BOARD OF COUNTY COMMISSIONER'S MEETING

Monday, November 20th, 2023

224 Seminary Street

Kenansville, N.C. 28349

The Duplin County Board of Commissioners met at 6:00 p.m. on Monday, November 20th, 2023 in the Commissioners Room located at 224 Seminary Street, Kenansville, N.C.

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

Also Present: Bryan Miller, County Manager; Carrie Shields, Assistant County Manager; Tim Wilson, County Attorney; Chelsey Lanier, Finance Officer; and Jaime W. Carr, Clerk to the Board.

Call to Order

The meeting was called to order by Chairman Edwards.

Invocation and Pledge of Allegiance

Invocation was given by Commissioner Branch. Commissioner Branch then led those in attendance in the pledge of allegiance to the flag of the United States of America.

Approval of the Meeting Agenda

Chairman Edwards asked if the members of the Board approved the proposed meeting agenda, and if any board member, County Manager, Assistant County Manager, or Clerk to the Board wished to make any changes or additions to the agenda. Jaime Carr, Clerk to the Board, requested to remove Brandon McMahon, Emergency Medical Services Director, from the regular agenda and to add Angel Venecia, Duplin County Public Transportation Director, to the regular agenda to request the purchase of two (2) used vans.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously, to approve the meeting agenda with the requested changes made by the Clerk to the Board.

Approval of the Minutes – Governing Body

Motion was made by Commissioner Branch, seconded by Commissioner Garner, carried unanimously, to approve the minutes of the November 6th, 2023 Board of Commissioners Meeting as presented.

<u>REGULAR MEETING AGENDA</u>

<u>CONSENT AGENDA</u>

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously, to approve the consent agenda which consisted of: Budget Amendments Journal Entry Proof; Tax and Solid Waste Releases - #21414 - #21445; Duplin County Health Department Bad Debt & Deceased Write Off Through September 2020; Re-Appointment of Ann Herring to the Duplin County Watershed Improvement Commission for the Period Beginning

December 1st, 2023 and ending December 1st, 2029; Adopt the Revised Duplin County Public Transportation Drug & Alcohol Policy and Authorize Chairman to Sign; Proclamation Recognizing the 100th Birthday of Mr. John A. Stallings and Authorize Chairman to Sign; Centennial Birthday Greeting to Mr. John W. Taylor on the Occasion of his 104th Birthday and Authorize the Chairman to Sign.

ITEMS TO BE MADE PART OF MINUTES

Administrative Budget Amendment Journal Entry Report

AGENDA

Public Comments

No Public Comments

End Public Comments

Melisa Brown, Senior Services Director, appeared before the Board to present a retirement plaque to Ms. Mattie Elizabeth "Liz" Batts.

Angel Venecia, Public Transportation Director, appeared before the Board to request the purchase of two (2) used vans. Duplin County Public Transportation has a fleet of fourteen (14) vehicles; one (1) minivan, five (5) raised roof vans, & eight (8) light transit vehicles. North Carolina Department of Transportation (NCDOT) provides reimbursement for the purchase/replacement of these vehicles and there are currently eight (8) replacement vehicles that have been on order since June 2023. At this time, the vendors these vehicles are being purchased from, are stating that it could be at least six (6) months before they will be able to deliver the new vehicles. Currently in Duplin County Public Transportation's fleet, there is one (1) vehicle out of service with a bad motor, five (5) vehicles that have at least 250,000 miles, and six (6) vehicles that have over 130,000 miles. Ms. Venecia stated that repairs are needed more frequently and the cost is more expensive. In order to help alleviate some of the issues with the aged fleet and the uncertainty of when replacements will be received, Ms. Venecia requested permission to purchase two (2) used vans; totaling $97,000 before taxes/tags/fees/etc. Duplin County Public Transportation will use their fund balance to purchase these vehicles. Prior to the purchase, the County's garage will inspect each vehicle to ensure they are mechanically sound.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously, to authorize Duplin County Public Transportation to purchase two (2) used vans and authorize the associated budget amendments.

Bryan Miller, County Manager, appeared before the Board to request approval of Amendment Number 004 to the Professional Services Agreement between Duplin County and Moseley Architects PC for the construction of a new Duplin County Detention Center. Mr. Miller stated that Amendment Number 004 will be in the amount of $ 24,500. This amendment is needed for additional civil engineering services to modify the Construction Documents to accommodate a future Law Enforcement Center west of the planned Detention Center without demolition of the planned staff parking lot. The staff parking lot needs to be designed and permitted to occupy a different location to accommodate this. Moseley Architects has waived the five percent (5%) amendment fee. This amendment will also result in significant cost savings to the County.

Motion was made by Commissioner Branch, seconded by Commissioner Dowe, carried unanimously, to approve Amendment Number 004 to the Professional Services Agreement between Duplin County and Moseley Architects in the amount of $24,500 and authorize Bryan Miller, County Manager, to sign.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously, to go out of regular session and into closed session for personnel matters pursuant to NCGS § 143-31.11 (a) (6).

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

Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously, to adjourn until December 4th, 2023 for a Commissioners Meeting at the Administrative Building located at 224 Seminary Street in Kenansville, N.C.

Jaime W. Carr

Jaime W. Carr
Clerk to the Board

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Duplin County, NC

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG / ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION / LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER 2024 05	JOURNAL 220	EFF-DATE 11/21/2023	REF 1	REF 2	SRC BUA JNL-DESC 112023C ENTITY 1 AMEND 2					
1	5300 10-50-5300-0000-000-40121	40121		DEPARTMENT OF SOCIAL SERVICES	SALARIES	11/21/2023	5,103,553.00	-36,940.00	5,066,613.00	
2	5300 10-50-5300-0000-000-41990	41990		DEPARTMENT OF SOCIAL SERVICES	PROFESSIONAL SERVICES	11/21/2023	211,900.00	36,940.00	248,840.00	
					** JOURNAL TOTAL			0.00		
YEAR-PER 2024 05	JOURNAL 224	EFF-DATE 11/21/2023	REF 1	REF 2	SRC BUA JNL-DESC 112023C ENTITY 1 AMEND 2					
1	4100 10-41-4100-0000-000-39969	39969		GENERAL FUND	FUND BALANCE	11/21/2023	-3,471,962.00	-7,223.51	-3,479,185.51	
2	4100 10-41-4100-0000-000-39951	39951		GENERAL FUND	FUND BAL CARRY FWD GRANTS	11/21/2023	-1,210,479.10	-18,968.46	-1,229,447.56	
3	4961 10-47-4960-4961-000-40121	40121		SOIL CONSERVATION GRANT	SALARIES	11/21/2023	.00	4,428.99	4,428.99	
4	4961 10-47-4960-4961-000-40181	40181		SOIL CONSERVATION GRANT	SOCIAL SECURITY	11/21/2023	.00	338.82	338.82	
5	4961 10-47-4960-4961-000-40182	40182		SOIL CONSERVATION GRANT	RETIREMENT	11/21/2023	.00	572.23	572.23	
6	4961 10-47-4960-4961-000-40183	40183		SOIL CONSERVATION GRANT	HOSPITAL INSURANCE	11/21/2023	.00	1,768.60	1,768.60	
7	4961 10-47-4960-4961-000-40184	40184		SOIL CONSERVATION GRANT	Life Insurance	11/21/2023	.00	4.32	4.32	
8	4961 10-47-4960-4961-000-42980	42980		SOIL CONSERVATION GRANT	PROGRAM SUPPLIES	11/21/2023	.00	110.55	110.55	
9	4961 10-47-4960-4961-000-44008	44008		SOIL CONSERVATION GRANT	GRANT PAYBACK	11/21/2023	.00	18,968.46	18,968.46	
					** JOURNAL TOTAL			0.00		

Duplin County, NC

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: blanca.pineda

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3		ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2024 5 220									
BUA 5300-40121 11/21/2023	112023C				T	SALARIES	5		36,940.00
BUA 5300-41990 11/21/2023	112023C				T	PROFESSIONAL SERVICES	5	36,940.00	
						JOURNAL 2024/05/220 TOTAL		.00	.00
2024 5 224									
BUA 4100-39969 11/21/2023	112023C				T	FUND BALANCE	5		7,223.51
BUA 4100-39951 11/21/2023	112023C				T	FUND BAL CARRY FWD GRANTS	5		18,968.46
BUA 4961-40121 11/21/2023	112023C				T	SALARIES	5	4,428.99	
BUA 4961-40181 11/21/2023	112023C				T	SOCIAL SECURITY	5	338.82	
BUA 4961-40182 11/21/2023	112023C				T	RETIREMENT	5	572.23	
BUA 4961-40183 11/21/2023	112023C				T	HOSPITAL INSURANCE	5	1,768.60	
BUA 4961-40184 11/21/2023	112023C				T	Life Insurance	5	4.32	
BUA 4961-42980 11/21/2023	112023C				T	PROGRAM SUPPLIES	5	110.55	
BUA 4961-44008 11/21/2023	112023C				T	GRANT PAYBACK	5	18,968.46	
						JOURNAL 2024/05/224 TOTAL		.00	.00

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Duplin County, NC

BUDGET AMENDMENT JOURNAL ENTRY PROOF

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

** END OF REPORT - Generated by Blanca Pineda **

Report generated: 11/15/2023 14:07
User: blanca.pineda
Program ID: bgamdent

BA # ______________

Duplin County
Budget Amendment

Department Title: Social Services
Department Head's Signature: Annie Murrell Annie Murrell
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:
To move monies from the salary line into the professional services line--approved per Mr Miller

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5300-40121	Salaries	36,940.00	5300-41990	Professional Services	36,940.00
Total		36,940.00	Total		36,940.00

Finance Signature: Chelsy Ramis
Date Approved: 11/9/23

Manager Signature ______________
Date Approved: ______________

Commisioner Approval ______________
Date Approved: ______________

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BA # ______________________

Duplin County
Budget Amendment

Department Title: Finance
Department Head's Signature
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:
Carry forward grant from FY 23 and fix budget for current year

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4100-39969	Fund Balance	7,223.51	4961-40121	Salaries	4,428.99
4100-39951	Fund Bal Carry Fwd Grants	18,968.46	4961-40181	Social Security	338.82
			4961-40182	Retirement	572.23
			4961-40183	Health Insurancee	1,768.60
			4961-40184	Life Insurance	4.32
			4961-42980	Program Supplies	110.55
			4961-44008	Grant Payback	18,968.46
Total		26,191.97	Total		26,191.97

Finance Signature: Chelsey Ramirez
Date Approved: 11/8/23

Manager Signature
Date Approved:

Commisioner Approval
Date Approved:

LL 11-13-23
Cw 11-13-23

DUPLIN COUNTY
TAX AND SOLID WASTE REQUEST
RELEASE DATE NOVEMBER 20, 2023

RELEASE NUMBER	NAME	TOWNSHIP	FIRE DISTRICT 1	FIRE DISTRICT 2	TAX YEAR	ACCOUNT NUMBER	COUNTY TAX	CAPITAL FUND	FIRE TAX 1	FIRE TAX 2	LATE LIST PENALTY	SOLID WASTE	TOTAL RELEASE	REASON FOR RELEASE
21414	BLANCHARD TRANSPORTATION SERVICES, INC	13			2023	0582575	$ 115.18	$ 3.22			$ 11.84		$ 130.24	BUSINESS CLOSED OCT. 2008
21415	BLANCHARD TRANSPORTATION SERVICES, INC	13			2022	0582575	$ 115.18	$ 3.22			$ 11.84		$ 130.24	BUSINESS CLOSED OCT. 2008
21416	BLANCHARD TRANSPORTATION SERVICES, INC	13			2021	0582575	$ 115.18	$ 3.22			$ 11.84		$ 130.24	BUSINESS CLOSED OCT. 2008
21417	BLANCHARD TRANSPORTATION SERVICES, INC	13			2020	0582575	$ 115.18	$ 3.22			$ 11.84		$ 130.24	BUSINESS CLOSED OCT. 2008
21418	BLANCHARD TRANSPORTATION SERVICES, INC	13			2019	0582575	$ 115.18	$ 3.22			$ 11.84		$ 130.24	BUSINESS CLOSED OCT. 2008
21419	CAROLINA BUS & MOTORCOACH PARTS	01	F007		2023	1540821	$ 9.24	$ 0.26	$ 0.91				$ 10.41	BUSINESS CLOSED
21420	FRIEND, DAVID T.	08	F005		2023	2957137	$ 187.19	$ 5.24	$ 13.09		$ 20.55		$ 226.07	SOLD BOAT IN 2022
21421	HERRING, TIMOTHY WILKINS	04	F002		2023	3873850	$ 10.17	$ 0.28	$ 0.92		$ 1.14		$ 12.51	SOLD BOAT IN 2021
21422	HERRING, TIMOTHY WILKINS	04	F002		2022	3873850	$ 5.88	$ 0.16	$ 0.53		$ 0.66		$ 7.23	SOLD BOAT IN 2021
21423	JONES, MICHAEL A., JR & WF KRYSTAL GAYLE JONES	13	F003		2023	4659227	$ 49.34	$ 1.38	$ 3.80				$ 54.52	REMOVED 2 BULK BARNS
21424	LANIER, JAMES CLAYTON	10	F017		2023	10005544	$ 17.55	$ 0.49	$ 1.72				$ 19.76	BOAT VALUE ADJUSTED
21425	MCGEE ENTERPRISES LLC	09			2023	5678538	$ 719.29	$ 20.12				$ 110.00	$ 849.41	PROPERTY IS VACANT-REMOVED IMPROVEMNETS
21426	MCGEE, CHRISTOPHER K. & WF LISA K. MCGEE	06	F004		2023	5678800	$ 68.64	$ 1.92	$ 4.40				$ 74.96	REMOVED DETATCHED GARAGE
21427	R & R LAWN MAINTENANCE	05			2023	7159210	$ 3.58	$ 0.10			$ 0.37		$ 4.05	MYT TRAILER SOLD WITH ESTATE
21428	R & R LAWN MAINTENANCE	05			2022	7159210	$ 3.58	$ 0.10			$ 0.37		$ 4.05	MYT TRAILER SOLD WITH ESTATE
21429	R & R LAWN MAINTENANCE	05			2021	7159210	$ 3.58	$ 0.10			$ 0.37		$ 4.05	MYT TRAILER SOLD WITH ESTATE
21430	R & R LAWN MAINTENANCE	05			2020	7159210	$ 3.58	$ 0.10			$ 0.37		$ 4.05	MYT TRAILER SOLD WITH ESTATE
21431	R & R LAWN MAINTENANCE	05			2019	7159210	$ 3.58	$ 0.10			$ 0.37		$ 4.05	MYT TRAILER SOLD WITH ESTATE
21432	R & R LAWN MAINTENANCE	05			2018	7159210	$ 3.58				$ 0.36		$ 3.94	MYT TRAILER SOLD WITH ESTATE
21433	R & R LAWN MAINTENANCE	05			2017	7159210	$ 3.48				$ 0.35		$ 3.83	MYT TRAILER SOLD WITH ESTATE
21434	R & R LAWN MAINTENANCE	05			2016	7159210	$ 3.65						$ 3.65	MYT TRAILER SOLD WITH ESTATE
21435	R & R LAWN MAINTENANCE	05			2015	7159210	$ 3.65						$ 3.65	MYT TRAILER SOLD WITH ESTATE
21436	SOUTHERN PRODUCE, LLC	02	F012		2023	010000858	$ 893.75	$ 25.00	$ 81.25				$ 1,000.00	LEASEHOLD HOUSE WENT WITH LAND IN 2022
21437	WATERS, LUBY CECIL	13			2023	9126339						$ 110.00	$ 110.00	DWMH IS NOT LIVABLE
21438	WATERS, LUBY CECIL	13			2022	9126339						$ 110.00	$ 110.00	DWMH IS NOT LIVABLE
21439	WATERS, LUBY CECIL	13			2021	9126339						$ 90.00	$ 90.00	DWMH IS NOT LIVABLE
21440	WATERS, LUBY CECIL	13			2020	9126339						$ 90.00	$ 90.00	DWMH IS NOT LIVABLE
21441	QUINN, EDWIN LOIS	12	F022		2023	7109615	$ 158.70	$ 4.44					$ 163.14	ERROR IN DEPRECIATION OF HOME
21442	QUINN, EDWIN LOIS	12	F022		2022	7109615	$ 158.70	$ 4.44					$ 163.14	ERROR IN DEPRECIATION OF HOME
21443	QUINN, EDWIN LOIS	12	F022		2021	7109615	$ 158.70	$ 4.44					$ 163.14	ERROR IN DEPRECIATION OF HOME
21444	QUINN, EDWIN LOIS	12	F022		2020	7109615	$ 158.70	$ 4.44					$ 163.14	ERROR IN DEPRECIATION OF HOME
21445	QUINN, EDWIN LOIS	12	F022		2019	7109615	$ 158.70	$ 4.44					$ 163.14	ERROR IN DEPRECIATION OF HOME
													$ -	
													$ -	
	GRAND TOTAL						**$ 3,362.71**	**$ 93.65**	**$ 106.62**	**$ -**	**$ 84.11**	**$ 510.00**	**$ 4,157.09**	

SUBMITTED BY: [signature] **FINAL APPROVAL BY:** [signature] **DATE APPROVED:** 11/20/23

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DUPLIN COUNTY

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

Agenda

Date: October 4, 2023

Bad Debt & Deceased Write off for Duplin County Health Department

Bad Debt Service Date Write Off: September 2020

Amount to be written off: $51,465.57

PC	$24,599.98
CH	$3,931.27
MH	$11,401.55
FP	$6,168.32
TB	$160.00
CD	$1,893.95
BH	$358.00
IM	$2,952.50

Health Director — Date: 10.12.2023

Chairman – Board of Health — Date: 10.5.2023

Chairman – County Commissioners — Date:

Health Bad Debt as of September 2020

DOS		Balance	Prog
9/18/2020		$31.60	PC
7/1/2020		$3.60	PC
7/1/2020		$2.00	PC
7/1/2020		$31.60	PC
9/1/2020		$2.00	PC
9/10/2020		$49.20	PC
9/1/2020		$3.60	PC
9/1/2020		$5.00	PC
9/1/2020		$49.20	PC
6/29/2020		$23.00	MH
6/17/2020		$15.00	PC
9/9/2020		$5.00	MH
9/11/2020		$79.00	MH
6/17/2020		$5.00	PC
6/29/2020		$10.00	MH
6/29/2020		$12.00	MH
6/29/2020		$15.00	MH
8/7/2020		$57.00	PC
7/6/2020		$5.00	PC
7/20/2020		$5.00	PC
6/30/2020		$3.75	MH
7/6/2020		$5.00	MH
7/6/2020		$23.00	MH
7/21/2020		$8.00	MH
7/21/2020		$30.00	MH
7/6/2020		$6.00	MH
7/6/2020		$10.00	BH
7/6/2020		$26.00	MH
7/6/2020		$12.00	MH
7/6/2020		$15.00	MH
7/21/2020		$183.00	MH
9/30/2020		$20.00	PC
9/30/2020		$79.00	PC
8/25/2020		$79.00	MH
6/18/2020		$10.00	MH
9/30/2020		$15.00	PC
9/30/2020		$5.00	PC
6/1/2020		$57.00	PC
9/17/2020		$18.00	IM
9/17/2020		$16.00	IM
9/28/2020		$9.00	PC
9/28/2020		$30.00	PC
9/28/2020		$14.00	FP
9/28/2020		$2.00	FP
9/30/2020		$79.00	PC
9/30/2020		$19.00	PC
6/23/2020		$79.00	PC

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5/6/2020		$14.00	FP
7/22/2020		$33.30	FP
7/22/2020		$21.00	FP
6/8/2020		$79.00	PC
5/8/2020		$79.00	PC
6/5/2020		$21.16	CD
9/22/2020		$12.00	FP
5/1/2020		$20.00	BH
8/31/2020		$79.00	PC
5/1/2020		$79.00	PC
9/16/2020		$9.60	PC
9/16/2020		$31.60	PC
7/21/2020		$79.00	PC
7/23/2020		$79.00	PC
7/27/2020		$79.00	PC
7/20/2020		$123.00	PC
7/20/2020		$88.00	PC
7/22/2020		$79.00	PC
5/13/2020		$31.60	PC
5/27/2020		$22.80	PC
7/7/2020		$5.00	PC
7/16/2020		$10.00	MH
8/25/2020		$25.25	MH
9/17/2020		$30.00	PC
9/8/2020		$10.00	MH
6/19/2020		$5.00	PC
7/1/2020		$5.00	MH
6/19/2020		$15.00	PC
7/1/2020		$6.00	MH
7/1/2020		$10.00	BH
7/1/2020		$15.00	MH
7/1/2020		$23.00	MH
7/1/2020		$26.00	MH
7/1/2020		$10.00	MH
7/1/2020		$12.00	MH
7/22/2020		$24.12	PC
8/11/2020		$10.00	PC
8/11/2020		$142.00	PC
8/11/2020		$5.00	PC
8/17/2020		$18.00	PC
8/17/2020		$3.60	PC
8/17/2020		$2.00	PC
8/17/2020		$49.20	PC
6/2/2020		$5.00	MH
6/2/2020		$16.00	IM
5/5/2020		$123.00	MH
6/2/2020		$79.00	MH
6/30/2020		$79.00	MH
6/2/2020		$10.00	MH
6/2/2020		$8.25	MH

6/18/2020		$123.00	PC
9/22/2020		$79.00	MH
9/22/2020		$5.00	MH
9/23/2020		$110.00	FP
9/23/2020		$6.00	FP
9/22/2020		$3.00	PC
9/24/2020		$14.55	PC
5/21/2020		$94.00	PC
6/4/2020		$5.00	PC
6/4/2020		$7.00	PC
6/4/2020		$79.00	PC
6/4/2020		$18.00	PC
8/17/2020		$104.47	PC
7/30/2020		$26.00	PC
7/30/2020		$31.60	PC
6/12/2020		$3.00	PC
7/30/2020		$6.00	PC
6/4/2020		$3.00	PC
7/30/2020		$2.00	PC
6/15/2020		$3.00	PC
9/3/2020		$16.00	IM
9/3/2020		$9.00	IM
8/7/2020		$79.00	PC
9/1/2020		$79.00	PC
9/23/2020		$5.00	PC
8/25/2020		$3.00	PC
9/23/2020		$5.00	PC
7/6/2020		$10.00	MH
9/28/2020		$3.00	IM
7/23/2020		$3.00	MH
8/13/2020		$30.00	PC
9/3/2020		$10.00	PC
9/3/2020		$79.00	PC
9/21/2020		$57.00	PC
7/27/2020		$5.00	PC
7/27/2020		$15.00	PC
7/10/2020		$18.00	PC
7/10/2020		$25.25	PC
7/10/2020		$136.00	IM
7/10/2020		$184.00	IM
7/27/2020		$25.25	PC
7/10/2020		$16.00	PC
6/25/2020		$44.00	PC
6/25/2020		$9.00	IM
6/25/2020		$57.00	PC
7/13/2020		$2.00	CH
7/13/2020		$29.20	CH
6/25/2020		$16.00	IM
9/2/2020		$25.25	PC
5/6/2020		$22.20	FP

9/22/2020		$9.00	PC
9/22/2020		$123.00	PC
7/15/2020		$9.00	PC
9/22/2020		$18.00	PC
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6/30/2020		$15.80	MH
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6/2/2020		$16.00	IM
7/14/2020		$15.80	MH
9/18/2020		$263.00	MH
5/6/2020		$23.00	MH
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9/14/2020		$12.00	MH
9/14/2020		$15.00	MH
9/14/2020		$23.00	MH
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8/26/2020		$18.00	PC
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6/12/2020		$6.00	FP
6/19/2020		$5.00	PC
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6/19/2020		$10.00	PC
7/17/2020		$16.00	IM
9/15/2020		$16.00	IM
7/17/2020		$5.00	MH
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7/17/2020		$8.25	MH

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6/17/2020		$22.20	FP
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5/18/2020		$10.00	MH
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6/2/2020		$57.00	MH
6/17/2020		$14.00	FP
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5/18/2020		$5.00	MH
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8/11/2020		$126.00	CH
7/9/2020		$14.40	PC
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6/18/2020		$123.00	PC
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9/29/2020		$31.60	PC
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9/21/2020		$12.00	MH
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6/1/2020		$3.60	PC
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6/1/2020		$19.00	PC
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8/11/2020		$79.00	MH
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5/18/2020		$12.00	MH
5/18/2020		$15.00	MH
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8/18/2020		$5.00	TB
8/18/2020		$79.00	MH
9/15/2020		$5.00	TB
9/15/2020		$16.00	IM
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9/14/2020		$18.00	IM
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7/13/2020		$184.00	IM
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6/26/2020		$5.00	PC
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7/15/2020		$6.00	MH
7/15/2020		$10.00	BH
9/22/2020		$79.00	MH
9/23/2020		$5.00	MH
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9/2/2020		$5.00	PC
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8/27/2020		$14.55	PC
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6/11/2020		$20.00	BH
6/23/2020		$183.00	MH
7/21/2020		$5.00	TB
9/15/2020		$8.25	MH
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11/9/2017		$57.00	PC
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7/14/2020		$15.00	MH
7/16/2020		$35.00	TB
11/23/2016		$57.00	FP
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8/25/2020		$14.00	PC
6/5/2020		$30.00	FP
9/23/2020		$30.00	FP
9/15/2020		$123.00	PC
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5/4/2015		$0.50	FP
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7/2/2020		$142.00	FP
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7/15/2020		$7.00	FP
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6/4/2020		$0.40	FP
7/15/2020		$0.40	FP
6/4/2020		$31.60	FP
9/28/2020		$19.00	PC
9/28/2020		$31.60	PC
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2/23/2015		$11.23	AH
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7/14/2016		$3.00	PC
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9/18/2020		$30.00	FP
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9/21/2020		$35.00	CD
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9/14/2020		$126.00	CH
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5/4/2020		$3.00	PC
9/29/2020		$123.00	PC
7/10/2020		$3.00	PC
9/29/2020		$18.00	PC
6/12/2019		$79.00	PC
9/29/2020		$5.00	PC
9/11/2020		$79.00	PC
9/25/2020		$79.00	PC
7/2/2020		$5.00	PC
7/2/2020		$133.00	PC
5/26/2020		$79.00	MH
8/20/2020		$12.00	MH

000762

8/27/2020		$1.60	MH
5/7/2020		$31.60	MH
6/3/2020		$31.60	MH
6/30/2020		$3.30	MH
8/13/2020		$3.20	MH
8/27/2020		$15.80	MH
9/24/2020		$15.80	MH
9/24/2020		$16.00	IM
6/30/2020		$31.60	MH
7/28/2020		$2.00	MH
7/28/2020		$79.00	MH
5/18/2020		$5.00	MH
8/13/2020		$49.20	MH
9/22/2020		$16.00	IM
5/15/2020		$5.00	PC
6/1/2020		$10.00	MH
6/1/2020		$12.00	MH
6/1/2020		$15.00	MH
5/15/2020		$15.00	PC
9/22/2020		$5.00	TB
7/23/2020		$5.00	PC
7/23/2020		$9.00	PC
7/23/2020		$18.00	PC
7/23/2020		$123.00	PC
7/15/2020		$3.60	PC
7/15/2020		$2.00	PC
7/15/2020		$78.00	PC
8/19/2020		$31.60	PC
5/26/2020		$9.00	MH
5/26/2020		$123.00	MH
5/26/2020		$5.00	MH
5/22/2020		$5.00	PC
5/22/2020		$15.00	PC
8/19/2020		$16.00	IM
8/19/2020		$24.00	PC
8/19/2020		$79.00	PC
5/26/2020		$14.00	PC
5/26/2020		$22.20	PC
8/27/2020		$12.00	MH
8/27/2020		$15.00	MH
6/22/2020		$3.00	PC
9/23/2020		$47.40	MH
9/14/2020		$27.00	IM
9/14/2020		$16.00	IM
9/14/2020		$22.80	PC
9/24/2020		$5.00	PC
7/14/2020		$16.00	PC
7/10/2020		$6.00	CH
7/10/2020		$100.00	CH
8/31/2020		$5.00	PC

8/20/2020		$15.00	MH
8/19/2019		$10.00	PC
9/29/2020		$123.00	PC
9/29/2020		$10.00	PC
6/26/2020		$79.00	PC
6/10/2020		$79.00	PC
8/6/2020		$31.60	PC
8/6/2020		$3.60	PC
8/6/2020		$2.00	PC
1/13/2020		$5.00	PC
9/1/2020		$16.00	IM
9/25/2020		$9.00	IM
9/25/2020		$16.00	IM
9/29/2020		$16.00	IM
9/15/2020		$5.00	PC
9/25/2020		$27.00	IM
5/9/2017		$20.00	MH
9/22/2020		$16.00	IM
9/22/2020		$8.25	MH
9/22/2020		$27.00	IM
5/5/2020		$47.40	MH
7/28/2020		$33.30	FP
7/28/2020		$21.00	FP
8/21/2020		$79.00	PC
6/24/2020		$16.00	PC
6/24/2020		$94.80	PC
7/23/2020		$47.40	PC
6/24/2020		$3.00	PC
6/24/2020		$6.00	PC
6/24/2020		$30.00	PC
6/24/2020		$4.80	PC
7/16/2020		$57.00	PC
7/24/2020		$5.00	PC
9/3/2020		$79.00	PC
6/8/2020		$37.60	PC
6/8/2020		$31.60	PC
7/22/2020		$16.00	IM
9/1/2020		$10.00	CH
9/1/2020		$146.00	CH
7/29/2020		$2.00	PC
7/29/2020		$49.20	PC
7/29/2020		$3.60	PC
5/1/2020		$31.60	PC
5/1/2020		$12.00	PC
6/19/2020		$8.00	CD
6/19/2020		$79.00	CD
6/19/2020		$16.00	CD
6/19/2020		$103.00	CD
7/28/2020		$16.00	IM
9/9/2020		$15.80	MH

8/17/2020		$5.00	PC
8/17/2020		$15.00	PC
8/31/2020		$15.00	PC
8/31/2020		$79.00	PC
6/24/2020		$30.00	PC
8/10/2020		$30.00	PC
6/4/2020		$10.00	MH
6/4/2020		$12.00	MH
7/7/2020		$31.60	MH
9/28/2020		$6.00	MH
5/21/2020		$5.00	PC
6/4/2020		$23.00	MH
9/28/2020		$22.50	FP
9/28/2020		$64.00	MH
7/7/2020		$5.00	TB
5/21/2020		$15.00	PC
6/4/2020		$15.00	MH
8/11/2020		$19.00	MH
7/14/2020		$30.00	MH
8/28/2020		$5.00	MH
8/3/2020		$35.00	PC
8/6/2020		$21.93	PC
9/8/2020		$36.38	PC
8/3/2020		$15.00	PC
6/19/2020		$2.25	PC
6/5/2020		$105.81	PC
6/5/2020		$2.25	PC
6/19/2020		$72.77	PC
8/17/2020		$5.00	PC
7/20/2020		$18.00	PC
7/21/2020		$31.60	PC
9/18/2020		$16.00	IM
9/18/2020		$169.00	CH
9/30/2020		$15.00	MH
9/30/2020		$10.00	MH
9/30/2020		$12.00	MH
8/5/2020		$30.00	FP
5/11/2020		$79.00	PC
9/23/2020		$15.00	FP
7/22/2020		$15.00	PC
5/7/2020		$8.00	CD
5/7/2020		$16.00	CD
9/15/2020		$16.00	IM
7/14/2020		$6.00	MH
7/14/2020		$10.00	BH
7/28/2020		$183.00	MH
7/14/2020		$26.00	MH
5/29/2020		$15.00	PC
7/14/2020		$5.00	MH
7/14/2020		$23.00	MH

7/28/2020		$8.25	MH
7/28/2020		$10.00	MH
5/29/2020		$5.00	PC
7/14/2020		$15.00	MH
7/14/2020		$10.00	MH
7/14/2020		$12.00	MH
7/28/2020		$16.00	IM
7/28/2020		$30.00	MH
8/10/2020		$3.00	PC
7/8/2020		$11.10	FP
9/29/2020		$7.00	FP
7/8/2020		$7.00	FP
9/29/2020		$11.10	FP
6/26/2020		$2.00	PC
6/26/2020		$5.00	PC
7/27/2020		$30.00	PC
7/27/2020		$63.20	PC
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7/27/2020		$2.00	PC
6/4/2020		$5.00	PC
9/1/2020		$5.00	PC
6/4/2020		$79.00	PC
6/4/2020		$9.00	PC
9/1/2020		$9.00	PC
9/1/2020		$79.00	PC
9/2/2020		$10.00	PC
9/1/2020		$3.00	PC
9/30/2020		$25.00	PC
9/10/2020		$9.00	PC
9/10/2020		$79.00	PC
9/10/2020		$5.00	PC
8/20/2020		$79.00	MH
5/26/2020		$8.25	MH
5/26/2020		$79.00	MH
6/30/2020		$79.00	MH
7/14/2020		$79.00	MH
9/1/2020		$79.00	MH
7/28/2020		$79.00	MH
9/8/2020		$123.00	MH
6/30/2020		$5.00	MH
8/25/2020		$79.00	MH
6/3/2020		$12.00	MH
6/3/2020		$15.00	MH
5/19/2020		$6.00	PC
7/20/2020		$7.00	MH
5/19/2020		$14.00	PC
7/20/2020		$5.00	MH
9/29/2020		$5.00	MH
6/3/2020		$23.00	MH
7/14/2020		$8.25	MH

9/15/2020			$1.00	MH
5/26/2020			$45.00	IM
9/15/2020			$150.00	MH
5/26/2020			$1.00	MH
7/7/2020			$24.60	MH
5/26/2020			$16.00	IM
7/21/2020			$15.80	MH
9/15/2020			$3.00	MH
9/15/2020			$30.00	MH
7/7/2020			$19.00	MH
8/18/2020			$79.00	PC
9/21/2020			$10.00	PC
9/3/2020			$159.20	FP
9/21/2020			$2.00	PC
9/21/2020			$5.00	PC
9/21/2020			$3.60	PC
9/3/2020			$12.00	FP
9/21/2020			$31.60	PC
9/11/2020			$16.00	IM
9/11/2020			$9.00	IM
5/15/2020			$5.00	PC
5/15/2020			$79.00	PC
5/15/2020			$15.00	PC
5/15/2020			$34.00	PC
11/27/2019			$8.00	PC
7/23/2020			$2.00	FP
7/23/2020			$142.00	FP
6/19/2020			$12.30	PC
8/21/2020			$25.25	PC
5/6/2020			$19.00	MH
9/2/2020			$5.00	PC
9/2/2020			$9.00	PC
9/2/2020			$79.00	PC
9/15/2020			$27.00	IM
9/15/2020			$16.00	IM
5/7/2020			$94.00	PC
5/7/2020			$50.00	PC
6/12/2020			$18.00	PC
6/12/2020			$79.00	PC
5/15/2020			$79.00	PC
9/16/2020			$123.00	PC
7/21/2020			$5.00	PC
6/30/2020			$30.00	PC
7/21/2020			$5.00	PC
8/18/2020			$5.00	PC
7/21/2020			$79.00	PC
8/18/2020			$79.00	PC
7/21/2020			$9.00	PC
8/31/2020			$55.50	FP
6/15/2020			$55.50	FP

5/15/2020			$31.60	PC
9/2/2020			$2.00	PC
5/15/2020			$2.00	PC
5/15/2020			$3.60	PC
9/2/2020			$3.60	PC
9/2/2020			$31.60	PC
8/17/2020			$31.60	PC
7/21/2020			$10.00	MH
7/15/2020			$5.00	PC
9/2/2020			$146.00	FP
8/24/2020			$5.00	FP
8/24/2020			$15.00	FP
8/24/2020			$30.00	FP
8/24/2020			$142.00	FP
5/29/2020			$3.00	PC
8/10/2020			$22.80	PC
8/24/2020			$22.80	PC
8/18/2020			$5.00	PC
8/19/2020			$6.00	MH
8/19/2020			$10.00	BH
8/19/2020			$26.00	MH
8/19/2020			$12.00	MH
8/19/2020			$15.00	MH
9/1/2020			$183.00	MH
8/18/2020			$15.00	PC
8/19/2020			$5.00	MH
8/25/2020			$16.00	IM
8/25/2020			$9.00	IM
9/2/2020			$55.50	FP
9/2/2020			$35.00	FP
5/28/2020			$28.00	FP
5/28/2020			$17.60	FP
8/5/2020			$8.00	PC
8/5/2020			$5.00	PC
9/9/2020			$142.00	FP
8/5/2020			$79.00	PC
9/9/2020			$15.00	FP
6/24/2020			$123.00	PC
8/6/2020			$79.00	PC
6/17/2020			$9.00	PC
8/12/2020			$5.00	PC
6/17/2020			$5.00	PC
6/17/2020			$79.00	PC
8/12/2020			$15.00	PC
5/26/2020			$15.80	MH
6/9/2020			$15.80	MH
6/23/2020			$15.80	MH
7/14/2020			$15.80	MH
9/15/2020			$32.00	MH
1/13/2020			$10.00	MH

6/15/2020		$35.00	FP
8/31/2020		$35.00	FP
9/10/2020		$10.00	MH
9/10/2020		$12.00	MH
9/10/2020		$15.00	MH
8/6/2020		$142.00	FP
8/6/2020		$4.00	FP
6/5/2020		$15.80	MH
9/24/2020		$49.20	PC
6/19/2020		$5.00	PC
9/24/2020		$3.60	PC
6/19/2020		$9.00	PC
7/23/2020		$22.80	PC
9/24/2020		$2.00	PC
6/19/2020		$79.00	PC
8/18/2020		$5.00	PC
9/24/2020		$5.00	PC
9/22/2020		$16.00	MH
8/12/2020		$6.00	FP
8/12/2020		$35.00	FP
7/27/2020		$30.00	FP
7/27/2020		$100.20	FP
7/27/2020		$3.60	FP
9/14/2020		$2.00	FP
9/14/2020		$21.00	FP
9/14/2020		$10.00	MH
7/30/2020		$12.00	MH
7/30/2020		$15.00	MH
9/8/2020		$6.00	MH
9/8/2020		$15.80	MH
7/15/2020		$105.81	PC
9/16/2020		$1.12	PC
9/16/2020		$1.96	PC
9/16/2020		$36.38	PC
9/12/2014		$2.00	AH
8/20/2020		$30.00	PC
8/20/2020		$18.00	PC
9/17/2020		$3.00	PC
8/20/2020		$79.00	PC
7/31/2020		$133.00	CD
7/8/2020		$8.00	FP
7/8/2020		$146.00	FP
7/8/2020		$15.00	FP
9/30/2020		$3.00	PC
9/25/2020		$40.64	PC
8/24/2020		$20.00	PC
9/9/2016		$30.00	PC
8/25/2020		$4.92	PC
9/8/2020		$32.03	PC
9/15/2020		$25.00	PC

9/10/2020		$79.00	PC
9/24/2020		$8.00	PC
9/24/2020		$5.00	PC
8/12/2020		$5.00	PC
8/21/2020		$25.00	PC
9/8/2020		$25.00	PC
9/24/2020		$79.00	PC
7/27/2020		$5.00	PC
9/10/2020		$5.00	PC
9/29/2020		$25.25	PC
5/4/2020		$22.80	PC
9/16/2020		$31.60	PC
6/29/2020		$3.00	PC
6/15/2020		$3.00	PC
9/24/2020		$3.00	PC
9/25/2015		$5.00	AH
5/16/2018		$20.00	PC
11/21/2018		$20.00	PC
7/21/2020		$15.00	FP
7/21/2020		$18.00	FP
3/7/2019		$31.60	PC
7/21/2020		$123.00	FP
8/11/2020		$154.00	CH
8/11/2020		$10.00	CH
6/24/2020		$10.00	MH
6/24/2020		$12.00	MH
6/24/2020		$15.00	MH
5/27/2020		$57.00	PC
5/27/2020		$5.00	PC
8/10/2020		$38.07	CH
8/10/2020		$100.00	CH
8/10/2020		$20.00	CH
		$51,465.57	

PC	24,599.98
CH	3,931.27
MH	11,401.55
FP	6,168.32
TB	160.00
STD	1,893.95
BH	358.00
IMM	2,952.50
	51,465.57

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DUPLIN COUNTY

November 6, 2023

Mr. Dexter Edwards
Duplin County Board of Commissioners
PO Box 910
Kenansville, NC 28349

Dear Mr. Edwards:

At our regularly scheduled board meeting on Monday night, November 6, 2023, we voted unanimously to recommend Ann Herring, for re-appointment to the Duplin County Watershed Improvement Commission.

We would like to recommend that you grant her re-appointment as Duplin County Watershed Improvement Commissioner. Her present term expires on December 1, 2023. This would be a six-year term to expire on December 1, 2029.

If you have questions or need additional information, please feel free to call.

Sincerely,

William F. Pickett, Jr.
Chair, Duplin Watershed Improvement Commission

DRUG AND ALCOHOL POLICY

Revised: 11/20/2023

DRUG AND ALCOHOL TESTING POLICY
DUPLIN COUNTY PUBLIC TRANSPORTATION
Adopted as of November 20, 2023

A. PURPOSE

1) The DUPLIN COUNTY PUBLIC TRANSPORTATION provides public transit and paratransit services for the residents of DUPLIN COUNTY. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, DUPLIN COUNTY PUBLIC TRANSPORTATION declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

3) Any provisions set forth in this policy that are included under the sole authority of DUPLIN COUNTY PUBLIC TRANSPORTATION and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of DUPLIN COUNTY PUBLIC TRANSPORTATION will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full-or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the

above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

a. An individual dies;
b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration 9FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

(1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.

(2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).

(3) Maintaining a revenue service vehicle or equipment used in revenue service.
(4) Controlling the movement of a revenue service vehicle and
(5) Carrying a firearm for security purposes.

Split Specimen Collection: A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at https://www.transportation.gov/odapc/sap) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

(1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
(2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
(3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
(4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
(5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
(6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
(7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
(8) Fail to cooperate with any part of the testing process.
(9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
(10) Possess or wear a prosthetic or other device used to tamper with the collection process.
(11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
(12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
(13) Fail to remain readily available following an accident.
(14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. <u>EDUCATION AND TRAINING</u>

1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. <u>PROHIBITED SUBSTANCES</u>

1) Prohibited substances addressed by this policy include the following.

a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a DUPLIN COUNTY PUBLIC TRANSPORTATION supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.

3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol

4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.

   a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
      i. The employee's alcohol concentration measures less than 0.02; or
      ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

7) DUPLIN COUNTY PUBLIC TRANSPORTATION, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.

8) Consistent with the Drug-free Workplace Act of 1988, all DUPLIN COUNTY PUBLIC TRANSPORTATION employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the DUPLIN COUNTY PUBLIC TRANSPORTATION management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

H. TESTING REQUIREMENTS

1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.

2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under DUPLIN COUNTY PUBLIC TRANSPORTATION authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with DUPLIN COUNTY PUBLIC TRANSPORTATION. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine

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specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to DUPLIN COUNTY PUBLIC TRANSPORTATION. If a legitimate explanation is found, the MRO will report the test result as negative.

4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.

5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. DUPLIN COUNTY PUBLIC TRANSPORTATION will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, <u>however DUPLIN COUNTY PUBLIC TRANSPORTATION will seek reimbursement for the split sample test from the employee.</u>

6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.

7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the

primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

8) Observed collections

a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to DUPLIN COUNTY PUBLIC TRANSPORTATION that there was not an adequate medical explanation for the result;

ii. The MRO reports to DUPLIN COUNTY PUBLIC TRANSPORTATION that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;

iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).

iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;

v. The temperature on the original specimen was out of range;

vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.

vii. All follow-up-tests; or

viii. All return-to-duty tests

J. <u>ALCOHOL TESTING PROCEDURES</u>

1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test

indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours <u>or for the duration of the work day whichever is longer</u> and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

3) DUPLIN COUNTY PUBLIC TRANSPORTATION affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.

   a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will

not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.

   b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.

   c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. <u>Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year.</u> Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. <u>The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.</u>

   d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.

   e. If a pre-employment test is canceled, DUPLIN COUNTY PUBLIC TRANSPORTATION will require the applicant to take and pass another pre-employment drug test.

   f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.

   g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

   h. Applicants are required (even if ultimately not hired) to provide *DUPLIN COUNTY PUBLIC TRANSPORTATION* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked

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for within the last two years. Failure to do so will result in the employment offer being rescinded. *DUPLIN COUNTY PUBLIC TRANSPORTATION* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide DUPLIN COUNTY PUBLIC TRANSPORTATION proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

1) All DUPLIN COUNTY PUBLIC TRANSPORTATION FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under DUPLIN COUNTY PUBLIC TRANSPORTATION' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

2) DUPLIN COUNTY PUBLIC TRANSPORTATION shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the DUPLIN COUNTY PUBLIC TRANSPORTATION

4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. DUPLIN COUNTY PUBLIC TRANSPORTATION shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the DUPLIN COUNTY PUBLIC TRANSPORTATION. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

1) FATAL ACCIDENTS – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.

2) NON-FATAL ACCIDENTS - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

   a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
   b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless

the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that DUPLIN COUNTY PUBLIC TRANSPORTATION is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), DUPLIN COUNTY PUBLIC TRANSPORTATION may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.

2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.

3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at https://www.transportation.gov/odapc/random-testing-rates.

4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.

5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under DUPLIN COUNTY PUBLIC TRANSPORTATION authority.

6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under DUPLIN COUNTY PUBLIC TRANSPORTATION' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.

7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

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O. **RETURN-TO-DUTY TESTING**

DUPLIN COUNTY PUBLIC TRANSPORTATION will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. **FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. **RESULT OF DRUG/ALCOHOL TEST**

1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed

of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.

2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal includes the following circumstances:
   a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
   b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
   c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
   d. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
   e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
   f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
   g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
   h. Fail to cooperate with any part of the testing process.
   i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
   j. Possess or wear a prosthetic or other device used to tamper with the collection process.
   k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
   l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
   m. Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

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4) An alcohol test result of ≥0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.

5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:

   a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
   b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from DUPLIN COUNTY PUBLIC TRANSPORTATION employment.
      i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of DUPLIN COUNTY PUBLIC TRANSPORTATION and will be performed using non-DOT testing forms.
   c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
   d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.**
   e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.

   f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with DUPLIN COUNTY PUBLIC TRANSPORTATION.
   g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.

6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

DUPLIN COUNTY PUBLIC TRANSPORTATION is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

1) Drug/alcohol testing records shall be maintained by the DUPLIN COUNTY PUBLIC TRANSPORTATION Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.

4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.

5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.

6) Records will be released to the National Transportation Safety Board during an accident investigation.

7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over DUPLIN COUNTY PUBLIC TRANSPORTATION or the employee.

10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken

11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *DUPLIN COUNTY BOARD OF COMMISSIONERS* on November 20, 2023

BOARD OF COMMISSIONERS Dexter Edwards

Chairperson's Signature

Job Title	*Job Duties*	*Testing Authority*
Director	Safety Sensitive	FTA
Transportation Coordinator	Safety Sensitive	FTA
Accounting Tech II	NON-Safety Sensitive	
Secretary/Dispatcher	Safety Sensitive	FTA
Scheduler	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
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Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Transit Driver	Safety Sensitive	FTA
Mechanic	Safety Sensitive	FTA
Mechanic	Safety Sensitive	FTA
Mechanic	Safety Sensitive	FTA
Garage Foreman	Safety Sensitive	FTA

Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

DUPLIN COUNTY PUBLIC TRANSPORTATION Drug and Alcohol Program Manager
Name: ASHLIE DAWN STRICKLAND
Title: TRANSPORTATION COORDINATOR
Address: 208 S MAIN ST, KENANSVILLE, NC 28349
Telephone Number: (910) 296-2333

Medical Review Officer
Name: DR. RONALD J. POWELL
Title: MRO
Address: 1029 SUNSET AVENUE, ASHEBORO, NC 27203
Telephone Number: (336) 736-8038

Substance Abuse Professional
Name: GENE SMITH (LIFECHANGES EAP)
Title: SAP
Address: 1045 MAIN ST, SUITE 3, DANVILLE, VA 24541
Telephone Number: (800) 776-3022

HHS Certified Laboratory Primary Specimen
Name: ALERE TOXICOLOGY SERVICES
Address: 450 SOUTHLAKE BLVD, RICHMOND, VA 23226
Telephone Number: (800) 977-9130

HHS Certified Laboratory Split Specimen
Name: LABORATORY CORPORATION OF AMERICA HOLDINGS
Address: 1904 ALEXANDER DR, RESEARCH TRIANGLE PARK, NC 27709
Telephone Number: (919) 572-6900

County of Duplin

Office of the County Commissioners

PROCLAMATION RECOGNIZING THE 100TH BIRTHDAY OF MR. JOHN A. STALLINGS

STATE OF NORTH CAROLINA
COUNTY OF DUPLIN

Whereas Mr. John A. Stallings was born in the town of Teachey, North Carolina on December 20, 1923 to the late John A. Stallings Sr. and Lillie B. Stallings. He had three siblings;

Whereas he received his education in the Duplin County School System;

Whereas Mr. Stallings married Dorothy Pierce of Watha, North Carolina and to this union four children were born;

Whereas Mr. Stallings is a WW II Army Veteran that served as a Private 1St class in the 2nd Infantry Division of the 38th Regiment. He fought battles in France, Rhineland, and Central Europe. He received an European African Middle Eastern Campaign Medal with four bronze service stars, a Victory Medal and Good Conduct Medal;

Whereas he was a farmer by trade and also employed as supervisor at the J.P. Stevens Textile Plant in Wallace, NC. Later in 1981 he purchased and operated Stallings Tire and Battery located in Wallace, North Carolina for 37 years;

Whereas Mr. John has been a member of First Baptist Church his entire life. He physically served on numerous missionary trips until he was in his eighties. In addition, he has served as a Mason for 60 years. Mr. Stallings loves working outdoors and believes that hard work is essential for a good life. He served his country with great honor, as well as others in his hometown and church, and;

Now, therefore be it *RESOLVED*, that the Duplin County Board of Commissioners do herewith acknowledge the excellence in public service exemplified by Mr. John Stallings.

Adopted this the 20th day of November, 2023.

Dexter B. Edwards
Dexter B. Edwards, Chairman
Duplin County Board of Commissioners

ATTEST: Jaime W Carr
Jaime W. Carr
Clerk to the Board

Bryan Miller
County Manager

Carrie Shields
Assistant County Manager

Jaime W. Carr
Clerk to the Board

Board of County Commissioners
Elwood Garner – Vice-Chair - District I
Dexter B. Edwards, Chair – District II
Justin Edwards, – District III
Jesse L. Dowe, III., – District IV
Wayne E. Branch – District V

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

November 20, 2023

Mr. John W. Taylor
4026 Highway 11 South
Wallace, NC 28466

Dear Mr. Taylor:

Happy Birthday! We consider it a special privilege to honor you on such an important day, your 104th birthday.

We feel sure that you have enriched the lives of many persons over the years with your wisdom, strength and guidance. We do appreciate the contributions that you have made to help make our county a better place to live.

It is our sincere desire that God will continue to bless you, and that you will have the power to press forward and have many more birthdays.

Sincerely,

Dexter Edwards

Dexter Edwards, Chairperson
Duplin County Board of Commissioners

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Duplin County, NC

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	05	214	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	4530	42980					T	PROGRAM SUPPLIES		120.00	
2	4530	44910					T	DUES AND SUBSCRIPTIONS	120.00		
								** 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
2024	05	215	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	5169	42980					T	PROGRAM SUPPLIES		139.28	
2	5169	43250					T	POSTAGE	139.28		
								** 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
2024	05	216	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	5173	42980					T	PROGRAM SUPPLIES		250.00	
2	5173	42500					T	VEHICLE GASOLINE		250.00	
3	5173	41990					T	PROFESSIONAL SERVICES	500.00		
								** 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
2024	05	217	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB

Duplin County, NC

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	05	217	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	7402	43510					T	REPAIRS BUILDING AND GROUNDS		2,000.00	
2	7402	43990					T	PERMITS	2,000.00		
								** 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
2024	05	218	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	5114	43520					T	REPAIRS & MAINTENANCE EQUIPME		730.00	
2	5114	42980					T	PROGRAM SUPPLIES		1,000.00	
3	5164	42410					T	PHARMACY	1,730.00		
								** 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
2024	05	219	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	7100	42600					T	OFFICE SUPPLIES		550.00	
2	7100	43990					T	PERMITS	550.00		
								** 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
2024	05	221	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB

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Duplin County, NC

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	05	221	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT OB
1	4141	43250					T	POSTAGE		2,400.00
2	4141	42992					T	SOFTWARE	2,400.00	
								** JOURNAL TOTAL	[illegible]	[illegible]

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	05	222	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT OB
1	4910	43110					T	TRAVEL		300.00
2	4910	43510					T	REPAIRS BUILDING AND GROUNDS	3.00	
3	4910	43300					T	UTILITIES	297.00	
								** JOURNAL TOTAL	[illegible]	[illegible]

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	05	223	BUA	11/15/2023	11/15/2023	112023	blanca.pineda	1	N	Hist	2024	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT OB
1	7401	43542					T	REPAIRS COLLECTION SITES		2,000.00
2	7401	43551					T	REPAIRSINDUSTRIAL RENTAL BOXES	2,000.00	
								** JOURNAL TOTAL	[illegible]	[illegible]
								** GRAND TOTAL	[illegible]	[illegible]

9 Journals printed

** END OF REPORT - Generated by Blanca Pineda **

000782

BA # ____________

Duplin County
Budget Amendment

Department Title: Airport
Department Head's Signature: [signature]
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:
Move money to cover dues

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4530-42980	Program Supplies	120.00	4530-44910	Dues & Subs	120.00
Total			Total		120.00

Finance Signature: [signature]
Date Approved: 11/14/23

Manager Signature:
Date Approved:

Commisioner Approval:
Date Approved:

000781

BA # ____________

Duplin County
Budget Amendment

Department Title: HEALTH
Department Head's Signature: TRACEY SIMMONS - KORNEGAY
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:
COVER SHIPPING EXPENSE

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5169-42980	PROGRAM SUPPLIES	139.28	5169-43250	SHIPP[ING	139.28
Total		139.28	Total		139.28

Finance Signature: Chelsey Lanier
Date Approved: 11/14/23

Manager Signature
Date Approved:

Commisioner Approval
Date Approved:

BA # ____________

Duplin County
Budget Amendment

Department Title: HEALTH
Department Head's Signature: TRACEY SIMMONS-KORNEGAY
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:
VOYCE Purchase order increase

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5173-42980	Program supplies	250.00	5173-41990	Professional Services	500.00
5173-42500	Vehicle Gasoline	250.00			
Total		500.00	Total		500.00

Finance Signature: Chelsey Lanier
Date Approved: 11/14/23

Manager Signature
Date Approved:

Commisioner Approval
Date Approved:

000782

BA # ______________

Duplin County
Budget Amendment

Department Title: Solid Waste
Department Head's Signature: [signature]
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:

Move money to cover permits

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
7402-43510	Repairs Bldg. & Grounds	$2,000.00	7402-43990	Permits	2,000.00
Total		0.00	Total		0.00

Finance Signature: Chelsey Romine
Date Approved: 11/14/23

Manager Signature
Date Approved:

Commisioner Approval
Date Approved:

BA # ______________

Duplin County
Budget Amendment

Department Title: HEALTH
Department Head's Signature: TRACEY SIMMONS-KORNEGAY
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:

Paragard Requisition

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5114-43520	Repairs maintenance & equipm	730.00	5164-42410	Pharmacy	1,730.00
5114-42980	Program Supplies	1,000.00			
Total		1,730.00	Total		1,730.00

Finance Signature: Chelsey Romine
Date Approved: 11/8/23

Manager Signature
Date Approved:

Commisioner Approval
Date Approved:

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000783

BA # ____________

Duplin County
Budget Amendment

Department Title: Utility Director
Department Head's Signature: Jeffery Williams
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:

to cover cost of annual operating permit for 2024

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
7100-42600	Office Supplies	550.00	7100-43990	Permits	550.00
Total		550.00	Total		550.00

Finance Signature: Chelsey Lanier
Date Approved: 11/9/23

Manager Signature
Date Approved:

Commisioner Approval
Date Approved:

BA # 2

Duplin County
Budget Amendment

NOV 08 2023

Department Title: Tax Administration
Department Head's Signature
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:

moving money to cover the cost of building inspection software access - one person only

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4141-43250	POSTAGE	2,400.00	4141-42992	SOFTWARE	2,400.00
Total		2,400.00	Total		2,400.00

Finance Signature: Chelsey Lanier
Date Approved: 11/8/23

Manager Signature
Date Approved:

Commisioner Approval
Date Approved:

000785

000784

BA # ____________

Duplin County
Budget Amendment

Department Title: Planning
Department Head's Signature: Christopher Hatcher
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:

The request to move $300.00 from travel to pay outstanding totals for utilities as well as repairs buildings and grounds. This amout will remove the negative amounts as well as pay for expences for the rest of the fical year.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4910-43110	Travel	300.00	4910-43510	Reparis Buildings and Grounds	3.00
			4910-43300	Utilities	297.00
Total		300.00	Total		300.00

Finance Signature: Aubrey Ramirez
Date Approved: 11/15/23

Manager Signature
Date Approved:

Commisioner Approval
Date Approved:

BA # ____________

Duplin County
Budget Amendment

Department Title: Collections
Department Head's Signature: [signature]
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000
Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:

To buy metal to repair rental boxes.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
7401-43542	Repairs CollectionSite	2,000.00	7401-43551	Repair's to Index Box	2,000
Total		0.00	Total		0.00

Finance Signature: Aubrey Ramirez
Date Approved: 11/14/23

Manager Signature
Date Approved:

Commisioner Approval
Date Approved:

000785

DocuSign Envelope ID: 29EBF795-72D8-48E9-8E53-BDD403A71019

AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
Perform architectural, engineering, and construction phase services associated with the design and construction of a new 156 Bed Jail Facility of approximately 55,000 square feet, with an additive alternate for jail housing of approximately 78 additional beds, to be located at the "Duplin Commons" site in Kenansville, North Carolina.

AGREEMENT INFORMATION:
Date: October 19, 2022

AMENDMENT INFORMATION:
Amendment Number: 004

Date: October 18, 2023

OWNER: *(name and address)*
Duplin County, North Carolina
Post Office Box 950
224 Seminary Street
Kenansville, North Carolina 28349
Telephone Number: (910) 296-2100

ARCHITECT: *(name and address)*
Moseley Architects P.C.
6210 Ardrey Kell Road
The Hub at Waverly, Suite 425
Charlotte, North Carolina 28277
Telephone Number: (704) 540-3755

The Owner and Architect amend the Agreement as follows:
Architect shall provide Additional Services required to provide civil engineering to modify the Construction Documents to accommodate a future Law Enforcement Center west of the planned Detention Center without demolition of the planned staff parking lot. To accommodate this, the staff parking lot would need to be designed and permitted to occupy a different location.

Services shall be as described in Consultant's Proposal dated September 22, 2023, attached hereto as Exhibit A.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:
Compensation shall be the lump sum of Twenty-Four Thousand, Five Hundred and 00/100 Dollars ($24,500.00).

Schedule Adjustment:
One (1) month is added to the project schedule.

SIGNATURES:

Moseley Architects P.C.	Duplin County, North Carolina
ARCHITECT *(Firm name)*	**OWNER** *(Firm name)*
DocuSigned by: Todd Davis	[signature]
SIGNATURE	**SIGNATURE**
Todd B. Davis, Vice President	Bryan Miller, Duplin County Manager
	Bryan S. Miller
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**
11/1/2023	11/21/23
DATE	**DATE**

(3B9ADA44)

WithersRavenel

EXHIBIT A

September 22, 2023

Todd Davis, Vice President
Moseley Architects
6210 Ardrey Kell Road, Suite 425
Charlotte, North Carolina 28277

RE: **Amendment No. 04**
Duplin County Detention Center & LE Complex
Kenansville, North Carolina
WithersRavenel Project No. 02220710.00

Dear Mr. Davis,

WithersRavenel has entered into an "Agreement" with Moseley Architects for the project known as Duplin County Detention Center & LE Complex, dated 3/2/2023, for the furnishing of professional services in which Moseley Architects requests to amend. The attached Amendment Number 04 outlines the additional services included with this amendment.

We look forward to continuing our collaboration with you on this project. Please feel free to contact me with any questions and/or to discuss any aspect of the attached amendment.

Sincerely,

WithersRavenel

[signature]

Dave Bartone, PE
Senior Project Manager, Site Civil
Send E-Mail
Ph. 919.469.3340 | Direct. 919.238.0464

000786

Moseley Architects
Kenansville, North Carolina
Amendment No. 04

A. General

WithersRavenel has previously entered into an "Agreement" with Moseley Architects, dated 3/2/2023, for the furnishing of professional services; the parties now wish to amend said "Agreement".

Therefore, it is mutually understood that the "Agreement" is amended to include the Additional Services to be performed by WithersRavenel and provisions for additional compensation from Moseley Architects to WithersRavenel, all as set forth within this Amendment. The parties ratify the terms and conditions of the Agreement which are incorporated by reference and any changes to those terms and conditions shall be noted in this amendment.

If there are any conflicts in rates and/or terms and conditions, those specified in this Amendment will take precedence.

WithersRavenel understands Duplin County desires to modify the Construction Documents to accommodate a future Law Enforcement Center west of the planned Detention Center without demolition of the planned staff parking lot. To accommodate this, the staff parking lot would need to be designed and permitted to occupy a different location.

WithersRavenel further understands Duplin County desires to modify the Construction Documents to accommodate a future expansion to the Detention Center on the east side without relocation of several utilities in the vicinity of the future expansion. To accommodate this, planned water lines, sanitary sewer lines and manholes, storm sewer lines and structures, and the fire apparatus access road would need to be relocated.

B. Timeline for Services

WithersRavenel will begin scope of work upon receipt of executed Amendment and written notice to proceed from Moseley Architects. Estimated timeframe(s) for the basis of the services described herein are shown below and, if applicable, will amend the overall schedule as noted.

- Design and Permitting – Estimated one (1) month

If available, opportunities to adjust these estimated timeframes can be discussed. Implementation of agreed-upon adjustments may result in adjustments to WithersRavenel fees.

Certain tasks, such as reviews and approvals, are performed by third parties, including governmental agencies, over which neither Client nor WithersRavenel have control or responsibility. As such, neither party is responsible for delays or the resulting cost impacts caused by third parties.

C. Scope of Services

WithersRavenel shall provide the services identified under each task below as its "Basic Services" under the Agreement:

Task 3. Construction Documents Phase

3.6. Construction Document Revisions

WithersRavenel will modify the construction documents to reflect the changes depicted in the figure below to accommodate future expansions to the detention center. It is our expectation that the following plan sheets and documents will be updated to accommodate these revisions:

- Site Plan;
- Grading Plan;
- Drainage Plan;
- Utility Plan;
- Pre- and Post-Development Erosion Control Plan;
- Site Lighting Plan;
- Landscape Plan;
- Stormwater Drainage Calculations.

WR will incorporate these revisions into the Construction Plans that are currently being prepared for submittal to the Town of Kenansville (and other agencies) for review and acceptance. The number of reviews is as outlined in the original agreement.

D. Exclusions, Client Responsibilities, and Expenses

Exclusions, Client Responsibilities, and Expenses outlined in the Agreement remain in effect unless specifically noted herein.

E. Compensation for Additional Services

WithersRavenel proposes to provide the Basic Services outlined in Section C on a lump sum or hourly basis with budgets as shown below plus reimbursable expenses in accordance with the most current Fee & Expense Schedule and the Prime agreement between Client and Owner. The amounts set forth have been determined based on the nature, scope and complexity of the Project as represented in the information provided to WithersRavenel by Moseley Architects prior to submittal of this Amendment; subsequent changes thereto may result in additional fees.

Task No.	Task Name	Fee
Task 3	**Construction Documents Phase**	
3.6	Construction Document Revisions	$24,500
	Total	**$24,500**

(**) Denotes hourly tasks. The fee budgets represented with hourly tasks are good faith estimates of what can be reasonably expected during the performance of this contract.

The Fee & Expense Schedule (Exhibit II) provided with the original Agreement may or may not apply to the scope of work provided herein. Fees for this Amendment are calculated based upon the most current Fee & Expense Schedule, as noted within the original Agreement, subsequent Amendments, or as attached.

Invoice and billing terms can be found in the Agreement and are considered part of this Amendment.

000787

WithersRavenel

Our People. Your Success.

F. Acceptance

This amendment is valid 60 days from the date it is transmitted to Client. Receipt of an executed copy of this amendment will serve as Moseley Architects' authorization to amend the Agreement to include the scope of services outlined herein.

OFFERED BY:

WithersRavenel

September 22, 2023

Signature
Date

Dave Bartone, PE
Name

Senior Project Manager
Title

September 22, 2023

Signature
Date

Chad Simmons, PE
Name

Director of Client Experience
Title

ACCEPTED BY:

Moseley Architects

Signature
Date

Todd Davis
Name

Vice President
Title

Attachments:

Exhibit I: Fee & Expense Schedule
Exhibit II: Scoping Map

WithersRavenel

Our People. Your Success.

EXHIBIT I

Fee & Expense Schedule

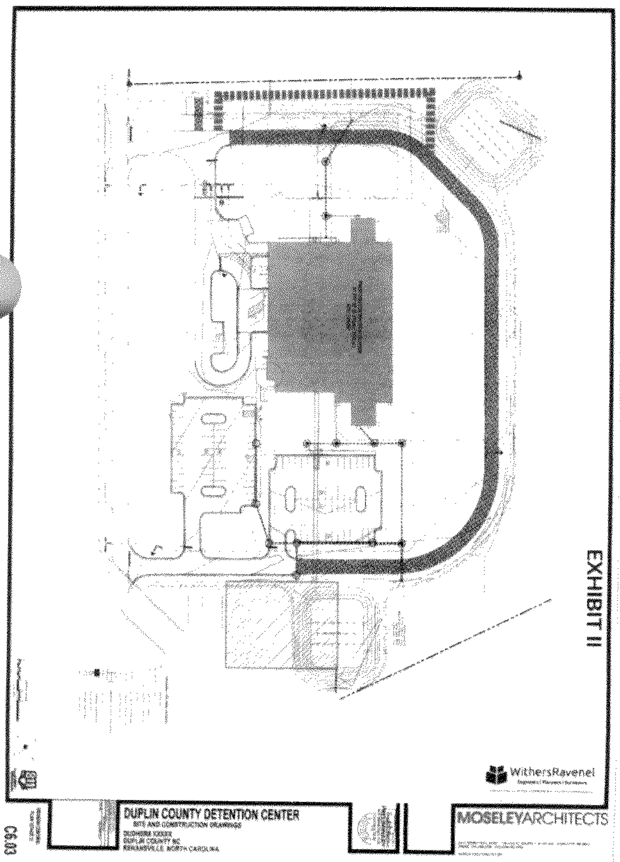
Description	Rate
Engineering & Planning	
Construction Project Professional	$ 145
Construction Manager I	$ 150
Construction Manager II	$ 165
Senior Construction Manager	$ 185
CAD Technician I	$ 105
CAD Technician II	$ 115
Senior CAD Technician	$ 140
Designer I	$ 130
Designer II	$ 150
Senior Designer	$ 170
Landscape Architect I	$ 150
Landscape Architect II	$ 175
Landscape Architect III	$ 190
Senior Landscape Architect	$ 210
Landscape Designer I	$ 130
Landscape Designer II	$ 140
Planning Technician	$ 110
Planner I	$ 120
Planner II	$ 140
Planner III	$ 165
Senior Planner	$ 175
Project Engineer I	$ 165
Project Engineer II	$ 175
Project Engineer III	$ 190
Senior Project Engineer	$ 210
Assistant Project Manager	$ 175
Project Manager	$ 190
Senior Project Manager	$ 210
Resident Project Representative I	$ 100
Resident Project Representative II	$ 115
Resident Project Representative III	$ 130
Senior Resident Project Representative	$ 140
Staff Professional I	$ 90
Staff Professional II	$ 140
Staff Professional III	$ 150
Staff Professional IV	$ 185
Senior Staff Professional	$ 195
Senior Technical Consultant	$ 245
Client Experience Manager	$ 225
Director	$ 230
Principal	$ 250
Zoning Specialist	$ 325
Project Coordinators	
Project Coordinator I	$ 95
Project Coordinator II	$ 110
Project Coordinator III	$ 120
Senior Project Coordinator	$ 130
Lead Project Coordinator	$ 140
KNA	
CAD Designer	$ 80
Construction Observer	$ 85
Engineer	$ 137

Description	Rate
Funding & Asset Management	
GIS Senior Specialist	$ 165
GIS Specialist	$ 145
GIS Survey Technician I	$ 75
GIS Survey Technician II	$ 100
GIS Survey Technician III	$ 115
GIS Survey Lead	$ 130
GIS Technician	$ 95
GIS Analyst I	$ 115
GIS Analyst II	$ 130
GIS Project Manager	$ 165
F&AM Assistant Project Manager	$ 160
Intern I	$ 65
Intern II	$ 85
F&AM Implementation Specialist	$ 145
F&AM Project Consultant I	$ 115
F&AM Project Consultant II	$ 125
F&AM Project Consultant III	$ 130
F&AM Project Consultant IV	$ 135
F&AM Senior Project Consultant I	$ 145
F&AM Senior Project Consultant II	$ 150
F&AM Project Manager	$ 165
F&AM Principal	$ 250
F&AM Director	$ 230
F&AM Staff Professional I	$ 70
F&AM Staff Professional II	$ 110
F&AM Staff Professional III	$ 150
F&AM Staff Professional IV	$ 185
F&AM Senior Project Manager	$ 210
F&AM Senior Technical Consultant	$ 240
Geomatics	
Geomatics CAD I	$ 100
Geomatics CAD II	$ 115
Geomatics CAD III	$ 130
Geomatics Project Manager I	$ 165
Geomatics Project Manager II	$ 175
Geomatics Project Manager III	$ 185
Geomatics Project Professional I	$ 145
Geomatics Project Professional II	$ 170
Geomatics Principal	$ 235
Geomatics Remote Sensing Crew I	$ 210
Geomatics Remote Sensing Crew II	$ 295
Geomatics Survey Crew I	$ 150
Geomatics Survey Crew II (2 Man)	$ 190
Geomatics Survey Crew III (3 Man)	$ 225
Geomatics Senior Manager	$ 210
Geomatics Survey Tech I	$ 60
Geomatics Survey Tech II	$ 90
Geomatics Survey Tech III	$ 115
Geomatics Survey Tech IV	$ 125
Geomatics Sr. Technical Consultant	$ 210
Geomatics SUE Crew 1	$ 190
Geomatics SUE Crew 2	$ 260

Description	Rate
Environmental	
Environmental Technician I	$ 80
Environmental Technician II	$ 95
Environmental Technician III	$ 100
Senior Environmental Technician	$ 110
Environmental Project Geologist I	$ 145
Environmental Project Geologist II	$ 160
Environmental Project Geologist III	$ 180
Environmental Senior Project Geologist	$ 200
Environmental Assistant Project Manager	$ 160
Environmental Project Manager	$ 180
Environmental Senior Project Manager	$ 200
Environmental Director	$ 230
Environmental Project Engineer I	$ 145
Environmental Project Engineer II	$ 160
Environmental Project Engineer III	$ 180
Environmental Senior Project Engineer	$ 200
Environmental Principal	$ 250
Environmental Project Scientist I	$ 145
Environmental Project Scientist II	$ 160
Environmental Project Scientist III	$ 180
Senior Environmental Project Scientist	$ 200
Environmental Scientist I	$ 105
Environmental Scientist II	$ 125
Environmental Scientist III	$ 135
Environmental Geologist I	$ 105
Environmental Geologist II	$ 125
Environmental Geologist III	$ 135
Environmental Professional I	$ 105
Environmental Professional II	$ 125
Environmental Professional III	$ 135
Environmental Senior Technical Consultant	$ 225
Administrative	
Administrative Assistant	$ 65
Administrative Assistant I	$ 80
Administrative Assistant II	$ 90
Administrative Assistant III	$ 100
Marketing Administration I	$ 90
Marketing Administration II	$ 115
Director of Marketing	$ 145
Office Administration	$ 70
Office Administrator I	$ 115
Office Administrator II	$ 120
Office Administrator III	$ 125
Other	
Expert Witness	$ 400
Expenses	
Bond Prints (Per Sheet)	$ 1.75
Mylar Prints (Per Sheet)	$11.00
Mileage	Per IRS
Delivery - Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15

Effective January 1, 2023 – Schedule is subject to change

000788



LL 11-1-23
AJ 11-1-23

TOWN OF KENANSVILLE
TAX REQUEST
RELEASE DATE SEPTEMBER 5, 2023

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
CAROLINA TELEPHONE	13	T-72		2023	1549448			$ 560.74				$ 560.74	PUBLIC SERVICE-SHOULDN'T HAVE BEEN BILLED
STROUD, JOANN	13	T-72		2023	8308392			$ 1,091.74				$ 1,091.74	ONLY 8% OF PARCEL IN TOWN
GUTHRIE, GUY B. II AND WIFE	13	T-72		2023	3398995			$ 166.02				$ 166.02	BILLED INCORRECT VALUE IN TOWN
LANDIS, BARBARA S.	13	T-72		2023	5125973			$ 219.37				$ 219.37	BILLED INCORRECT VALUE IN TOWN
SUPERIOR PLUS ENERGY	13	T-72		2023	000000963			$ 2.74				$ 2.74	CHARGED TOWN OF KENANSVILLE TOO MUCH
PHILLIPS & PHILLIPS ATTYS	13	T-72		2023	6764200			$ 16.02				$ 16.02	CHARGED TOWN OF KENANSVILLE TOO MUCH
NPRTO SOUTH-EAST	13	T-72		2023	000001613			$ 2.31				$ 2.31	CHARGED TOWN OF KENANSVILLE TOO MUCH
PEPSI BOTTLING VENTURES LLC	13	T-72		2023	000000830			$ 37.58				$ 37.58	CHARGED TOWN OF KENANSVILLE TOO MUCH
TOSHIBA AMERICA BUSINESS SOLUTIONS	13	T-72		2023	10003240			$ 91.48				$ 91.48	CHARGED TOWN OF KENANSVILLE TOO MUCH
TIAA, FSB	13	T-72		2023	000000634			$ 61.31				$ 61.31	CHARGED TOWN OF KENANSVILLE TOO MUCH
US BANK NATIONAL ASSOC	13	T-72		2023	000000301			$ 30.44				$ 30.44	CHARGED TOWN OF KENANSVILLE TOO MUCH
TOSHIBA AMERICA BUSINESS SOLUTIONS	13	T-72		2023	8774006			$ 2.40				$ 2.40	CHARGED TOWN OF KENANSVILLE TOO MUCH
WABASHA LEASING	13	T-72		2023	000000602			$ 10.85				$ 10.85	CHARGED TOWN OF KENANSVILLE TOO MUCH
WELLS FARGO VENDOR FINANCIAL SERV. LLC	13	T-72		2023	9171753			$ 80.30				$ 80.30	CHARGED TOWN OF KENANSVILLE TOO MUCH
IOT GLOBAL SOLUTIONS CORP	13	T-72		2023	000001165			$ 3.77				$ 3.77	CHARGED TOWN OF KENANSVILLE TOO MUCH
JOHNSON CONTROLS SECURITY SOLUTIONS LLC	13	T-72		2023	000000910			$ 3.47				$ 3.47	CHARGED TOWN OF KENANSVILLE TOO MUCH
LEONARD ALUMINUM UTILITY	13	T-72		2023	000001221			$ 3.26				$ 3.26	CHARGED TOWN OF KENANSVILLE TOO MUCH
ABBOTT LABORATORIES INC	13	T-72		2023	000001831			$ 1.15				$ 1.15	CHARGED TOWN OF KENANSVILLE TOO MUCH
APT LLC	13	T-72		2023	000000743			$ 12.21				$ 12.21	CHARGED TOWN OF KENANSVILLE TOO MUCH
BRAGG MUTUAL FEDERAL CREDIT UNION	13	T-72		2023	10005790			$ 51.29				$ 51.29	CHARGED TOWN OF KENANSVILLE TOO MUCH
AIRGAS USA LLC	13	T-72		2023	000000471			$ 21.86		$ 2.19		$ 24.05	CHARGED TOWN OF KENANSVILLE TOO MUCH
CAROLINA ICE CO.	13	T-72		2023	000001125			$ 2.50				$ 2.50	CHARGED TOWN OF KENANSVILLE TOO MUCH
COMPASS GROUP USA INC	13	T-72		2023	000000712			$ 11.94				$ 11.94	CHARGED TOWN OF KENANSVILLE TOO MUCH
DE LAGE LANDEN FINANCIAL SERVICES INC	13	T-72		2023	000000516			$ 14.95				$ 14.95	CHARGED TOWN OF KENANSVILLE TOO MUCH
GREAT AMERICAN FINANCIAL SERVICES CORP.	13	T-72		2023	000000559			$ 1.81				$ 1.81	CHARGED TOWN OF KENANSVILLE TOO MUCH
CECIL, ROBERT CHARLES	13	T-72		2023	1783315			$ 76.29				$ 76.29	ADJUSTED VALUE OF BOATS
												$ -	
GRAND TOTAL						$ -	$ -	$ 2,577.80	$ -	$ 2.19	$ -	$ 2,579.99	

SUBMITTED BY: [signature] FINAL APPROVAL BY: Amanda Lesser DATE APPROVED: 11/06/23

CECIL, ROBERT CHARLES	13	T-72	2023	1783375	$ 47.86		$ 2,627.85	[illegible]
CECIL, ROBERT CHARLES	13	T-72	2023	1783375	$ 28.43		$ 2,656.28	[illegible]
TOTALS					$ 2,654.09	$ 2.19	$ 2,656.28	

LL 10-31-23
CW 10-31-23

TOWN OF KENANSVILLE
TAX REQUEST
RELEASE DATE NOVEMBER 6, 2023

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
TROLLEYS INC. DBA SUNWAY CHARTERS	PUBLIC SERVICE	T072		2023	8782153			$ 265.28				$ 265.28	BILLED ON WRONG ACCOUNT NUMBER
												$ -	
GRAND TOTAL						$ -	$ -	$ 265.28	$ -	$ -	$ -	$ 265.28	

SUBMITTED BY:
FINAL APPROVAL BY:
DATE APPROVED: 11/06/23

LL 10-31-23
CW 10-31-23

TOWN OF MAGNOLIA
TAX REQUEST
RELEASE DATE NOVEMBER 6, 2023

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
TROLLEYS INC. DBA SUNWAY CHARTERS	PUBLIC SERVICE	T076		2023	8782153			$ 793.86				$ 793.86	BILLED ON WRONG ACCOUNT NUMBER
WILSON, ROBERT M. ETAL	12	T076		2023	9801860			$ 75.20				$ 75.20	SHOULD HAVE RECEIVED EXEMPTION
												$ -	
GRAND TOTAL						$ -	$ -	$ 869.06	$ -	$ -	$ -	$ 869.06	

SUBMITTED BY:
FINAL APPROVAL BY:
DATE APPROVED: 11-14-23

LL 10-9-23
Cw 10-9-23

TOWN OF MAGNOLIA
TAX REQUEST
RELEASE DATE OCTOBER 18, 2023

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
DUPLIN AUTO SALES & SALVAGE	12	T76		2023	2440899			$ 588.93				$ 588.93	MOVED DW TO LH CARD TO CORRECT OWNERSHIP
ESPINAL, ROMAN GOMEZ	12	T76		2021	010000956			$ 13.40				$ 13.40	SWMH DOUBLE LISTED
ESPINAL, ROMAN GOMEZ	12	T76		2022	010000956			$ 13.40		$ 1.34		$ 14.74	SWMH DOUBLE LISTED
ESPINAL, ROMAN GOMEZ	12	T76		2023	010000956			$ 13.40				$ 13.40	SWMH DOUBLE LISTED
												$ -	
												$ -	
GRAND TOTAL						$ -		$ 615.73	$ -	$ 1.34	$ -	$ 630.47	

SUBMITTED BY: [signature] FINAL APPROVAL BY: [signature] DATE APPROVED: 11-14-23

LL 10-31-23
Cw 10-31-23

TOWN OF WALLACE
TAX REQUEST
RELEASE DATE NOVEMBER 8, 2023

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
GARVEY, WAYNE	[illegible]	[illegible]		[illegible]	[illegible]			$ 2.70		$ 0.29		$ [illegible]	[illegible]
GARVEY, WAYNE	[illegible]	[illegible]		[illegible]	[illegible]			$ 2.70		$ 0.29		$ [illegible]	[illegible]
[illegible]	[illegible]	[illegible]		[illegible]	[illegible]			$ [illegible]				$ [illegible]	[illegible]
[illegible]	[illegible]	[illegible]		[illegible]	[illegible]			$ [illegible]				$ [illegible]	[illegible]
												$ -	
GRAND TOTAL						$ -	$ -	$ [illegible]	$ -	$ [illegible]	$ -	$ [illegible]	

SUBMITTED BY: [signature] FINAL APPROVAL BY: [signature] DATE APPROVED: 11-9-23

DUPLIN COUNTY
NORTH CAROLINA

Airport Commission Month End Report
October 2023

DUPLIN COUNTY AIRPORT

Airport Staff	
Josh Raynor	Airport Director
Danny Oxendine	Airport Technician
AJ Warren	Sub Airport Technician
Justin Conn	Sub Airport Technician

Airport Commission Members	
Larry Debose, Vice Chair	Grey Morgan
Joe Bryant	Dexter Edwards
AJ Connors	Scotty Kennedy
Roger Davis	Jerry Tysinger
Jack Aiphin, Chair	

Operating Hours
Monday - Friday 7am - 6pm
Saturday 8am - 6pm
Sunday 1pm- 6pm
Closed
Thanksgiving & Christmas Day

Month	Av-Gas Sales	Jet-A Sales	Total	Av-Gas Gals	Jet-A Gals	Total	Previous FY Gallons
July	$8,946.33	$43,465.46	$52,411.79	1,654.08	11,207.38	12,861.46	18,946.72
August	$7,015.58	$71,587.02	$78,602.60	1,272.03	16,750.29	18,022.32	26,582.48
September	$8,740.47	$52,338.35	$61,078.82	1,584.66	11,394.89	12,979.55	17,152.58
October	$19,568.44	$131,393.10	$150,961.54	3,692.13	28,870.81	32,562.94	23,283.74
November			$0.00			0.00	15,743.63
December			$0.00			0.00	11,406.66
January			$0.00			0.00	14,740.29
February			$0.00			0.00	16,364.15
March			$0.00			0.00	31,026.20
April			$0.00			0.00	20,870.16
May			$0.00			0.00	14,641.42
June			$0.00			0.00	17,410.79
TOTAL	$44,270.82	$298,783.93	$343,054.75	8,202.90	68,223.37	76,426.27	228,168.82

Operations YTD Totals

	# Aircraft	# Operations	# Passengers
July	509	1017	1201
Aug	533	1066	1303
Sept	432	863	1004
Oct	633	1266	1457
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			
Totals	2107	4212	4965
Avg/MTh	526.8	1053.0	1241.3

Products Sold	October	YTD
Hangar/Shop Rental	$9,485.00	$36,325.00
Oil Sales	$91.50	$295.70
Call Out Fees	$150.00	$1,275.00
Ramp Fees	$0.00	$0.00
Vending	$117.00	$308.00
Tiedown Fees	$30.00	$30.00
Ground Lease	$0.00	$11,434.50
Misc. Revenue	$0.00	$10,000.00
Fuel Sales	$150,961.54	$343,054.75
Total Sales- All Products	**$160,835.04**	**$402,722.95**

Fuel by Percentage	
Av-Gas % of Total	**11%**
Full Price Gals	37%
Discounted Gals	63%
Avg Gals Av-Gas/Month	2,050
Jet-A % of Total	**89%**
Full Price Gals	7%
Discounted Gals	93%
Avg Gals Jet-A/Month	17,056

Facts and Figures
Airport Commission meets 4th Tuesday's at 7pm
DPL Total Economic Impact is $70,000,000.00
2023 Based Aircraft Value is ~$37,626,623.00
Based A/C values up $847,000 over last year
~38 Based Aircraft
Check us out on Facebook-Duplin County Airport
Preferred Refueling Stop

Recent Project Activity & Updates
BEST month since 1980!
New full time Airport Tech to start November 27th
Airfield infield drainage structure project completed.
Parrish & Partners design phase of New Connector Taxiway submitted to DOA for review.
Design of Fuel Farm has been submitted to NCDOA for review, cost estimate looks good at $1.9m
All new T-hangars & Legacy T-hangars fully occupied. Communal hangar is mostly full now.
Received $5,000,000 from NC Legislator, very excited at investing it in the airport

Project Update

Project Name	Project #	$ Amount
Drainage Assessment	7549	$100,000.00
Drainage Repair	7549	$310,000.00
Connector Txwy Design	7553	$97,625.00
Fuel Farm Design	7554	$99,931.00
Total Project $		**$607,556.00**

DUPLIN COUNTY BUILDING INSPECTIONS ACTIVITY MAY 2023 TO OCTOBER 2023	May-23	June-23	July-23	August-23	September-23	October-23
NUMBER OF INSPECTIONS	900	774	634	783	695	830
NOTES	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY
BUILDING PERMITS ISSUED						
NEW RESIDENCE	7	9	12	8	9	8
RESIDENTIAL ADDITION/RENOVATION/ALTERATIONS	13	6	11	8	4	9
COMMERCIAL/MULTI FAMILY NEW CONSTRUCTION	5	2	3	0	2	1
COMMERICAL ADDITION/RENOVATION/UPFIT	15	12	12	5	9	2
MANUFACTURED/MODULAR HOMES	26	14	23	26	26	24
SIGNS/ABC/DAYCARE/POOL/OTHER	13	9	2	7	7	6
STORM DAMAGE RENOVATION	0	0	0	0	0	0
RELOCATED BUILDING	2	3	0	0	0	0
STORAGE BLDG./DECK/PORCH	7	4	4	3	2	6
ELECTRICAL PERMITS ISSUED						
GENERAL ELECTRICAL	125	116	136	189	107	134
POULTRY/SWINE HOUSES	0	0	0	0	0	4
POOL BONDING	2	0	0	1	0	2
MECHANICAL PERMITS ISSSUED						
MECHANICAL	64	73	82	140	62	65
PLUMBING PERMITS ISSUED						
PLUMBING	54	60	59	69	49	52
GAS PIPING	9	17	15	16	8	9
INSULATION PERMITS ISSUED						
INSULATION	2	0	2	3	1	2
FEES COLLECTED	41,407.20	35,191.72	35,516.92	43,175.96	30,424.40	32,580.80

September 2024 Budget vs. Actual

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
10 General Fund Revenues	-67,483,624.00	-72,996,356.13	-21,715,296.86	-51,281,059.27	30%
10 General Fund Expenses	67,483,624.00	72,996,356.13	15,905,377.61	53,617,327.92	22%
19 Emergency Telephone Revenues (911)	-232,975.00	-232,975.00	-26,955.84	-206,019.16	12%
19 Emergency Telephone Expenses	232,975.00	232,975.00	60,030.35	112,159.35	26%
21 Capital Reserve Revenues	0.00	0.00	-29,079.05	29,079.05	#DIV/0!
21 Capital Reserve Expenses	0.00	0.00	0.00	0.00	#DIV/0!
22 School Capital Revenues	-3,156,272.00	-3,551,387.26	-72,631.19	-3,478,756.07	2%
22 School Capital Expenses	3,156,272.00	3,551,387.26	1,072,104.50	2,479,282.76	30%
(Sales tax revenue for public school capital)					
23 Opioid Settlement Revenues	0.00	-65,818.18	-170,721.79	104,903.61	259%
23 Opioid Settlement Expenses	0.00	65,818.18	12,400.00	40,758.78	19%
24 Automation Preservation Revenues	-20,600.00	-62,743.22	-3,953.59	-58,789.63	6%
24 Automation Preservation Expenses	20,600.00	62,743.22	165.04	60,658.24	0%
(Register of Deeds Automation and Preservation Reserve G.S. 161-11.3)					
25 Property Revaluation Revenues	-471,867.00	-471,867.00	-7,046.16	-464,820.84	1%
25 Property Revaluation Expenses	471,867.00	471,867.00	34,164.45	295,311.92	7%
(Reappraisal Reserve G.S. 153A-150)					
26 Community Development Loans Revenues (EDC)	0.00	0.00	-45,691.04	45,691.04	#DIV/0!
26 Community Development Loans Expenses	0.00	0.00	0.00	0.00	#DIV/0!
27 School Planning Allocation Revenues (Lottery Funded)	0.00	0.00	0.00	0.00	#DIV/0!
27 School Planning Allocation Expenses	0.00	0.00	0.00	0.00	#DIV/0!
28 Fire Tax Revenues	-3,800,000.00	-3,803,250.00	-1,103,079.89	-2,700,170.11	29%
28 Fire Tax Expenses	3,800,000.00	3,803,250.00	1,035,479.03	2,767,770.97	27%
29 Tourism Development Authority Revenues	-295,000.00	-295,000.00	-51,178.88	-243,821.12	17%
29 Tourism Development Authority Expenses	295,000.00	295,000.00	69,302.89	205,834.73	23%
30 Debt Service Revenues	-4,708,715.00	-4,708,715.00	-884,598.41	-3,824,116.59	19%
30 Debt Service Expenses	4,708,715.00	4,708,715.00	1,585,366.88	3,123,348.12	34%
31 Grant Projects Revenues	0.00	0.00	0.00	0.00	#DIV/0!
31 Grant Projects Expenses	0.00	0.00	74,007.60	-751,369.25	#DIV/0!
(Grant projects not tied to a capital project)					
32 American Rescue Plan Act Revenues	0.00	0.00	0.00	0.00	0%
32 American Rescue Plan Act Expenses	0.00	0.00	0.00	0.00	0%
33 Community Development Revenues	0.00	0.00	0.00	0.00	#DIV/0!
33 Community Development Expenses	0.00	0.00	0.00	0.00	#DIV/0!
37 Soil & Water Grant Projects Revenues	0.00	0.00	-209,800.59	209,800.59	#DIV/0!
37 Soil & Water Grant Projects Expenses	0.00	0.00	133,500.00	-161,500.00	#DIV/0!
38 EPA Brownfield Grant Revenues	0.00	0.00	0.00	0.00	#DIV/0!
38 EPA Brownfield Grant Expenses	0.00	0.00	3,443.25	-3,443.25	#DIV/0!
39 Eastern Region Funds Revenues	0.00	0.00	-89,736.22	89,736.22	#DIV/0!
39 Eastern Region Funds Expenses	0.00	0.00	19,461.36	-19,461.36	#DIV/0!
42 Industrial Expansion Revenues (EDC Grant Projects)	0.00	-423,500.00	-71.07	-423,428.93	0%
42 Industrial Expansion Expenses	0.00	423,500.00	0.00	423,500.00	0%
43 Transportation Capital Projects Revenues	0.00	0.00	0.00	0.00	#DIV/0!
43 Transportation Capital Projects Expenses	0.00	0.00	290,237.60	-405,146.95	#DIV/0!
44 Airport Capital Revenues	0.00	0.00	-98,512.10	98,512.10	#DIV/0!
44 Airport Capital Expenses	0.00	0.00	117,985.50	-117,985.50	#DIV/0!
45 Capital Projects Revenues (Non-Enterprise)	-166,980.00	-166,980.00	-562,068.24	395,088.24	337%

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
45 Capital Projects Expenses	166,980.00	166,980.00	901,678.75	-781,833.78	540%
46 Water Capital Revenues	0.00	0.00	0.00	0.00	#DIV/0!
46 Water Capital Expenses	0.00	0.00	434,464.60	-434,464.60	#DIV/0!
61 Water Revenues	-3,255,502.00	-3,255,502.00	-1,187,185.61	-2,068,316.39	36%
61 Water Expenses	3,255,502.00	3,255,502.00	348,579.17	2,860,629.54	11%
62 Water Debt Service Revenues	-982,719.00	-982,719.00	0.00	-982,719.00	0%
62 Water Debt Service Expenses	982,719.00	982,719.00	0.00	982,719.00	0%
64 Transportation Revenues	-1,395,257.00	-2,196,435.00	-149,996.20	-2,046,438.80	7%
64 Transportation Expenses	1,395,257.00	2,196,435.00	196,223.79	976,653.92	9%
65 Airport Revenues	-1,463,281.00	-1,463,281.00	-227,109.38	-1,236,171.62	16%
65 Airport Expenses	1,463,281.00	1,463,281.00	251,044.27	435,624.50	17%
66 Solid Waste Revenues	-4,640,697.00	-4,640,697.00	-1,557,606.76	-3,083,090.24	34%
66 Solid Waste Expenses	4,640,697.00	4,640,697.00	726,875.75	2,416,225.38	16%
89 Insurance Revenues	-7,161,150.00	-7,161,150.00	-1,478,070.74	-5,683,079.26	21%
89 Insurance Expenses	7,161,150.00	7,161,150.00	1,067,401.05	6,093,748.95	15%
Total Revenues	-99,234,639.00	-106,478,375.79	-29,670,389.61	-76,807,986.18	28%
Total Expenditures	99,234,639.00	106,478,375.79	24,339,293.44	74,216,349.39	23%

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FY 24 INSURANCE CLAIMS REPORT

MONTHLY PAYMENT TO NCHIP RESERVE

DRAFT MONTH	AMOUNT	COVERED EMPLOYEES
JULY	544,347.36	530
AUGUST	495,456.53	484
SEPTEMBER	533,700.34	519
OCTOBER		
NOVEMBER		
DECEMBER		
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
YTD EXEPNDTIURES	**1,573,504.23**	**511 AVERAGE LIVES COVERED**

WEEKLY CLAIMS PAID FROM NCHIP RESERVE

6/30/2023	**$ 2,139,541.39**	
7/7/2023	$86,562.48	
7/14/2023	$196,756.92	
7/21/2023	$73,701.11	
7/28/2023	$101,182.93	
8/4/2023	$119,792.76	
8/11/2023	$83,796.24	
8/18/2023	$92,644.42	
8/25/2023	$79,688.72	
9/1/2023	$149,113.81	
9/8/2023	$122,983.34	
9/15/2023	$142,998.54	
9/22/2023	($89,960.68)	RX Rebate
9/29/2023	$3,848.59	
10/6/2023		
10/13/2023		
10/20/2023		
10/27/2023		
11/3/2023		
11/10/2023		
11/17/2023		
11/24/2023		
12/1/2023		
12/8/2023		

FY 24 INSURANCE CLAIMS REPORT

12/15/2023	
12/22/2023	
12/29/2023	
1/5/2024	
1/12/2024	
1/19/2024	
1/26/2024	
2/2/2024	
2/9/2024	
2/16/2024	
2/23/2024	
3/1/2024	
3/8/2024	
3/15/2024	
3/22/2024	
3/29/2024	
4/5/2024	
4/12/2024	
4/19/2024	
4/26/2024	
5/3/2024	
5/10/2024	
5/17/2024	
5/24/2024	
5/31/2024	
6/7/2024	
6/14/2024	
6/21/2024	
6/28/2024	

TOTAL CLAIMS PAID YTD	**$1,163,109.18**
PROJECTED CLAIMS PAID FROM RESERVE	**1,185,476.66**
PROJECTED NCHIP RESERVE	**2,527,568.96**

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Maintenance Type				Solid Waste Disposal			Collections			Water		
	Part Cpst	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost
Brakes & Rotors	1203.42	77.8	1281.22				37.99	25.94	63.93	40.46	51.86	92.32
Def Refuel	1394.31		1394.31	962.73		962.73	372.73		372.73			
Diesel Truck Service	957	51.86	1008.86	957	51.86	1008.86	644.19	77.79	721.98			
Diesel Equipment Service	1552.09	155.58	1307.67				507.9	77.79	585.69			
Garage Road Call	233.9	64.83	298.73									
General Repair	5290.99	1296.55	6587.54	2536.72	453.79	2990.51	110	129.65	239.65			
Oil Change/Service	2304.14	298.26	2602.4				59.81	77.81	137.62	142.18	220.45	362.63
Outside Repairs	12895.4		12895.35	6697.85		6697.85	313.26		313.26	651.74		651.74
Alignment Only												
PM Maintennce	2002.16	726.14	2728.3									
State Inspection	7.65		7.65									
Tire Change	7879.98	116.72	7996.7	1009.26	12.97	1009.26	3206.01	77.81	3283.82	283.04	12.97	296.01
Tire Repair	616.32	155.63	771.95	609.94	77.81	687.75		25.94	25.94		12.97	12.97
Wrecker Call												
Strip Vehicle												
Total	36337.3	2943.37	38880.68	12773.5	596.43	13356.96	5251.89	492.73	5744.62	1117.42	298.25	1415.67

Maintenan+A36:S49ce Type	Transportation			EMS			Maintenance			Airport		
	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	
Brakes & Rotors				223.38		223.38	328.98		328.98			0
Def Refuel				20.15		20.15						0
Diesel Truck Service												
Diesel Equipment Service												
Garage Road Call							121.49		121.49			
General Repair	13.3	90.79	104.09	1015.99		1015.99	197.94		197.94			
Oil Change/Service				643.65		643.65	31.72		31.72			
Outside Repairs	60		60									
Alignment Only												
PM Maintenance	2002.16	726.14	2728.3									
State Inspection				1.7		1.7						
Tire Change												
Tire Repair				5.95		5.95						
Wrecker Call												
Strip Vehicle												

Maintenance Type	Garage Part Cost	Garage Labor Cost	Garage Total Cost	Fire Marshall Part Cost	Fire Marshall Labor Cost	Fire Marshall Total Cost	ENVIRONMENTAL HEALTH Part Cost	ENVIRONMENTAL HEALTH Labor Cost	ENVIRONMENTAL HEALTH Total Cost	COMMUNICATIONS Part Cost	COMMUNICATIONS Labor Cost	
Total	2075.46	816.93	2892.39	1910.82	0	1910.82	680.13	0	680.13	0	0	0
Brakes & Rotors												
Def Refuel												
Diesel Truck Service												
Diesel Equipment Service												
Garage Road Call												
General Repair										0.77		0.77
Oil Change/Service	20.83		20.83	31.72		31.72	53.63		53.63			
Outside Repairs												
Alignment Only												
Parts Only												
State Inspection												
Tire Change	273.12		273.12									
Tire Repair												
Wrecker Call												
Strip Vehicle												

Maintenance Type	Sheriff Part Cost	Sheriff Labor Cost	Sheriff Total Cost	Emerg Management Part Cost	Emerg Management Labor Cost	Emerg Management Total Cost	Inspections Part Cost	Inspections Labor Cost	Inspections Total Cost	Soil & Water Part Cost	Soil & Water Labor Cost	Soil & Water Total Cost
Total	293.95	0	293.95	31.72	0	31.72	53.63	0	53.63	0.77	0	0.77
Brakes & Rotors	534.62		534.62	37.99		37.99						
Def Refuel												
Diesel Truck Service												
Diesel Equipment Service												
Garage Road Call												
General Repair	122.74		122.74	1129.81		1129.81	15.98		15.98	118.47		118.47
Oil Change/Service	687.89		687.89	316.94		316.94	20.83		20.83	25.54		25.54
Outside Repairs	5172.5		5172.5									
Alignment Only												
Parts Only												
State Inspection	3.4		3.4	0.85		0.85	0.85		0.85			
Tire Change	2848.45		2848.45	260.1		260.1						
Tire Repair	0.43		0.43									
Wrecker Call												
Strip Vehicle												

Total	9370.03	0	9370.03	1745.69	0	1745.69	37.66	0	37.66	144.01	0	144.01

Maintenance Type	Social Services			Animal Control			Service to Aged			Parks and Rec		
	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost
Brakes & Rotors												
Def Refuel										38.67		38.67
sel Truck Service												
Diesel Equipment Service												
Garage Road Call							112.41		112.41			
General Repair				24.8		24.8						
Oil Change/Service	96.78		96.78	50.03		50.03						
Outside Repairs												
Alignment Only												
PM Maintenance												
State Inspection												
Tire Change												
Tire Repair												
Wrecker Call												
Strip Vehicle												
Total	96.78	0		74.83	0	74.83	112.41	0	112.41	38.67	0	38.67

Senior Services
REPORT OF SERVICES

DUPLIN COUNTY

PROGRAM	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23
NUTRITION/CONGREGATE						
Units of Service	1305	1354	1308	1487	1292	1353
Clients Served	134	130	124	118	126	134
Wellness Checks/Community Outreach	4	10	7	4	0	0
# of volunteers	33	28	28	32	30	27
# of volunteer hrs.	296	279	283	286	281	282
HOMEBOUND MEALS						
Units of Service	1775	1350	1615	1320	1340	1740
Clients Served	73	70	70	68	68	72
Waiting List	0	14	7	1	0	0
# of volunteers	19	19	23	19	21	21
# of volunteer hrs.	22	20	26	20	25	30
GENERAL TRANSPORTATION						
Units of Service	335	174	256	273	248	279
Clients Served	11	11	12	13	10	14
IN HOME AIDE						
Units of Service	514	536	522	578	507	539
Clients Served	86	78	85	87	85	85
Waiting List	42	36	36	31	29	32
ENSURE						
# of cases	112	113	92	105	68	88
Clients Served	59	67	54	56	43	48
HOUSING & HOME IMPROVEMENT						
Units of Service	0	2	0	1	1	0
Waiting List	0	0	3	1	0	3
# of volunteer hrs.	0	0	8	0	7	0
# of volunteers	0	0	28	0	35	0
FAMILY CAREGIVER PROGRAM						
Persons served w/vouchers	1	1	0	1	2	3
INCONTINENCE SUPPLIES						
Units of Service	15	4	0	0	0	0
Clients Served	1	1	0	0	0	0
FAN PROGRAM						
Fans given away	10	14	9	2	0	0
SENIOR CENTER PROGRAM						
Units of Service	120	167	207	172	133	176
Clients Served	27	32	27	30	27	37
# of volunteers	12	3	4	2	2	10
# of volunteer hrs.	27	7	7	5	5	11
TELEPHONE REASSURANCE PROGRAM						
Units of Service	184	176	284	333	266	267
Clients Served	8	8	8	15	14	14
INFORMATION & REFERRAL						
Units of Service	19	14	22	24	16	23
Clients Served	18	14	22	24	15	23
TRAINING - EMPLOYEE						
Number of hours	0	24.5	0	0	0	0
Number of staff	0	16	0	0	0	0
INCOME TAX VOLUNTEER PROGRAM						
Number of hours	12	12	14	20	8	49
Number of volunteers	2	2	3	1	1	2

MEAL COST						
Meals Prepared	2898	3226	2595	2558	2727	2675
Total Expenditures	$ 21,931.58	$ 21,080.48	$ 23,874.74	$ 23,232.97	$ 24,293.85	$ 24,024.60
Price per meal	$ 7.57	$ 6.53	$ 9.20	$ 9.08	$ 8.91	$ 8.98
FAMILY CAREGIVER - SUPPORT GROUP						
Persons served	3	5	3	4	0	5
ARPA - CONGREGATE MEALS						
# of meals					25	20
Persons served					3	4
Breakfast Bundles						61
ARPA - HOME DELIVERED MEALS						
# of meals					60	60
Persons served					3	3
Breakfast Bundles						47

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DUPLIN COUNTY SOLID WASTE
YEAR END CATEGORY TOTALS
2023-2024

DESCRIPTION	JULY '23	AUG '23	SEPT '23	OCT '23	NOV '23	DEC '23	JAN '24	FEB '24	MAR '2	APR '24	MAY '24	JUN '24	TOTALS
GARBAGE	3361.63	3482.25	3224.57	3533.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13601.92
SCRAP METAL	49.08	53.42	57.52	52.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.07
YARD WASTE	169.53	88.88	170.94	215.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	645.00
BRICKS, ETC.	36.57	64.88	27.44	78.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.10
MIXED RECYCLABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TIRES	56.35	79.63	102.27	94.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	332.33
XED PAPER	10.71	13.54	10.93	13.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.80
ASS	12.67	8.60	26.09	8.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.40
ARDBOARD	11.12	11.53	9.52	11.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.18
PLASTIC	3.92	4.59	4.37	3.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.74
CANS	0.81	1.03	3.28	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.62
ELECTRONICS	1.18	2.11	0.52	1.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.63
STORM GARBAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BLOCKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
YARD WASTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3713.57	3810.46	3637.45	4013.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15174.79
TOTAL MSW	3361.63	3482.25	3224.57	3533.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13601.92

GARBAGE Includes - Garbage, Site Garbage, Site Bulky, C&D, Roadside, No Chg MSW, Shingles, Banned Materials

STORM GARGAGE Includes - Garbage, C&D, Shingles, Materials From

DUPLIN COUNTY SOLID WASTE
MONTHLY CATEGORY TOTALS

OCT '23	Site 1	Site 2	Site 3	Site 4	Site 5	Site 6	Site 7	Site 8	Site 9	Site 10	Site 11	Site 12	Site 13	Site 14	Site 15	Totals
Electronics						0.93				0.79						**1.72**
Site Garbage	29.14	22.62	45.06	45.62	27.69	53.78	42.32	35.87	13.05	38.15	38.14	26.41	62.00	18.01	45.24	**543.10**
Site Bulky	5.43	3.59	18.92	23.67	10.44	22.11	11.09	9.50	6.84	20.23	8.59	47.28	16.23	3.10	38.01	**245.03**
Mixed Paper	0.97	0.37	1.41	1.10	1.07	0.81	1.03	1.26	0.35	0.98	0.58	0.68	1.54	0.49	0.98	**13.62**
Glass									2.64			2.22			2.72	**7.58**
Cardboard	0.54	0.63	1.23	1.17	0.43	0.87	0.32	0.60			0.40		1.45	0.78	0.50	**8.92**
Plastics	0.27	0.24	0.30	0.64	0.23	0.20		0.26		0.30	0.23	0.21	0.52	0.27	0.19	**3.86**
Cans		1.10	0.40													**1.50**
Metal	1.36	2.93	4.21	2.56	0.96	3.79	4.39	2.73	2.54	4.98	1.55	2.97	6.49		5.02	**46.48**
Totals	**37.71**	**31.48**	**71.53**	**74.76**	**40.82**	**82.49**	**59.15**	**50.22**	**25.42**	**65.43**	**49.49**	**79.77**	**88.23**	**22.65**	**92.66**	**871.81**
Private Sector																
Electronics	0.10						**Citations:**		170.00							
Yard Waste	215.65															
Concrete	78.21						**Duplin Commons**									
Construction	766.97						Paper									
Roadside	1.97						Cardboard									
Tires	94.08						Plastics									
rbage	1822.37						No Chge MSW		7.81							
lixed Paper							**TOTAL**		**7.81**							
Glass	0.46															
Cardboard	2.09															
Plastic																
Cans																
Metal	5.57															
No Chg MSW	7.15															
Mixed Loads	139.07															
TOTAL	**3133.69**															

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