedules are not anticipated.
 - d. At the end of the 60% design phase, permits will be submitted for NEPA, utilities, stormwater, and erosion control permitting.
 - e. Plan review meetings will be held in-person.
 - f. The Design Phase ends upon submittal of 100% Plans.
- 3) Bidding Phase
 - a. The cost of publishing the advertisement for bids in local publications is not included in this Agreement. The Owner will pay for the cost of advertising directly to the publisher.
 - b. The cost of reproducing bid documents is not included. These costs will be passed onto potential bidders.
 - c. The Bidding Phase ends upon submission of the recommendation to award letter to the Airport Director and the Commission.
 - d. Two site visits are included in this Phase: Pre-bid conference (Sr. Project Manager) and one (1) Bid Opening (Sr. Project Manager).
 - e. Completion and submission of the AV100 Checklist Dated 10/2020
- 4) Survey and Geotechnical Investigation will be used for design
- 5) Erosion Control Permitting
 - i. Not anticipated due to project disturbing less than 1 acre
- 6) NEPA Permitting Services
 - a. A waters of the U.S. delineation survey plat will not be prepared.
 - b. Product includes a CATEX Simple Written Record
- 7) Deliverables
 - a. Preliminary and Final Design
 - i. PDF copies of plans, specifications, and Engineer's Report will be provided to NCDOT-DOA for review. Bound versions of the specifications, project manual, and Engineer's Report will also be provided to OWNER.
 - b. Bidding Phase
 - i. Review of bids received for conformance with plans and project manual.
 - ii. Summary of bids received and a unit cost analysis.
 - iii. Recommendation of award
 - c. Special Services
 - i. Final survey in format suitable (Civil 3d) for use in design efforts.
 - ii. The preliminary draft Categorical Exclusion will be submitted electronically to the OWNER for review and approval prior to submitting the document to the NCDOT.

- iii. The draft Categorical Exclusion will be submitted electronically to the NCDOT for review and approval.
 - iv. one (1) electronic copy of the final NCDOT-approved Categorical Exclusion will be provided to the OWNER.
- VI. Basis of Compensation:

The OWNER agrees to compensate the CONSULTANT for services performed for the work described herein as follows:

A. BASIC SERVICES:

- 1. Schematic Design: As compensation for providing Schematic Design, the OWNER shall pay the CONSULTANT the lump sum amount of Fourteen Thousand Forty-Eight dollars (\$14,048.00).
- 2. Final Design – Prepare 60%/90%/100% (Bid) Documents: As compensation for providing Final Design, the OWNER shall pay the CONSULTANT the lump sum amount of Fifty-Six Thousand Four Hundred Eighty-Two dollars (\$56,482.00).

B. SPECIAL SERVICES:

- 3. Project Management Services: As compensation for providing PM and services, the OWNER shall pay the CONSULTANT the lump sum fee of Four Thousand Seven Hundred Twenty-Seven Dollars and no cents (\$4,727.00).
- 4. Bidding Services: As compensation for providing Bidding services, the OWNER shall pay the CONSULTANT the lump sum fee of Eight Thousand Two Hundred Forty-Seven Dollars and no cents (\$8,247.00).
- 5. Pre-Design Surveying and Geotechnical Services: As compensation for providing Survey and Geotechnical services, the OWNER shall pay the CONSULTANT the lump sum fee of Sixteen Thousand Four Hundred Twenty-Seven Dollars and no cents (\$16,427.00).

Total Contract Value: \$99,931.00

Agreed as to scope of services, time schedule, and budget:


For: DUPLIN COUNTY


For: PARRISH AND PARTNERS OF NORTH CAROLINA, PLLC

Date: MAR 14, 2023

Date: 3/13/2023



PROJECT DESCRIPTION: Replace Fuel Farm		DATE PREPARED: 03/3/2023
PREPARED BY: Parish and Partners of North Carolina, PLLC		TIP NUMBER:

Attachment:

- Exhibit A – Manhour Summary
- Exhibit B - Survey Scope
- Exhibit C – Geotechnical Scope
- Exhibit D – Project Location Sketch

Exhibit A - Professional Services Fee Summary

Basic Services	
Task A - Schematic Design	SubTotal: \$14,048.00
Task A - Final Design - Prepare 80%, 90%, and 100% Plans	
	SubTotal: \$56,482.00
Task C - PM Services	
Special Services	
	SubTotal: \$4,727.00
Task D - Bidding Services	
	SubTotal: \$8,247.00
Task E - Pre-Design Surveying and Geotechnical Services	
	SubTotal: \$16,427.00
Special Services Total	\$29,401.00
Work Authorization Grand Total	\$99,931.00

Basic Services Total	\$70,530.00
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[illegible]

PROJECT DESCRIPTION: Concrete Tertiary RA		DATE PREPARED: 6/16/2023				
PREPARED BY: Patrick S. Thomas		Employee Qualifications				
BASIC SERVICES ENGINEERING SERVICES TASK DESCRIPTION	TASKS	Timothy Graham Senior Project Manager	John HendComb Sr. Designer	Henry Crawford Civil Assistant	Cindy Pruitt Aviation Asst. Crews Manager	SUBTOTAL
Task A - Final Design - Prepare 60%, 90% and 100% Plans						
1	General Project Coordination	6			2	8
2	Coordination with NCOCA	4				4
3	Coordination with Owner	12			2	14
4	60% Design					0
	Concrete Layout	2	12			14
	Paving Design	4	18			22
	Drainage Design	4	16			17
	Erosion Control and Safety Notes	1	2			3
	P77 Analysis and Equipment Heights	1		6		7
	Erosion Control Design and Scheduling	2	6			8
	Typical Section Design	1	12			13
	Powerline Design	2	3			5
	Grading Design	2	16			18
	Canopy Design	2	8			10
	Canopy Concept Design	4	8			12
	Determination of Typical Sections	1	12			13
	Lifting Design (final Form Figures)	4	5			9
	Prepare Technical Specifications	6		16		22
	Prepare Engineer's Report	2		8		10
	Prepare Quantities	1	4			5
5	80% and 100% Design					0
	Update Drawings Layout	1		3		4
	Update Paving Design	2		6		8
	Update Demolition Design	1		4		5
	Update General and Safety Notes	1		3		4
	Update P77 Analysis and Equipment Heights	1		2		3
	Update Erosion Control Design and Scheduling	1		8		9
	Update Pavement Cross Section Design	1		2		3
	Update Grading Design	1		8		9
	Update Drainage Design	1		2		3
	Update Lifting Design	1		3		4
	Update Technical Specifications	2		6		8
	Update Engineer's Report	2		4		10
	Update Quantities	1		4		5
	Prepare Final Form Documents	2		8	2	12
	Prepare General and Special Provisions	1		8		9
6	60, 90% and 100% Plan Sheet Preparation					0
	Cover Sheet	1		1		2
	CSP Plans Sheet (B)	2		14		16
	Prepare Geometric Layout and Orientation Plan	1		4		5
	Prepare Erosion Control Sheets	1		6		7
	Prepare Erosion Control Detail Sheet	1		2		3
	Prepare Grading and Drains Sheet	1		3		4
	Prepare Grading and Drainage Detail Sheet	1		2		3
	Prepare Cross Section Sheet	1		2		3
	Prepare Paving and Marking Details	1		2		3
7	Coordinate DETERMINABLE Participation					1
	Prepare Cost Estimate	1		2		3
8	Prepare and Submit Z460 1 to FAA					4
9	Prepare and Submit CSP to NCOCA (80%)	1		1		2
10	Respond to NCOCA Comments and Resubmit Plans	1		4		5
11	Quality Review and Revisions (60%, 80%, and 100%)	6	6			14
12	Prepare Standard CATEX SNIR	3				3
SUBTOTAL (including 15% RISK)		109	130	152	6	
Page 3		Final Design				

BASIC HOURLY RATE	\$66.61	\$40.98	\$32.11	\$27.86
TOTAL PER CLASSIFICATION	\$0.00	\$6,661.30	\$5,321.60	\$4,880.72
Total Labor Cost (Without Multiplier)		\$17,252.32	\$4,667.10	\$0.00

Profit	Subtotal	\$50,848.30
Cost of Capital	14%	\$5,560.42
	0.14%	24.15
TOTAL (1) + (2) + (3)		\$56,133.87

NON-SALARY COSTS

A Removable Expense	Quantity	Unit	Rate	Subtotal
Mileage (3 trips, 172 mi ea.)	516	Miles	\$0.675	\$348.30
TOTAL DIRECT NON-SALARY COST:				\$348.30

Total Labor and Non-Salary Costs	\$56,482.17
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Lump Sum Amount	\$56,482.00
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PROJECT DESCRIPTION: Naples Plant Farm					DATE PREPARED: 03/28/23				
PREPARED BY: Parrish and Partners of North Carolina, PLLC									
TASK NUMBER		ENGINEERING SERVICES (104)		TASK DESCRIPTION		Employee Classification			
		Timothy Quarles Senior	Laura Sween Senior	Hilary Crawford Civil Associate	Cindy Poize Admin Asst.				
		Project Manager	Partner		Civil Engineer				
Task C-PM Stunden:						SUBTOTAL			
1	Monthly Reporting to Owner	8						8	
2	Prepare Work Authorization	4						4	
3	Detailed Project Schedule (MS Project)							2	
4	Prepare Project Sketch			2				2	
5	Prepare Costbook	1						3	
6	Grant Assistance							16	
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NON-SALARY COSTS

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
B. Subcontracting Expenses	Amount	Contract Type	Fixed Fee	Subtotal
TOTAL DIRECT NON-SALARY COST:				\$0.00

Total:	\$4,727.37
Lump Sum Amount	\$4,727.00

TASK NUMBER	ENGINEERING SERVICES (1946) TASK DESCRIPTION	Employee Classifications					SLIP TOTAL
		Timothy Gardner Senior Project Manager	Laura Shivers Senior Partner	Henry Cowan Consultant	Cheryl Pence Auditor Asst. Orbits Manager		
Task D - Bidding Services							
1	Assist Owner with Advertising for Bids				2		6
2	Maintain a Record of Prospective Bidders	4			4		4
3	Receive and Process Payments for Documents						0
4	Receive and Respond to Contractor Questions	2		4	2		8
5	Prepare for and Attend Pre-Bid Conference	6		2			8
6	Prepare for and Issue Appropriate Addenda	2		4			6
7	Distribute Plans to Prospective Bidders						4
8	Prepare for and Attend Bid Opening	6					6
9	Prepare Bid Tabulation and Bid Summary	1		3			4
10	Evaluate Bids and Prepare Recommendation of Award	1		3			4
11	Prepare A/E/100 Checklist	1		2			3
							0
							0
		23	0	16	12		51
SLIP TOTAL							51

Subtotal	\$7,211.60
Profit	11%
	\$793.28
Cost of Capital	10.10
TOTAL (1) + (2) + (3)	\$8,014.96

Total:	\$8,247.18
Lump Sum Amount	\$8,247.00

TASK NUMBER	ENGINEERING SERVICES (ITEM) TASK DESCRIPTION	Employee Classifications						SUBTOTAL
		Tammy Ortiz-Robert Senior Project Manager	Laura Baranov Senior Planner	Hilary Crawford Civil Associate	Cindy Puccio Assistant Assoc. Quartz Manager			
Task E - Pre-Design, Scheduling and Geotechnical Services								
1	Surveying Staking	1						2
2	Surveyed Coordination	1						1
3	Review and format survey	1		4				5
4	Geotechnical Staking	1					1	2
5	Geotechnical Coordination	1						1
6	Review and Geotechnical Report	2						2
7	Review Phase 1 ESA	2						2
								0
								0
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								0
								0
SUBTOTAL		9	0	4		2		15

Subtotal	\$2,274.55
Profit	11%
	\$250.20
Cost of Capital	0.14%
	3.18
TOTAL (1) + (2) + (3)	\$2,527.93

Total:	\$16,427.93
Lump Sum Amount	\$16,427.00

Good afternoon,

Thank you for considering us for your survey needs.

We propose to provide a full topographic survey of the area outlined in red in your pdf including the following:

- Full survey of the area (see attached exhibit) including:
 - Existing fuel farm
- All above information compiled and presented in AutoCAD format in appropriate state plane coordinate system and NAVD88 vertical datum
- Provide utility locate services

This survey can be delivered within 3 weeks of a notice to proceed. The fee for this surveying will be \$1100.

Thank you again for considering us and please let us know if you have any questions.

Johnny

JOHNNY J. WILLIAMS LAND SURVEYING

P.O. BOX 778, BEULAVILLE, NC 28518
PHYSICAL ADDRESS: 219 E. MAIN STREET, BEULAVILLE, NC
PHONE: 910-298-8272 EMAIL: jwilliams@jwsurvey.com



February 13, 2023

Parrish and Partners, LLC
8226 Creedmoor Rd, Suite 101
Raleigh, North Carolina 27613

Attention: Ms. Taylor Washington

Reference: **Proposal for Geotechnical Services and Phase I Environmental Site Assessment
Duplin County Airport (DPL) - New Fuel Farm**
Kenansville, North Carolina
S&ME Proposal No. 23060024

Dear Ms. Washington:

S&ME, Inc. (S&ME) appreciates the opportunity to submit this proposal to perform geotechnical engineering and environmental services for the above-referenced property (i.e., the Property). This proposal presents our understanding of the project, a general description of our services, a proposed schedule, an estimate of fees, and establishes contractual arrangements. Our Agreement for Services (form AS-071) is attached to this proposal and incorporated as part of the proposal.

◆ **Project Information**

On January 27, 2023, Taylor Washington (Parrish and Partners) contacted S&ME Inc. (S&ME) requesting a proposal to provide a Geotechnical Exploration and Phase I Environmental Assessment (Phase I ESA) of a proposed fuel farm located at Duplin County Airport (DPL). On February 8, 2023, Ms. Washington provided S&ME with an image of the subject property boundaries (Attached).

After reviewing the image provided by Ms. Washington, it is S&ME's understanding that the proposed fuel farm is located on an approximate 0.35-acre portion of the Duplin County Parcel Identification Number 063873. The subject property is located at Duplin County Airport, addressed at 260 Airport Road in Kenansville, North Carolina. According to a review of the aerial photograph on the Duplin County GIS website, the subject property is currently a grass field including multiple aboveground storage tanks (ASTs) located on the northeast portion on the subject property. The subject property is bordered to the north by a parking lot and an unknown building, an unknown building to the east, a taxiway to the south, and an apparent storage facility to the west.

Site grading plans and structural loading conditions were not provided at the time of this proposal. We anticipate that the structures will be supported on reinforced concrete mat foundations for support of the fuel farm. Actual structural loads are required prior to our geotechnical analysis.

Grade Elevation Changes

We have not been provided with a grading plan prior to our preparing this proposal; however, for purposes of this proposal, we assume that proposed elevations for the fuel farm will not be raised or lowered more than 2 feet to achieve design grade elevations for construction. This assumption should be confirmed or modified by the client prior to our analysis.

Accessibility and Work Hours

We assume that the site will be readily accessible to our drill crew and equipment during the hours of 8:00am to 5:00 pm on weekdays, and that night work will not be required for this project.

- **Important:** We also assume that security badging is not required to enter the work area, or that we will be escorted by badged personnel. If S&ME personnel are required to obtain security badges, please allow additional time in the project schedule of completion for any background checks and training classes that are associated with this process. There will also be some additional costs associated with the badging process, which are discussed in the Fee section of this proposal.

◆ Scope of Services

Task 1: Geotechnical Explorations

At the time of this proposal, structural loads have not been provided. We will require structural loads prior to performing our geotechnical analysis.

Field Services

The field services scope of work will include the following based on the requested boring locations and depths:

- Coordinate field activities with P&P or other appropriate personnel.
- Visit the site to observe site surface conditions and mark test locations with a handheld GPS unit.
- Contact North Carolina 811 to have them mark the locations of existing underground utilities in the planned exploration areas.
- Subcontract with a private utility locator to have them mark the locations of existing private underground utilities in the planned exploration areas.
- We will mobilize a drill rig mounted on an all-terrain vehicle (ATV) to the site.
- Four (4) Cone Penetration Test (CPT) soundings to a target depth of 60 feet each. Soundings will be advanced to the target depth or refusal, whichever occurs first.
- Within one of the CPT soundings, we will obtain shear wave velocity measurements at 1-meter intervals to assist in our seismic evaluation.
- We may perform pore pressure dissipation testing in a sounding within softer fine-grained soils to assist our settlement analyses and estimate subsurface water levels.
- We will advance four (4) shallow hand auger borings at each of the sounding locations to evaluate the upper 4 feet. Samples may be obtained for laboratory testing if deemed appropriate by the geotechnical engineer.

Soundings will be extended to these depths or refusal, whichever occurs first. Sounding quantities, locations, and depths may be adjusted in the field based on the conditions encountered.

Measurements of subsurface water levels will be attempted at termination of each hand auger taken. After water levels are taken, borings will be backfilled with cuttings and capped. Hand auger boring cuttings will be left on site.

In a CPT sounding, an electronically instrumented cone penetrometer is hydraulically pushed through the soil to measure point stress, pore water pressure, and sleeve friction in general accordance with ASTM D 5778. The CPT data is used to determine soil stratigraphy and to estimate soil parameters such as preconsolidation stress, friction angle, and undrained shear strength.

Geotechnical Report

At the completion of the field exploration and laboratory testing, we will perform geotechnical engineering analyses and prepare a geotechnical engineering report. The geotechnical report will provide a summary of our understanding of project information, a description of field exploration methods, a summary of subsurface conditions, site seismic considerations for each of the two Areas described above, and the following geotechnical recommendations:

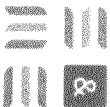
- Site preparation procedures including anticipated stripping, undercutting, and stabilization measures to the extent that our data indicates.
- Recommendations for controlled fill placement and compaction procedures.
- Recommendations for slab-on-grade support, including a subgrade reaction modulus.
- Recommendations for fuel tank foundations including a maximum allowable soil bearing pressure and bearing depths. If foundations settlements are excessive, discuss applicability of ground improvement, surcharging, or deep foundation alternatives.
- Site seismic considerations in accordance with the 2018 North Carolina Building Code, including a site classification and site liquefaction analysis.

The report will be provided in electronic (.pdf) format transmitted via email. Hard copies will not be provided unless requested.

Task 2: Phase I ESA

The most widely utilized standard for performing Phase I Environmental Site Assessments (Phase I ESAs) is the standard developed by the ASTM International (ASTM) entitled E1527 *Standard Practice for Environmental Assessments: Phase I Environmental Site Assessment Process*. An assessment performed in accordance with this standard meets the requirements for *All Appropriate Inquiries* (AAI) per 40 CFR Part 312 and may permit the User to qualify for certain *Landowner Liability Protections* (LLPs).

We understand that the proposed Phase I ESA is being performed in connection with a planned transaction involving the subject Property. Accordingly, the purpose of the assessment is to identify *recognized environmental conditions* (as defined in ASTM E1527-13) in connection with the Property.



Viability of the Phase I ESA

ASTM E1527-13 states that a Phase I ESA "meeting or exceeding" this practice and completed less than 180 days prior to the date of acquisition or intended transaction is presumed to be valid if the report is being relied upon by the User for whom the assessment was originally prepared.

Proposed Services

S&ME's approach to performing a Phase I ESA under the ASTM E1527-13 Standard Practice includes the following tasks:

Task I – Review of the Public Record

A review of reasonably ascertainable and practically reviewable public records for the subject Property and identified properties of concern the immediate vicinity will be conducted to characterize environmental features of the subject Property and to identify past and present land use activities, on or in the vicinity of the subject Property, which may indicate a potential for recognized environmental conditions. The review of the public record will include:

1. Review of federal, state, and tribal standard environmental record sources as well as selected local sources in accordance with the specified minimum search distances in ASTM E1527-13. The search of these records will be performed by a firm specializing in this service with results presented in a written report that will be appended to S&ME's Phase I ESA report. Review of regulatory file information may be reviewed if the subject Property or adjoining property is listed on one or more of the standard environmental record sources; the file information is reasonably ascertainable and can be obtained within a reasonable timeframe and at a reasonable cost. The regulatory records will be reviewed to evaluate potential environmental impacts to the subject Property from on-site and nearby sources to include soil, groundwater, and vaporous form contaminants.
2. Examination of one or more historical records sources such as: aerial photographs, fire insurance maps, street directories, USGS 7.5-minute topographic maps, fire department or health department records for evidence suggesting past uses that might have involved hazardous substances or petroleum products.

Task II – Interviews

Interviews with appropriate local officials will be conducted to consider local knowledge of hazardous substances or petroleum products on the subject Property or on adjacent properties. Past and current Property Owner(s), operators and key occupants will be interviewed regarding the potential for contamination at the Property to the extent they have been identified by the Client and that information likely to be obtained is not duplicative.

Task III – Site Reconnaissance

A site reconnaissance will be performed to identify visual signs of past or existing contamination on or adjacent to the Property, and to evaluate evidence found in the review of public record that might be indicative of activities resulting in hazardous substances or petroleum products being used or deposited on the Property. The site reconnaissance will include the following activities:



1. Performing a visual reconnaissance of the subject property and adjoining properties (from public rights-of-way) for evidence of the possible presence of contaminants or contaminant sources.
2. The periphery of the subject property will be viewed and a walk-through of accessible areas of the property interior, including on-site structures, will be conducted if readily accessible.
3. Noteworthy subject property features and conditions will be photographed.

Task IV – Tier I Vapor Encroachment Screening

A Tier 1 (non-invasive) Vapor Encroachment Screening (VES) using ASTM E2600-15 is included in the preparation of the Phase I ESA. The VES, for the purposes of this proposed Phase I ESA report, does not include a Tier 2 data evaluation or subsurface evaluations such as soil, groundwater, soil gas sampling, and analysis.

Task V – Written Report

Upon completion of the public record review, interviews, and site reconnaissance, S&ME will provide a written report documenting findings, opinions, and conclusions. We will produce an electronic copy of the report in PDF format.

Our conclusions will be presented in terms of the presence or absence of recognized environmental conditions as defined in ASTM Standard Practice E 1527-13. However, a conclusion of "no evidence of recognized environmental conditions" should not be interpreted as a guarantee or warranty that the Property is "clean" or free of all contaminants. Environmental conditions may exist on the Property that may not be identified through the scope of ASTM E 1527-13.

Limitations of the Phase I ESA

As indicated in ASTM E1527-13, the practice is intended to constitute all appropriate inquiries to permit the User to satisfy one requirement to qualify for Landowner Liability Protections including the innocent landowner, contiguous property owner, or bona fide prospective purchaser limitations on CERCLA liability in an approach that is both commercially prudent and reasonable. As such, the ASTM standard practice seeks to reduce, but not eliminate, uncertainty regarding the potential for recognized environmental conditions in connection with the Property. Further, appropriate inquiry does not imply an exhaustive assessment of real property, but instead calls for the environmental professional to identify a balance between competing demands of limited cost and time and the reduction of uncertainty about unknown conditions.

Materials and information used for this project will be obtained by S&ME from "reasonably ascertainable" and "practically reviewable" sources in compliance with our understanding of the standards set forth by ASTM E 1527-13. The review of public records will be limited to information available to us at the time this report is prepared. Interviews with knowledgeable people and local and state government authorities shall be limited to those people whom we were able to contact during the preparation of this report. We presume information obtained from the public records and from interviews is reliable. However, S&ME cannot warrant or guarantee that the information provided is complete or accurate. In the event responses requested from public agencies are provided to us following the submittal of our report, they will be forwarded to the Client in the form received for evaluation by the Client.



The Scope of Services, conclusions, and recommendations are limited by the testing methods and equipment used and based on applicable standards of normal practice in the geographic area at the time this work is performed. No other warranty, expressed or implied, is made.

According to standards set forth by ASTM 1527-13, components of the Phase I ESA will expire 180 days from the date of completion of that component and may therefore require updating if the date of Property acquisition exceeds this time period.

Phase I ESA Exclusions

Unless specifically authorized as an addition to the Phase I ESA work scope, the assessment will not include sampling of materials such as soil, water or air, nor any assessment of environmental aspects to include, but not limited to, lead-based paint, lead in drinking water, regulatory compliance, cultural/historic risks, industrial hygiene, health/safety, ecological resources, endangered species, indoor air quality (including vapor intrusion into existing buildings), emerging contaminants such as PFAS, radon or high voltage power lines, as outlined in Section 13 of ASTM E1527-13.

Performance of subsurface evaluations (such as soil, groundwater, and soil gas sampling and analysis) is not included in this proposal; however, use of a VES protocol contained in ASTM E2600-15 will be used in evaluating the potential for vapors to migrate beneath the subject property boundaries.

Client Responsibilities

The Scope of Services, fees, and project schedule presented herein are contingent upon the client fulfilling the following responsibilities:

- Provide signed authorization of our services.
- Provide safe and timely access to all subject areas of the property during the assessment periods.
- Provide personnel familiar with existing utility locations (if applicable) to meet with our personnel.
- Information on any utilities serving the project site and the presence and accurate locations of hidden or obscure man-made objects relative to field tests or boring locations.
- Provide the name and contact information for the past and present property owner(s), operators, and key occupants to enable us to conduct the interviews specified in ASTM E 1527-13.
- As specified in E1527-13, it is the Client's (User's) responsibility to
 - Complete the enclosed User Questionnaire.
 - Review land title and judicial records for environmental liens or activity and use limitations (AULs) (if available), and
 - Report these findings to the environmental professional responsible for completing the Phase I ESA.
- Provide copies of existing environmental reports or testing results relating to conditions at the subject property that may be available to the client (see attached checklist for User-furnished information).
- Provide any alternate procedures required outside of the standard ASTM E1527-13 (additions may require a change to the fee quoted in this proposal);



- Indicate exactly how the final environmental report is to be addressed such as to include a lender or other participant in the property transaction as a co-addressee. There will be an extra charge to reissue the environmental report.
- Please note that failure of the client to provide the above listed information may be listed in the report as a data gap.
- Provide structural loading conditions for the anticipated structures.

Schedules of Completion and Fees

Based on our present understanding of the proposed project, current Property conditions, and our estimate of time (weather permitting and client responsibilities are met) and expenses, we propose to perform the scope of service for the following amounts:

Table 1: Summary of Schedules and Fees

Task No.	Task	Lump Sum Fee	Estimated Schedule
1	Geotechnical Exploration Services	\$10,000	3-4 weeks
2	Phase I ESA	\$2,800	3-4 weeks

This fee quotation is valid for a period of 90 days from date of issue.

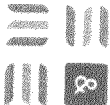
The proposed schedules are counted in working days from the date that we receive notice to proceed and fulfillment of the Client Responsibilities, so please allow for additional time if the project period incorporates any holidays.

Authorization

Our Agreement for Services, Form Number AS-071, is attached and is incorporated as a part of this proposal. Please indicate your acceptance of our proposal by signing the form and returning it to our office. We will then proceed with the performance of services.

If you elect to accept our proposal by issuing a purchase order, then please reference this proposal number and date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with the performance of our services. The terms and conditions included in any purchase order shall not apply, as our agreement is for services that are not compatible with purchase order agreements.

If this proposal is transmitted to you via email, and if you chose to accept this proposal by email, your reply email acceptance will serve as your representation to S&ME that you have reviewed the proposal and the associated Agreement for Services (AS-071) and hereby accept both as written.



Proposal for Geotechnical Services and Phase I Environmental Site Assessment
Duplin County Airport (DPL) - New Fuel Farm
Kenansville, Duplin County, North Carolina
S&ME Proposal No. 23060024

♦ Limitations of Proposal/Report Use

This proposal is solely intended for the Basic Services as described in the Scope of Services. The Scope of Services may not be modified or amended, unless the changes are first agreed to in writing by the Client and S&ME. Use of this proposal and corresponding final report is limited to above-referenced project and Client. No other use is authorized by S&ME.

♦ Closure

S&ME appreciates the opportunity to offer our services on this project. If you have questions regarding the outlined scope of work, or if we may be of further assistance, please call.

Sincerely,

S&ME, Inc.

Benjamin C. Best
Environmental Staff Professional II
bbest@smeinc.com

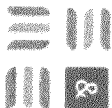
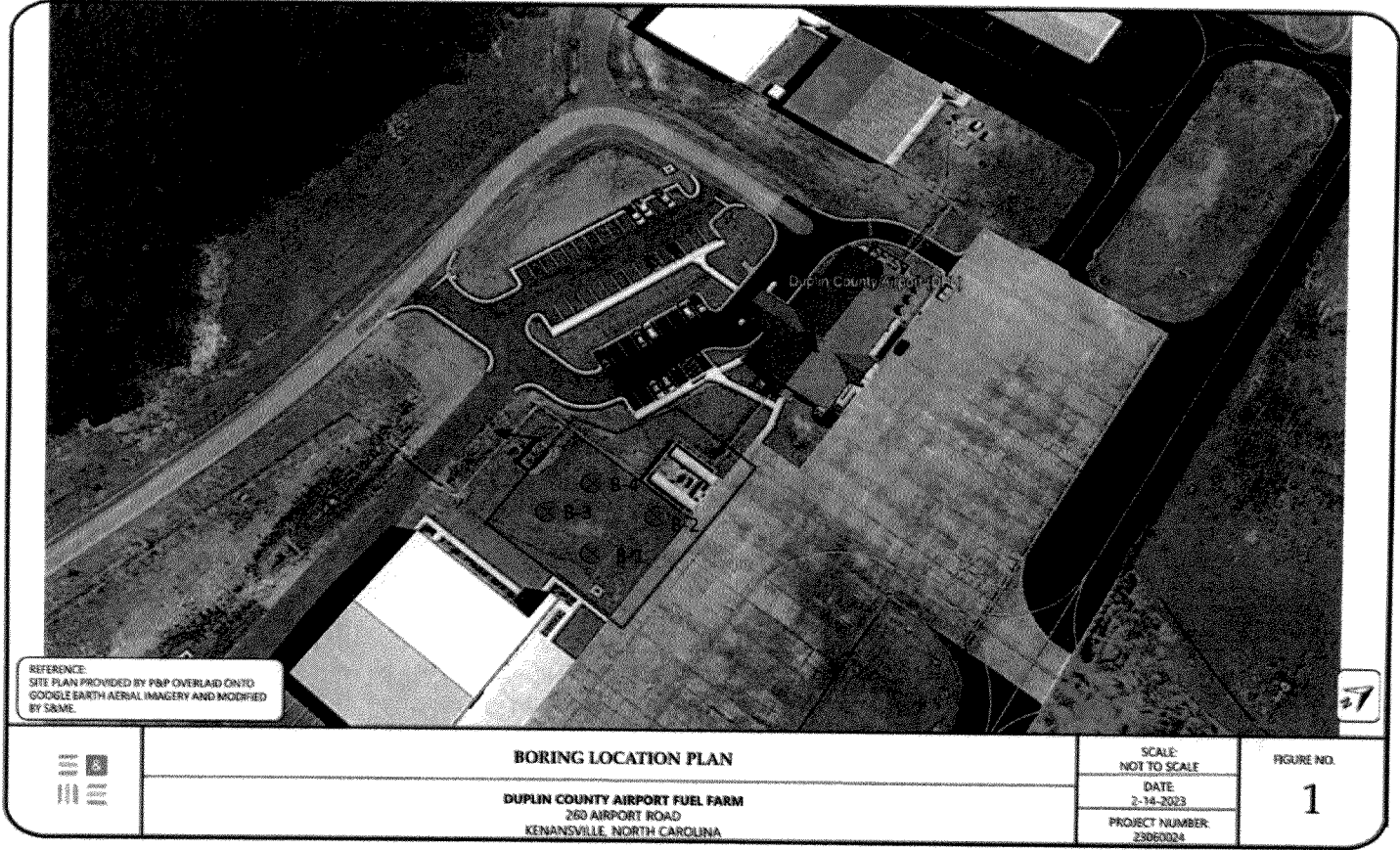
Nathan Buffum, P.E.
Office Principal/Senior Engineer
nbuffum@smeinc.com

Environmental Services Senior Reviewed by: Wayne Watterson, P.E.

Attachments: Image of Project Location
Phase I ESA User Questionnaire
User Furnished Information
Agreement for Services (Form AS-071)

Attachments

February 13, 2023



Proposal for Geotechnical Services and Phase I Environmental Site Assessment
Duplin County Airport (DCA) - New Fuel Farm
Kenansville, Duplin County, North Carolina
S&ME Proposal No. 23060024

User Questionnaire

In order to qualify for Landowner Liability Protections (LLPs), ASTM E 1527-13 specifies that the ESA User must provide the following information, if available, to the Environmental Professional. Failure to provide this information could make the ESA incomplete and the User unable to qualify for LLPs.

1. Are you aware of any environmental clean-up liens against the property that are filed or recorded under federal, tribal, state or local laws?
2. Are you aware of any Activity and Use Limitations (AUL's) such as engineering controls, land use restrictions, or institutional controls that are in place at the site and/or have been filed or recorded in a registry under federal, state or local laws?
3. As the User of this ESA, do you have any specialized knowledge or experience related to the subject property or nearby properties?
4. Does the purchase price being paid for this property reasonably reflect the fair market value of the property? If not, is the lower purchase price attributable to known or suspected contamination?
5. Are you aware of information about the property that would be helpful in identifying conditions indicative of contaminant releases, such as: a) past use of the property; b) presence of specific chemicals (past or present); c) spills or chemical releases at the property; or d) environmental cleanups that have taken place at the property?
6. As the User of this Phase I ESA and based on your knowledge and experience of the property, are there any obvious indicators that point to the presence or likely presence of contamination on the property?

Printed Name _____ Signature _____ Date _____



Proposal for Geotechnical Services and Phase I Environmental Site Assessment
Duplin County Airport (DPL) – New Fuel Farm
Kenansville, Duplin County, North Carolina
S&ME Proposal No. 23060024

User Questionnaire (continued)

In addition, certain other information should be provided, although not necessarily to qualify for LLPs, including: contact information for past and current property owners, operators and key occupants; the reason for performing this ESA; and documentation showing the property address, location and boundaries.

7. What is the purpose of the Phase I ESA (i.e., why is it needed)?
8. Is the subject property on city utilities? If so, how long has the subject property been on the city system?
___ No ___ Yes (please explain below)
9. Is there or was there previously a septic system present at the subject property?
___ No ___ Yes (please explain below)
10. If there are buildings on the subject property, how are the buildings heated?
___ No ___ Yes (please explain below)
11. Have the buildings always been heated this way? If not, what was the prior heat source(s)?
___ Yes ___ No (please explain below)
12. If available, provide contact information for past and current property owners, operators and key occupants.
13. If not provided to S&ME previously, please provide documentation showing the property address, location and boundaries.

Printed Name _____ Signature _____ Date _____



Proposal for Geotechnical Services and Phase I Environmental Site Assessment
Duplin County Airport (DPL) – New Fuel Farm
Kenansville, Duplin County, North Carolina
S&ME Proposal No. 23060024

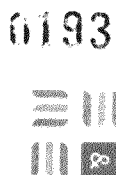
Phase I ESA – User-Furnished Information

The following is a list of documents and information that could be useful to S&ME in preparing your Phase I ESA. Please check the appropriate boxes below, sign, and fax or mail this form along with the signed Agreement for Services and completed client/landowner Questionnaire. We will contact you regarding review of any available materials. This form will be attached to, and made a part of, your completed Phase I ESA.

Yes	No	
☐	☐	1. Environmental site assessment reports
☐	☐	2. Environmental audit reports
☐	☐	3. Environmental permits (i.e. solid waste disposal permits, hazardous waste disposal permits, wastewater permits, NPDES permits)
☐	☐	4. Registrations for underground and above-ground storage tanks
☐	☐	5. Material safety data sheets (MSDS)
☐	☐	6. Community right-to-know plan
☐	☐	7. Safety plans; preparedness and prevention plans; spill prevention, counter-measure and control plans, etc.
☐	☐	8. Reports regarding hydrologic conditions on the property or surrounding area
☐	☐	9. Reports of any past or current environmental remediation on-site or on adjoining properties
☐	☐	10. Notices or other correspondence from any government agency relating to past or existing environmental liens encumbering the property
☐	☐	11. Hazardous waste generator notices or reports
☐	☐	12. Geotechnical studies
☐	☐	13. Report of earthwork or land filling activities on-site
☐	☐	14. Information concerning any pending, threatened, or past litigation or administrative proceedings relevant to hazardous substances or petroleum products
☐	☐	15. Notices from any governmental entity regarding any possible violation of environmental laws or possible liability relating to hazardous substances or petroleum products
☐	☐	16. Disclosure of sumps, pits, drainage systems (i.e. the existence of and location)
☐	☐	17. Building plans (architectural, utility, structural)
☐	☐	18. Description of current site operations, including layout drawings or sketches
☐	☐	19. Title report/chain-of-title
☐	☐	20. Tax assessor records (previous owner and occupants)
☐	☐	21. Purchase price analysis (if lower than comparables)
☐	☐	22. Current and historical photographs of the site
☐	☐	23. Current and historical topographic maps of the site

I have reviewed the above list and checked the "Yes" box for those items that are available to S&ME for review and/or copy.

Printed Name _____ Signature _____ Date _____



AGREEMENT FOR SERVICES

Form AS-071

Date: February 14, 2023	Job Number: 23060024
SAME, Inc. (hereafter Consultant)	Client Name: Parish and Partners (hereafter Client)
Address: 3006 Hall Waters Drive, Suite 100	Address: 11325 N. Community House Rd., Suite 260
City: Wilmington	City: Charlotte
State: NC	State: NC
Zip: 28405	Zip: 28210
Telephone: 910-799-9945	Telephone: (336) 944-6880
Fax:	Fax:
PROJECT	
Project Name: Duplin County Airport Fuel Farm- Geotechnical and Phase I Services	
Project location: (Street Address) 260 Airport Road	
City: Kenansville	State: NC
	Zip: 28349
SERVICES TO BE RENDERED	
Proposal Number: 23060024	dated: February 10, 2023
is incorporated into this Agreement For Services and this Agreement For Services is incorporated into this Proposal.	

Client desires to contract with Consultant for the Services to be Rendered ("Services") on Client's Project, as contained in Consultant's Proposal. The Proposal and Client's Project are referenced immediately above.

HEREFORE, in consideration of the Mutual Covenants and Promises included herein, Client and Consultant agree as follows:

- ACCEPTANCE:** Client hereby accepts this offer by Consultant to provide the Services as contained in Consultant's Proposal and agrees that such Services and any additional Services performed by Consultant shall be governed by this Agreement. If Client directs that Services commence prior to execution of this Agreement, Client agrees that commencement of Services by Consultant is acceptance of the terms of this Agreement. **CLIENT MAY ACCEPT THIS AGREEMENT FOR SERVICES THROUGH THE USE OF CLIENT'S PURCHASE ORDER, HOWEVER ALL PREPRINTED TERMS AND CONDITIONS ON CLIENT'S PURCHASE ORDER ARE INAPPLICABLE, ARE EXPRESSLY REJECTED, AND THE TERMS OF THIS AGREEMENT SHALL GOVERN.** Unless this offer is previously accepted, it will be withdrawn automatically at 5:00 pm EST, thirty (30) days from the date of issue.

CONTRACT DOCUMENTS: "Contract Documents" shall mean this Agreement for Services the Proposal identified under "SERVICES TO BE RENDERED," and all mutually executed Change Orders. This Agreement for Services along with the Contract Documents represent the entire understanding and agreement between the parties relating to the Services and supersedes any and all prior negotiations, discussions, and agreements, whether written or oral, between the parties regarding same. Any terms and conditions which Client is obligated to perform or satisfy, whether by law or contract, or proposed in any acknowledgments or acceptance by Client which are in addition to, or different from, this Agreement for Services along with the Contract Documents are hereby expressly rejected and shall not become part of the agreement between the

parties without Consultant's specific written consent. Any acceptance by Client is limited to acceptance of the express terms set forth in this Agreement for Services.

- SCOPE OF SERVICES:** Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the services included in Consultant's proposal received by Client are adequate and sufficient for Client's intended purpose. Client shall communicate the provisions of this Agreement for Services to each and every third party to whom Client transmits any part of Consultant's work. Consultant shall have no duty or obligation to any third party except as specifically set forth in Consultant's proposal.

Consultant has provided Client with the Proposal identified under "Services to be Rendered." By signing below, Client agrees that Client or the Client's representative has examined Consultant's proposal, which includes a scope of work to be performed by Consultant, an opinion on the cost to perform Consultant's scope of work, and an opinion on the amount of time required to perform Consultant's scope of work along with any other documents, opinions, or advice prepared or provided by Consultant and Client agrees that Client is fully satisfied with Consultant's Proposal and Client obtained the advice of any other consultant(s) as the Client deems necessary to protect the Client's interests. Client also agrees by signing below it is responsible for requesting additional services not included in Consultant's proposal and if necessary, Client agrees it is responsible (even if delegated to a third party) for notifying and scheduling Consultant so Consultant can perform the Services. Consultant shall not be responsible for damages caused by services not performed due to any failure to request or schedule Consultant's Services. If project conditions change materially from those described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.

Consultant shall not supervise, direct or have control over the Client's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Client's contractor and/or agents. These rights and responsibilities are solely those of the contractor or agent in accordance with its agreement with Client. Only Client has the right to reject or stop work of its contractor or agents. Consultant's presence on site does not in any way guarantee the completion, quality or performance of the work by any other party retained by Client. Consultant does not guarantee the performance of any contractor or agent of Client and shall not be responsible for such party's failure to perform its work in accordance with any applicable documents, including but not limited to, the plans and specifications or any applicable laws, codes, rules or regulations.

Any evaluations of the Client's budget for the project, and any preliminary or updated estimates of the cost of the work prepared by Consultant represent Consultant's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither Consultant nor Client has control over the cost of the labor, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Consultant does not warrant or represent that bids or negotiated prices will not vary from Client's budget for the project, or from any estimate of the cost of the work evaluation prepared or agreed to by Consultant.

- CHANGE ORDERS:** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will provide a change order proposal including Client's requested changes to the scope of Services for Client's review and approval. Following Client's approval, Client shall provide written acceptance and such Change Order Proposal shall become part of the Contract Documents and shall supersede any prior conflicting terms. If Client does not follow these procedures, but instead directs Consultant to perform changed or additional work without an executed change order, (1) the Services are changed according to Consultant's understanding of Client's direction; and (2) and Consultant will be paid for this work according to the current fee schedule plus fifteen percent (15%).

- PAYMENT:** Client will pay Consultant for Services and expenses in accordance with the Contract Documents. If prices for Services are not specified in the Contract Documents, Consultant's current fee schedule in effect for the type of Services performed shall control. Unless otherwise agreed prior to the start of the Services, Consultant will submit invoices to Client monthly and a final invoice upon completion of Services. Payment is due upon receipt of the invoice unless otherwise agreed to in writing prior to the submittal of the invoice.

Invoices are past due 30 calendar days after the date of the invoice. Past due amounts are subject to a late fee of one and one-half percent per month (18 percent per annum) or the highest amount allowed by applicable law on the outstanding balance, whichever is less. Attorney's fees and other costs incurred in collecting past due amounts shall be paid by Client. The Client's obligation to pay under this Agreement is in no way dependent upon the Client's ability to obtain financing, payment from third parties, approval of governmental or regulatory agencies, or Client's successful completion of the Project. In addition, CONSULTANT reserves the right to suspend the performance of all services in any case where invoices remain unpaid more than sixty (60) days from the invoice date.

To verify the CLIENT's requirements for appropriate invoicing, the following information is requested.

CLIENT Accounts Payable contact name:

CLIENT Accounts Payable contact phone number:

CLIENT Accounts Payable email address:

Upon execution of this document, CONSULTANT will reach out to the contact provided to gather CLIENT's required information such as purchase order number, client project number, email address or website for invoice submission, monthly deadline for invoice submission, CLIENT legal entity name for invoicing, CLIENT address for invoicing, etc.

6. **STANDARD OF CARE:** Consultant and its agents, employees and subcontractors shall endeavor to perform the Services for Client with that degree of care and skill ordinarily exercised, under similar circumstances, by consultants practicing in the same discipline at the same time and location. In the event any portion of the Services fails to substantially comply with this standard of care obligation and Consultant is promptly notified in writing prior to one year after completion of such portion of the Services, Consultant will re-perform such portion of the Services, or if re-performance is impractical, Consultant will refund the amount of compensation paid to Consultant for such portion of the Services. **NOTWITHSTANDING ANY TERMS IN OR APPLICABLE TO THIS AGREEMENT, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES OR WORK PRODUCT, AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

7. **LIMITATION OF LIABILITY:** Client and Consultant have evaluated the risks and rewards associated with this project, including Consultant's fee relative to the risks assumed, and agree to allocate certain of the associated risks. To the fullest extent permitted by law, Consultant's aggregate liability to Client, including that of Consultant's officers, directors, employees and agents, is cumulatively limited to \$100,000, hereinafter referred to as **LIMITATION OF LIABILITY**. This **LIMITATION OF LIABILITY** applies to all lawsuits, claims or actions, whether identified as arising in tort, including NEGLIGENCE (WHETHER SOLE OR CONCURRENT), PROFESSIONAL ERROR OR OMISSIONS, BREACH OF WARRANTY (EXPRESS OR IMPLIED), NEGLIGENT MISREPRESENTATION, AND STRICT LIABILITY, contract, or other legal theory, including without limitation, Consultant's indemnity obligations to Client related to the Services provided in this Agreement and any continuation or extension of Consultant's Services.

By entering into this Agreement, Client acknowledges that this **LIMITATION OF LIABILITY** provision has been reviewed, understood and is a material part of this Agreement, and that Client has had an opportunity to seek legal advice regarding this provision.

8. **NO CONSEQUENTIAL DAMAGES:** In no event shall Consultant or Client be liable to the other for any special, indirect, incidental or consequential loss or damages, including, but not limited to, lost profits, damages for delay, or loss of use arising from or related to Services provided by Consultant.

9. **INSTRUMENTS OF SERVICE:** In connection with the performance of the Services, Consultant may deliver to Client reports, drawings, specifications, computer files, field data, notes, and other documents and instruments prepared by the Consultant reflecting Services provided and the results of such Services ("Instruments of

Service"). Statements made in Consultant's Instruments of Service are opinions based upon engineering judgment and are not to be construed as representations of fact. All Instruments of Service, other written documents, all original data gathered by Consultant and work papers produced by Consultant in the performance of or intrinsic to the Services included in the Services are, and shall remain, the sole and exclusive property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices. Client shall indemnify, defend, and hold Consultant harmless from any and all claims, damages, or losses arising from any unauthorized reuse or modification of the Instruments of Service.

10. **SAFETY:** Consultant has no authority and no responsibility for general job safety and for the safety of persons who are not employed by Consultant. Should Client, or third parties, be conducting activities on the Site, then each shall have responsibility for their own safety and compliance with applicable safety requirements.

11. **SAMPLES:** Samples are consumed in testing or disposed of upon completion of tests (unless stated otherwise in the Services).

12. **HAZARDOUS MATERIALS:** Nothing contained within this agreement shall be construed or interpreted as requiring Consultant to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client retains full responsibility for compliance with the provisions of RCRA and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.

13. **CLIENT OBLIGATIONS:**

(a) Client warrants that all information provided to Consultant regarding the Project and Project location are complete and accurate to the best of Client's knowledge.

(b) Client agrees to furnish (or obtain from the Owner should the Client not be the Owner) Consultant, its agents, employees, and subcontractors a right-of-entry and any authorizations needed for Consultant to enter onto the project site to perform the Services included in this Agreement.

(c) Client recognizes that the performance of the Services included in this Agreement may cause alteration or damage to the Site. Client acknowledges that some site disturbance is inherent in the work for which Consultant will not be responsible. Should Client not be owner of the property, then Client agrees to notify the owner of the aforementioned possibility of unavoidable alteration and damage and Client shall arrange for the repair of any alteration and damage.

(d) Client agrees to disclose the identity of all utilities serving the Project Site, the presence and accurate location of hidden or obscured man-made objects known to Client that may be in Consultant's work area and the nature and location of any known or suspected hazardous materials that may exist on the property.

(e) The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

(f) In order to make informed decisions based on the Instruments of Service, Client's review and study of the Instruments of Service is vital to take full advantage of the consulting process. Client shall review in detail all Instruments of Service, including attachments and references therein, and in the event of questions or concerns, shall contact the project manager. Consultant provides information in the Instruments of Service which assists the Client and/or user in understanding and using the deliverable. The information includes direction on the extent to which the information can be relied on and applied to Client's decision-making process.

(g) Provide prompt written notice to CONSULTANT if CLIENT becomes aware of any fault or problem in the PROJECT, including any errors or omissions in CONSULTANT'S work.

(h) Client is responsible for reporting any releases of hazardous substances to appropriate government agencies as required by law. Client acknowledges that Consultant also may have reporting obligations under controlling law and regulations. Client waives any claim against Consultant and will indemnify and hold Consultant harmless from any claim, injury or loss arising from the discovery of unforeseen hazardous substances.

14. CERTIFICATIONS: Client understands and agrees that Consultant's Instruments of Services are limited to an expression of professional opinion based upon the Services performed by the Consultant and does not constitute a warranty or guarantee, either express or implied. In addition, Client agrees that Consultant will not be required to execute any document that would result in certifying, guaranteeing or warranting the existence of conditions whose existence the Consultant cannot reasonably ascertain.

15. FAILURE TO FOLLOW RECOMMENDATIONS: The Client agrees that it would be unfair to hold the Consultant liable for problems that may occur if the Consultant's recommendations are not followed. Accordingly, the Client waives any claim against the Consultant, and agrees to indemnify, and hold harmless the Consultant from any claim or liability for injury or loss that results from failure to implement the Consultant's recommendations or from implementation of the Consultant's recommendations in a manner that is not in strict accordance with them.

16. TERMINATION:
For Convenience - Upon written notice, Client or Consultant may terminate the performance of any further Services included in this Agreement if the terminating party determines termination is in the terminating party's interest. Upon receipt of a termination notice by either party, Consultant shall stop work on all Services included in this Agreement and deliver any Instruments of Service complete at that time to Client and Client shall pay Consultant within thirty (30) days for all Services performed up to the dispatch or receipt of the termination notice. Upon Termination for Convenience, Consultant and Client shall have no further rights or remedies other than those included in this paragraph.

For Cause - In the event of material breach of this Agreement, the party not breaching the Agreement may terminate it upon five (5) business days written notice delivered or mailed to the other party, which notice must identify the material breach. The Agreement may not be terminated for cause if the breaching party cures the breach within five (5) business days of receipt of the written notice. Upon Termination for Cause, Consultant shall stop work on all Services included in this Agreement and deliver any Instruments of Service complete at that time to Client and Client shall pay Consultant within thirty (30) days for all Services performed up to the termination. Upon Termination for Cause, Consultant and Client shall have no further rights or remedies other than those included in this paragraph.

17. UNFORESEEN CONDITIONS OR OCCURRENCES: If, during the performance of Services, any unforeseen hazardous substance, material, element or constituent or other unforeseen or changed conditions or occurrences are encountered which, in Consultant's judgment, significantly affects or may affect the Services, the risk involved in providing the Services, or the recommended Scope of Services, Consultant will promptly notify Client. Subsequent to that notification, Consultant may: (a) If practicable, in Consultant's judgment and with approval of Client, complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; (b) Agree with Client to modify the Scope of Services and the estimate of charges to include the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated into this Agreement; or (c) Terminate the Services effective on the date of notification pursuant to the terms of TERMINATION FOR CONVENIENCE.

18. FORCE MAJEURE: Consultant shall not be deemed to be in default of this Agreement to the extent that any delay or failure in the performance of the Scope of Work results from any causes beyond its reasonable control. For this purpose, such acts or events shall include, but are not limited to, storms, floods, unusually severe weather, epidemics, pandemics, quarantines, acts of government, civil disturbances, war, riot, strikes, lockouts or other industrial disturbances, and the inability within reasonable diligence to supply personnel, equipment, information or material to the Project. In the event that such acts or events occur, it is agreed that Consultant shall attempt to resume performance of the Services covered by this Agreement as soon as

reasonably possible. If the force majeure event adversely affects the scope or schedule, Client agrees to modify the Scope of Services and the estimate of charges, such revision to be in writing and signed by the parties and incorporated into this Agreement.

19. INSURANCE: Consultant shall maintain at its own expense, during the term of this Agreement, the following insurance: (1) Workers' Compensation providing statutory coverages required by the state where services are provided, (2) Employer's Liability with limits of \$1,000,000 each accident, (3) Commercial General Liability with limits of \$1,000,000 each occurrence / \$2,000,000 aggregate, (4) Commercial Automobile Liability with \$1,000,000 each accident, (5) Umbrella Excess Liability with limits of \$5,000,000 each occurrence and (6) Professional Liability with limits of \$1,000,000 each claim.

20. INDEMNITY: Consultant shall indemnify Client from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent caused by the negligent acts, errors, or omissions of Consultant in the performance of services under this Agreement. Notwithstanding any terms in or applicable to this Agreement, it is understood and agreed that Consultant shall have no affirmative defense obligations.

21. DISPUTE RESOLUTION: In the event of a dispute between Consultant and Client with regard to any matter arising out of or related to this Agreement, the Parties will use their best efforts to resolve the dispute amicably using negotiation and mediation within fifteen (15) calendar days. If the dispute cannot be settled amicably, the Parties agree that the dispute shall be resolved by litigation in a court of competent jurisdiction within the State where project is located.

22. ASSIGNMENT: Neither party may assign this Agreement, in whole or in part, without the prior written consent of the other party.

23. NO WAIVER: No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future default, whether like or different in character.

24. MISCELLANEOUS: The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the state where project is located without regard to choice of law provisions. This Agreement represents the entire understanding and agreement between the parties hereto relating to the Services and supersedes any and all prior negotiations, discussions, and Agreements, whether written or oral, between the parties regarding same. No amendment or modification to this Agreement or any waiver of any provisions hereof shall be effective unless in writing, signed by both Parties. If any part of this Agreement is found to be unenforceable, then the parties' intent is to have such part rewritten to attain as close as possible the original intent of the unenforceable provision, and all remaining provisions shall continue in full force and effect.

25. TIME BAR: Notwithstanding any applicable state statute of repose or statute of limitation, the Parties agree that all legal actions by either party against the other concerning this Agreement or the work performed in relation to this Agreement, will become barred two (2) years from the time the party knew or should have known of the claim, or two (2) years after completion of Consultant's Services, whichever occurs earlier.

26. NO DISCRIMINATION: To the extent applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a) and the posting requirement under 29 CFR Part 471, appendix A to subpart A. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

27. NO THIRD PARTY LIABILITY: Nothing in this Agreement or as a consequence of any of the Services provided gives any rights or benefits to anyone other than Client and Consultant. All duties and responsibilities

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undertaken pursuant to this Agreement are for the sole and exclusive benefit of Client and Consultant and not for the benefit of any other party. No third party shall have the right to rely on the Instruments of Service without Consultant's prior written consent and the third party's agreement to be bound to the same terms and conditions as the Client.

28. **INDIVIDUAL LIABILITY:** CLIENT AGREES THAT CONSULTANT'S SERVICES WILL NOT SUBJECT CONSULTANT'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST CONSULTANT.

CONSULTANT HEREBY ADVISES CLIENT THAT ITS PERFORMANCE OF THIS AGREEMENT IS EXPRESSLY CONDITIONED ON CLIENT'S ASSENT TO THE TERMS AND CONDITIONS DETAILED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representative.

CLIENT:	Parrish and Partners	S&ME, Inc.
BY:	(Signature)	BY: (Signature)
	(Print Name / Title)	(Print Name / Title)
DATE:		DATE:
PROPOSAL NUMBER:	23060024	
Client's FAXED or DIGITAL signature to be treated as original signature		



RESOLUTION
ACCEPTING GRANT AWARD AND ESTABLISHING CAPITAL PROJECT BUDGET ORDINANCE
DUPLIN COUNTY AIRPORT COMMISSION FOR FUEL FARM DESIGN/BID PROJECT
DUPLIN COUNTY
MAY 1, 2023

WHEREAS, the Duplin County Airport Commission continues to develop infrastructure at the Duplin County Airport, and

WHEREAS, Duplin County, the Airport Sponsor, has received grant funding from the North Carolina Department of Transportation, Division of Aviation in the amount of \$100,431.00 with no local match required, and

WHEREAS, the purpose of the grant is to pay for professional engineering services related to the design and bid of a new Fuel Farm Facility at the Duplin County Airport in accordance with the FAA/NC DOT approved Airport Master Plan.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF DUPLIN COUNTY,

THAT, Duplin County does hereby accept the grant award from North Carolina Department of Transportation, Division of Aviation, and

THAT, the County Manager is authorized to approve change orders within the operating budget and the Assistant County Manager / Airport Director is authorized to approve invoices, sign quarterly progress reports and other documents related to the administration of the grant.

Adopted this the 1st day of May, 2023.

ATTEST:

Dexter Edwards, Chairman, Board of Commissioners


Davis H. Brinson, Clerk to the Board
Duplin County

SERVICES FOR THE AGED
REPORT OF SERVICES

PROGRAM	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
NUTRITION/CONGREGATE						
Units of Service	1116	1081	1095	1105	1220	1300
Clients Served	112	108	115	107	116	109
Wellness Checks/Community Outreach	15	32	16	16	8	13
# of volunteers	26	27	22	25	24	28
# of volunteer hrs.	226	246	213	238	230	326
HOMEBOUND MEALS						
Units of Service	1705	1285	1290	1640	1355	1365
Clients Served	69	66	66	68	69	72
Waiting List	0	0	0	0	0	0
# of volunteers	22	19	17	17	21	15
# of volunteer hrs.	33	24	22	22	22	20
GENERAL TRANSPORTATION						
Units of Service	315	291	274	298	282	341
Clients Served	12	12	13	12	12	12
IN HOME AIDE						
Units of Service	573	510	385	470	459	550
Clients Served	92	87	82	84	80	86
Waiting List	45	46	48	44	41	37
ENSURE						
# of cases	120	113	92	57	46	122
Clients Served	67	61	55	41	32	68
HOUSING & HOME IMPROVEMENT						
Units of Service	1	0	0	0	0	0
Waiting List	2	2	2	0	0	0
# of volunteer hrs.	0	0	0	0	0	0
# of volunteers	0	0	0	0	0	0
FAMILY CAREGIVER PROGRAM						
Persons served w/vouchers	0	2	4	3	2	2
INCONTINENCE SUPPLIES						
Units of Service	1	0	0	0	3	4
Clients Served	1	0	0	0	1	2
FAN PROGRAM						
Fans given away	0	0	0	0	0	0
SENIOR CENTER PROGRAM						
Units of Service	92	73	51	82	104	116
Clients Served	37	26	23	26	25	21
# of volunteers	8	8	5	6	6	4
# of volunteer hrs.	12	9	13	11	10	24
TELEPHONE REASSURANCE PROGRAM						
Units of Service	306	341	394	449	323	61
Clients Served	21	22	22	22	21	20
INFORMATION & REFERRAL						
Units of Service	19	18	13	19	15	61
Clients Served	19	18	13	18	15	20
TRAINING - EMPLOYEE						
Number of hours	0	0	34.25	0	0	60.75
Number of staff	0	0	16	0	0	16
INCOME TAX VOLUNTEER PROGRAM						
Number of hours	0	58	30	145	264	270
Number of staff	0	2	3	9	9	9

MEAL COST							
Meals Prepared	2460	2913	3184	2339	2675	3291	
Total Expenditures	\$ 18,008.07	\$ 19,615.09	\$ 20,341.20	\$ 17,351.56	\$ 18,731.04	\$ 25,428.42	
Price per meal	\$ 7.37	\$ 6.73	\$ 6.39	\$ 7.42	\$ 7.00	\$ 7.73	
FAMILY CAREGIVER - SUPPORT GROUP							
Persons served	5	3	3	2	7	3	

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Tourism activity report
April 2023

Meetings/What's happening in the office

- Attended Central/Eastern NC Civil War Trails Meeting in New Bern.
- Continued work on new visitors' guide
- Software presentation with Threshold 360 regarding their virtual 360 tour software platform that allows for visitors to see a site in more detail before visiting.
- Met with W/RAL regarding possibly advertising opportunities include a possible grant program that we could participate in if we were interested.
- Had a follow-up meeting with ITI Digital about their Calendar of Events website software.
- Continued work on Strategic Plan
- Continued work on Marketing plan for 2023-24 Fiscal Year

Statistics

- 981 new users on uncorkduplin.com, which translated into 1,210 sessions and 1,999 views. Top 3 referring websites were:
 1. Google
 2. Direct visits
 3. Bluebrewandque.com
- 21 posts were published on Facebook, reached a total of 14, 400 people and led to direct engagement of 426, which includes, post clicks, reactions, comments and shares.
- 21 posts were published on Instagram, reached a total of 2, 900 people and led to direct engagement of 167 people.

Visitor Guide Distribution:

- 32 bundles distributed to various locations in Duplin County.
- 35 Requests for Visitor guides to be mailed
- Requests From our website: Ohio-1 NY-1 SC-1 NC-1
- Requests from Guest Quest: VA-4 NC-9 WI-2 IL-2 Tennessee-1 OH-3 Georgia-1 IN-1 Utah-1 PA-2 Alabama-1 NY-1 MD-1 West Virginia-1 MO-1