



**REGULAR SESSION OF THE PAMLICO COUNTY
BOARD OF COMMISSIONERS
MONDAY, APRIL 15, 2024**

<u>P.M.</u>	<u>NAME</u>	<u>SUBJECT</u>
7:00	Chairman Bohmert	Call Meeting to Order Pledge of Allegiance Approval of the March 18, 2024 Budget Retreat minutes and April 1, 2024 Regular Session minutes

7:05	Daniel Simpson	Cooperative Extension- Presentation
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Additions and/or deletions to the Agenda

CONSENT AGENDA

1. 23-24-176 Request for approval of Budget Amendments
2. 23-24-177 Request to approve to Release/Refund GAP Bills Erroneously Issued to Elected Officials
3. 23-24-178 Request for approval to Upgrade Body/Car Camera System for Sheriff's Department
4. 23-24-179 Request to Reappoint Debra Harrison to PCC Board of Trustees
5. 23-24-180 Request for Appointment of JCPC
6. 23-24-181 Request for approval of Resolution Supporting Application for SRF Funding

CORRESPONDENCE AGENDA

7. 23-24-182 Request for approval to Release GAP Bill for Jesse Adams
8. 23-24-183 Request to approve Town of Vandemere's request for Enforcement of Pamlico County Dangerous Animal Ordinance within Town
9. 23-24-184 Request for approval of Project Ordinance for Kershaw Water Treatment Plant Project
10. 23-24-185 Request to Select Architect to Implement Recommendations of Pamlico County Space Planning and Feasibility Study
11. 23-24-186 Request for approval of Amended Plat - Cutter Bay Subdivision
12. 23-24-187 Health Director Quarterly Report
13. 23-24-188 Request for Closed Session to discuss Health Director Performance Review

County Commissioner, County Attorney, County Manager and Finance Officer time and closed session if applicable.



**BUDGET RETREAT MINUTES FOR THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
WEDNESDAY, MARCH 20, 2024 AT 9:00AM
CAMP SEAFARER, TAYLOR LODGE**

The Pamlico County Board of Commissioners met for a Budget Retreat Meeting on Wednesday March 20, 2024 at 9:00am at Camp Seafarer's Taylor Lodge. Commissioners Missy Baskervill, Candy Bohmert, Doug Brinson, Kari Forrest, Carl Ollison, Pat Prescott, and Ed Riggs were present. Also present were County Manager Tim Buck, Finance Officer Bill Fentress, Personnel Director Chantelle Allison and Clerk to the Board Tracy Boyd. This meeting was open to the public, and proper notice was given.

Chairman Bohmert called the meeting back to order (recessed from the regular Commissioner's meeting on March 18, 2024) at 9:00am and turned the meeting over to County Manager Tim Buck and Finance Officer Bill Fentress.

The Board then began the Budget Meeting. The purpose of the meeting was:

1. To provide an overview of the proposed budget, including requests from the different County departments
2. Share information requested by the County Commissioners
3. Address specific questions and empower the Commissioners to make informed decisions and facilitate discussion
4. Identify additional governmental needs/actions/issues, group these needs into short-term (coming FY 2024-2025) and long-term (beyond coming FY) and prioritize these needs for action.

Finance Officer Bill Fentress and County Manager Tim Buck presented the following:

- Reviewed recent financial statements and projections.
- Budget requests from the different departments, noting some that had large increases in their requested amount.
- As of February 2024, the General Fund Cash 13.1 million (Does not include 1.9 million restricted for BOC – directed ARPA uses 2023 does include 450k grant for ball park)
- He advised the Board of the total revenues key areas are up 4.70% (Year to year or \$733,352 vs \$223,101 this time last year. The major revenue streams are listed:
 - Ad Val +2.98%
 - Sales Tax +4.12%
 - Jail +13.92%
 - Investment Earnings +50.82%
 - Permits and Fees +14.58%
- Medicaid Hold Harmless – 170k less in 2024
- Estimated % Fund Balance at YE 2024 based on \$25 million expenses - 29% or 7.2 million Unrestricted Funds (Need to follow the next 3 months)
- Estimated (YE Net) 2023 Revenue – Expenses (without ARPA) -300K

- Preliminary Summary of 2025 Budget
 - Revenue - \$22,941,685
 - Expenses - \$26,959,141
 - Deficit - \$4,017,456

County Manager Tim Buck turned the meeting over to Tim Oakley from Oakley Collier for their presentation.

Tim Oakley and his colleagues Ann Collier and Jennifer Starkey presented a space study on Pamlico County Law Enforcement Center and discussed options for funding below:

- Sheriff has \$3.2 million appropriated for Sheriff's Building and Storage Needs
- Review of Sheriff's Office, Jail, and Emergency Management's Needs
- Proposed Options:
 - Stand – alone EOC/Dispatch Building
 - Addition to Sheriff's Building
- Estimated Costs:
 - Option A: Construct Phase 1B (EOC/Dispatch Portion of Master Plan) \$3,530,573
 - Option B: Add on to Existing Sheriff's Building \$4,296,537
- Pros and Cons of each option

On a motion from Commissioner Baskervill, seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the request to Approve Option A: Construct Phase 1B (EOC/Dispatch Portion of Master Plan) from Oakley Collier proposed space study for Pamlico County Law Enforcement Center with a cost of \$3,530,573 is hereby approved.

Chairman Bohmert thanked Tim Oakley and his colleagues for their presentation and turned the meeting back over to County Manager Tim Buck to introduce Lobbyist Jamie Norment from Ward and Smith.

Lobbyist Jamie Norment from Ward and Smith along with his collages Whitney Campbell Christensen and Trafton Dinwiddie, formally introduced themselves and presented information on current legislative topics and requested input from the Board on the County's needs as well. Some topics discussed were:

- Explanation of process of developing legislative agenda for the County
- Establishing communications plans
- Creating tracking list of issues to monitor (prioritizing long and short-term goals)
- Update General Assembly delegation
- Refine Short Session priorities
- Assess executive branch/commission lobbying needs
- Scheduling County advocacy day
- Funding for different projects in the county

By consensus, the Board designated the County Manager as the point of contact for lobbying communication.

County Attorney Dave Baxter – presented a power point discussing the Review of Recent Changes in Laws and Concerns which are listed:

- Increase Areas if Risk for Local Gov.
 - Labor Claims
 - Jails Deaths
 - PFAS
 - ACLU records request – medical treatment in detention centers
 - 1st Amendment Change – social media

The board discussed various potential County Ordinances: Fire Prevention and Protection Ordinance and Buildings and Building Regulations and also topics including Rules of Procedure, County Manager and Finance Officer Succession Planning, Grant Writer and Broadcasting/Recording Board Meetings.

The Board directed the County Manager to advertise the Assistant County Manager position, that will transition to County Manager position upon the retirement of the current County Manager. The process will start as early as July, 2024. Similarly, the Board directed staff to advertise the Finance Officer opening, such that a candidate would have 6 months to train with Finance Officer prior to retirement.

Commissioners Bohmert and Baskervill left the meeting early. Vice Chair Doug Brinson presided over the meeting.

On a motion from Commissioner Riggs, seconded by Commissioner Forrest, the following resolution was reconsidered and unanimously approved.

BE IT RESOLVED, the request to reconsider Fire Prevention and Protection Ordinance and Buildings and Building Regulations is hereby approved.

On a motion from Commissioner Forrest, seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request to adopt the Fire Prevention and Protection Ordinance and Buildings and Building Regulations is hereby approved.

There being no further business, on a motion made by Commissioner Riggs and seconded by Commissioner Brinson, the Board adjourned until the next regular meeting on Monday, April 1, 2024 at 7:00 pm.

Chairman

Clerk to the Board



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 1, 2024**

The Pamlico County Board of Commissioners met in regular session on Monday, April 1, 2024 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Candy Bohmert, Doug Brinson, Kari Forrest, Pat Prescott, Ed Riggs and Carl Ollison were present. Also present were Attorney Ross Hardeman, County Manager Tim Buck, Finance Officer Bill Fentress and Clerk to the Board Tracy Boyd.

Chairman Bohmert called the meeting to order. Rev. Grady Simpson offered the invocation, and Chairman Bohmert led the assemblage in the Pledge of Allegiance.

Chairman Bohmert asked if there were any corrections, additions, and/or deletions to the March 18, 2024 Regular Session Minutes and Closed Session Minutes. There were no changes, then on a motion made by Commissioner Riggs and seconded by Commissioner Brinson, the following resolution was unanimously approved.

BE IT RESOLVED, the March 18, 2024 Regular Session Minutes and Closed Session Minutes are hereby approved, and the Chairman’s signature is authorized thereon.

PUBLIC COMMENT: 1 member of the public signed up to speak.

Mr. Ken Heath spoke about how it would be beneficial to add a public comment period to the 2nd meeting of the month.

Chairman Bohmert thanked those that spoke and closed the Public Comment period.

Chairman Bohmert asked if there were any other additions and/or deletions to the agenda, and there were no motions made.

The Board then turned their attention to the Consent Agenda

On a motion made by Commissioner Prescott and seconded by Commissioner Riggs, the following resolutions were unanimously approved.

BE IT RESOLVED, the following FY23-24 Budget Amendment(s) are hereby approved. [23-24-175]

<i>Department:</i> DSS			#24-109
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105550-519900	HCCBG Contracted Services Level II	\$ 28,580.00	
105373-519900 III	HCCBG Contracted Services Level III		\$ 28,580.00
<i>Reason for Budget Revision:</i> To move funds from level III to level II due to the clients we are currently serving.			

Department: Sheriff Department

#24-110

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100200-434307	Summer Camp – Sheriff	\$ 4,730.00	
104310-549912	Sheriff Outreach Expenses	\$ 4,730.00	

Reason for Budget Revision: To recognize revenue from Summer Camp – Sherriff and increase Sheriff Outreach expenses line.

Department: Sheriff Department

#24-111

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-434328	Controlled Substance - Restricted	\$ 4,715.72	
104310-539801	Controlled Substance Expenses	\$ 4,715.72	

Reason for Budget Revision: To recognize revenue and increase controlled substance expense line.

Department: Sheriff Department

#24-112

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100226-403253	ABC Law Enforcement	\$ 3,876.00	
104310-539801	Controlled Substance Expenses	\$ 3,876.00	

Reason for Budget Revision: To recognize revenue and increase controlled substance expense line.

Department: Health Department

#24-113

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105117-512100	COVID Salaries & Wages		\$ 8,000.00
105117-529000	COVID Departmental Supplies	\$ 8,000.00	

Reason for Budget Revision: Moving funds as needed.

<i>Department:</i> Health Department			#24-114
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-535100	General M & R Grounds		\$ 4,000.00
104350-555000	Inspections Capital	\$ 4,000.00	
<i>Reason for Budget Revision:</i> Funds provided to assist with EH & Inspections bathroom restorations.			

<i>Department:</i> Cooperative Extension			#24-115
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 300.00	
100400-436122	Class Fees	\$ 540.00	
104950-529000	Departmental Supplies	\$ 840.00	
<i>Reason for Budget Revision:</i> To recognize revenue and increase Departmental Supplies line.			

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman’s signature is authorized thereon. [23-24-176]

BE IT RESOLVED, the request for approval to Renew the VC3 Contract, is hereby approved. [23-24-177]

BE IT RESOLVED, the request for approval of Part-Time Employee Roster for FY 23-24, is hereby approved. [23-24-179]

BE IT RESOLVED, the request for approval to Contract with Magette Well and Pump Company for Grantsboro WTP Well Repairs, is hereby approved. [23-24-180]

On a motion made by Commissioner Prescott, seconded by Commissioner Ollison and unanimously approved, the request for approval to Purchase Drone for Sheriff’s Department was tabled. [23-24-178]

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Ollison and seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the request to work with the Town of Vandemere for a Resolution from the Town of Vandemere Requesting Enforcement of the Pamlico County Dangerous Animal Ordinance within the town, is hereby approved. [23-24-181]

On a motion made by Commissioner Ollison and seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the approval of Plat for Lucille Hall Subdivision, is hereby approved, contingent on getting signature from surveyor on the plat. [23-24-182]

On a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the approval of Article 46 Referendum Resolution, is hereby approved. [23-24-183]

A RESOLUTION TO PLACE A ONE-QUARTER OF ONE CENT LOCAL OPTION SALES TAX ON THE NOVEMBER 5, 2024 GENERAL ELECTION BALLOT IN PAMLICO COUNTY, NORTH CAROLINA

WHEREAS, the North Carolina General Assembly has authorized County Boards of Commissioners across the State of North Carolina to levy a one-quarter of one cent (.25% of one penny) county sales and use tax, contingent on an advisory referendum in which the majority of those casting ballots in the County vote for the levy of the tax; and

WHEREAS, the Pamlico County Board of Commissioners believes in providing its citizens the best possible services; and

WHEREAS, the Pamlico County Board of Commissioners recognizes the local option sales tax does not burden the property owners as is done when increasing the local property tax rate; and

WHEREAS, the Pamlico County Board of Commissioners will use the funds for mandated services and possibly to lower the local property tax rate; and

WHEREAS, one cent of local property tax equates to approximately \$180,000 per year, versus almost \$400,000 in revenue from one-fourth of a penny in sales tax revenue; and

WHEREAS, the implementation of a one-quarter cent local option sales tax (excluding gas, prescription medication, and non-prepared foods or groceries) is anticipated to generate approximately \$400,000 in revenue per year in Pamlico County.

NOW, THEREFORE, the Pamlico County Board of Commissioners hereby directs the Pamlico County Board of Elections as follows:

1. Conduct an advisory referendum on the question of whether to levy a local sales and use tax in the county as provided in N.C. General Statute§105-535 et seq.
2. The election shall be held on the November 5, 2024 General Election and shall be held in accordance with the procedures of N.C. General Statute§ 163-287.
3. The form of the question to be presented on a ballot for the election concerning the levy of the tax is established by the NC General Statutes as:

{ } FOR { } AGAINST

Local sales and use tax at the rate of one-quarter percent (0.25%)
In addition to all other State and local sales and use taxes.

Adopted this the 1st day of April, 2024.

Candy Bohmert, Chairman
Pamlico County Board of Commissioners

Tracy Boyd, Clerk to the Board

The Board discussed Ambulance/Rescue Service District Tax. No action was taken. [23-24-184]

There being no further business, on a motion made by Commissioner Riggs and seconded by Commissioner Prescott, the Board adjourned until the next regular meeting on Monday, April 15, 2024 at 7:00pm. Time Recorded: 8:23pm.

Chairman

Clerk to the Board

DRAFT MINUTES

BUDGET AMENDMENTS





COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue X

Department: Register of Deeds

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104180-532001	Postage		\$ 75.00
104180-549100	Dues & Subscriptions		\$ 50.00
104180-531000	Travel	\$ 125.00	

Reason for Budget Revision: Transfer funds to cover shortfalls.

Approved By:

Finance Officer

County Manager

April 15, 2024

Agenda Date

Clerk to the Board (For Board Approval)

Pamlico County

Lynn H. Lewis, Register



*Post Office Box 433
Bayboro, NC 28515
Tel (252) 745-4421
Fax (252) 745-7020*

Office of Register of Deeds

MEMO

TO: Bill Fentress, Finance Director
Monica Jenkins, Accounts Payable

FROM: Lynn H. Lewis, Register of Deeds

DATE: March 28, 2024

SUBJECT: Budget Amendment to transfer funds

I need to request a budget amendment transfer in the amount of \$125 from the following funds:

Transfer \$75 from 104180-532001 (Postage) into 104180-531000 (Travel)
Transfer \$50 from 104180-549100 (Dues) into 104180-531000 (Travel)

If you have any questions, please let me know.

RECEIVED

MAR 28 2024

**PAMLICO COUNTY
FINANCE OFFICE**



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue X

Department: Personnel

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104121-531000	Travel		\$ 2,600.00
104121-526000	Office Supplies	\$ 2,600.00	

Reason for Budget Revision: Transfer funds to cover malfunctioning computer and increase office supplies line for other incidental computer expenses and/or additional supplies as needed through end of FY.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)

BOARD OF COMMISSIONERS
CHAIRMAN
CANDY BOHMERT - TOWNSHIP #2

VICE-CHAIRMAN
DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE
PAT PRESCOTT - TOWNSHIP #1
EDWARD RIGGS JR. - TOWNSHIP #3
CARL OLLISON - TOWNSHIP #4
MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

March 28, 2024

MEMORANDUM

TO: Pamlico County Finance Dept.
FROM: Chantelle Allison, Personnel Director
RE: Budget Amendment Request

I request approval of the following budget amendment.

<u>Line Item</u>	<u>Org.</u>	<u>Descript.</u>	<u>Type</u>	<u>Action</u>	<u>Amount</u>
104121-531000	Personnel	Travel	Expense	Decrease	(2,600.00)
104121-526000	Personnel	Office Supplies	Expense	Increase	2,600.00

Total Increases to Expenses -

COMMENTS: \$2,279.56 - IntegraWorx, Inv. #13197 to replace malfunctioning computer.
\$320.44 - remainder to go to Office Supplies for other incidental computer expenses and/or additional supplies as needed through end of FY.

104121-526000
GA

INVOICE



Bill To

Pamlico County Administration
302 Main St
Bayboro, North Carolina 28515
(252) 745-3133

IntegraWorx

116 Camelot Drive
Holly Ridge, North Carolina 28445
Phone: (571) 330-5828
Email: ryan.smith@integraworxnc.com
Web: www.integraworxnc.com

Payment terms Due upon receipt
Invoice # 13197
Date 03/27/2024
Business / Tax # 87-1532983

Description	Rate	Quantity	Total
New - Microsoft Surface Pro 9 Tablet PC Surface Pro 9 Tablet PC Surface Pro Signature Cover & Slim Pen 2 in Black Intel Evo Platform Powered by 12th Gen Intel® Core™ i7- Processor Memory - 16GB Storage - 512Gb Intel® Iris® Xe Graphics 2880 x 1920 PixelSense Flow Display Wi-Fi 6 (2x2/160) Gig+ Windows 10 Pro	\$2,279.5565	1	\$2,279.56
Labor and Setup Included	\$0.00	1	\$0.00

Subtotal \$2,279.56
Total \$2,279.56



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue X

Department: Personnel

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
104121-512103	Salary Supplement		\$ 38,000.00
104121-518500	Unemployment Insurance	\$ 2,300.00	
104121-518300	Group Insurance	\$ 11,000.00	
104121-518200	Retirement Expense	\$ 14,000.00	
104121-518101	Medicare	\$ 1,700.00	
104121-518100	FICA	\$ 9,000.00	

Reason for Budget Revision: To cover line overruns.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)

-	104121	512103	Salary Supplement	(to Jan?) \$ 60,000 30,000
+	104121	518500	Unemployment insurance	\$ ²³⁰⁰ 2267.72 (charge to Dept.)
+	104121	518300	Group Ins.	\$11,000
+	104121	518200	Retirement Exp.	\$14,000
+	104121	518101	Medicare	\$1700
+	104121	518100	FICA	\$9,000

-	104121	512103	Salary Supplement	\$40,000
+	104320	512200	Sailor	\$40,000

To cover line overruns.

RECEIVED
 APR 03 2024
 PAMLICO COUNTY
 MANAGER'S OFFICE



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue X

Department: Personnel

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104121-512103	Salary Supplement		\$ 40,00.00
104320-512200	Jail OT	\$ 40,000.00	

Reason for Budget Revision: To cover line overruns.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)

-	104121	512103	Salary Supplement	(to Jan?) \$ 60,000 30,000
+	104121	518500	Unemployment insurance	2300 \$7,267.72 (charge to Dept.)
+	104121	518300	Group Ins.	\$14,000
+	104121	518200	Retirement Exp.	\$14,000
+	104121	518101	Medicare	\$1700
+	104121	518100	FICA	\$9,000

-	104121	512103	Salary Supplement	\$40,000
+	104320	512200	Jan/OT	\$40,000

To cover line overruns.

RECEIVED
 APR 03 2024
 PAMLICO COUNTY
 MANAGER'S OFFICE



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Emergency Management

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104330-521200	Uniforms		\$ 500.00
104330-535200	Maint & Repair-Equipment	\$ 500.00	

Reason for Budget Revision: To move funds to cover maintenance of the underwater robot.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)



PAMLICO COUNTY EMERGENCY SERVICES

DATE: April 4, 2024
TO: Tim Buck, County Manager
FROM: Chris Murray
SUBJECT: Budget Amendment

This is a request to move \$500.00 from Uniforms (104330-521200) to M+R Equipment (104330-535200) for the maintenance of the underwater robot. As a great asset to this organization, this unit has been utilized extensively these past 2 years throughout the area and the state assisting with search, rescue and recovery. The maintenance of this equipment is imperative to its longevity.

RECEIVED

APR 08 2024

**PAMLICO COUNTY
FINANCE OFFICE**



Post Office Box 776 | Bayboro, NC 28515 | (252) 745-4131 | Fax (252) 745-4425
emc@pamlicocounty.org





QUOTE









Urban Drones LLC

Urban Drones
12237 NW 35 Street, Coral Springs, Florida, United States
support@UrbanDrones.com | 954-213-4977 | 33065
www.urbandrones.com

SHIPPING ADDRESS

Chris Murray
Pamlico County Emergency Management
(252) 671-0184
emc@pamlicocounty.org
202 Main St., Bayboro, North Carolina, 28515, United States

Amount: **\$2,683.74**
Order Number: **#D2788**
Order Date: **2024-04-04 14:31:41**

Items	Qty	Price	Tax	Tax Amount	Subtotal
 365 Platinum Tech Support Year Service	1	\$249.00	North Carolina State Tax: 0%	\$0.00	\$0.00
 Motor for Chasing M2 Pro Underwater Drone All sides with propeller	1	\$79.00	North Carolina State Tax: 0%	\$0.00	\$79.00
 Motor for Chasing M2 Pro Underwater Drone All sides with propeller	1	\$79.00	North Carolina State Tax: 0%	\$0.00	\$79.00
 Motor for Chasing M2 Pro Underwater Drone All sides with propeller	1	\$79.00	North Carolina State Tax: 0%	\$0.00	\$79.00
 Motor for Chasing M2 Pro Underwater Drone All sides with propeller	1	\$79.00	North Carolina State Tax: 0%	\$0.00	\$79.00
 Chasing M2 Underwater Drone Propeller	1	\$4.99	North Carolina State Tax: 0%	\$0.00	\$4.99
 Chasing M2 Underwater Drone Propeller	1	\$4.99	North Carolina State Tax: 0%	\$0.00	\$4.99
 Chasing M2 Pro AC Power Supply with tethers included	1	\$2,499.00	North Carolina State Tax: 0%	\$0.00	\$2,499.00

Subtotal	\$2,824.98
Discount	-\$141.24
Tax	VAT: 0% \$0.00
Grand total	\$2,683.74

PAYMENT INFORMATION

Chris Murray
Pamlico County Emergency Management
202 Main St., Bayboro, North Carolina, 28515, United States

Thank you for using our service!



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Health Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105167-519900	Contracted Services		\$ 448.00
105167-518100	FICA Expense	\$ 320.00	
105167-518210	401K Employer Contribution	\$ 120.00	
105167-532000	Telephone	\$ 8.00	
105169-512100	Salaries & Wages		\$ 80.00
105169-518200	Retirement Expense	\$ 80.00	
105171-512100	Salaries & Wages		\$ 800.00
105171-518100	FICA Expense	\$ 300.00	
105171-518300	Group Insurance	\$ 500.00	
105110-512100	Salaries & Wages		\$ 38,218.00
105180-529000 MAJ	Departmental Supplies		\$ 800.00
105180-529005	Safety Supply & Equipment		\$ 200.00
105180-537000	Advertising		\$ 300.00
105180-538100	Programming		\$ 1,000.00
105180-512100	Salaries & Wages	\$ 39,800.00	
105180-518101	Medicare Expense	\$ 718.00	
105180-512100 23MEN	Salaries & Wages		\$ 29.00
105180-518101 23MEN	Medicare Expense	\$ 29.00	
105190-518200	Retirement Expense		\$ 30.00
105190-518210	401K Employer Contribution	\$ 30.00	

Reason for Budget Revision: To cover line overruns.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)

filename:A:\BDGAMENDtemplete.wps



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer
Type of Revision: Expenditure X Revenue X
Department: Health Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

Table with 4 columns: ACCOUNT NUMBER, ACCOUNT DESCRIPTION, AMOUNT (+) INCREASED, AMOUNT(-) DECREASED. Rows include LCS/LTech Assist Revenue, Salaries & Wages, FICA Expense, Medicare Expense, Retirement Expense, Group Insurance, Contract Services, and Departmental Supplies.

Reason for Budget Revision: Funds provided to enhance ability of Health Department to deliver essential services.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)

The North Carolina General Statute § 130A-1.1(b) states: a local health department shall ensure that the following **10 Essential Public Health Services** are available and accessible to the population in each county served by the local health department:

Assessment

1. Monitor health status to identify community health problems.
2. Diagnose and investigate health problems and health hazards in the community.

Policy Development

3. Inform, educate, and empower people about health issues.
4. Mobilize community partnerships to identify and solve health problems.
5. Develop policies and plans that support individual and community health efforts.

Assurance

6. Enforce laws and regulations that protect health and ensure safety.
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assure a competent public health and personal health care workforce.
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
10. Research for new insights and innovative solutions to health problems.

III. Scope of Work and Deliverables:

These funds may be used for any public health program or purpose, any locally identified need or current health status indicator, and to support the delivery of the core functions of public health and 10 Essential Public Health Services. The Local Health Department must report at the end of the fiscal year how the funds were spent related to the 10 Essential Public Health Services and core public health functions to address priority health needs or health status indicators selected by each local health department. Use of these funds may NOT supplant current state, federal or local funding.

To qualify for these funds, the Local Health Department must have a Permanent or Interim Health Director per NC GS § 130A-40. In addition, if that Health Director has never served in that role in North Carolina previously, that Health Director must participate in the *Orientation for New Local Health Directors* coordinated by the North Carolina Association of Local Health Directors. Additionally, the Local Health Department must be currently accredited by the North Carolina Local Health Department Accreditation Board.

IV. Performance Measures / Reporting Requirements:

1. Performance Measures

- a. **Measure #1:** The LHD shall invest this funding in specific health needs or health indicators including but not limited to the 10 Essential Public Health Services or core public health functions.
- b. **Measure #2:** The LHD shall identify the specific health needs or health status indicators selected for prioritization under this funding.
- c. **Measure #3:** The LHD shall identify the impact funding will have/had on the identified health needs or health status indicators selected for prioritization.

2. Reporting Requirements

By July 24, 2024, the LHD shall complete the following reports via the Smartsheet dashboard.²

² <https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb>

- a. **Expenditures by Type Report:** LHD will provide funding expenditures by type for the annual reporting period.
1. Personnel (Salaries, Fringe, Benefits, etc. Do not include contracted staff)
 2. Training and Education
 3. Travel and Mileage
 4. Medical Supplies
 5. Office/Administrative Supplies
 6. Contracted Services (included contracted staff)
 7. Other administrative costs (specify)
 8. Other (specify)
- b. **Prioritized Health Needs or Indicators and Statement of Impact Reports:** LHD will select one or more of the following health needs or indicators prioritized for the annual reporting period:
1. Environmental Health
 2. Communicable Disease
 3. Maternal Health
 4. Child Health
 5. Chronic Disease
 6. Injury Prevention
 7. Access to or Linkage to Care
 8. Mental Health
 9. Behavioral Health
 10. Other health needs or indicators

Statement of Impact: LHD will provide a statement that demonstrates what impact these funds had on prioritized health needs or indicators.

V. Performance Monitoring and Quality Assurance:

The LTAT Branch will monitor performance by reviewing the annual Expenditures by Type Report, the Prioritized Health Needs or Indicators and Statement of Impact Reports. These financial and performance reports are provided by the LHD via the Smartsheet dashboard.

If the LHD seeks assistance in clarifying any part of this Agreement Addendum's requirements, LTAT Branch staff shall provide technical assistance upon request. If additional information is required, a phone conference will be conducted.

VI. Funding Guidelines or Restrictions:

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

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





DPH-Aid-To-Counties

For Fiscal Year: 23/24

Budgetary Estimate Number : 0

Activity 121	AA	131204 2BTS190 2000400000	Total Allocated	Proposed Total	New Total
Service Period		07/01-05/31			
Payment Period		08/01-06/30			
01 Alamance	* 0	50,000	\$0.00	50,000	50,000
D1 Albemarle	* 0	50,000	\$0.00	50,000	50,000
02 Alexander	* 0	50,000	\$0.00	50,000	50,000
04 Anson	* 0	50,000	\$0.00	50,000	50,000
D2 Appalachian	* 0	50,000	\$0.00	50,000	50,000
07 Beaufort	* 0	50,000	\$0.00	50,000	50,000
09 Bladen	* 0	50,000	\$0.00	50,000	50,000
10 Brunswick	* 0	50,000	\$0.00	50,000	50,000
11 Buncombe	* 0	50,000	\$0.00	50,000	50,000
12 Burke	* 0	50,000	\$0.00	50,000	50,000
13 Cabarrus	* 0	50,000	\$0.00	50,000	50,000
14 Caldwell	* 0	50,000	\$0.00	50,000	50,000
16 Carteret	* 0	50,000	\$0.00	50,000	50,000
17 Caswell	* 0	50,000	\$0.00	50,000	50,000
18 Catawba	* 0	50,000	\$0.00	50,000	50,000
19 Chatham	* 0	50,000	\$0.00	50,000	50,000
20 Cherokee	* 0	50,000	\$0.00	50,000	50,000
22 Clay	* 0	50,000	\$0.00	50,000	50,000
23 Cleveland	* 0	50,000	\$0.00	50,000	50,000
24 Columbus	* 0	50,000	\$0.00	50,000	50,000
25 Craven	* 0	50,000	\$0.00	50,000	50,000
26 Cumberland	* 0	50,000	\$0.00	50,000	50,000
28 Dare	* 0	50,000	\$0.00	50,000	50,000
29 Davidson	* 0	50,000	\$0.00	50,000	50,000
30 Davie	* 0	50,000	\$0.00	50,000	50,000
31 Duplin	* 0	50,000	\$0.00	50,000	50,000
32 Durham	* 0	50,000	\$0.00	50,000	50,000
33 Edgecombe	* 0	50,000	\$0.00	50,000	50,000
D7 Foothills	* 0	50,000	\$0.00	50,000	50,000
34 Forsyth	* 0	50,000	\$0.00	50,000	50,000
35 Franklin	* 0	50,000	\$0.00	50,000	50,000
36 Gaston	* 0	50,000	\$0.00	50,000	50,000
38 Graham	* 0	50,000	\$0.00	50,000	50,000
D3 Gran-Vance	* 0	50,000	\$0.00	50,000	50,000
40 Greene	* 0	50,000	\$0.00	50,000	50,000
41 Guilford	* 0	50,000	\$0.00	50,000	50,000
42 Halifax	* 0	50,000	\$0.00	50,000	50,000
43 Harnett	* 0	50,000	\$0.00	50,000	50,000
44 Haywood	* 0	50,000	\$0.00	50,000	50,000
45 Henderson	* 0	50,000	\$0.00	50,000	50,000
47 Hoke	* 0	50,000	\$0.00	50,000	50,000
48 Hyde	* 0	50,000	\$0.00	50,000	50,000
49 Iredell	* 0	50,000	\$0.00	50,000	50,000
50 Jackson	* 0	50,000	\$0.00	50,000	50,000

51 Johnston	* 0	50,000	\$0.00	50,000	50,000
52 Jones	* 0	50,000	\$0.00	50,000	50,000
53 Lee	* 0	50,000	\$0.00	50,000	50,000
54 Lenoir	* 0	50,000	\$0.00	50,000	50,000
55 Lincoln	* 0	50,000	\$0.00	50,000	50,000
56 Macon	* 0	50,000	\$0.00	50,000	50,000
57 Madison	* 0	50,000	\$0.00	50,000	50,000
D4 M-T-W	* 0	50,000	\$0.00	50,000	50,000
60 Mecklenburg	* 0	50,000	\$0.00	50,000	50,000
62 Montgomery	* 0	50,000	\$0.00	50,000	50,000
63 Moore	* 0	50,000	\$0.00	50,000	50,000
64 Nash	* 0	50,000	\$0.00	50,000	50,000
65 New Hanover	* 0	50,000	\$0.00	50,000	50,000
66 Northampton	* 0	50,000	\$0.00	50,000	50,000
67 Onslow	* 0	50,000	\$0.00	50,000	50,000
68 Orange	* 0	50,000	\$0.00	50,000	50,000
69 Pamlico	* 0	50,000	\$0.00	50,000	50,000
71 Pender	* 0	50,000	\$0.00	50,000	50,000
73 Person	* 0	50,000	\$0.00	50,000	50,000
74 Pitt	* 0	50,000	\$0.00	50,000	50,000
75 Polk	* 0	50,000	\$0.00	50,000	50,000
76 Randolph	* 0	50,000	\$0.00	50,000	50,000
77 Richmond	* 0	50,000	\$0.00	50,000	50,000
78 Robeson	* 0	50,000	\$0.00	50,000	50,000
79 Rockingham	* 0	50,000	\$0.00	50,000	50,000
80 Rowan	* 0	50,000	\$0.00	50,000	50,000
82 Sampson	* 0	50,000	\$0.00	50,000	50,000
83 Scotland	* 0	50,000	\$0.00	50,000	50,000
84 Stanly	* 0	50,000	\$0.00	50,000	50,000
85 Stokes	* 0	50,000	\$0.00	50,000	50,000
86 Surry	* 0	50,000	\$0.00	50,000	50,000
87 Swain	* 0	50,000	\$0.00	50,000	50,000
D6 Toe River	* 0	50,000	\$0.00	50,000	50,000
88 Transylvania	* 0	50,000	\$0.00	50,000	50,000
90 Union	* 0	50,000	\$0.00	50,000	50,000
92 Wake	* 0	50,000	\$0.00	50,000	50,000
93 Warren	* 0	50,000	\$0.00	50,000	50,000
96 Wayne	* 0	50,000	\$0.00	50,000	50,000
97 Wilkes	* 0	50,000	\$0.00	50,000	50,000
98 Wilson	* 0	50,000	\$0.00	50,000	50,000
99 Yadkin	* 0	50,000	\$0.00	50,000	50,000
00 Yancey	* 0	50,000	\$0.00	50,000	50,000
Totals		4,300,000	0	4,300,000	4,300,000

Sign and Date - DPH Program Administrator signed on behalf of Susan Little by DocuSigned by:  Lindsay Novacek 03/06/2024	Sign and Date - DPH Section Chief DocuSigned by:  M. M. Mendenhall 03/07/2024
Sign and Date - DPH Budget Office - ATC Coordinator  Susan Little 3/7/2024	Sign and Date - DPH Budget Officer  S. Little 3/7/2024

SH 3/7/2024



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Health Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105126-512100	Salaries & Wages		\$ 1,225.37
105126-518100	FICA Expense	\$ 154.89	
105126-518200	Retirement Expense	\$ 656.85	
105126-518300	Group Insurance	\$ 413.63	
105151-518101 OS	Medicare Expense		\$ 39.35
105151-519900 OS	Contract Services	\$ 39.35	
105157-512100	Salaries & Wages		\$ 67.74
105157-518100	FICA Expense		\$ 22.26
105157-518200	Retirement Expense	\$ 45.00	
105157-518300	Group Insurance	\$ 45.00	
105159-512100	Salaries & Wages		\$ 1,600.00
105159-518300	Group Insurance	\$ 1,600.00	
105160-512100	Salaries & Wages		\$ 360.00
105160-518101	Medicare Expense	\$ 60.00	
105160-518300	Group Insurance	\$ 300.00	
105113-531000	Travel		\$ 269.00
105113-529000	Departmental Supplies	\$ 269.00	
105164-518100	FICA Expense		\$ 58.00
105164-518210	401K Employer Contribution	\$ 58.00	

Reason for Budget Revision: To cover line overruns.

Approved By:

Finance Officer

April 15, 2024

Agenda Date

County Manager

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type: Budget Amendment ~~X~~ Line Item Tran X
 Type of Revision: Expenditure(E) X Revenue (R)

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2023-24

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
105126-512100	CD Pandemic Salary		\$1,225.37 ✓
105126-518100	CD Pandemic FICA	\$154.89	
105126-518200	CD Pandemic Retirement	\$656.85	
105126-518300	CD Pandemic Insurance	\$413.63	
OS 105151-518101	OS Medicare		\$39.35
OS 105151-519900	OS Contract Services	\$39.35	
105157-512100	543 ELC Sal & Wages		\$67.74 ✓
105157-518100	543 ELC FICA		\$22.26 ✓
105157-518200	ELC Enhance Retirement	\$45.00	
105157-518300	ELC Enhance Grp Insurance	\$45.00	
105159-512100	BCCCP Sal & Wages		\$1,600.00 ✓
105159-518300	BCCCP Insurance	\$1,600.00	
105160-518101	CH Sal & Wages		\$360.00 X - 14.39
105160-518101	CH Medicare	\$60.00	
105160-518300	CH Insurance	\$300.00	
105113-531000	908 Mosq Travel		\$269.00 ✓
105113-529000	908 Mosq Dept Supply	\$269.00	
105164-518100	FP FICA		\$58.00 ✓
105164-518210	FP 401K	\$58.00	

Reason for Budget Revision: Accounts 100% or more.

Approved By:

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Field Operations Section, Water Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-531000	Travel		\$ 71.70
307140-526000	Office Supplies	\$ 71.70	
307140-529001 GRT	Dept Supplies & Chemical		\$ 3,546.44
307140-529001	Dept Supplies & Chemical	\$ 3,546.44	
307140-533000 MIL	Electrical		\$ 1,000.00
307140-533000 GRT	Electrical	\$ 1,000.00	
307140-519500	Engineering Services		\$ 400.00
307140-533001	Water & Sewer	\$ 400.00	
307140-519500	Engineering		\$ 75.00
307140-533002	Gas and Propane	\$ 75.00	
307140-519500	Engineering Services		\$ 200.00
307140-535100	M&R Grounds	\$ 200.00	
307140-519500	Engineering Services		\$ 700.00
307140-535300	M&R Auto	\$ 700.00	
307140-512600	Salaries & Wages P/T		\$ 30.01
307140-535500	M&R Equipment	\$ 30.01	

Reason for Budget Revision: To cover shortfalls in other line items.

Approved By:

Finance Officer

County Manager

April 15, 2024

Agenda Date

Clerk to the Board (For Board Approval)



Department of Water Services

Post Office Box 158
Bayboro, NC, 28515-0158

252-745-5453 / 745-5755

Fax (252) 745-7546

Field Operations Manager
Jeffery Sanders

Utilities Office Supervisor
Tonya Shaw

DATE: 4/2/2024

MEMORANDUM

TO: FINANCE

FROM: WATER DEPARTMENT

RE: Line Item Transfer, Field Operations Section, Water Department

Please make the following Line item transfer(s): To cover shortfalls in other line items.

<u>Organization</u>	<u>Line Item</u>	<u>Description</u>	<u>Type</u>	<u>Action</u>	<u>Amount</u>
307140	531000	Travel	Expense	Decrease	71.70 ✓
307140	526000	Office	Expense	Increase	71.70 ✓
307140	529001GRT	supplies&chemicals	Expense	Decrease	3546.44 ✓
307140	529001	supplies&chemicals	Expense	Increase	3546.44 ✓
307140	533000MIL	electrical	Expense	Decrease	1000.00 ✓
307140	533000GRT	electrical	Expense	Increase	1000.00 ✓
307140	519500	Engineering	Expense	Decrease	400.00 ✓
307140	533001	Water and Sewer	Expense	Increase	400.00 ✓
307140	519500	Engineering	Expense	Decrease	75.00 ✓
307140	533002	Gas and Propane	Expense	Increase	75.00 ✓
307140	519500	Engineering	Expense	Decrease	200.00 ✓
307140	535100	M&R Grounds	Expense	Increase	200.00 ✓
307140	519500	Engineering	Expense	Decrease	700.00 ✓
307140	535300	M&R Auto	Expense	Increase	700.00 ✓
307140	512600	Salaries PT	Expense	Decrease	30.01 ✓
307140	535300	M&R Equipment	Expense	Increase	30.01 ✓

535500

JMS
4-10-24



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer

Type of Revision: Expenditure X Revenue X

Department: Social Services

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100212-435446	Emergency Placement Revenue	\$ 9,296.00	
105446-500000	Expense		\$ 9,296.00

Reason for Budget Revision: New State funding created.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer X
Type of Revision: Expenditure(E) X Revenue (R) X

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
10-0212-435446 (R) 10-5446-500000 (E)	Emergency Foster Care Emergency Foster Care	\$9,296.00 \$9,296.00	

Reason for Budget Revision: New State funding created

Approved By:

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

January 31, 2024

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM MANAGERS, CHILD WELFARE SUPERVISORS
AND FISCAL STAFF**

SUBJECT: EMERGENCY PLACEMENT FUND

REQUIRED ACTION: Information Only Time Sensitive Immediate

The Division of Social Services (DSS) recognizes the current situation with locating the required residential treatment placement for children in DSS custody with complex behavioral health needs. As LMEs continue to build the network of providers to meet this need, NC DSS has allocated \$2,291,667 in SFY 2023-2024 and \$5,500,000 in SFY 2024-2025 of the behavioral health investment in the 2023 budget and created a pilot program called DSS Emergency Placement Fund.

These funds are intended to temporarily assist county departments of social services in addressing identified placement needs for children in the custody of the agencies who are awaiting a Medicaid leveled treatment placement. While children await the location of the placement, these funds can be used to prevent them from staying in a DSS office.

The Emergency Placement Fund is to be used to temporarily provide and arrange for essential needs of the individual to establish or maintain a placement. The youth must be opened for 109 Foster Care Case Management Services on a DSS-5027 or in the Child Welfare Information System in order for client specific costs to be claimed for purposes of use #2 or #3 below.

NC DSS has identified the following promising practices which can be supported with these funds:

1. Maintain a crisis placement through a contract that pays a retainer to an identified placement provider who will accept a temporary emergency placement until the appropriate behavioral health treatment placement is located.
2. Pay a short-term temporary enhanced rate to an identified placement provider who is currently or will provide care and supervision to youth who have behaviors that require an exceptional level of supervision. For children who are awaiting a Medicaid leveled treatment placement, these funds can be used to pay a placement that will aid in meeting the child's immediate needs. The amount above the board rate will be reimbursed by submitting the DSS-1571 Part II.
3. Other local solutions that prevent a child in DSS custody from spending a night in the DSS office while waiting on the appropriate treatment placement as approved by NC DSS. The NC DSS

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401

www.ncdhhs.gov • TEL: 919-855-6335 • FAX: 919-334-1018

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Approved Alternative Option form must be emailed to emergency_placement_fund@dhhs.nc.gov.
Determination will be made and emailed within 2 business days.

To ensure sufficient funding for all counties including small counties, for SFY 2024-2025, all counties will receive a base amount of \$20,000 and the remainder of the funds will be allocated based on each county's percentage of the foster care census. For SFY 2023-2024, all counties will be allocated a pro-rated portion equivalent to five months of the full year allocation. These amounts are listed on the attached spreadsheet.

The Emergency Placement Fund is available for use beginning February 1, 2024, with reimbursement beginning in March. No prior approval is needed by your agency to utilize this funding for purposes of use #1 or #2, only for option #3. For option #2, the additional amount paid above the board rate from these funds must be reported on the DSS-1571 Part II and counties should maintain documentation of costs claimed for audit purposes.

Any unused allocation for SFY 2023-2024 (as of June 2024 reimbursement) will be reallocated. Utilization of funds will be monitored, and your agency may be contacted to determine if allocated funds will be expended by May 31, 2025. If there are remaining funds in SFY 2024-2025, they may be reallocated to counties in need of additional funds.

If you have questions or need additional information, please send inquiries to emergency_placement_fund@dhhs.nc.gov.

Sincerely,



Adrian Daye, MSW
Deputy Director for Child Welfare Practice
Division of Social Services, Child Welfare
North Carolina Department of Health and Human Services

Cc:

Lisa Tucker Cauley, Senior Director for Child, Family, and Adult Services
Katie Swanson, Deputy Director for County Operations
Carla McNeill, Section Chief for Permanency
Kimaree Sanders, Section Chief for Licensing and Regulatory
Kathy Stone, Section Chief for Safety and Prevention
Peter West, Section Chief for County Operations
Erin Dickmeyer, Child Welfare Financial Officer
Kim Goodwin, Chief Division Budget Officer

Attachments: Emergency Placement Funds Allocation Table
NC DSS Approved Alternative Option Form

CWS-08-2024

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401
www.ncdhhs.gov • TEL: 919-855-6335 • FAX: 919-334-1018

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

FY24 FY25

Haywood	\$ 24,558	\$ 58,940
Henderson	\$ 25,108	\$ 60,260
Hertford	\$ 8,746	\$ 20,990
Hoke	\$ 16,171	\$ 38,810
Hyde	\$ 9,433	\$ 22,640
Iredell	\$ 24,696	\$ 59,270
Jackson	\$ 19,608	\$ 47,060
Johnston	\$ 35,421	\$ 85,010
Jones	\$ 10,121	\$ 24,290
Lee	\$ 11,496	\$ 27,590
Lenoir	\$ 14,933	\$ 35,840
Lincoln	\$ 20,158	\$ 48,380
Macon	\$ 17,546	\$ 42,110
Madison	\$ 11,633	\$ 27,920
Martin	\$ 12,871	\$ 30,890
McDowell	\$ 23,183	\$ 55,640
Mecklenburg	\$ 76,809	\$ 184,341
Mitchell	\$ 13,971	\$ 33,530
Montgomery	\$ 11,908	\$ 28,580
Moore	\$ 18,096	\$ 43,430
Nash	\$ 15,896	\$ 38,150
New Hanover	\$ 42,434	\$ 101,840
Northampton	\$ 8,746	\$ 20,990
Onslow	\$ 26,483	\$ 63,560
Orange	\$ 20,296	\$ 48,710
Pamlico	\$ 9,296	\$ 22,310
Pasquotank	\$ 11,221	\$ 26,930
Pender	\$ 17,408	\$ 41,780
Perquimans	\$ 9,846	\$ 23,630
Person	\$ 19,058	\$ 45,740
Pitt	\$ 32,258	\$ 77,420
Polk	\$ 14,796	\$ 35,510
Randolph	\$ 37,208	\$ 89,300
Richmond	\$ 24,696	\$ 59,270
Robeson	\$ 62,784	\$ 150,681
Rockingham	\$ 30,196	\$ 72,470
Rowan	\$ 32,533	\$ 78,080
Rutherford	\$ 29,646	\$ 71,150
Sampson	\$ 21,946	\$ 52,670
Scotland	\$ 19,196	\$ 46,070
Stanly	\$ 13,971	\$ 33,530
Stokes	\$ 21,808	\$ 52,340
Surry	\$ 23,458	\$ 56,300
Swain	\$ 15,346	\$ 36,830



Emergency Placement Fund County Allocations

County	FY24	FY25
Alamance	\$ 24,008	\$ 57,620
Alexander	\$ 14,796	\$ 35,510
Alleghany	\$ 13,971	\$ 33,530
Anson	\$ 10,533	\$ 25,280
Ashe	\$ 13,283	\$ 31,880
Avery	\$ 12,458	\$ 29,900
Beaufort	\$ 25,658	\$ 61,580
Bertie	\$ 10,808	\$ 25,940
Bladen	\$ 15,071	\$ 36,170
Brunswick	\$ 27,721	\$ 66,530
Buncombe	\$ 55,771	\$ 133,851
Burke	\$ 36,796	\$ 88,310
Cabarrus	\$ 32,808	\$ 78,740
Caldwell	\$ 27,996	\$ 67,190
Camden	\$ 9,296	\$ 22,310
Carteret	\$ 17,683	\$ 42,440
Caswell	\$ 10,533	\$ 25,280
Catawba	\$ 31,021	\$ 74,450
Chatham	\$ 20,296	\$ 48,710
Cherokee	\$ 16,721	\$ 40,130
Chowan	\$ 11,633	\$ 27,920
Clay	\$ 12,321	\$ 29,570
Cleveland	\$ 37,208	\$ 89,300
Columbus	\$ 25,108	\$ 60,260
Craven	\$ 24,696	\$ 59,270
Cumberland	\$ 73,921	\$ 177,411
Currituck	\$ 10,396	\$ 24,950
Dare	\$ 12,596	\$ 30,230
Davidson	\$ 29,646	\$ 71,150
Davie	\$ 14,658	\$ 35,180
Duplin	\$ 11,221	\$ 26,930
Durham	\$ 45,734	\$ 109,761
Edgecombe	\$ 13,696	\$ 32,870
Forsyth	\$ 41,746	\$ 100,190
Franklin	\$ 17,546	\$ 42,110
Gaston	\$ 64,434	\$ 154,641
Gates	\$ 8,333	\$ 20,000
Graham	\$ 11,496	\$ 27,590
Granville	\$ 12,733	\$ 30,560
Greene	\$ 12,871	\$ 30,890
Guilford	\$ 81,209	\$ 194,901
Halifax	\$ 10,808	\$ 25,940
Harnett	\$ 40,646	\$ 97,550



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Landfill

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
106120-529000	Departmental Supplies		\$ 2,000.00
106120-535100	M&R Grounds		\$ 3,000.00
106120-535200	Maint & Repair-Equipment		\$ 1,200.00
104721-535200	Maint & Repair-Equipment		\$ 1,200.00
104722-535100	M&R Grounds	\$ 7,400.00	

Reason for Budget Revision: To cover shortfalls in other line items.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)

Patrice Lackey

From: Jeremy Forbes
Sent: Wednesday, April 10, 2024 2:37 PM
To: Patrice Lackey
Cc: Bill Fentress; Griffin Finch
Subject: Budget Amendment

Budget Amendment Request

Request funds from:

Recreation Department

106120- 529000 Departmental Supplies Major	\$2,000
106120- 535100 Maintenance and Repair Grounds	\$3,000
106120 -535200 Maintenance and Repair Equip	\$1,200

Recycling

104721 - 535200 Maintenance and Repair Equip	\$1,200
--	---------

Total	\$7,400
--------------	----------------

Transfer fund into

Fund 10 - 104722(Landfill) - 535100

Thank you

Jeremy C. Forbes

Pamlico County

Director of Public Services

Parks and Recreation

Recycling

208 North Street

Bayboro, NC 28515-0776

Phone:252-745-4240

Mobile: 252-670-2084

Email: jeremy.forbes@pamlicocounty.org



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Board of Elections

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104170-512100	Salaries and Wages		\$ 600.00
104170-537000	Advertising	\$ 600.00	

Reason for Budget Revision: To cover costs associated with Second Primary Notice and advertising for an office position.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)

Delcine Gibbs, Chairman

Lisa Bennett, Director

Russell Richard, Secretary

Mary Helen Boone, Member

Duncan Harrison, Member

Isaiah Grice, Member



PAMLICO COUNTY BOARD OF ELECTIONS

April 11, 2024

**To: Marea Stewart, Assistant Finance Officer
From: Lisa Bennett, Director of Elections
RE: Budget Amendment**

From: 104170-512100 Salaries

To: 104170-537000 Advertising

\$600.00

To cover costs associated with Second Primary Notice and advertising for an office position

From: 104170-512100 Salaries

To: 104170-529000 Departmental Supplies

\$7000.00

To replace old voting booths with new multi booth stations

From: 104170-512100 Salaries

To: 104170-534000

\$1500.00

To cover costs associated with Second Primary ballot printing

Sincerely,

**Lisa Bennett, Director
Pamlico County Board of Elections**



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Board of Elections _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104170-512100	Salaries and Wages		\$ 7,000.00
104170-529000	Departmental Supplies	\$ 7,000.00	

Reason for Budget Revision: To replace old voting booths with new multi booth stations.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)

Delcine Gibbs, Chairman

Lisa Bennett, Director

Russell Richard, Secretary

Mary Helen Boone, Member

Duncan Harrison, Member

Isaiah Grice, Member



PAMLICO COUNTY BOARD OF ELECTIONS

April 11, 2024

To: Marea Stewart, Assistant Finance Officer
From: Lisa Bennett, Director of Elections
RE: Budget Amendment

From: 104170-512100 Salaries

To: 104170-537000 Advertising

\$600.00

To cover costs associated with Second Primary Notice and advertising for an office position

From: 104170-512100 Salaries

To: 104170-529000 Departmental Supplies

\$7000.00

To replace old voting booths with new multi booth stations

From: 104170-512100 Salaries

To: 104170-534000

\$1500.00

To cover costs associated with Second Primary ballot printing

Sincerely,

Lisa Bennett, Director
Pamlico County Board of Elections



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Board of Elections _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104170-512100	Salaries and Wages		\$ 1,500.00
104170-534000	Printing & Binding	\$ 1,500.00	

Reason for Budget Revision: To cover costs associated with Second Primary ballot printing.

Approved By:

Finance Officer

County Manager

April 15, 2024
Agenda Date

Clerk to the Board (For Board Approval)

Delcine Gibbs, Chairman

Lisa Bennett, Director

Russell Richard, Secretary

Mary Helen Boone, Member

Duncan Harrison, Member

Isaiah Grice, Member



PAMLICO COUNTY BOARD OF ELECTIONS

April 11, 2024

**To: Marea Stewart, Assistant Finance Officer
From: Lisa Bennett, Director of Elections
RE: Budget Amendment**

From: 104170-512100 Salaries

To: 104170-537000 Advertising

\$600.00

To cover costs associated with Second Primary Notice and advertising for an office position

From: 104170-512100 Salaries

To: 104170-529000 Departmental Supplies

\$7000.00

To replace old voting booths with new multi booth stations

From: 104170-512100 Salaries

To: 104170-534000

\$1500.00

To cover costs associated with Second Primary ballot printing

Sincerely,

**Lisa Bennett, Director
Pamlico County Board of Elections**

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Release/Refund Gap Bills Erroneously Issued to Elected Officials

See attached memorandum from Tax Administrator Lauren Murray requesting release and refund respectively of gap bills erroneously issued to Commissioners Ollison and Riggs. I am recommending and requesting approval of the actions.





Pamlico County Tax Office

Post Office Box 538 | Bayboro, North Carolina 28515

Collections: 252-745-4125

Listing: 252-745-3105

Land Records: 252-745-3791

April 1, 2024

To: Pamlico County Board of Commissioners

From: Lauren Murray, Tax Administrator

Subject: Release Gap bills created in error by NCDOR

Dear Pamlico County Board of Commissioners,

NC Dept of Revenue sent out a statewide email that said some GAP bills were created in error for State and Local Officials (House Representatives, Judges, Commissioners, Register of Deed, etc.) DOR sent a spreadsheet showing the bills that were created in error and requested that the Counties proceed with releasing the bills.

Attached are the documents and the email that was sent out.

The Tax Office is requesting The Board of County Commissioners approve the release of the \$12.62 bill for Commissioner, Carl Ollison and to issue a refund for the \$3.99 bill that has been paid by for Commissioner, Ed Riggs.

Total release = \$16.61

Sincerely,

Lauren Murray, Tax Administrator

CL1010-2
INQUIRY
Year/Receipt: 2024 6821566 125
OLLISON CARL JAYSON

View Tax Bills
Bill #: 6701040

Transaction Date: 4/01/2024

118 PINE TREE LN

Discovery: 2024 D
Receipt Collect Status:
Payer ID Collect Status:
Owner Collect Status:
Tender Instruction:

BAYBORO NC 28515

District: 122 MESIC
Owner ID:@ 7025311
ASV Value: 1,476
Tax Amount: 12.62
Charges:
Prior Paid:
Balance: 12.62

Payer ID:@ 7025311
Due Date: 1/05/2025
Assessments:
Paid Date:

Lender:@
Last Bad Check:
SI Receipt:
SI Owner:
Created: 3/13/2024

Refund Due:

Refund Paid:

Parcel/Personal Type:
Asset: 2016 FORD TK

ENTER F2=Email Dup F5=Charges F7=Duplicate F9=Addresses@ F11=Asset Info F13=Trans Hist
F12=Previous F14=Distribution F20=ID Comments F21=Coll Sts Hst F22=AR Comment F24=More Options

- abate / release bill

L Murray 4/1/24

CL1010-2
INQUIRY
Year/Receipt: 2024 6821558 125
RIGGS EDWARD LEE JR

View Tax Bills
Bill #: 6701032

Transaction Date: 4/01/2024

PO BOX 178

Discovery: 2024 D
Receipt Collect Status:
Payer ID Collect Status:
Owner Collect Status:
Tender Instruction:

ALLIANCE NC 28509

Taxpayer SS# missing.
District: 129 ALLIANCE
Owner ID:@ 17879

Payer ID:@ 17879

Lender:@
Last Bad Check:
SI Receipt:
SI Owner:
Created: 3/13/2024

ASV Value: 566
Tax Amount: 3.99 Due Date: 1/05/2025
Charges: Assessments:
Prior Paid: 3.99 Paid Date: 3/21/2024
Balance: .00

Refund Due:

Refund Paid:

Parcel/Personal Type:
Asset: 2011 CHEV TK

ENTER F2=Email Dup
F12=Previous
Paid in Full

F5=Charges
F14=Distribution

F7=Duplicate
F20=ID Comments

F9=Addresses@
F21=Coll Sts Hst

F11=Asset Info
F22=AR Comment

F13=Trans Hist
F24=More Options

- reverse payment

- abate/release bill

- issue refund

L Murray 4/1/24

March 28, 2024

TO: Lauren
RE: Abatement of Gap bills

This office was notified by Travis with the Department of Revenue that an error had occurred with the March gap download. Within the gap download there were specialty plates registered to State and Local Officials that were billed in error. Per DOR we are to abate these bills.

Using the spreadsheet provided by DOR it was found that we had billed 5-- two of which were under the minimal billing of \$3.00 and therefore were not billed. Edward Riggs had already paid the bill (attached) and Carl Ollison has a bill that is outstanding. The spreadsheet did show a bill for Paul Delamar but I was not able to find this bill in one tax.

The spreadsheet is attached along with the email from Travis. A print out from STARS is also attached showing how the tag J103BB is registered in Paul Delamar's name but am not able to find in one tax.

Recommendation: Abate Carl Ollison and refund Ed Riggs.

Thank you.

Janice Eckloff

From: Travis.Isaacs@ncdor.gov <ncvts@listserv.unc.edu>
Sent: Thursday, March 21, 2024 3:29 PM
To: NC Vehicle Tax System Users
Subject: [ncvts] Annual Specialty Plates/Gap Bills Issued in Error

CAUTION: This email originated from outside of Pamlico County. Do not click links or open attachments unless you recognize the sender and know the contact and content is safe.

To All:

Earlier this week our office was notified of an issue where State and Local Officials(House Representatives, Judges, Commissioners, Register of Deed, etc.) received a one-month gap bill. After further discussion and investigation with DMV it was discovered, there was a change made in the registration process to avoid having to complete multiple transactions for these renewals. These records were sent over in the January Expiration file instead of December expiration the incorrect expiration was used which created a one-month gap.

DOR and DMV have worked on a solution in three parts:

- 1. All customers who renewed an annual specialty plate will be notified they received the gap bill in error due to a new process implemented to avoid multiple transactions and eliminate the waste of license plates. This notification will be sent by DMV. The notice will also include a statement that the gap bills issued in error will be released by the counties.*
- 2. DOR will provide each county a list of these annual plates so the county can release those already billed and to be proactive and remove any that may be processed on an upcoming billing.*
- 3. DMV and DOR will implement a fix to avoid this error for the next billing cycle of annual renewals.*

If you have already been contacted by someone regarding the gap billing error, it is our recommendation to proceed with releasing the bill.

Please email Tina or I directly if you have any questions. Also, if you have any customer that would like additional explanation, please have them reach out to us or provide us their contact information.

Thank you,

Janice Eckloff

From: Travis.Isaacs@ncdor.gov <ncvts@listserv.unc.edu>
Sent: Tuesday, March 26, 2024 3:21 PM
To: NC Vehicle Tax System Users
Subject: [ncvts] January Gap Bills for Annual Plates Billed in error
Attachments: JanuarySpecail Annual Plates 2023 Billing Error.xlsx

CAUTION: This email originated from outside of Pamlico County. Do not click links or open attachments unless you recognize the sender and know the contact and content is safe.

To All:

Attached is a spreadsheet that has a tab for each county and the plates numbers that may have been billed in error for a missing month of taxation.

It was determined that a letter would cause more confusion due to the different billing cycles each county has, and it would be better if the counties explained what the issue was. (see below)

- If you have billed these vehicles already, please release the bills and if the taxpayer calls please inform them that a new process was implemented by DMV concerning the renewal process and the correct registration date of 12/31 was not transferred properly at the time of payment. This will be corrected before the next renewal cycle.
- If you have not billed currently and plan to. Please remove the vehicle information from your upcoming billing files.

Thank you to all those that responded and reported this issue to us as we were under the impression that these vehicles would be processed in the file for December expiring plates. However, they were included in the January renewal file due to the extended grace period for annual plates. This change was made due to DMV having to issue LRP plates and turn around and issue the specialty plate. Therefore wasting a brand new plate each time.

Thank you for your assistance and if you or taxpayers have more questions, please email me directly or call directly at the below number.

Travis

Plate Num	Plate Category	County Code
MJ3B5	MAG	PAMLI Grant
SENA7	SEN	PAMLI Sanderson
COM069E	CTC	PAMLI Ollison
COM069G	CTC	PAMLI Riggs
J103BB	JUD	PAMLI Delamar

- GAP bill. - abated for below \$3
- GAP bill. - abated for below \$3.
- \$12.62 - Release
- Paid - Issue refund
- not billed!?

Mar 28, 2024 3:45:59 PM

VQ04 @562

CURRENT OWNER/PRIOR PLATE

03/28/24 15:45:43

1HGCV1F31NA108037

FUEL G

CUST ID 000008813443

2022 HOND

ACCORD SPORT 4S

PAUL JOHNSON DELAMAR III

CUST ID

TITLE NO 773464230550107 TRF DT 020123 PRNT DT 030423Y OWNERS 1

STATUS CURRENT TITLE, NOT HELD

PLT# J104B

ISS DT 011624 EXP DT 123124 CRT DT 011624 TYP FR2

WT FHVUT DT

CAT NC JUDICIAL

USE PASS DRAFT N

N17 - NC FARM BUREAU MUTUAL INS C P# 4543852

STATUS ACTIVE

01/16/2024 CONTROL #

LESSEES

PLT# J103BB

ISS DT 012623 EXP DT 123123 CRT DT 022423 TYP FR2

WT FHVUT DT

CAT NC JUDICIAL

USE PASS DRAFT N

N17 - NC FARM BUREAU MUTUAL INS C P# 4543852

STATUS EXPIRED

12/31/2023 CONTROL #

LESSEES

PAGE 1 OF 1

PF1/HELP

PF2/IMAGE

PF3/RETURN

PF4/

PF5/ADDRESS

PF6/OWNERS

PF7/BACKWARD

PF8/FORWARD

PF9/PRINT

PF10/DRAFTS

PF11/

PF12/MENU

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Upgrade Body/Car Camera System for Sheriff's Department

Administrative Officer Scott Houston is requesting to upgrade the body/car camera system. Officer Houston says the current system is no longer supported. Cost of the upgrade is \$29,000. A purchase order and supporting documentation is attached. Funds are available in the Sheriff's Capital Line.

Because the purchase is for equipment at a cost of more than \$5,000, it qualifies as a capital item. The item was not requested nor approved in the FY 23-24 budget. Per our finance policy, capital items not approved within the annual budget must be approved by the Board of Commissioners.

I am recommending and requesting approval.



Pamlico County Sheriff's Office

Purchase Order (P.O.) Request Form

Emergency Request: _____

Vendor: Motorola Solutions

Requested Item Description:

See attached

Cost: \$29,000.⁰⁰

Requesting Person: S. Houston

Date: 03-08-2024

Supervisor Signature: _____

Date: _____

Sheriff Signature: [Signature]

Date: 03-08-2024

Line Item: 104310-55500 Capital Outlays

P.O. #: _____

Date Requested: 03-08-2024

Date # Received: _____

Emailed to: _____

Order Placed: _____

Product Received: _____

Invoiced Received: _____

Invoice Signed, Coded and Sent to Finance: _____

Closed: _____



PAMLICO COUNTY SHERIFF DEPT
Upgrade to ELC 9-4RE/25-Vista
02/21/2024

The design, technical, pricing, and other information (" Information ") furnished with this submission is confidential proprietary information of Motorola Solutions, Inc. or the Motorola Solutions entity providing this quote (" Motorola ") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the information without the express written permission of Motorola. MOTOROLA, MOTO, MOTOROLA SOLUTIONS, and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. © 2020 Motorola Solutions, Inc. All rights reserved.



QUOTE-2533891

02/21/2024

PAMLICO COUNTY SHERIFF DEPT
200 MAIN ST
BAYBORO, NC 28515

RE: Motorola Quote for Upgrade to ELC 9-4RE/25-Vista
Dear Scott Houston,

Motorola Solutions is pleased to present PAMLICO COUNTY SHERIFF DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide PAMLICO COUNTY SHERIFF DEPT with the best products and services available in the communications industry. Please direct any questions to Mike Cavalluzzi at mikecavalluzzi@callmc.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Mike Cavalluzzi

Motorola Solutions Manufacturer's Representative



QUOTE-2533891
Upgrade to ELC 9-4RE/25-Vista

Billing Address:
PAMLICO COUNTY SHERIFF
DEPT
200 MAIN ST
BAYBORO, NC 28515
US

Quote Date:02/21/2024
Expiration Date:03/26/2024
Quote Created By:
Mike Cavalluzzi
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End Customer:
PAMLICO COUNTY SHERIFF DEPT
Scott Houston

Contract: 37807 - WATCHGUARD-NCSA
Payment Terms:30 NET

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
		VideoManager EL & EX: Video Evidence Management				
1	WGC01013	VIRTUAL UPLOAD APPLIANCE*	1	1 YEAR	\$1,500.00	\$1,500.00
2	WGC02005	VIDEOMANAGER EL CLOUD, SOFTWARE, HOSTING, STORAGE BILLED FOR ACTUAL USAGE PER IN-CAR VIDEO SYSTEM	9	1 YEAR	\$395.00	\$3,555.00
3	WGC01009	VIDEOMANAGER EL CLOUD STORAGE	1	1 YEAR	Usage Billing	Usage Billing
4	WGC02004	VIDEOMANAGER EL CLOUD, SOFTWARE, HOSTING, STORAGE BILLED FOR ACTUAL USAGE PER BODY WORN CAMERA	25	1 YEAR	\$295.00	\$7,375.00
5	PSV00S03897A	REMOTE DEPLOYMENT, CONFIGURATION AND PROJECT MANAGEMENT	1		\$3,200.00	\$3,200.00
		4RE In car Video System				
6	WGB-0146A	MIKROTIK CONF WIFI KIT, DRILL MNT	2		\$200.00	\$400.00
7	WGB-0167A	VIDEO EQUIPMENT,4RE STANDARD SSD PANORAMIC CABIN	2		\$5,590.40	\$11,180.80



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
8	WGB-0143A	VISTA WIFI IN-CAR RADIO BASE BUNDLE	2		\$500.00	\$1,000.00
9	WGP02225-100-KIT	BRKT4RE DISP/HMIC/CAMVR 07-14TAH11EXPL	2		Included	Included
		VideoManager EL & EX: Video Evidence Management				
10	WGC02005	VIDEOMANAGER EL CLOUD, SOFTWARE, HOSTING, STORAGE BILLED FOR ACTUAL USAGE PER IN-CAR VIDEO SYSTEM	2	1 YEAR	\$395.00	\$790.00
11	WGC01009	VIDEOMANAGER EL CLOUD STORAGE	1	1 YEAR	Usage Billing	Usage Billing
Grand Total					\$29,000.80(USD)	

Notes:

- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



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MOBILE VIDEO SYSTEM ADMINISTRATOR SOLUTION DESCRIPTION

Mobile Video System Administrator service is tailored to meet your specific needs and provides an experienced and knowledgeable technical operations resource to assist with the management of your Mobile Video solution while you focus your attention on meeting your organizational goals.

The role spans across the Mobile Video system by providing assistance and guidance on your video evidence solution as well as your body-worn cameras and in-car video systems, enabling you to upload video evidence quickly and securely. The System Administrator is a qualified and trained technical operations professional with in-depth knowledge of Motorola Mobile Video solutions.

CUSTOMIZABLE DELIVERY

Motorola tailors the System Administrator service to the needs of the customer. The customer has the ability to obtain a full-time on location technician or a remote technician. This allows for flexibility and customization based on the level of support needed to support your system.

Onsite System Administrator

Motorola Onsite System Administrator (OSA) provides customers with a dedicated full-time resource from Motorola global support and managed services organization. This resource is focused on administering and supporting your Mobile Video System to ensure optimum performance and availability. By partnering with the Customer, the OSA will develop an understanding of the customer's specific environment, specific requirements, and customizations. The OSA will act as the interface between Motorola technical support teams to achieve the goals outlined by the Customer.

Time Based System Administrator (Remote Delivery)

The time based / remote system administrator service provides the customer the opportunity to rely on a time-based and dedicated team from Motorola. The resource is available at the Customer's request, to assist with patches, changes, or other issues as they arise within the customer's Mobile Video solution. Assistance will be provided via phone, email, or video conference. They are also available proactively to help provide guidance on best practices within your organization.

SUBSCRIPTION SERVICE

The System Administrator service is provided as an annual subscription service and is subject to Motorola's standard terms and conditions and applicable Addenda located at https://www.motorolasolutions.com/en_us/about/legal/video_security_terms.html. In addition to those terms, the Customer acknowledges that the System Administrator Service is an annual subscription that auto-renews annually. If the Customer would like to terminate the Service, they may do so in writing sixty (60) days prior to the upcoming renewal term. In the event the Customer terminates for convenience during the term, Customer acknowledges that no pro-rata refund of any prepaid fees will be provided.





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4RE IN-CAR VIDEO SYSTEM SOLUTION DESCRIPTION

The 4RE In-Car Video System lets users easily capture more footage and quickly upload high-definition video evidence without having to sacrifice time and situational awareness.

High Definition, Hands Free Evidence Capturing

The 4RE In-Car Video System is equipped with high-definition cameras with hands-free uploading capabilities, making the capture and upload of clear video evidence as easy as possible. The cameras record at 720p resolution and use an Ultra Wide Dynamic Range technology that dramatically improves the quality of video, especially in difficult lighting situations. This helps capture video evidence that is clear and easy to monitor. 4RE cameras are also equipped with patented Record-After-the-Fact® (RATF) technology, which allows users to go back in time and capture important evidence, even if the recording function was not activated and the incident happened days before.



The 4RE offers a dual drive structure with both an internal and removable USB drive for storage, and supports wireless upload. Wireless uploading capabilities through both Wi-Fi and LTE networks eliminate the need for trips to and from stations to upload evidence. The 4RE's patented multiple resolution encoding allows officers to save footage of critical incidents in HD and routine occurrences in a lower resolution at the same time. This eliminates the compromise between video quality and file storage needs. Event tags can be configured to determine which resolution is uploaded to the digital evidence management system (DEMS), as well as drive which files are automatically saved to it.

It includes three high-definition camera options; the ZSL, Panoramic X2, and the Mini-Zoom; which offer single and multi-camera, split-screen viewing on the display. Additional wireless microphones are included to enhance audio quality and amount of captured evidence.

The 4RE In-Car Video System can be configured to support the following:

- Up to 3 cameras at once.

Intuitive Display and Interface

The 4RE's display offers an easy-to-navigate 4.3" LED control panel with a backlit touch screen, allowing for clear view and navigation of the panel. Nearly all functions the officer will interact with are keys laid out along the control panel. Users can also program various sensors to activate a new record event, including emergency lights, siren, auxiliary input, wireless microphone, vehicle speed, and crash detection. Additionally, the 4RE can initiate its Covert Mode, in which the LEDs turn off, and simulates a complete device shutdown while the 4RE records video and audio simultaneously. This provides officers with a way to capture evidence while staying concealed.

The 4RE Mobile Data Computer App is a simple interface that runs on Windows 10 and interfaces with the 4RE through an Ethernet connection. The app also works in conjunction with the control panel, allowing 4RE to have full functionality when the MDC is not available.



MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of purchased body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, and third-party partners. The third-party partner(s) will work on Motorola's behalf to install your in-car video system(s).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solution Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement. The Customer acknowledges any changes or deviations from the SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola and its subcontractors are specifically listed in the Contract and referenced in the SOW.

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the Execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, the Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, project progress against the project schedule, items of concern requiring attention, as well as potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred for the use of the alternate teleconferencing tool will be the responsibility of the Customer.

CJIS INFORMATION

Motorola will provide state of residency and fingerprint cards for any employee requiring physical or logical access to unencrypted NCIC/III or CHRI data so Customer can conduct a criminal background investigation. A criminal background investigation is also required for Motorola employees who need access to Criminal Justice Information Systems (CJIS) containing unencrypted NCIC/III or CHRI data.

If the Customer requires a different method for a Motorola employee to access CJIS, Motorola will work with the Customer to complete this documentation in a timely manner.



COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. The written notification must be provided to Motorola within ten (10) business days of task completion.

SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola's PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who assume ownership of the system early and take an active role in the delivery and educational process realize user adoption sooner and achieve higher levels of success with system operation.

The subsections below provide an overview of the Project Team Members.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.



- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- System provisioning.
- Contracted data migration between two disparate digital evidence management systems (if applicable).

System Technologist (ST)

The ST will work with the Customer's Project Team on:

- The installation and configuration of system devices.
- Provide instructions to the Customer on the installation and configuration of system devices.
- Review equipment setup with the Customer.
- Develop and submit a Trip Report to the Customer.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola evidence management system and the Customer's third-party software (e.g. CAD).
- Work with the Customer to access required systems/data.

Application Specialist (if applicable)

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

Customer Support Services Team

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.



Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's list of responsibilities include the following:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify the tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to the Motorola PM.
- Approve a deployment date offered by Motorola.
- Review the Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor the project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.
- Assume the responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe work environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure. IT Support must be familiar with connectivity to internal, external and third-party systems where the proposed system will interface.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software, interfaces and functionality of the system.



- Participate along with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

Video Management Point of Contact (POC)

The Video Manager POC will educate officers on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

Training POC

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with the Motorola team when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.

General Customer Responsibilities

In addition to the Customer responsibilities listed above, the Customer is responsible for the following (if applicable):

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) the Customer will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Third-party installers must be certified through Motorola LXP for remote or in person installation training. The Customer will be responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.



Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations of each other. Dependent upon solutions purchased, the agenda will typically include:

- A high level review of the following project elements:
 - Contract documents.
 - A summary of contracted applications and equipment as purchased.
 - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
 - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Schedule the remote Project Planning Session.



- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in the Motorola LXP.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

Motorola Deliverables

- Project Kickoff Meeting Agenda.

PROJECT KICKOFF

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for successful implementation of the solution.

Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at time of offer acceptance. Delay in completing the IT Questionnaire will delay shipment of equipment.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss equipment inventory process.
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purposes of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.



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- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete when applicable.
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

Motorola Deliverables

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

DISCOVERY TELECONFERENCE

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.
- Confirm Customer-provided configuration inputs.

Customer Responsibilities

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh-in on hardware, software and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no more than five (5) business days after the conclusion of the Discovery Teleconference.

Motorola Deliverables

- Completed BPR Workbook.

PROJECT EXECUTION**EQUIPMENT PROCUREMENT AND INSTALLATION**

Motorola will procure contracted equipment as part of the ordering process. The equipment will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference to enable installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the equipment, which includes but is not limited to:

- Power
- Heating/Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling



If Motorola and/or its subcontractors are responsible for the installation, the responsibilities outlined below will apply to Motorola and the Customer.

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location.
- Install backend equipment (server) in the Customer's designated area.
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to equipment.
- If applicable, for an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- If applicable, install Access Point(s) (APs).
- If applicable, verify APs are properly installed and connected to the network.
- Provide a Trip Report outlining the activities completed during installation.

Customer Responsibilities (if applicable)

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection.
- If applicable, install Customer-supplied Access Point(s) (APs).
- If applicable, verify APs are properly installed and connected to the network.
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

If the Customer and/or its subcontractors are responsible for the installation, the responsibilities outlined below will apply to Motorola and the Customer.

Motorola Deliverables

- Contracted Equipment.
- Equipment Inventory.

In-Car Video System (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) in Customer-provided vehicle(s) per Motorola installation guidelines. The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's evidence management system.



Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware installation.
- Travel to the Customer site to conduct on-site installation activities.
- Complete ICV configuration on a single vehicle and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle installations.
- Test a subset of completed ICV hardware installations.
- Complete installation of cellular modem and confirm placement of antenna mounting with Customer.
- Install Customer-provided SIM card into cellular modem and connect modem to ICV system.
- Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
- Configure MDC Network Card.

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete ICV hardware installation.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for vehicle installation(s).
- Make ICV hardware available to Motorola for installation in accordance with the vehicle installation schedule.
- Provide cellular SIM Card for Internet connectivity to installer at time of vehicle installation.

Motorola Deliverables

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If applicable, for license plate recognition (LPR) installations, an MDT is required for all vehicles. Motorola is not responsible for any delays associated with the Customer fulfilling their obligations per this SOW.

Body Worn Camera Configuration (if applicable)

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the evidence management system.

Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked back in a Transfer Station or USB dock.



- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

Customer Responsibilities

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

If the body-worn camera(s) and Transfer Station(s) are part of a remote deployment, the following responsibilities will apply to Motorola and the Customer.

License Plate Recognition Commissioning (if applicable)

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN or PlateSearch) database.

Motorola Responsibilities

- Create a Customer account in the LEARN system with user(s) emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlist.

SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- If applicable, delivery and installation of server hardware.
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.



VideoManager EL (if applicable)

The VideoManager EL software is an on-premise solution that requires an onsite server and supports both body worn cameras and in-car video systems.

Motorola Responsibilities

- Install software on a specified number of customer workstations / mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

Customer Responsibilities

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola's access will be revoked upon conclusion of the installation).
- If applicable, for Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access.
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both body-worn cameras and in-car video systems.

Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Create users, groups, and setup permissions.
- Create event categories.
- Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

CloudConnect Installation and Configuration**Motorola Responsibilities**

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.



- Provide Customer with the information for setting up the IPSEC tunnel.
- Create an IPSEC tunnel.

Customer Responsibilities

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP to the components.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

Completion Criteria

- CloudConnect Virtual Machine configuration is complete.

CommandCentral Evidence (if applicable)

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure the optimal configuration of your CommandCentral Evidence solution.

Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.

DATA MIGRATION SERVICES (IF APPLICABLE)

The Customer is responsible for partitioning data to be converted from a legacy or on-prem evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

Customer Responsibilities

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset and provide Motorola with feedback within ten (10) business days.

Completion Criteria

- A migrated dataset as defined in the Contract.



DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's evidence management system and the Customer's third-party system may consist of an iterative series of activities depending upon the complexity with accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

Motorola Responsibilities

- Develop interface(s) in accordance with the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Configure interface(s) to support the functionality described in the Solution Description.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the applicable system.

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided within 10 business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.

SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote). Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

ONLINE TRAINING (IF APPLICABLE)

Online training is made available to the Customer through Motorola's LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.



Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During on boarding, assist the Customer with LXP usage.
- Create and maintain user role Learning Paths defined by the Customer.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.
- Request additional subscriptions to access LXP by providing user credential information.

INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)

Instructor-led courses are based on products purchased and the Customer's Education Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.
- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.



PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

Customer Responsibilities

- Provide signatory approval on the System Acceptance Certificate signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

Provide Customer with survey upon closure of the project.



Purchase Order Checklist	
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead <i>(PO will not be processed without this)</i>	
PO Number/ Contract Number	
PO Date	
Vendor = Motorola Solutions, Inc.	
Payment (Billing) Terms/ State Contract Number	
Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name	
Bill-To Address	
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)	
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)	
PO Amount must be equal to or greater than Order Total	
Non-Editable Format (Word/ Excel templates cannot be accepted)	
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept	
Ship To Contact Name & Phone #	
Tax Exemption Status	
Signatures (As required)	

BOARD OF COMMISSIONERS

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KARI FORREST - AT LARGE

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COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Request to Reappoint Debra Harrison to PCC Board of Trustees.

Please see the attached correspondence from Pamlico Community College that asks the Board of Commissioners to reappoint Ms. Debra Harrison to the PCC Board of Trustees. I am requesting Board direction.





PAMLICO
COMMUNITY COLLEGE
DISCOVER TOMORROW'S POSSIBILITIES

www.pamlicocc.edu

Telephone (252) 249-1851

PO Box 185 Grantsboro, N.C. 28529-0185

Fax (252) 249-2377

April 10, 2024

Tim Buck
Pamlico County Manager
FWD: Pamlico County Board of Commissioners

Dear Mr. Buck,

On behalf of the Board of Trustees, I am requesting that the Board of Commissioners include a letter of request for reappointment for Debra Harrison on the April 15 meeting agenda. Ms. Harrison has been a valued member of our Board since July 1, 2020 (with experience spanning since 2013) and is currently doing an outstanding job as Vice Chair. The Board is requesting your approval for her to continue serving. Ms. Harrison would like to thank the Board of Commissioners for allowing her to serve as a Trustee and is requesting reappointment as well.

Thank you for your consideration and for all that you do for this county.

Sincerely,

Robert A. Lyon, Chair
Pamlico Community College Board of Trustees

Debra A. Harrison, Vice Chair
Pamlico Community College Board of Trustees

RAL: ha

BOARD OF COMMISSIONERS

CHAIRMAN

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April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Appointment to JCPC

Please see attached volunteer application form from Ms. Marlo Blake interested in serving on the Pamlico County Juvenile Crime Prevention Council. Ms. Blake will fill the Chief Court Counselor position. This is a mandatory position and Ms. Blake meets the criteria for serving in this role.

I am recommending and requesting approval to appoint Ms. Blake to JCPC.



**APPLICATION FOR
APPOINTMENT TO COUNTY
BOARDS AND COMMITTEES**

**PAMLICO COUNTY
P.O. BOX 776
BAYBORO, NC 28515**

This application requests general information based on your interest in applying for a position on a Pamlico County Advisory Board, Commission, Committee, or Task Force.

Applicant Name: Marlo Blake Date of Application: 3/25/2024

Home Address: 102 Main St. Bayboro, NC

Phone: 252-364-4450

Email Address: marlo.blake@ncdps.gov

Fax Number: 252-561-7226

I am interested in serving on the following Board/Committee:

Juvenile Crime Prevention Council

as the Chief Court Counselor

EMPLOYMENT AND EDUCATION

Employer <u>NC DPS</u>	Graduate? <input checked="" type="checkbox"/> N Major <u>CS</u>
Address <u>110 S. Evans St. Ste 212 Greenville NC 27834</u>	High School <u>D.H. Coble</u>
Phone: <u>252-364-4450</u>	College <u>ECU</u>
Occupation: <u>Chief Court Counselor</u>	Graduate School <u>ECU</u> ✓
	Other _____

Are you a citizen of the United States? Yes No _____ If yes, how long? _____

Length of residence in Pamlico County _____ years 2 months

Current Civic/Community Participation: _____

Are you currently serving or have you ever served on a public board or committee?
If so, please list below:

Board/Committee	Dates
JLPC / Pitt County	Current
JLPC / Craven Cty.	current
JLPC / Carteret City	current

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.

I have recently been promoted to Chief Court Counselor for Pamlico County Juvenile Justice.

Mark Blakely
Applicant's Signature

3/25/2024
Date

Please return form to:

Pamlico County Manager's Office
P.O. Box 776
Bayboro, NC 28515

Or fax:
(252) 745-5514

RECEIVED

APR 02 2024

PAMLICO COUNTY
FINANCE OFFICE

You may attach a resume to provide additional information.

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

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COUNTY ATTORNEY
DAVID B. BAXTER, JR.

April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Resolution Supporting Application for SRF Funding

Todd Tripp, our contract engineer for the Grantsboro/Kershaw Project is requesting that the Board pass the attached resolution. The resolution supports an application for a State Revolving Fund grant/loan for the Grantsboro Water Treatment Plant Project. I am recommending and requesting approval.



RESOLUTION BY GOVERNING BODY OF APPLICANT

**Drinking Water Construction Project Water
Quality & Treatment Reliability Pamlico
County Water System**

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water treatment works and drinking water distribution system, and

WHEREAS, The County of Pamlico has need for and intends to conduct a drinking water treatment works improvements project as follows:

- Improvements to treatment process facilities at Grantsboro water treatment plants.
- Improvements to Vandemere and Millpond water treatment plants.
- Replace older water supply related and related equipment at Grantsboro water treatment plant.

WHEREAS, The County of Pamlico intends to request state grant assistance for the project,

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

That County of Pamlico, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Pamlico County to make scheduled repayment of the loan, to withhold from Pamlico County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That County Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Revised 3-28-24

Adopted this the ___ day of April, 2023 at Pamlico County Courthouse in Bayboro, North Carolina.

Signature of Executive Officer

Tim Buck, County Manager

(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting County Manager of the County of Pamlico does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Board of Commissioners of Pamlico County duly held on the ___ day of April, 2024; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of April, 2024.

(Signature of Recording Officer)

Clerk to the Board

(Title of Recording Officer)

BOARD OF COMMISSIONERS

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DAVID B. BAXTER, JR.

April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Request to Release Gap Bill for Jesse Adams

Please see the attached request from Jesse Adams requesting release of a gap bill of \$170.33. In reviewing the documentation presented, it appears that the conditions listed in NCGS 105-381 (a) (1), cited by Ms. Murray, are not met. I do not believe that bill can be released under this statute and recommend that the Board deny the request.





Pamlico County Tax Office

Post Office Box 538 | Bayboro, North Carolina 28515

Collections: 252-745-4125

Listing: 252-745-3105

Land Records: 252-745-3791

April 5, 2024

To: Pamlico County Board of Commissioners

From: Lauren Murray, Tax Administrator

Subject: Appeal Request - GAP bill

Dear Pamlico County Board of Commissioners,

On March 28, 2024, the listing department received an appeal request from Jesse Adams for the GAP bill he received for \$170.33.

Please review the appeal with attached documents.

I will leave it up to the Board for final decision regarding the release of this GAP bill with the documentation supplied by the taxpayer.

Per NC General Statute 105-381 (a)(3), the taxpayer may make a demand for the release of the tax claim by submitting to the governing body a written statement of their defense to payment or enforcement of the tax and a request for release of the tax at any time prior to payment.

Upon receiving a taxpayer's written statement of defense and request for release, the governing body may release/waive the tax.

Sincerely,

Lauren Murray, Tax Administrator

March 28, 2024

TO: Lauren
RE: Jesse Adams
Account #0045203
Abatement of Gap bill

March 28, 2024

Mr. Adams is appealing the 2024 gap bill for a 2020 Chrysler Van. His appeal states that the vehicle was at his workplace broke down for the 13 months that he is being billed for. I did share with Mr Adams that documentation was required proving or let's say backing up what he was sharing. I also explained that we had to show reasonable cause as to why this office abated a bill. However, he stated he could not get that.

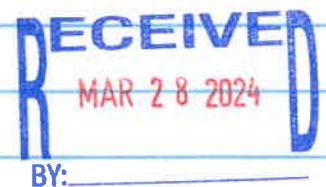
Recommendation: Not enough documentation to warrant an abatement.

Thank you.

4/2/24
Spoke w/ Jesse - he
will bring in any
Supporting documents
by Thurs. 4th.

I am writing you regarding appealing a
gap Bill for my 2020 Chrysler Pacifica
which was unregistered for 13 months
it was located at the shop at my work
where I work in the shop there it had
electrical problems and the main screen
went out so the vehicle was unusable
these are typical Chrysler issues it had
it was too expensive to fix so it sat
at work in the shop till I could figure
out what to do with it then I
decided to trade it in found a place
that would accept it and I towed
it there and traded it in and lost
a bunch of money between what I got
for it and what was owed so I am
get rid of the gap bill

X Jellu



352-777-3090

GL1010-2
INQUIRY
Year/Receipt: 2024 6821478 125
ADAMS JESSE STEVE

View Tax Bills
Bill #: 6700956

Transaction Date: 3/28/2024

329 GIBBTOWN RD
MERRITT NC 28556

Discovery: 2024 D
Receipt Collect Status:
Payer ID Collect Status:
Owner Collect Status:
Tender Instruction:

Taxpayer SS# missing.
District: 107 TRIANGLE - FIRE
Owner ID:@ 0045203 Payer ID:@ 0045203
ASV Value: 25,233
Tax Amount: 170.33 Due Date: 1/05/2025
Charges: Assessments:
Prior Paid: Paid Date:
Balance: 170.33

Lender:@
Last Bad Check:
SI Receipt:
SI Owner:
Created: 2/12/2024

Refund Due:

Refund Paid:

Parcel/Personal Type:
Asset: 2020 CHRY VN

*1 Year
1 month*

ENTER F2=Email Dup F5=Charges F7=Duplicate F9=Addresses@ F11=Asset Info F13=Trans Hist
F12=Previous F14=Distribution F20=ID Comments F21=Coll Sts Hst F22=AR Comment F24=More Options

4/2/24 - Spoke w/ Jesse Adams.

- Explained that BACC can release bills, but they will need supporting documentation to review.

Jesse Adams Says that his van was in the Shop that he works at for a year +/- . He towed it there & at the Shop, they work on their own vehicles. - It is not in the System.

§ 105-381. Taxpayer's remedies.

(a) Statement of Defense. – Any taxpayer asserting a valid defense to the enforcement of the collection of a tax assessed upon his property shall proceed as hereinafter provided.

- (1) For the purpose of this subsection, a valid defense shall include the following:
 - a. A tax imposed through clerical error;
 - b. An illegal tax;
 - c. A tax levied for an illegal purpose.
- (2) If a tax has not been paid, the taxpayer may make a demand for the release of the tax claim by submitting to the governing body of the taxing unit a written statement of his defense to payment or enforcement of the tax and a request for release of the tax at any time prior to payment of the tax.
- (3) If a tax has been paid, the taxpayer, at any time within five years after said tax first became due or within six months from the date of payment of such tax, whichever is the later date, may make a demand for a refund of the tax paid by submitting to the governing body of the taxing unit a written statement of his defense and a request for refund thereof.

(b) Action of Governing Body. – Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct tax liability or notify the taxpayer in writing that no release or refund will be made. The governing body may, by resolution, delegate its authority to determine requests for a release or refund of tax of less than one hundred dollars (\$100.00) to the finance officer, manager, or attorney of the taxing unit. A finance officer, manager, or attorney to whom this authority is delegated shall monthly report to the governing body the actions taken by him on requests for release or refund. All actions taken by the governing body or finance officer, manager, or attorney on requests for release or refund shall be recorded in the minutes of the governing body. If a release is granted or refund made, the tax collector shall be credited with the amount released or refunded in his annual settlement.

(c) Suit for Recovery of Property Taxes. –

- (1) Request for Release before Payment. – If within 90 days after receiving a taxpayer's request for release of an unpaid tax claim under (a) above, the governing body of the taxing unit has failed to grant the release, has notified the taxpayer that no release will be granted, or has taken no action on the request, the taxpayer shall pay the tax. He may then within three years from the date of payment bring a civil action against the taxing unit for the amount claimed.
- (2) Request for Refund. – If within 90 days after receiving a taxpayer's request for refund under (a) above, the governing body has failed to refund the full amount requested by the taxpayer, has notified the taxpayer that no refund will be made, or has taken no action on the request, the taxpayer may bring a civil action against the taxing unit for the amount claimed. Such action may be brought at any time within three years from the expiration of the period in which the governing body is required to act.

(d) Civil Actions. – Civil actions brought pursuant to subsection (c) above shall be brought in the appropriate division of the general court of justice of the county in which the taxing unit is located. If, upon the trial, it is determined that the tax or any part of it was illegal or levied for an illegal purpose, or excessive as the result of a clerical error, judgment shall be rendered therefor with interest thereon at six percent (6%) per annum, plus costs, and the judgment shall be collected as in other civil actions. (1901, c. 558, s. 30; Rev., s. 2855; C. S., s. 7979; 1971, c. 806, s. 1; 1973, c. 564, s. 3; 1977, c. 946, s. 2; 1985, c. 150, s. 1; 1987, c. 127.)

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COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Town of Vandemere Request Enforcement of Pamlico County Dangerous Animal Ordinance within Town

At the prior meeting the Board received a resolution passed by the Town of Vandemere requesting the County to enforce the Dangerous Animal Ordinance within the town limits of Vandemere. The Board directed the County Attorney to draft a joint resolution to be approved by both Boards. County Attorney Dave Baxter drafted the attached resolution. I am requesting discussion by the Board and direction regarding actions that need to be taken.



JOINT RESOLUTION
of
PAMLICO COUNTY
and
TOWN OF VANDEMERE

WHEREAS, Pamlico County (“County”) has adopted the Pamlico County Dangerous Animal Ordinance (“Ordinance”), applicable within the unincorporated areas of Pamlico County; and

WHEREAS, Section 153A-122(b) of the North Carolina General Statutes provides that a county ordinance may, upon resolution, be applicable within an incorporated municipality; and

WHEREAS, the Town of Vandemere (“Town”) desires that the Ordinance be applicable within the corporate limits of the Town, and to be administered and otherwise enforced by the County within the Town.

NOW THEREFORE, be it resolved by the parties as follows:

1. The Ordinance shall be applicable within the Town upon the adoption of this Resolution by the last party to execute the same.
2. Once effective within the Town, the County shall administer and otherwise enforce the Ordinance within the Town.
3. This Resolution may subsequently be withdrawn and rescinded by either party upon thirty (30) days’ advance written notice to the other; and thereafter, the Ordinance shall cease to have application within the Town.

Adopted this ____ day of _____, 2024 by the Town of Vandemere.

TOWN OF VANDEMERE

(Town Seal)

Sandra A. Snipes, Mayor

Attest:

Sue Britt, Town Clerk

Adopted this ____ day of _____, 2024 by Pamlico County.

PAMLICO COUNTY

(County Seal)

Candy Bohmert, Chair

Attest:

Tracy Boyd, Clerk

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April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Project Ordinance for Kershaw Water Treatment Plant Project

Please see attached Project Ordinance related to the Kershaw Water Treatment Plant Project. I am recommending and requesting approval.



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CAPITAL PROJECT BUDGET ORDINANCE

Grantsboro/ Kershaw WTP Improvements

Be it ORDAINED by the Governing Board of the Pamlico County, North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital Project Ordinance is hereby adopted:

Section 1: The Project authorized is the construction/rehabilitation of a water treatment facility to be financed by a Drinking Water State Revolving Fund loan with principal forgiveness and a S.L. 2023-134 appropriation of State Reserve Funds.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the board resolution, loan documents and the budget contained herein.

Section 3: The following amounts are appropriated for the project :

Project Expenses	Total Amount	Eligible Amount
Construction Contract	\$5,395,000	\$5,395,000
Contingency	\$540,000	\$540,000
Technical Services (Planning & Design) *	212,000	\$212,000
Technical Services (Construction Phase)*	\$188,000	\$188,000
Permitting*	\$5,000	\$5,000
Closing Costs	\$59,542	
Totals	\$6,399,542	\$ 6,340,000**

Subject to further review Current Funding Offer is \$3,747,000 in DWSRF funds. The County has indicated in the Request For Funding for S.L. 2023-134 that the funding to be utilized will be \$ 2,977,100 in DWSRF funds and \$3,362,900 in State Reserve funds from S.L. 2023-134.*

Section 4: The following revenues are anticipated to be available to complete this project:

Funding Source	Amount
WIF- 2005 DWSRF	\$2,977,100.00
S.L. 2023-134 State Reserve Fund	\$3,362,900.00
Local Funds-Closing Costs	\$59,542.00
Total Project Funds	\$6,399,542.00

Section 5: The finance officer is hereby directed to maintain within the capital project fund sufficient

specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The terms of the resolution also shall be met.

Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due. Disbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: Copies of this capital project ordinance shall be furnished to the clerk to the Governing Board, and to the Budget Officer and the Finance officer for direction in carrying out this project.

Duly adopted this _____ day of 2024

Signature, Tim Buck, County Manager

(Seal)

Attest: _____
Signature

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April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Select Architect to Implement Recommendations of Pamlico County Space Planning and Feasibility Study

The County solicited Statements of Qualifications from qualified architects to provide design services in the implementation of recommendations identified in the Pamlico County Space Planning and Feasibility Study document published December, 2023. Deadline to receive SOQs is April 12th.

I am requesting that the Board reserve time on the agenda to discuss any proposals received and to rank the firms based on the criteria listed in the Request for Qualifications (attached).

If approved, I am requesting that the Board authorize the Chair, County Manager and Finance Officer to sign contract documents.



Pamlico County, NC
Request for Qualifications
Architectural Services
Issued March 25, 2024

I. Project Overview

Pamlico County request Statements of Qualifications from qualified architects to provide design services in the implementation of recommendations identified in the Pamlico County Space Planning and Feasibility Study document published December, 2023. The Board of Commissioners chose “Option A” recommendations of the study. This Option proposes the construction of 4 new buildings: 1) Health Department/Senior Services Center, 2) Dispatch/EOC, 3) Maintenance Shop, and 4) Courthouse/Admin Building. In addition, the study calls for additions to the Pamlico County Law Enforcement Center and renovation of the Public Service Building. Implementation of the recommendations will be conducted in the following phases as funds allow:

Phase I: Health Dept/Senior Services Center Building
 Dispatch/EOC
 Addition to Law Enforcement Center
 Maintenance Shop

Phase II: New Courthouse and County Administration Building

Phase III: Renovate Public Service Building

Pamlico County Board of Commissioners approved the construction of an EOC/Dispatch building as the first project that will be implemented from the study. The project is funded by a \$3.2 million State grant and must be completed by the end of September, 2025.

Specific tasks of the selected architectural Firm may include:

- Meet with County representatives and/or other team members as needed to discuss the design concepts and coordinate the Firm’s work.
- Review existing plans and documentation to become familiar with the original design capabilities and configurations of various types of flooring materials.
- Perform field investigations of the locations involved to gain a better understanding of existing conditions.
- Provide feasibility analyses and/or studies.

- Provide construction documents, including drawings and specifications, suitable for review, permit, and bid.
- Provide a timeline for the implementation and completion of this project.
- Provide construction cost estimates.
- When necessary, attend required meetings with local authorities having permit or board approval jurisdiction.
 - Prepare bid documents, assist with the bidding process and permitting to answer questions, and provide plan revisions as required.
- Provide oversight of the construction activities.
- Provide shop drawing reviews and responses to RFIs.
 - Provide close-out phase services, including, but not limited to, submission of drawings, as-built drawings (PDF or other Formats), and other project related documents.

II. Schedule

March 25, 2024 - RFQ Issued

April 05, 2024 – Deadline for Questions

April 12, 2024 – Responses Due by 3:00 PM

April 15, 2024 – Responses Presented to Board of Commissioners and Possible Selection of Firm.

III. Contents of Responses

Each proposal submitted in response to this solicitation should address the following elements:

1. A description of the professional qualifications of the firm and staff proposed for the Pamlico County Capital Projects. Clearly indicate the experience (with current and previous firms) and roles of staff members. Include information about the firm's professional registration in North Carolina.
2. An explanation of the Architect's approach to addressing the proposed scope of services outlined in this document.
3. A brief description of projects completed that are similar in scope and size. For each project listed, please include the name of the entity and the name and contact information of the person who would be familiar with the work performed.

4. A schedule of hourly compensation rates for the proposed project team.
5. Additional references.

IV. Evaluation Criteria

All submittals will be ranked based on qualifications and the most qualified firm will be selected. The following criteria will be the basis upon which consultants will be evaluated (in no particular order):

- Appropriate expertise and experience in developing environmentally sensitive projects,
- Past performance of the lead consulting firm, on similar projects,
- Adequate and experienced staff and proposed team for the project,
- Recent experience with successfully maintaining project schedules and budgets,
- Current workload and firm capacity,
- Understanding of the area where the project is located,
- Working arrangements with necessary consultants, and
- Other factors that may be relevant to the project.

V. Selection

As a general guide to prospective proposers, the Professional Services selection procedures adopted by North Carolina, appropriately modified by Pamlico County, will be employed in the selection process. Pamlico County may or may not interview potential candidates to assist in the selection process.

VI. Proposal Submittal

Electronic email responses only will be accepted for this solicitation. Respondents should enter "RFQ PC-041224": as the subject for the email. Electronic (PDF Format) submittals should be less than 15MB in size and submitted by 3:00 p.m. EST, April 12, 2024. Responses should be emailed to Tim Buck at the following email address: tim.buck@pamlicocounty.org

VII. General Conditions

- Any submittals become property of Pamlico County
- Pamlico County reserves the unqualified right to reject any and / or all statements of qualifications, and to waive any informalities in so far as it is authorized to do so and further specifically reserves the right to make the award in the best interest of the County. Qualified firms interested in providing qualification

statements or having questions for this project may contact Tim Buck by email:
tim.buck@pamlicocounty.org

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April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Amended Plat – Cutter Bay Subdivision

At the March 18th meeting, the Board approved the final plat for Cutter Bay Subdivision. The plat was approved contingent on receiving the bond for the roads and utilities. It is my understanding that the bond could not be issued until DOT approved the road design. In working with DOT to obtain approval of the road design, the developers learned that the cul-de-sac designs in the approved plat were not compliant with DOT standards. As a result, developers changed the design of the cul-de-sacs on the plat to be compatible with DOT standards. DOT approved the road design in the amended plat. See attached correspondence from DOT.

After receiving DOT approval, the developers submitted the amended plat to Subdivision Administrator Ray Bennett, requesting approval. Mr. Bennett reached out to the County attorney to determine if the amended plat needed to go back to the Planning Board for approval.

County Attorney Dave Baxter states that because the plat approved on March 18th was approved conditioned on receiving the bond and because the changes to the plat were needed to meet those conditions, the Board can reconsider the plat without referring the issue to the Planning Board.

The amended plat is included in your Board Packet. I am requesting discussion by the Board and consideration of approval.



APPLICATION IDENTIFICATION	N.C. DEPARTMENT OF TRANSPORTATION
Driveway Permit No. <u>D022-069-24-00016</u> Date of Application <u>2/1/24</u>	STREET AND DRIVEWAY ACCESS
County: <u>Pamlico</u>	PERMIT APPLICATION
Development Name: <u>Cutter Bay Subdivision</u>	

LOCATION OF PROPERTY:

Route/Road: NC Hwy 55

Exact Distance 1350' Miles Feet N S E W

From the Intersection of Route No. NC Hwy 55 and Route No. SR 1337(Spain Farm) Toward southeast

Property Will Be Used For: Residential /Subdivision Commercial Educational Facilities TND Emergency Services Other

Property: is is not within Pamlico County Zoning Area.

AGREEMENT

- I, the undersigned property owner, request access and permission to construct driveway(s) or street(s) on public right-of-way at the above location.
- I agree to construct and maintain driveway(s) or street entrance(s) in absolute conformance with the current "Policy on Street and Driveway Access to North Carolina Highways" as adopted by the North Carolina Department of Transportation.
- I agree that no signs or objects will be placed on or over the public right-of-way other than those approved by NCDOT.
- I agree that the driveway(s) or street(s) will be constructed as shown on the attached plans.
- I agree that that driveway(s) or street(s) as used in this agreement include any approach tapers, storage lanes or speed change lanes as deemed necessary.
- I agree that if any future improvements to the roadway become necessary, the portion of driveway(s) or street(s) located on public right-of-way will be considered the property of the North Carolina Department of Transportation, and I will not be entitled to reimbursement or have any claim for present expenditures for driveway or street construction.
- I agree that this permit becomes void if construction of driveway(s) or street(s) is not completed within the time specified by the "Policy on Street and Driveway Access to North Carolina Highways".
- I agree to pay a \$50 construction inspection fee. Make checks payable to NCDOT. This fee will be reimbursed if application is denied.
- I agree to construct and maintain the driveway(s) or street(s) in a safe manner so as not to interfere with or endanger the public travel.
- I agree to provide during and following construction proper signs, signal lights, flaggers and other warning devices for the protection of traffic in conformance with the current "Manual on Uniform Traffic Control Devices for Streets and Highways" and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the District Engineer.
- I agree to indemnify and save harmless the North Carolina Department of Transportation from all damages and claims for damage that may arise by reason of this construction.
- I agree that the North Carolina Department of Transportation will assume no responsibility for any damages that may be caused to such facilities, within the highway right-of-way limits, in carrying out its construction.
- I agree to provide a Performance and Indemnity Bond in the amount specified by the Division of Highways for any construction proposed on the State Highway system.
- The granting of this permit is subject to the regulatory powers of the NC Department of Transportation as provided by law and as set forth in the N.C. Policy on Driveways and shall not be construed as a contract access point.
- I agree that the entire cost of constructing and maintaining an approved private street or driveway access connection and conditions of this permit will be borne by the property owner, the applicant, and their grantees, successors, and assignees.
- **I AGREE TO NOTIFY THE DISTRICT ENGINEER WHEN THE PROPOSED WORK BEGINS AND WHEN IT IS COMPLETED.**

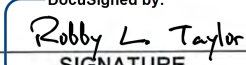
SIGNATURES OF APPLICANT

PROPERTY OWNER (APPLICANT)		WITNESS	
COMPANY	Cutter Bay Development, LLC	NAME	LISA THOMAS
SIGNATURE		SIGNATURE	
ADDRESS	3675 Marine Drive Greenville, NC 27834	ADDRESS	1316-B Commerce DR., NEW BERN, NC 28562
	Phone No. 252.355.4610		252.637.2727

AUTHORIZED AGENT		WITNESS	
COMPANY	Thomas Engineering, PA	NAME	Bobby Billingsley, PE
SIGNATURE		SIGNATURE	
ADDRESS	1316-B Commerce Drive, New Bern, NC 28562	ADDRESS	1316-B Commerce Drive, New Bern, NC 28562
	Phone No. 252.637.2727		252.637.2727

APPROVALS

APPLICATION RECEIVED BY DISTRICT ENGINEER

DocuSigned by:  SIGNATURE EE1BFCE479F467...	2/1/24 DATE
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APPLICATION APPROVED BY LOCAL GOVERNMENTAL AUTHORITY (when required)

SIGNATURE	TITLE	DATE
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APPLICATION APPROVED BY NCDOT

DocuSigned by:  SIGNATURE EE1BFCE479F467...	District Engineer	03/21/2024
	TITLE	DATE

INSPECTION BY NCDOT

SIGNATURE	TITLE	DATE
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- COMMENTS:
1. An approved copy of the permit, plans and attachments shall be on-site during all times of construction.
 2. All workmanship and materials shall conform to NCDOT standards and specifications.
 3. The owner shall make satisfactory arrangements to adjust any utilities in conflict with proposed construction.
 4. Traffic control devices shall be in accordance with the Manual on Uniform Traffic Control Devices.
 5. The permit applicant must comply with all state, federal and local environmental regulations and shall obtain all necessary state, federal and local permits, including but not limited to, those related to sediment control, storm water, wetlands, streams, endangered species and historical sites.
 6. Call NCDOT District 2 Office at 252-649-6500 at least 48 hours prior to beginning construction and once completed or Email D2D2notifications@ncdot.gov.
 7. Page 9 of the Policy on Street and Driveway Access Manual states "Access connections and building construction must start within one year after the approval date of the permit." Access connections include both temporary and permanent when shown in the supporting plans. "At the discretion of the District Engineer, an extension of time not to exceed 90 days may be granted." This time extension request must be submitted in writing to the District Engineer.
 8. Engineer of Record certification stating the subdivision was designed to NCDOT Subdivision Roads Minimum Construction Standards has been received and reviewed. A Subdivision Road Acceptance Checklist has been completed confirming the design meets minimum requirements.
 9. Roadway improvements (left and right turn lanes) will be constructed prior to any home being occupied.
 10. Confirm with Ray Bennett of Pamlico County that their required bond includes roadway improvements on NC55.



Know what's below. Call before you dig.

SITE IMPROVEMENTS FOR CUTTER BAY SUBDIVISION

TOWNSHIP NO. 2 - PAMLICO COUNTY - NORTH CAROLINA

GENERAL CONTRACTOR REQUIREMENTS

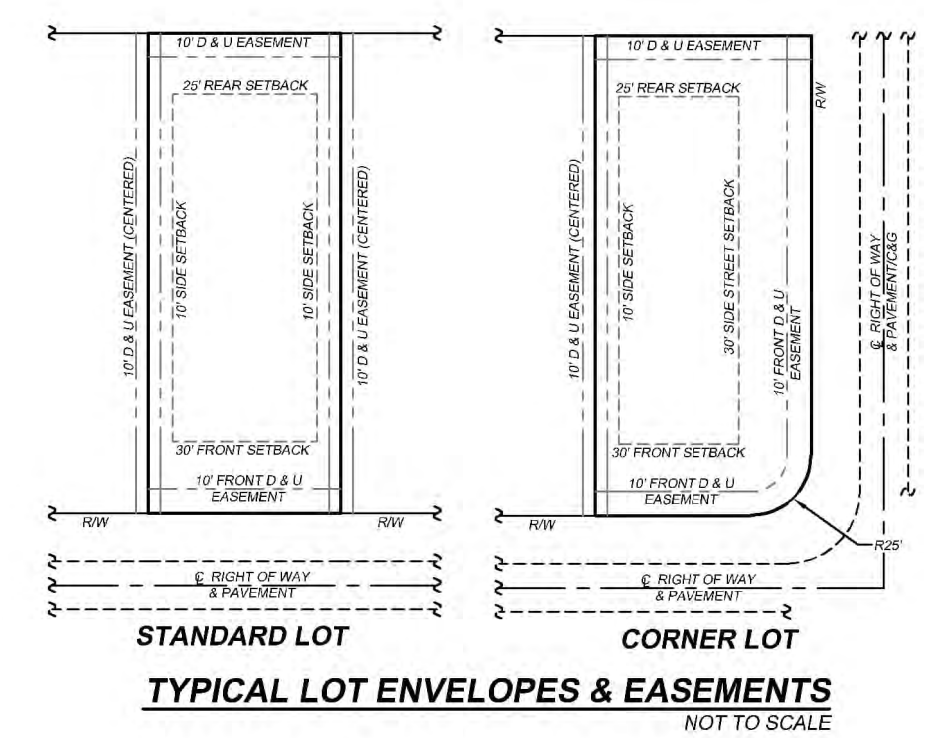
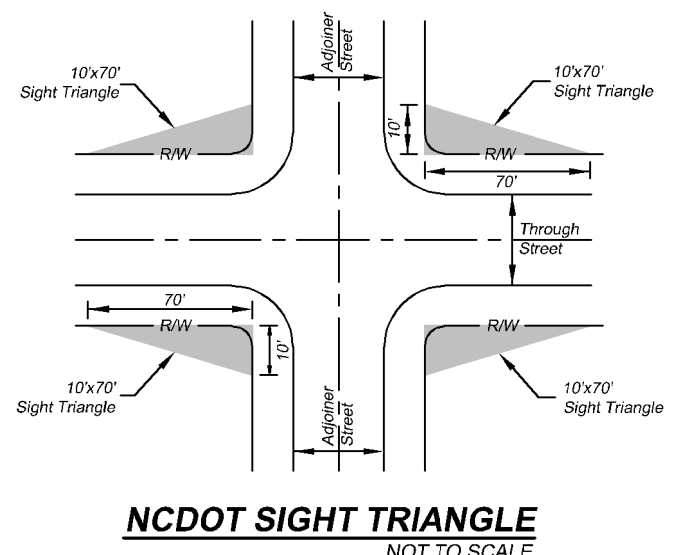
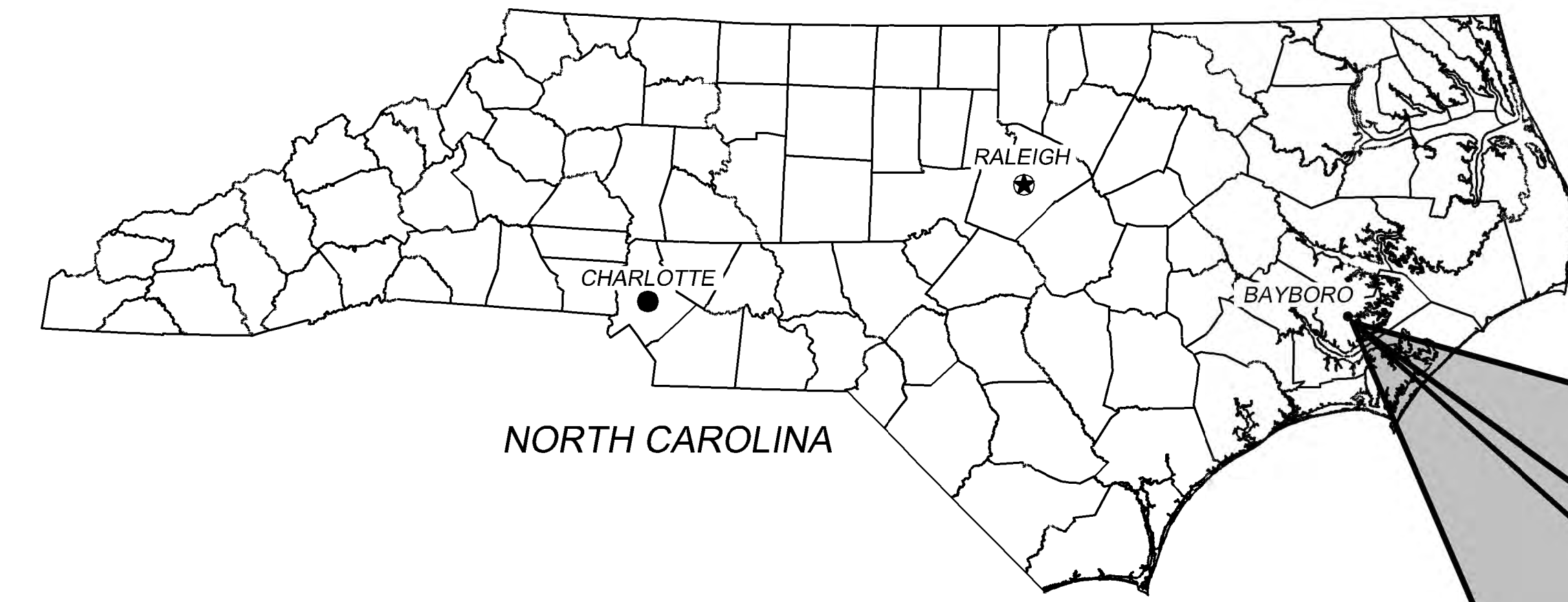
- THE CONTRACTOR SHALL MAINTAIN A COMPLETE SET OF APPROVED DRAWINGS OF THE WORK SITE AT ALL TIMES THAT THE CONTRACTOR IS PERFORMING WORK.
- THE CONTRACTOR SHALL VERIFY THAT ALL NECESSARY PERMITS FOR CONSTRUCTION HAVE BEEN OBTAINED PRIOR TO THE START OF CONSTRUCTION.
- WITHIN ALL NOTES PROVIDED IN THE PLANS, THE TERM "CONTRACTOR" SHALL MEAN THE GENERAL CONTRACTOR AND ANY SUBCONTRACTOR, VENDOR, OR SUPPLIER PERFORMING CONSTRUCTION ON THE SITE.
- THE CONTRACTOR SHALL VERIFY EXISTING FIELD CONDITIONS AND REPORT ANY DISCREPANCIES OR CONFLICTS TO THE ENGINEER PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY DISCREPANCIES ON THE DRAWINGS OR IN THE FIELD, EITHER PRIOR TO BEGINNING WORK OR DURING CONSTRUCTION IN THE FIELD.
- THE CONTRACTOR IS DIRECTED TO CONTACT THE UTILITY LOCATION SERVICE AT LEAST 72 HOURS PRIOR TO BEGINNING CONSTRUCTION.
- THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND VERIFYING ALL UNDERGROUND AND OVERHEAD UTILITIES PRIOR TO CONSTRUCTION AND IS RESPONSIBLE FOR ANY DAMAGE TO THEM DURING CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING INFRASTRUCTURE WITHIN THE PROJECT SITE OR ALONG ADJOINING PROPERTIES, INCLUDING BUT NOT LIMITED TO PAVEMENT, CURB, UTILITIES, SIDEWALKS, LANDSCAPING, DRAINAGE PIPES, ETC. THE CONTRACTOR SHALL REPAIR AND/OR REPLACE AS REQUIRED ALL DAMAGED ITEMS IMMEDIATELY, IF NECESSARY, OR PRIOR TO THE END OF THE PROJECT AT NO COST TO THE OWNER. REPAIRS SHALL BE IN ACCORDANCE WITH LOCAL REGULATION REQUIREMENTS AND SHALL BRING THE DAMAGED ITEM TO A CONDITION SUBSTANTIALLY EQUAL TO ITS PRIOR STATE.
- THE CONTRACTOR SHALL COORDINATE WITH THE ENGINEER PRIOR TO MAKING FIELD ADJUSTMENTS IN THE EVENT OF CONFLICTS WITH WATER, SEWER, DRAINAGE, OR UTILITY LINES, EXISTING OR PROPOSED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL AND DISPOSAL OF ALL TRASH, CONSTRUCTION DEBRIS, AND ORGANIC MATERIAL OFF-SITE AND IN A LEGAL MANNER.

EROSION CONTROL PROVISIONS

- NO PERSON MAY INITIATE A LAND DISTURBING ACTIVITY BEFORE NOTIFYING THE NC DEPARTMENT OF ENVIRONMENTAL, MINERAL, AND LAND RESOURCES AND THE ENGINEER OF THE DATE THAT THE LAND DISTURBING ACTIVITY WILL BEGIN.
- LAND DISTURBING ACTIVITY BEYOND THAT REQUIRED TO INSTALL APPROPRIATE EROSION CONTROL MAY NOT PROCEED UNTIL EROSION CONTROL MEASURES ARE INSPECTED AND APPROVED BY THE ENGINEER.
- SCHEDULING OF A PRE-CONSTRUCTION CONFERENCE WITH THE ENGINEER AND EROSION CONTROL INSPECTOR IS REQUIRED PRIOR TO INITIATING LAND DISTURBING ACTIVITIES. 72 HOUR NOTICE IS REQUIRED.
- SEED OR OTHER GROUND COVER DEVICES OR STRUCTURES SUFFICIENT TO RESTRAIN EROSION FOR ALL EXPOSED SLOPES WITHIN 7 DAYS OF COMPLETION OF ANY PHASE OF GRADING ON PERIMETER AREAS AND SLOPES STEEPER THAN 3:1. ALL OTHER AREAS SHALL BE STABILIZED WITHIN 14 DAYS.
- CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROL DEVICES ON A WEEKLY BASIS AND AFTER EACH MAJOR STORM EVENT. FAILURE TO KEEP ALL EROSION CONTROL DEVICES IN PROPER WORKING ORDER MAY RESULT IN A STOP WORK ORDER OR CIVIL PENALTIES UP TO \$5000.00 PER DAY OF VIOLATION.
- THE ENGINEER RESERVES THE RIGHT TO REQUIRE ADDITIONAL EROSION CONTROL MEASURES SHOULD THE PLAN OR ITS IMPLEMENTATION PROVE TO BE INADEQUATE.
- ACCEPTANCE AND APPROVAL OF THIS PLAN IS CONDITIONED UPON YOUR COMPLIANCE WITH FEDERAL AND STATE WATER QUALITY LAWS, REGULATION AND RULES. IN ADDITION LOCAL CITY AND COUNTY ORDINANCES OR RULES MAY ALSO APPLY TO THIS LAND DISTURBING ACTIVITY.
- PLEASE BE ADVISED OF THE RULES TO PROTECT AND MAINTAIN EXISTING BUFFERS ALONG WATERCOURSES IN THE NEUSE AND TAR RIVER BASINS. THESE RULES ARE ENFORCED BY THE DIVISION OF WATER RESOURCES.

GENERAL NOTES

- ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS. NO GRID FACTORS APPLIED.
- BOUNDARY INFORMATION IS AS PROVIDED ON THE MAP TITLED "FINAL PLAN FOR CUTTER BAY SUBDIVISION," AS PREPARED BY JOSEPH T. CHANCE (PLS L-3666), DATED MARCH 15, 2007, AND RECORDED IN MAP SLIDES 159-5 THROUGH 161-11 IN THE PAMLICO COUNTY REGISTRY.
- PROPERTY ADDRESS = 16581 NC HWY 55, MERRITT, NC 28556.
- DEED REFERENCES = DB 721, PG 474, DB 709, PG 395, DB 711, PG 35.
- PLAT REFERENCES = PLAT CABINET A, SLIDES 159-5 THROUGH 161-11.
- PIN REFERENCES = 657079635600, 6571412818000, 6571411987000, 657142108000.
- THIS PROPERTY IS NOT WITHIN 1/2 MILE OF A VOLUNTARY AGRICULTURE DISTRICT.
- FIRE DISTRICT: TRIMERE.
- THE ADJACENT PROPERTIES ARE GENERALLY LOW DENSITY SINGLE FAMILY RESIDENTIAL PROPERTY, UNDEVELOPED AGRICULTURAL LAND, TRENT CREEK, AND THE BAY RIVER.
- ALL ADJACENT DASHED PROPERTY LINES ARE APPROXIMATE AND NOT SURVEYED LINES.
- ELEVATIONS ARE BASED ON NAVD 1988.
- EXISTING CONTOUR INTERVALS SHOWN ARE AT ONE FOOT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF EXISTING BENCHMARK(S) PRIOR TO ANY CONSTRUCTION AND SHALL REPORT ANY DISCREPANCIES IMMEDIATELY TO THE ENGINEER.
- ALL PROPOSED CORNERS ARE TO BE MARKED WITH IRON PIPES, UNLESS OTHERWISE NOTED.
- ANY AERIAL IMAGES SHOWN ARE FOR CONCEPTUAL AND SUPPLEMENTARY INFORMATIONAL PURPOSES AND MAY NOT REFLECT ACTUAL FIELD CONDITIONS.
- SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
- ANY EXISTING STRUCTURES AND FACILITIES LOCATED ON AND/OR ENCRANCHING ON THE PROJECT TRACT ARE TO BE REMOVED AND/OR OTHERWISE RELOCATED PRIOR TO OR DURING CONSTRUCTION AS SHOWN HEREIN, UNLESS OTHERWISE NOTED. EXISTING UTILITY SERVICES ARE TO BE REMOVED AND/OR OTHERWISE ABANDONED UNLESS OTHERWISE NOTED.
- BUILDING SETBACKS:
 - FRONT: 30 FEET
 - SIDE STREET: 20 FEET
 - REAR: 20 FEET
 - SIDE: 10 FEET
- OTHER SETBACKS AS SHOWN OR NOTED.
- DRAINAGE AND UTILITY EASEMENTS ARE AS FOLLOWS:
 - 10 FOOT EASEMENTS ALONG RIGHTS-OF-WAY.
 - 10 FOOT EASEMENTS CENTERED ALONG ALL SIDE LOT LINES.
 - 10 FOOT EASEMENTS ALONG ALL REAR LOT LINES.
 - OTHER EASEMENTS AS SHOWN ON PLAT.
- PROPOSED EASEMENTS OUTSIDE OF THE PUBLIC RIGHT OF WAY SHALL BE MAINTAINED BY THE COMMUNITY PROPERTY OWNERS ASSOCIATION.
- ANY OPEN SPACES SHALL BE MAINTAINED BY THE DEVELOPER UNTIL SUCH TIME AS THEY ARE CONVEYED TO AND MAINTAINED BY THE COMMUNITY PROPERTY OWNERS ASSOCIATION.
- ALL STREETS TO BE PUBLIC (NC DEPARTMENT OF TRANSPORTATION). RIGHTS OF WAY TO BE MAINTAINED BY THE DEVELOPER UNTIL SUCH TIME AS MAINTENANCE RESPONSIBILITIES ARE ACCEPTED BY THE NC DEPARTMENT OF TRANSPORTATION.
- ALL STREET RIGHTS-OF-WAY TO BE 60'.
- ALL STREET WIDTHS TO BE 20' MEASURED FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT.
- ALL RIGHT OF WAY INTERSECTIONS TO HAVE 25' RADIUS OF EDGE OF PAVEMENT INTERSECT RADIUS.
- DEVELOPER TO FURNISH STREET SIGNS AND STOP SIGNS AT STREET INTERSECTIONS ACCORDING TO STATE STANDARDS.
- FLOOD LINES SHOWN ARE DRAWN FROM AN ELECTRONIC OVERLAY OF THE DIGITAL FLOOD MAP FEMA CPN 3720 8560 00 K (PAMLICO COUNTY) EFFECTIVE DATE JUNE 19, 2020. AS PROVIDED AND SHOWN, PORTIONS OF THIS PROJECT SCALE WITHIN ZONE "X", SHADED "X", AND ZONE "AE", AS ESTABLISHED BY FEMA AND AS SHOWN, THIS REPORT IN NO WAY SUPERCEDES THE ABOVE MENTIONED FIRM.
- SECTION 404 WETLANDS AS SHOWN ARE AS PROVIDED ON THE "WETLAND SURVEY - CUTTER BAY," AS DRAWN BY HERBERT J. NOBLES, JR. (P.L.S. 2703), AND DATED DECEMBER 19, 2023.
- THIS PROJECT IS IN THE NEUSE RIVER BASIN.
- BEFORE ERECTING ANY STRUCTURE EACH INDIVIDUAL PROPERTY OWNER SHALL VERIFY THE STRUCTURE IS WITHIN THE 50 FOOT STORMWATER RIPARIAN BUFFERS BY MEASURING FROM THE TOP OF BANK OF THE STREAM AS SHOWN ON THE PLAN. FOR DEFINITION OF TOP OF BANK, CONTACT WASHINGTON REGIONAL NCEM/RM OFFICE DIVISION OF WATER QUALITY 910 946 6481.
- THIS SUBDIVISION CONTAINS NO KNOWN PROPERTY OR BUILDINGS WITHIN OR ADJACENT TO THE SUBDIVISION THAT IS LOCATED ON THE NATIONAL REGISTER OF HISTORIC PLACES.
- ALL PROPOSED ELECTRICAL, CABLE, TELEPHONE, OR OTHER COMMUNICATION WIRING, AND GAS UTILITIES TO BE DESIGNED AND PROVIDED BY OTHERS.
- ALL PROPOSED ELECTRICAL, CABLE, TELEPHONE, AND OTHER COMMUNICATION WIRING SHALL BE INSTALLED UNDERGROUND.
- STATE OF NORTH CAROLINA SEDIMENTATION AND EROSION CONTROL PERMIT REQUIRED.
- STATE OF NORTH CAROLINA STORMWATER PERMIT REQUIRED.
- PROPOSED PROJECT IS LOW DENSITY.
- NC DOT ENCROACHMENT AGREEMENTS REQUIRED.
- NC DOT ACCESS PERMIT AND SUBDIVISION PLAN APPROVAL REQUIRED.
- PUBLIC WATER SUPPLY (PWS) PERMIT IS REQUIRED. PROPOSED WATER FACILITY LOCATIONS ARE AS SHOWN.
- WASTEWATER IS BY INDIVIDUAL SEPTIC SYSTEMS.
- WATER MAINS AND SERVICES ARE AS SHOWN.
- NC DOT APPROVED STREETS SHALL BE EITHER NC DOT APPROVED REINFORCED CONCRETE PIPE OR NC DOT APPROVED HIGH DENSITY POLYPROPYLENE PIPE.
- PUBLIC WATER SUPPLY (PWS) PERMIT IS REQUIRED. PROPOSED WATER FACILITY LOCATIONS ARE AS SHOWN.
- KNOW EXISTING AND PROPOSED EASEMENTS ARE AS PROVIDED IN THE PLANS.
- SOIL DISPOSAL AND DEBRIS WILL BE HAULED, AS REQUIRED.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY SOIL CONDITIONS PRIOR TO CONSTRUCTION & CONTRACTOR'S RESPONSIBILITY TO COMPLY WITH NC DOT COMPACTION STANDARDS FOR ALL STREET CONSTRUCTION.
- SITE CONTRACTOR TO SPREAD SPOIL FROM ALL DITCHES AND SWALES AND TO STABILIZE SIDE SLOPES PER THE STATE'S EROSION CONTROL SPECIFICATIONS.
- ALL HOMES TO ONLY FACE STREETS WITH AT LEAST A 30' MINIMUM BUILDING SETBACK.



PROJECT DATA

PROPERTY REFERENCES	DB 721, PG 474, DB 709, PG 395, DB 711, PG 35
DEED REFERENCES	DB 711, PG 35
MAP REFERENCES	PLAT CABINET A, SLIDES 159-5 TO 161-11
PIN REFERENCES	657079635600, 6571421818000, 6571411987000, 657142108000
USE DATA	8771411987000, 657142108000
SEWER	INDIVIDUAL SEPTIC SYSTEMS
WATER	PAMLICO COUNTY WATER
EXISTING USE	UNDEVELOPED/ WOODED/ WETLANDS
PROPOSED USE	SINGLE FAMILY RESIDENTIAL
FIRE DISTRICT	TRIMERE
PROPOSED SITE AREA TABULATIONS	
TOTAL ACREAGE	562.44 AC
ACREAGE OF 404 WETLANDS/MARSH	124.85 AC
DEVELOPABLE ACREAGE	437.59 AC
ACREAGE IN LOTS	516.54 AC
ACREAGE IN RIGHT-OF-WAY	15.44 AC
ACREAGE RESERVED IN COMMON	28.81 AC
NUMBER OF LOTS	99
AVERAGE LOT SIZE	227.92 SF
SMALLEST LOT SIZE	65,963 SF
LINEAR FEET OF STREET	10,991 LF ±
PROPOSED BUILT UPON AREA	100.50 AC
PROPOSED BUILT UPON AREA %	23.99 %
SETBACKS	
FRONT YARD	30'
SIDE STREET	30'
REAR YARD	25'

EROSION CONTROL GENERAL NOTES

- IN THE EVENT OF A CONFLICT BETWEEN THE REQUIREMENTS OF THE SEDIMENTATION POLLUTION CONTROL ACT, THE SUBMITTED PLAN AND/OR THE CONTRACT SPECIFICATIONS, THE MORE RESTRICTIVE REQUIREMENT SHALL PREVAIL.
- THE LAND-DISTURBING ACTIVITY SHALL BE CONDUCTED IN ACCORDANCE WITH THE APPROVED EROSION AND SEDIMENTATION CONTROL PLAN.
- THE LATEST APPROVED EROSION AND SEDIMENTATION CONTROL PLAN WILL BE USED DURING PERIODIC UNANNOUNCED INSPECTIONS TO DETERMINE COMPLIANCE AND A COPY OF THE PLAN MUST BE ON FILE AT THE WORK SITE. IF IT IS DETERMINED THAT THE IMPLEMENTED PLAN IS INADEQUATE, THE ENGINEER MAY REQUIRE THE INSTALLATION OF ADDITIONAL MEASURES AND/OR THAT THE PLAN BE REVISED TO COMPLY WITH STATE LAW.
- IN ORDER TO COMPLY WITH THE INTENT OF THE ACT, THE SCHEDULING OF THE LAND-DISTURBING ACTIVITIES IS TO BE SUCH THAT BOTH THE AREA OF EXPOSURE AND THE TIME BETWEEN THE LAND DISTURBANCE AND THE PROVIDING OF A GROUND COVER IS MINIMIZED.
- UNLESS A TEMPORARY, MANUFACTURED, LIVING MATERIAL, HAS BEEN SPECIFIED, A CLEAN STRAW MULCH MUST BE APPLIED AT A MINIMUM RATE OF 2 TONS/ACRE TO ALL SEEDED AREAS. THE MULCH MUST COVER AT LEAST 75% OF THE SEEDED AREA AFTER IT IS EITHER TACKED, WITH AN ACCEPTABLE TACKING MATERIAL, OR CRIMPED IN PLACE.
- NEW OR AFFECTED CUT OR FILLED SLOPES MUST BE AT AN ANGLE THAT CAN BE RETAINED BY VEGETATIVE COVER, AND MUST BE PROVIDED WITH A GROUND COVER SUFFICIENT TO RESTRAIN EROSION WITHIN A MAXIMUM OF 7 CALENDAR DAYS OF COMPLETION OF ANY PHASE (ROUGH OR FINAL) OF GRADING (ANNUAL RYE GRASS IS NOT IN THE APPROVED SEEDING SPECIFICATIONS NOR IS IT AN ACCEPTABLE SUBSTITUTE FOR THE PROVIDING OF A TEMPORARY GROUND COVER).
- PROTECT ANY STORM DRAIN INLETS FROM SEDIMENT RUNOFF FROM LAND DISTURBING ACTIVITIES WITH SILT FENCE, STONE CHECK DAM, OR ABC FILTER AS APPROPRIATE FOR SITE CONDITIONS.
- PROVIDE SEEDING IN ACCORDANCE WITH THE SEEDING SCHEDULE.
- SILT FENCE LOCATIONS ARE SHOWN BASED ON PROPOSED GRADING AND EXISTING TOPOGRAPHY CONDITIONS. CONTRACTOR TO ADJUST SILT FENCE LOCATION IN FIELD AS REQUIRED TO PREVENT SEDIMENT FROM LEAVING PROPOSED BUILDING LOTS.
- CONSTRUCTION ENTRANCES SHALL BE FIELD LOCATED APPROXIMATELY AS SHOWN ON THE PLAN WITH MINOR FIELD ADJUSTMENTS AS NECESSARY. REFER TO DETAILS FOR OR TEMPORARY CONSTRUCTION ENTRANCE INSTALLATION AND MAINTENANCE DETAILS. CONSTRUCTION ENTRANCES ARE TO BE MAINTAINED DAILY.
- CONCRETE WASHOUTS SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH EROSION CONTROL NOTES AND DETAILS. FIELD LOCATE IN ACCESSIBLE LOCATION COORDINATED WITH APPROVING AUTHORITY, AWAY FROM STORM DRAINAGE INLETS AND SURFACE WATERS.
- DISTURBED AREA TOTAL IS ROUNDED UP TO 45 ACRES.

CONSTRUCTION SEQUENCE

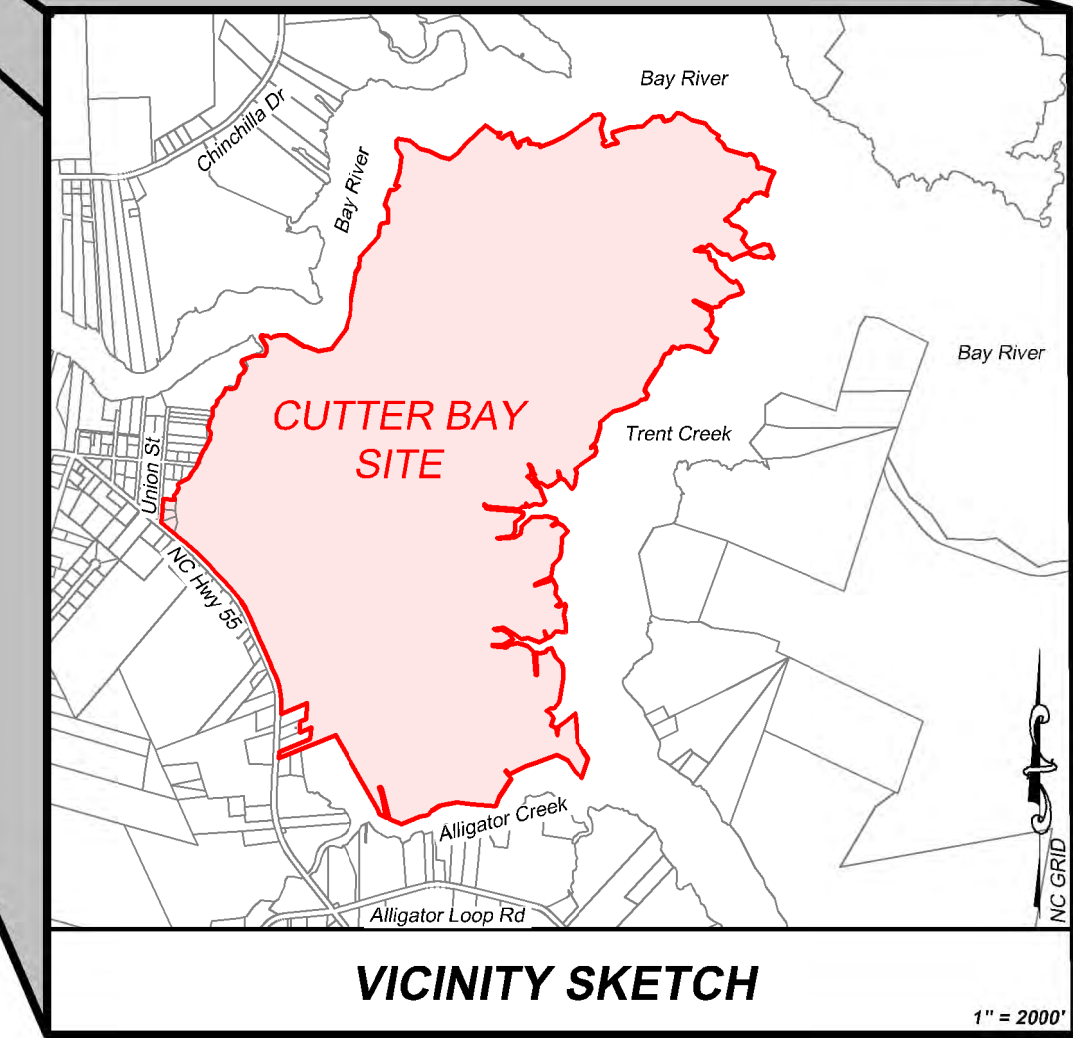
- THE PROJECT CONSISTS OF CONSTRUCTION OF A SINGLE-FAMILY RESIDENTIAL SUBDIVISION.
- OBTAIN SEDIMENTATION AND EROSION CONTROL PERMITS.
 - OBTAIN BURN PERMITS (BY CONTRACTOR, IF REQ'D).
 - INSTALL PERMIT SIGNING, JOB BOX, AND RAIN GAUGE AT THE PROJECT ENTRANCE.
 - SCHEDULE A PRE-CONSTRUCTION CONFERENCE.
 - INSTALL TEMPORARY CONSTRUCTION ENTRANCE AT THE ACCESS POINTS TO BE USED (MAINTAIN DAILY). THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL ACCESS THE SITE VIA CONSTRUCTION ENTRANCES AS SHOWN ON THE PLAN AND INSTALLED AS PER THE TEMPORARY GRAVEL CONSTRUCTION ENTRANCE DETAIL.
 - THE CONTRACTOR SHALL TAKE NECESSARY ACTION TO ENSURE THAT THE TRACKING OF MUD AND DEBRIS ONTO ADJACENT PAVED ROADWAYS IS MINIMIZED, AND SHALL DAILY REMOVE ALL MUD AND SEDIMENTS FROM OFFSITE PAVEMENTS.
 - INSTALL TEMPORARY SILT FENCE AROUND THE PROJECT BOUNDARY AS SHOWN ON THE PLANS. INITIALLY PERFORM ONLY THAT CLEARING NECESSARY TO INSTALL PERIMETER EROSION CONTROL MEASURES AS SHOWN ON THE PLANS.
 - INSTALL TEMPORARY SILT FENCE OUTLETS.
 - INSTALL INLET PROTECTION, IF NECESSARY.
 - INSTALL SEDIMENT BASINS AS SHOWN IN THE PLANS DOWNSTREAM OF DRAINAGE SWALES.
 - COMPLETE CLEARING AND GRADING OPERATIONS, TEMPORARY SEEDING BEHIND CLEARED SECTIONS WHEN COMPLETE AND ON SCHEDULE. THE WORK AREA SHALL BE GRADED, SHAPED, AND OTHERWISE DRAINED IN SUCH A MANNER AS TO MINIMIZE SOIL EROSION, SILTATION, OF DRAINAGE CHANNELS, DAMAGE TO EXISTING VEGETATION, AND DAMAGE TO PROPERTY OUTSIDE THE LIMITS OF THE WORK AREA.
 - LEAVE THE SURFACE SLIGHTLY ROUGHENED AND VEGETATE AND MULCH IMMEDIATELY AFTER EACH PHASE CLEARING & GRUBBING IS COMPLETE.
 - FAILURE OF THE CONTRACTOR TO PROPERLY INSTALL AND MAINTAIN EROSION CONTROL DEVICES SHALL RESULT IN THE CONSTRUCTION ACTIVITIES BEING HALTED UNTIL SUCH TIME AS THE MEASURES ARE CONSTRUCTED AS APPROVED.
 - ANY FILL MATERIAL NECESSARY TO COMPLETE PROJECT GRADING WHICH IS NOT ABLE TO BE GENERATED FROM THE SITE SHALL BE OBTAINED FROM AN APPROPRIATELY PERMITTED BORROW FACILITY.
 - ANY EXCESS MATERIAL HAULED OFF-SITE WHICH IS UNABLE TO BE USED IN SITE GRADING SHALL BE EXPORTED TO AN APPROPRIATELY PERMITTED BORROW FACILITY.

MAINTENANCE SEQUENCE

- THE FIELD CONTRACT FOR THE MAINTENANCE OF EROSION AND SEDIMENTATION CONTROL DEVICES SHALL BE THE CONTRACTOR'S SUPERINTENDENT.
- ALL EROSION AND SEDIMENT CONTROL PRACTICES WILL BE CHECKED FOR STABILITY AND OPERATION FOLLOWING EVERY RUNOFF PRODUCING RAINFALL EVENT, BUT IN NO CASE LESS THAN ONCE EVERY WEEK. ANY NEEDED REPAIRS WILL BE MADE IMMEDIATELY TO MAINTAIN ALL PRACTICES AS DESIGNED.
- SEDIMENT WILL BE REMOVED FROM BEHIND THE SEDIMENT FENCE WHEN IT BECOMES ABOUT 6 INCHES DEEP AT THE FENCE. THE SEDIMENT FENCE WILL BE REPAIRED AS NECESSARY TO MAINTAIN A BARRIER.
- THE CONTRACTOR SHALL MAINTAIN INSPECTION AND MONITORING RECORDS BY COMPLETING NC DEMUR SELF-INSPECTION MONITORING FORMS WEEKLY AND/OR AFTER RAIN EVENTS.
- REFER TO INDIVIDUAL EROSION CONTROL DEVICE DETAILS FOR SPECIFIC DEVICE INSPECTION AND MAINTENANCE REQUIREMENTS.
- PRIOR TO CONTRACTOR LEAVING SITE, ENTIRE SITE SHALL BE SEEDED AND INSPECTED. ANY DEFICIENT AREAS STABILIZED ACCORDINGLY.

DEMOLITION NOTES

- CONTRACTOR SHALL CONTACT NORTH CAROLINA ONE-CALL CENTER (NC 811) BY DIALING 811 OR 1-800-632-4349 AT LEAST 72 HOURS IN ADVANCE OF ANY LAND DISTURBING ACTIVITY OR DIGGING AND HAVE ALL UNDERGROUND UTILITIES LOCATED PRIOR TO EXCAVATING OR TRENCHING.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL LOCAL AND STATE PERMITS REQUIRED FOR DEMOLITION WORK.
- THE CONTRACTOR SHALL INDENTIFY AND HOLD HARMLESS THE OWNER AND/OR ENGINEER ANY AND ALL INJURIES AND/OR DAMAGES TO PERSONNEL, EQUIPMENT AND/OR EXISTING FACILITIES IN THE DEMOLITION AND CONSTRUCTION DESCRIBED IN THE PLANS AND SPECIFICATIONS.
- EXISTING CONDITIONS AS DEPICTED ON THESE PLANS ARE GENERAL AND ILLUSTRATIVE IN NATURE AND DO NOT INCLUDE MECHANICAL, ELECTRICAL, AND MISCELLANEOUS STRUCTURES. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO EXAMINE THE SITE AND BE FAMILIAR WITH EXISTING CONDITIONS PRIOR TO BIDDING ON THE DEMOLITION WORK FOR THIS PROJECT. IF CONDITIONS ENCOUNTERED DURING EXAMINATION ARE SIGNIFICANTLY DIFFERENT THAN THOSE SHOWN, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY.
- ALL DEMOLITION WASTE AND DEBRIS SHALL BE REMOVED BY THE CONTRACTOR AND DISPOSED OF IN A STATE APPROVED WASTE SITE AND IN ACCORDANCE WITH ALL LOCAL AND STATE CODING AND PERMIT REQUIREMENTS.
- THE BURNING OF CLEARED MATERIAL AND DEBRIS SHALL NOT BE ALLOWED UNLESS CONTRACTOR GETS WRITTEN AUTHORIZATION FROM THE LOCAL AUTHORITIES. ALL BURN PERMITS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN.
- NO OPEN BURNING OF CLEARED DEBRIS SHALL OCCUR WITHIN 500 FEET OF AN OCCUPIED RESIDENCE.
- ASBESTOS OR HAZARDOUS MATERIALS, IF FOUND ON SITE, SHALL BE REMOVED BY A LICENSED HAZARDOUS MATERIALS CONTRACTOR. CONTRACTOR SHALL NOTIFY OWNER IMMEDIATELY IF HAZARDOUS MATERIALS ARE ENCOUNTERED.
- CONTRACTOR SHALL PROTECT ALL CORNER PINS, MONUMENTS, PROPERTY CORNERS, AND BENCHMARKS DURING DEMOLITION ACTIVITIES. IF DISTURBED, CONTRACTOR SHALL HAVE DISTURBED ITEMS RESET BY A LICENSED SURVEYOR AT NO ADDITIONAL COST TO THE OWNER.
- CONTRACTOR SHALL ADHERE TO ALL LOCAL, STATE, FEDERAL, AND OSHA REGULATIONS WHEN OPERATING DEMOLITION EQUIPMENT AROUND UTILITIES.
- CONTRACTOR SHALL PROVIDE AND MAINTAIN TRAFFIC CONTROL MEASURES IN ACCORDANCE WITH THE NC DOT STANDARDS, AND AS REQUIRED BY LOCAL AGENCIES WHEN WORKING IN AND/OR ALONG STREETS, ROADWAYS, ETC. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN APPROVAL AND COORDINATE WITH THE LOCAL AND/OR STATE AGENCIES REGARDING THE NEED, EXTENT, AND LIMITATIONS ASSOCIATED WITH INSTALLING AND MAINTAINING TRAFFIC CONTROL MEASURES.
- CONTRACTOR SHALL PROTECT AT ALL TIMES ADJACENT STRUCTURES AND ITEMS FROM DAMAGE DUE TO DEMOLITION OR CONSTRUCTION ACTIVITIES.
- CONTRACTOR SHALL REMOVE EXISTING VEGETATION AND IMPROVEMENTS WITHIN LIMITS OF DISTURBANCE UNLESS NOTED OTHERWISE.
- TREES OUTSIDE OF CONSTRUCTION LIMITS OR TREES NOT INDICATED TO BE REMOVED SHALL BE PROTECTED.



TYPICAL SYMBOLOLOGY LEGEND

--- Boundary Lines	--- Proposed 2" Water Mains	--- Proposed Area Drain	--- Temporary Construction Entrance
--- Setback Lines	--- Proposed 6" Water Mains	--- Proposed Catch Basin	--- Proposed Silt Fence (8 Limits of Disturbance)
--- Centerlines	--- Proposed Storm Pipe	--- Proposed Storm Pipe	--- Limits of Disturbance
--- Lot Lines & Corner Notes	--- Proposed Water Valve & Box	--- Permanent Swale Outlet Protection	--- Temporary Check Dam
--- Drainage Easements	--- Proposed Reducer	--- Proposed Swale or Ditch	--- Temporary Coir Fiber Wattle
--- 404 Wetlands	--- Proposed End of Line Blowoff	--- Flow Direction	--- Temp. Hardware Cloth & Gravel Inlet Prot.
--- 75 AEC CAMA Setbacks	--- Proposed Flushing Hydrant Assembly		--- Silt Fence w/ Wattle Outlet
--- 50 Riparian Buffers	--- Proposed Ductile Iron Pipe (Profile Views)		--- Temporary Skimmer Sediment Basin
--- 100-yr, 500-yr, & Elev. Flood Lines (As Noted)			--- Temporary Sediment Trap
--- 10' X 70' Sight Triangle			--- Temporary Coir Fiber Batt
--- Existing Topography Contours			--- Temporary Diversion Ditch
--- Proposed Contours			--- 90' In-lieu Vegetated Buffers

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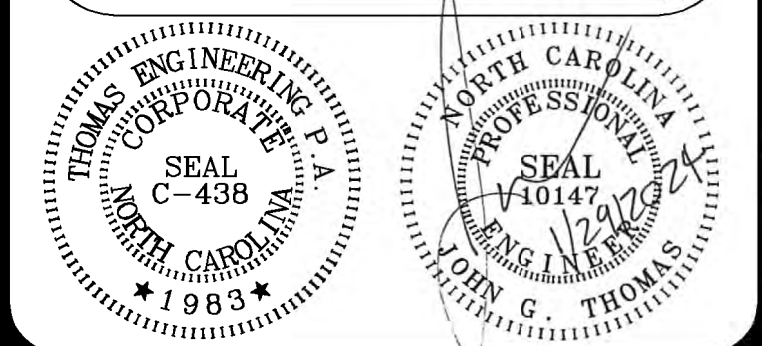
PROJECT REVISIONS

NO.	DESCRIPTION	BY	DATE
1	STREAM END ADJUSTMENTS	JGT	02.15.24
2	NC DOT COMMENTS	JGT	03.14.24

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FINAL DRAWINGS
Released for permits only,
not released for construction.



COVER & VICINITY SITE IMPROVEMENTS FOR CUTTER BAY SUBDIVISION

TOWNSHIP NO. 2 - PAMLICO COUNTY - NORTH CAROLINA	SCALE: AS SHOWN	DATE: 01.29.2024
PROJECT #: 2008-006	SHEET: 1 of 22	

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GENERAL WATER SYSTEM NOTES

- 1. REFER TO SHEET 19A & 19B FOR WATER SYSTEM AND LAYOUT DETAILS.
2. REFER TO PROFILE SHEETS 6-10 FOR UTILITY CROSSING SPECIFICATIONS, DEPTHS, AND REQUIRED MATERIAL CHANGE FURTHER DETAILS.
3. NO CONSTRUCTION SHALL BE UNDERTAKEN IN ANY COASTAL OR SECTION 404 WETLAND AREAS, RIPARIAN BUFFER AREAS, OR ANY 30' OR 75' AREAS OF ENVIRONMENTAL CONCERN BUFFERS UNTIL FULL VERIFICATION THAT ALL NECESSARY PERMITS HAVE BEEN OBTAINED.
4. POTABLE WATER SUPPLY TO BE BY THE PAMLICO COUNTY WATER DEPARTMENT.
5. WASTEWATER TO BE BY INDIVIDUAL PERMITTED SEPTIC SYSTEMS PERMITTED THROUGH THE ENGINEERED OPTION PERMIT (EOP) PROGRAM & PAMLICO COUNTY HEALTH DEPARTMENT.
6. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING WATER AND OTHER UTILITIES AND REPORT DEVIATIONS TO ENGINEER PRIOR TO CONSTRUCTION.
7. ANY EXCAVATION WITH MECHANIZED EQUIPMENT IN HIGHWAY RIGHT-OF-WAY, PRIVATE UTILITY EASEMENTS, OR PUBLIC SPACES WILL BE REQUIRED BY NORTH CAROLINA LAW TO GIVE NOTICE OF THE PROPOSED EXCAVATION TO ALL EXISTING AREA UTILITIES AT LEAST THREE TO TWELVE BUSINESS DAYS BEFORE STARTING TO DIG. THE UTILITY OWNER IS TO LOCATE ITS FACILITIES IN THE AREA OF THE PROPOSED EXCAVATION. UTILITY MEMBER OF NORTH CAROLINA EIT CAN BE CONTACTED AS 1-800-632-4145.
8. CONTRACTOR IS RESPONSIBLE FOR CONTACTING ANY UTILITY COMPANY THAT IS NOT A MEMBER OF NC ONE CALL. UTILITY LOCATIONS SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, BOTH MAIN AND SERVICE LINES FOR THE FOLLOWING: SANITARY SEWER LINES, ELECTRIC LINES (OVERHEAD AND UNDERGROUND), GAS LINES, TELEPHONE LINES, CABLE TELEVISION LINES, STORMWATER CONVEYANCE LINES, POTABLE WATER LINES, AND RECLAIMED WATER LINES.
9. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGES TO ANY EXISTING UTILITIES.
10. CONTRACTOR SHALL BE RESPONSIBLE FOR DISCOVERY OF EXISTING UNDERGROUND INSTALLATIONS, IN ADVANCE OF EXCAVATING, BY CONTACTING ALL APPLICABLE LOCAL UTILITIES AND BY PROSPECTING. CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING AROUND ALL EXISTING UTILITIES AND SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT DISRUPTION OF SERVICES TO CUSTOMERS. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGES TO ANY EXISTING UTILITIES.
11. CONTRACTOR SHALL VERIFY LOCATION AND INVERT ELEVATION OF EXISTING DOWNSTREAM SANITARY SEWER LINES AND STORM DRAIN LINES PRIOR TO ANY PROPOSED INSTALLATIONS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF SUCH LINES ARE SHALLOWER THAN INDICATED IN THESE DRAWINGS.
12. THE CONTRACTOR SHALL COORDINATE THE LOCATION OF ANY EXISTING ELECTRIC AND/OR TELEPHONE POLES OR LINES WITH THE LOCAL UTILITY COMPANY AND NOTIFY THE CORRESPONDING PROPERTY OWNER PRIOR TO COMMENCEMENT OF ANY WORK, INCLUDING NCDOT ENCROACHMENT PERMITS.
13. WATER LINE UTILITY CONSTRUCTION SHALL NOT BEGIN UNTIL AREAS OF WATER LINE CONSTRUCTION ARE ROUGH GRADED TO BE WITHIN ONE FOOT OF FINISHED GRADE AND FILL AREAS ARE COMPLETE AND COMPACTED.
14. NO CONSTRUCTION OF WATER SYSTEM EXTENSIONS SHALL BEGIN PRIOR TO APPROPRIATE PERMITS TO CONSTRUCT HAVING BEEN RECEIVED.
15. ALL EXISTING WATER SYSTEM SCHEDULED SHUTDOWNS & OUTAGES SHALL BE COORDINATED WITH PAMLICO COUNTY WATER DEPARTMENT STAFF. A 72 HOUR NOTICE IS REQUIRED PRIOR TO ANY SERVICE OUTAGE.
16. NO VALVES ON THE EXISTING SYSTEM SHALL BE OPERATED EXCEPT BY PAMLICO COUNTY WATER DEPARTMENT STAFF.
17. ALL WATER SYSTEM INSTALLATION, MATERIALS, & PRACTICES SHALL MEET PAMLICO COUNTY WATER DEPARTMENT SPECIFICATIONS.
18. IN THE EVENT THAT THESE NOTES OR SPECIFICATIONS ARE IN CONFLICT WITH REQUIREMENTS OF THE LOCAL UTILITY AUTHORITY, THE LOCAL UTILITY REQUIREMENTS SHALL GOVERN. IN SUCH CASE, NOTIFY THE ENGINEER REGARDING DISCREPANCIES.
19. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING WATER MAINS AND REPORT ANY DEVIATIONS TO ENGINEER PRIOR TO CONSTRUCTION.
20. CONTRACTOR SHALL NOTIFY THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT AT LEAST 48 HOURS PRIOR TO COMMENCING ANY WORK, INSPECTIONS, SAMPLING, AND PRESSURE TESTS.
21. INFORMATION ON PRESSURE TESTS AS REQUIRED IN THE PRESENCE OF A REPRESENTATIVE OF THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT.
22. WHILE TESTING, THE CONTRACTOR SHALL ENSURE THAT CHLORINATED DISINFECTION WATER NOT BE DISCHARGED DIRECTLY INTO A STORM DRAINAGE SYSTEM OR SURFACE WATERS WITHOUT THE PRIOR USE OF APPROPRIATE DE-CHLORINATION METHODS.
23. CONTRACTOR SHALL FURNISH NEGATIVE BACTERIAL ANALYSIS RESULTS & 24 HOUR CHLORINE RESIDUAL RESULTS TO THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT.
24. CONTRACTOR SHALL MAINTAIN A COMPREHENSIVE (DEPTH & HORIZONTAL LOCATIONS) FIELD 'AS-BUILT'S' FOR ALL INSTALLATIONS AND SUBMIT THEM TO THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT.
25. ALL UTILITY MAINS AND SERVICES AS SHOWN HEREIN ARE TO BE INSTALLED BY THE DEVELOPER. ALL LOTS SHALL HAVE INDIVIDUAL WATER SERVICES INSTALLED BY THE CONTRACTOR.
26. WATER MAINS SHALL BE BURIED A MINIMUM OF 36" COVER, WITH A MAXIMUM OF 60" DEPTH AS TYPICAL UNLESS OTHERWISE DIRECTED (SEE PROFILES).
27. WATER MAINS SHALL BE INSTALLED 4 FEET FROM THE EDGE OF PAVEMENT OR BACK OF CURB UNLESS OTHERWISE SHOWN.
28. ALL WATER VALVES SHALL BE LOCATED OUTSIDE OF PAVED AREAS, UNLESS OTHERWISE APPROVED AND/OR DIRECTED. WATER VALVE BOXES LOCATED OUTSIDE OF PAVED AREAS SHALL BE PROTECTED BY CONCRETE VALVE PROTECTOR COLLARS AS PROVIDED IN THE DETAILS. ANY APPROVED VALVE VALVE BOXES LOCATED INSIDE PAVED OR CONCRETE AREAS SHALL BE LEVEL WITH SET FLUSH WITH FINISHED ASPHALT AND/OR CONCRETE GRADE.
29. NO VALVES SHALL FALL IN CURB AND GUTTER SECTIONS.
30. ALL WATER MAINS AND WATER SERVICE LINES SHALL BE LAID WITH TRACER WIRE, AS INCLUDED IN THE DETAILS. TRACER WIRE SHALL BE 12 GAUGE COPPER.
31. POWER AND CABLE ARE NOT TO BE PLACED THE SAME PROPERTY LINE AS WATER.
32. ALL WATER MAINS SHALL BE ASTM-D-2241, PVC 120, SDR 21, 200 PSI PRESSURE RATING. SEE PROJECT SPECIFICATIONS FOR MORE INFORMATION.
33. ALL FIRE HYDRANTS SHALL BE OF THE COMPRESSION TYPE, DRY TOP, OF CAST IRON, AND SHALL CONFORM TO THE REQUIREMENTS OF AWWA C502. FIRE HYDRANTS TO BE THE 4-1/2" MUELLER CENTURION MODEL A421, OR APPROVED EQUAL.
34. ALL FIRE HYDRANT LEGS FROM THE MAIN TO THE HYDRANT SHALL BE DUCTILE IRON PIPE (DIP), UNLESS OTHERWISE APPROVED.
35. CONTRACTOR SHALL LAY WATER MAINS AT EXTRA DEPTH TO AVOID CONFLICTS WITH STORM DRAINAGE OR OTHER FACILITIES. SEE DETAILS AND PROFILE SHEETS FOR MORE INFORMATION.
36. CONCRETE TRUSS BLOCKING, RESTRAINT GLANDS, THE RODS, RESTRAINED JOINT PIPE, AND/OR OTHER MEANS OF RESTRAINT SHALL BE PROVIDED AT ALL CHANGES IN PIPE DIRECTION. CONCRETE TRUSS BLOCKING IS NOT RECOMMENDED WHERE THE BLOCKING MAY BEAR ON OTHER UTILITIES OR WHERE THE AREA BEHIND THE BLOCK MAY BE EXCAVATED IN THE FUTURE.
37. ANY TEMPORARY BLOW-OFFS REQUIRED SHALL HAVE A FULL 20-FOOT JOINT OF PIPE BETWEEN THE VALVE AND THE STANDPIPE.
38. LOCATOR TAPE (WATER): BRIGHTLY COLORED BLUE TAPE CONTINUOUSLY PRINTED WITH "WATER LINE" IN LARGE LETTERS. MINIMUM 6" WIDE BY 4 MILS THICK, WITH MAGNETIC DETECTABLE CONDUCTOR MANUFACTURED FOR DIRECT BURIAL. SERVICE SHALL BE INSTALLED AND BURIED 1.5 TO 2 FEET FROM THE TOP OF THE WATER LINE TO AID IN LOCATING THE PIPE IF AN EXCAVATION OCCURS.
39. ALL UTILITY MAIN VERTICAL BENDS SHALL BE RESTRAINED. THE USE OF MECHANICAL RESTRAINT GLAND (GRIP-RINGS) IS ACCEPTABLE, OR OTHERWISE AS APPROVED BY THE ENGINEER.
40. WATER MAINS INSTALLED UNDER STORM DRAIN PIPE SHALL HAVE A MINIMUM OF 24" SEPARATION. IN SUCH CASES AS THIS CANNOT BE ACHIEVED, THE WATER MAINS SHALL BE DUCTILE IRON PIPE.
41. ANY DUCTILE IRON PIPE UTILIZED IN THE WATER SYSTEM SHALL BE LINED WITH PROTECTO 401 CERAMIC EPOXY.
42. ALL LOTS SHALL HAVE INDIVIDUAL WATER INSTALLED BY THE CONTRACTOR AND SEPTIC SERVICES INSTALLED BY THE HOMEOWNER. WATER SERVICES SHALL BE LOCATED TWO (2) FEET FROM THE TOP OF BANK OF THE ROAD SIDE DITCH OR ONE (1) FOOT INSIDE THE 60' RIGHT-OF-WAY, WHICHEVER IS FURTHER FROM THE EDGE OF PAVEMENT.
43. FOR OTHER DETAILED CONSTRUCTION NOTES, SEE PLAN AND PROFILES, OTHER PLAN SHEETS, AND SPECIFICATIONS.

WATER SYSTEM KEY NOTES

- 1. BEGIN WATER MAIN EXTENSION CONSTRUCTION WITH 8" X 6" STAINLESS STEEL TAPPING SLEEVE AND VALVE. REFER TO SHEET 19B, DETAIL W20 FOR TAPPING SLEEVE & VALVE DETAIL. TAP SHOULD BE MADE IN "REVERSE" FASHION WITH (2) 90° DI MJ BENDS INSTALLED AS REQUIRED TO ALIGN WITH PROPOSED 8" LF 12" STEEL ENCASUREMENT. BEGIN 6" SDR 21, CLASS 200 PVC WATER MAIN, EXCEPT WHERE OTHERWISE INDICATED ON PROFILE SHEETS OR AS NOTED.
2. INSTALL 6" RESTRAINED DUCTILE IRON PIPE WATER MAIN THROUGH 80 LF OF 12" STEEL ENCASUREMENT UNDER NC HWY 55. REFER TO SHEET 19A, DETAIL W16 FOR TYPICAL PIPE ENCASUREMENT DETAIL. 12" STEEL ENCASUREMENT TO BE INSTALLED BY JACK AND BORE. NOTICE SHALL BE PROVIDED TO THE ENGINEER, THE PAMLICO COUNTY WATER DEPARTMENT, AND NCDOT NO LESS THAN 5 DAYS PRIOR TO INSTALLATION.
3. INSTALL 6" RESTRAINED JOINT DUCTILE IRON PIPE WATER MAIN DROP ASSEMBLY W/ (4) 45° BENDS CENTERED ON PROPOSED STORM DRAIN. REFER TO SHEET 19A, DETAIL W16 FOR DROP ASSEMBLY DETAILS. REFER TO ROADWAY PROFILE SHEET 8 FOR WATER MAIN PROFILING DETAIL.
4. 6" SDR 21, CLASS 200 PVC WATER MAIN. REFER TO SHEET 19A, DETAIL W19 FOR WATER MAIN BEDDING DETAIL.
5. REFER TO SHEET 19A, DETAIL W20 FOR TYPICAL FLUSHING HYDRANT ASSEMBLY DETAIL. REFER TO SHEET 19A, DETAIL W3 FOR TRACER WIRE IN VALVE BOX TERMINATION DETAIL.
6. REFER TO PROFILE SHEETS AND SHEET 19A, DETAIL W14 FOR TYPICAL WATER MAIN CROSSING UNDER STORM PIPE DETAILS.
7. INSTALL (1) 6" X 6" DI MJ TEE WITH (2) 6" GATE VALVE AND BOXES WHERE SHOWN. REFER TO SHEET 19A, DETAIL W3 FOR TYPICAL VALVE AND VALVE BOX DETAIL. REFER TO SHEET 19A, DETAIL W4 FOR THRUST BLOCKING AND ANCHORING SCHEDULE. REFER TO SHEET 19A, DETAIL W12 FOR TYPICAL PIPE RESTRAINT SCHEDULE CHART.
8. REFER TO SHEET 19A, DETAIL W11 FOR TYPICAL TAPPING SADDLE INSTALLATION AND SPACING DETAIL.
9. REFER TO SHEET 19A, DETAIL W1 FOR TYPICAL WATER SERVICE CONNECTION AND ELEVATION DETAIL. REFER TO SHEET 19B, DETAIL W19 FOR TYPICAL WATER SERVICE LAYOUT DETAIL.
10. INSTALL 6" X 2" DI MJ REDUCER ON THE BACK SIDE OF THE HYDRANT TEE. BEGIN 2" SDR 21 CLASS 200 PVC WATER MAIN CONSTRUCTION.
11. 6" SDR 21, CLASS 200 PVC WATER MAIN. REFER TO SHEET 19A, DETAIL W19 FOR WATER MAIN BEDDING DETAIL.
12. INSTALL 2" PERMANENT END-OF-LINE BLOWOFF ASSEMBLY. REFER TO SHEET 19A, DETAIL FOR PERMANENT 2" END-OF-LINE BLOWOFF ASSEMBLY DETAIL. END WATER MAIN EXTENSION CONSTRUCTION THIS DIRECTION.

SHEETS 3A, 4A, 5A
SHEETS 3C, 4C, 5C
SHEETS 3B, 4B, 5B
SHEETS 3D, 4D, 5D

GENERAL NOTES

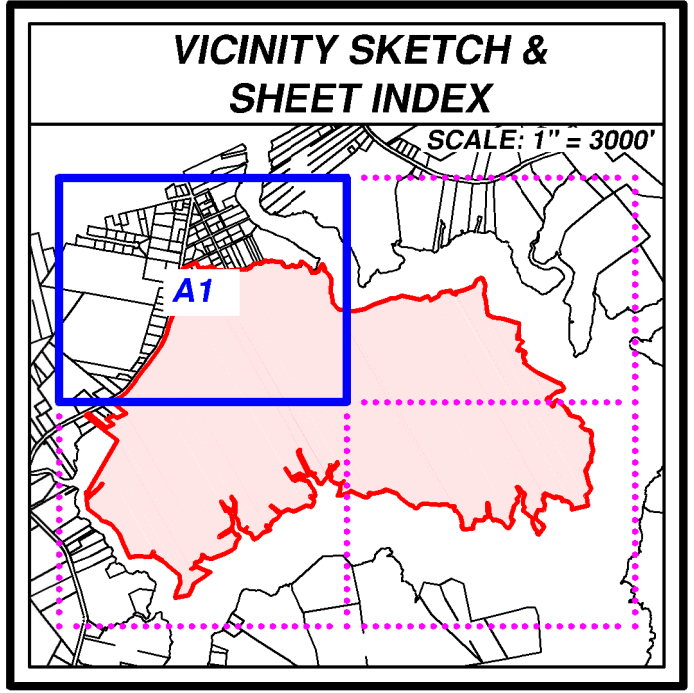
- 1. ALL DISTANCES ARE HORIZONTAL, GROUND MEASUREMENTS, NO GRID FACTORS APPLIED.
2. BOUNDARY INFORMATION IS AS PROVIDED ON THE MAP TITLED "TRIAL PLAT FOR CUTTER BAY SUBDIVISION", AS PREPARED BY JOSEPH T. CHANCE, PLS L-3896, DATED MARCH 15, 2007, AND RECORDED IN MB A, SLIDES 150-5 THRU 161-11 IN THE PAMLICO COUNTY REGISTRY.
3. PROPERTY ADDRESS = 16581 NC HWY 55, MERRITT, NC 28559.
4. DEED REFERENCES = DB 721, PG 474, DR 703, PG 308, DB 711, PG 35.
5. PLAT REFERENCE = PLAT CABINET A, SLIDES 150-5 THROUGH 161-11.
6. PIN REFERENCES = 65070936000, 657141281000, 657141189700, 6571421028000.
7. THIS PROPERTY IS NOT WITHIN 1/2 MILE OF A VOLUNTARY AGRICULTURE DISTRICT.
8. FIRE DISTRICT: TRI-MIERE.
9. THE ADJACENT PROPERTIES ARE GENERALLY LOW DENSITY SINGLE FAMILY RESIDENTIAL PROPERTY, UNDEVELOPED AGRICULTURAL LAND, TRENT CREEK, AND THE BAY RIVER.
10. ALL ADJACENT, DASHED PROPERTY LINES ARE APPROXIMATE AND NOT SURVEYED LINES.
11. ELEVATIONS ARE BASED ON NAVD 1988.
12. EXISTING CONTOUR INTERVALS SHOWN ARE AT ONE FOOT.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFICATION OF EXISTING BENCHMARK(S) PRIOR TO ANY CONSTRUCTION AND SHALL REPORT ANY DISCREPANCIES IMMEDIATELY TO THE ENGINEER.
14. ALL PROPOSED CORNERS ARE TO BE MARKED WITH IRON PIPES, UNLESS OTHERWISE NOTED.
15. ANY AERIAL IMAGES SHOWN ARE FOR CONCEPTUAL AND SUPPLEMENTARY INFORMATIONAL PURPOSES AND MAY NOT REFLECT ACTUAL FIELD CONDITIONS.
16. SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
17. ANY EXISTING STRUCTURES AND FACILITIES LOCATED ON AND/OR ENCRDACHING ON THE PROJECT TRACT ARE TO BE REMOVED AND/OR OTHERWISE RELOCATED PRIOR TO OR DURING CONSTRUCTION AS SHOWN HEREIN, UNLESS OTHERWISE NOTED. EXISTING UTILITY SERVICES ARE TO BE REMOVED AND OTHERWISE ABANDONED UNLESS OTHERWISE NOTED.
18. BUILDING SETBACKS:
a. SIDE STREET: 20 FEET
b. REAR: 20 FEET
c. SIDE: 10 FEET
d. OTHER SETBACKS AS SHOWN OR NOTED
19. DRAINAGE AND UTILITY EASEMENTS ARE AS FOLLOWS:
a. 10 FOOT EASEMENTS ALONG RIGHTS-OF-WAY.
b. 10 FOOT EASEMENTS CENTERED ALONG ALL SIDE LOT LINES.
c. 10 FOOT EASEMENTS ALONG ALL REAR LOT LINES.
d. OTHER EASEMENTS AS SHOWN ON PLAT.
20. PROPOSED EASEMENTS OUTSIDE OF THE PUBLIC RIGHT-OF-WAY SHALL BE MAINTAINED BY THE COMMUNITY PROPERTY OWNERS ASSOCIATION.
21. ANY OPEN SPACES SHALL BE MAINTAINED BY THE DEVELOPER UNTIL SUCH TIME AS THEY ARE CONVEYED TO AND MAINTAINED BY THE COMMUNITY PROPERTY OWNERS ASSOCIATION.
22. ALL STREETS TO BE PUBLIC (NC DEPARTMENT OF TRANSPORTATION). RIGHTS OF WAY TO BE MAINTAINED BY THE DEVELOPER UNTIL SUCH TIME AS MAINTENANCE RESPONSIBILITIES ARE ACCEPTED BY THE NC DEPARTMENT OF TRANSPORTATION.
23. ALL STREET RIGHT-OF-WAYS TO BE 60'.
24. ALL STREET WIDTHS TO BE 30', MEASURED FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT.
25. ALL RIGHT OF WAY INTERSECTIONS TO HAVE 25' RADIUS AND EDGE OF PAVEMENT INTERSECT RADIUS OF 30'.
26. DEVELOPER TO FURNISH STREET SIGNS AND STOP SIGNS AT STREET INTERSECTIONS ACCORDING TO STATE STANDARDS.
27. FLOOD LINES SHOWN ARE DRAWN FROM AN ELECTRONIC OVERLAY OF THE DIGITAL FLOOD MAP FEMA 570 0580 (0 K) (PAMLICO COUNTY) EFFECTIVE DATE JUNE 19, 2020. AS PROVIDED AND SHOWN, PORTIONS OF THIS PROJECT SCALE WITH ZONE 'X', SHADDED 'X', AND ZONE 'AE', AS ESTABLISHED BY FEMA AND AS SHOWN, THIS REPORT IN NO WAY SUPERCEDES THE ABOVE MENTIONED FIRM.
28. SECTION 404 WETLANDS AS SHOWN ARE AS PROVIDED ON THE "WETLAND SURVEY - CUTTER BAY", AS DRAWN BY HERBERT J. NOBLES, JR. (PLS L-2703), AND DATED DECEMBER 19, 2023.
29. THIS PROJECT IS IN THE NEUSE RIVER BASIN.
30. BEFORE ERECTING ANY STRUCTURE EACH INDIVIDUAL PROPERTY OWNER SHALL VERIFY THE STRUCTURE IS NOT WITHIN THE 50 FOOT STORMWATER RIPARIAN BUFFERS BY MEASURING FROM THE TOP OF BANK OF THE STREAM AS SHOWN ON THE PLAN. FOR DEFINITION OF TOP OF BANK, CONTACT WASHINGTON REGIONAL NCEMPL OFFICE DIVISION OF WATER QUALITY (919) 666-9461.
31. THIS SUBDIVISION CONTAINS NO KNOWN PROPERTY OR BUILDINGS WITHIN OR ADJACENT TO THE SUBDIVISION THAT IS LOCATED ON THE NATIONAL REGISTER OF HISTORIC PLACES.
32. ALL PROPOSED ELECTRICAL, CABLE, TELEPHONE, OTHER COMMUNICATION WIRING, AND GAS UTILITIES TO BE DESIGNED AND PROVIDED BY OTHERS.
33. ALL PROPOSED ELECTRICAL, CABLE, TELEPHONE, AND OTHER COMMUNICATION WIRING SHALL BE INSTALLED UNDERGROUND.
34. STATE OF NORTH CAROLINA SEDIMENTATION AND EROSION CONTROL PERMIT REQUIRED.
35. STATE OF NORTH CAROLINA STORMWATER PERMIT REQUIRED.
36. PROPOSED PROJECT IS LOW DENSITY.
37. NCDOT ENCROACHMENT AGREEMENTS REQUIRED.
38. NCDOT ACCESS PERMIT AND SUBDIVISION PLAN APPROVAL REQUIRED.
39. PUBLIC WATER SUPPLY (PWS) PERMIT IS REQUIRED. PROPOSED WATER FACILITY LOCATIONS ARE AS SHOWN.
40. WASTEWATER IS BY INDIVIDUAL SEPTIC SYSTEMS.
41. WATER MAINS AND SERVICES ARE AS SHOWN.
42. PROPOSED STORM DRAINAGE SHALL BE EITHER NCDOT APPROVED REINFORCED CONCRETE PIPE OR NCDOT APPROVED HIGH DENSITY POLYPROPYLENE PIPE.
43. KNOWN EXISTING AND PROPOSED EASEMENTS ARE AS PROVIDED IN THE PLANS.
44. SOIL DISPOSAL AND DEBRIS WILL BE HAULED, AS REQUIRED.
45. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY SOIL CONDITIONS PRIOR TO CONSTRUCTION & CONTRACTOR'S RESPONSIBILITY TO COMPLY WITH NCDOT COMPACTION STANDARDS FOR ALL STREET CONSTRUCTION.
46. SITE CONTRACTOR TO SPREAD SPOIL FROM ALL DITCHES AND SWALES AND TO STABILIZE SIDE SLOPES PER THE STATE'S EROSION CONTROL SPECIFICATION.
47. ALL HOMES TO ONLY FACE STREETS WITH AT LEAST A 30' MINIMUM BUILDING SETBACK.

ROADWAY AND TESTING NOTES

- 1. THE STREETS TO BE CONSTRUCTED FOR THIS PROJECT ARE SUBJECT TO THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION CERTIFICATION PROGRAM AND QUALITY MANAGEMENT SYSTEM MAINTENANCE VERSION REQUIREMENTS. THE CONTRACTOR SHALL PROVIDE TESTING RESULTS ON SUBGRADE, BASE, AND PAVEMENT. THE CONTRACTOR SHALL INSURE THAT ALL CONSTRUCTION AND TESTING IS PERFORMED IN ACCORDANCE WITH THE CURRENT EDITION OF THE NCDOT STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES, HOT MIX ASPHALT SPECIFICATIONS AND MANUAL, AND QUALITY MANAGEMENT SYSTEMS MAINTENANCE VERSION, AND SHALL REPORT THE TESTING AND/OR CORRECTION LOCATIONS, TEST METHOD, RESULTS, AND ALLOWABLE RANGE/TOLERANCE, AS REQUIRED. SUBGRADE SHALL BE TESTED FOR DENSITY AND SHALL BE PROOFROLLED BY THE CERTIFYING ENGINEER AND/OR THEIR REPRESENTATIVE. BASE AND PAVEMENT SHALL BOTH BE TESTED FOR DENSITY AND THICKNESS. TESTING FOR PAVEMENT SHALL BE CERTIFIED BY EITHER A PROFESSIONAL ENGINEER OR A PROPERLY CERTIFIED QMS TECHNICIAN AND SHALL BE IN ACCORDANCE WITH QMS CRITERIA. REQUIRED THICKNESS FOR THIS PROJECT IS AS PROVIDED IN THE DETAILS.
2. MINIMUM DENSITIES:
2.1. SUBGRADE.....100%
2.2. STONE BASE.....90%
2.3. SF 9.5B.....90%
2.4. S 16B.....92%
2.5. 11B.....92%
2.6. 8.75B.....92%
3. NOTIFY AND COORDINATE WITH THE ENGINEER AS LEAST 48 HOURS IN ADVANCE OF ANY REQUIRED ROADWAY TESTING.
4. 50 FOOT MINIMUM RADIUS AT RIGHT-OF-WAY INTERSECTIONS. 30 FOOT RADIUS AT EDGE OF PAVEMENT INTERSECTIONS.
5. A MINIMUM SIGHT DISTANCE OF 10' X 70' SHALL BE MAINTAINED ALONG THE RIGHT-OF-WAY AT ALL INTERNAL INTERSECTIONS.
6. THERE SHALL BE NO ENCUMBRANCES WITHIN THE NCDOT RIGHT-OF-WAY.
7. ALL ROADS SHALL BE PUBLIC AND BUILT TO NCDOT STANDARDS.
8. ALL CULVERTS UNDER STREETS SHALL BE REINFORCED CONCRETE PIPE (TYPE AS SHOWN IN THE PIPE DATA TABLE SHEETS SA THROUGH SD) PER NC DEPARTMENT OF TRANSPORTATION SPECIFICATIONS, UNLESS OTHERWISE SPECIFIED AND APPROVED BY THE ENGINEER AND NCDOT.
9. FOR OTHER DETAILED CONSTRUCTION NOTES, SEE PLAN, PROFILE, AND DETAILS.
10. PROOFROLLING OF SUBGRADE AND STONE SHALL BE WITNESSED BY CERTIFYING ENGINEER. ROADS SHALL BE PAVED WITHIN ONE WEEK OF PASSING STONE PROOFROLL AND WITHIN LESS THAN 4" OF RAINFALL.
11. EASEMENTS LOCATED OUTSIDE OF NCDOT RIGHT-OF-WAY ARE TO BE MAINTAINED BY THE SUBDIVISION PROPERTY OWNERS ASSOCIATION AND NOT BY NCDOT.

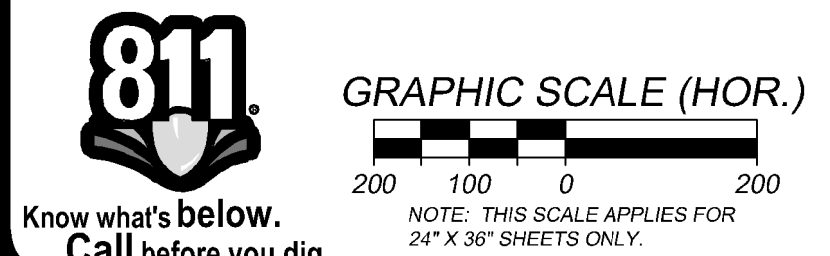
MATCHLINE GRID

BAY RIVER



SITE PLAN KEY NOTES

- 1. REFER TO SHEET 17, DETAIL G1 FOR TYPICAL PAVEMENT CROSS-SECTION DETAILS.
2. REFER TO SHEET 17, DETAIL G2 FOR TYPICAL ROADWAY SECTION DETAILS.
3. REFER TO SHEET 17, DETAIL G3 FOR TYPICAL CURB DE S&C DIMENSION DETAILS.
4. REFER TO SHEET 17, DETAIL G4 FOR 30" STANDARD CURB AND GUTTER SECTION DETAIL.
5. REFER TO SHEET 17, DETAIL G5 FOR TYPICAL ROAD CONNECTION WITH CURB AND GUTTER DIMENSIONS. REFER TO DETAIL G6 FOR ACTUAL CUTTER BAY WAY WAY DIMENSION CONNECTION DIMENSIONS.
6. REFER TO SHEET 22 FOR NC HIGHWAY 55 WIDENING AND TURN LANE ACCESSIONS, PAVEMENT MARKING AND FURTHER DETAIL.
7. COMMUNITY MAIL KIOSK FOR CUTTER BAY.
8. REFER TO SHEET 17, DETAIL G7 FOR STANDARD NCDOT SIGHT TRIANGLE PLACEMENT AND FOR TYPICAL LOT ENVELOPES AND EASEMENTS.



TYPICAL SYMOLOGY LEGEND table with columns for Boundary Lines, Centerlines, Drainage Easements, Proposed Area Drain, Proposed Catch Basin, Proposed Storm Pipe, Proposed Water Valve & Box, Proposed Reducer, Proposed End of Line Blowoff, Proposed Flushing Hydrant Assembly, Proposed Ductile Iron Pipe (Profile Views), Temporary Construction Entrance, Temporary Silt Fence (& Limits of Disturbance), Limits of Disturbance, Temporary Check Dam, Temporary Coir Fiber Wattie, Temp. Hardware Cloth & Gravel Inlet Prot., Silt Fence w/ Wattie Outlet, Temporary Skimmer Sediment Basin, Temporary Sediment Trap, Temporary Coir Fiber Battie, Temporary Diversion Ditch, 90' In-lieu Vegetated Buffers.

SCHEDULE OF DRAWINGS table with columns for SHEET, NAME, NO., DESCRIPTION, BY, DATE. Includes sheets 1 (COVER & VICINITY), 2 (STREAM END ADJUSTMENTS), 2A (SHEET INDEX), 2B (BOUNDARY AND LOT DATA), 3A-3D (EXISTING SITE PLANS, SITE & WATER PLANS, GRADINGS & DRAINAGE PLANS, ROADWAY PROFILES), 17 (ROADWAY & GRADING DETAILS), 18 (DRAINAGE DETAILS), 19A-19B (WATER SYSTEM DETAILS), 20 (EROSION CONTROL DETAILS), 21 (SEEDING & NCDOT DETAILS), 22 (NC HWY 55 WIDENING PLAN).

PROJECT REVISIONS table with columns for NO., DESCRIPTION, BY, DATE. Includes revision 1 (STREAM END ADJUSTMENTS) and 2 (NCDOT COMMENTS) dated 02.15.24 and 03.14.24.

PROPERTY OWNER & DEVELOPER: CUTTER BAY DEVELOPMENT, LLC, PO BOX 3435, GREENVILLE, NORTH CAROLINA 27836. PHONE: 252.355.4610 x107. GRIFFGARNER@SUDDENLINKMAIL.COM. CONSULTING ENGINEER: THOMAS ENGINEERING, P.A., P.O. BOX 1309 - 1316-B COMMERCE DRIVE, NEW BERN, NORTH CAROLINA 28563. OFFICE: 252.637.2727 FAX: 252.636.2448. JOHNTHOMAS@THOMASENGINEERINGPA.COM

FINAL DRAWINGS released for permits only, not released for construction. Includes professional seals for Thomas Engineering, P.A. and John Thomas, Professional Engineer, No. 10290.

SITE AND WATER PLAN - GRID A1. SITE IMPROVEMENTS FOR CUTTER BAY SUBDIVISION. TOWNSHIP NO. 2 - PAMLICO COUNTY - NORTH CAROLINA. SCALE: 1" = 200'. DATE: 01.29.2024. PROJECT #: 2008-006. SHEET: 4A of 22.

THOMAS ENGINEERING, PA est 1983 civil engineering • land development • project management

P. O. Box 1309, New Bern, NC 28563 www.ThomasEngineeringPA.com Office: 252.637.2727 Fax: 252.636.2448

ROADWAY AND TESTING NOTES

- 1. THE STREETS TO BE CONSTRUCTED FOR THIS PROJECT ARE SUBJECT TO THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION CERTIFICATION PROGRAM AND QUALITY MANAGEMENT SYSTEM MAINTENANCE VERSION REQUIREMENTS. THE CONTRACTOR SHALL PROVIDE TESTING RESULTS ON SUBGRADE, BASE AND PAVEMENT. THE CONTRACTOR SHALL INSURE THAT ALL CONSTRUCTION AND TESTING IS PERFORMED IN ACCORDANCE WITH THE CURRENT EDITION OF THE NCDOT STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES: HOT MIX ASPHALT SPECIFICATIONS AND MANUAL, AND QUALITY MANAGEMENT SYSTEMS MAINTENANCE VERSION, AND SHALL REPORT THE TESTING AND/OR CORE LOCATIONS, TEST METHODS, RESULTS, AND ALLOWABLE RANGE/TOLERANCE, AS REQUIRED. SUBGRADE SHALL BE TESTED FOR DENSITY AND SHALL BE PROFFEROLLED BY THE CERTIFYING ENGINEER AND/OR THEIR REPRESENTATIVE. BASE AND PAVEMENT SHALL BOTH BE TESTED FOR DENSITY AND THICKNESS. TESTING FOR PAVEMENT SHALL BE CERTIFIED BY EITHER A PROFESSIONAL ENGINEER OR A PROPERLY CERTIFIED QMS TECHNICIAN AND SHALL BE IN ACCORDANCE WITH QMS CRITERIA. REQUIRED THICKNESS FOR THIS PROJECT IS AS PROVIDED IN THE DETAILS.

SITE PLAN KEY NOTES

- 1. REFER TO SHEET 17, DETAIL G1 FOR TYPICAL PAVEMENT CROSS-SECTION DETAILS.
2. REFER TO SHEET 17, DETAIL G3 FOR TYPICAL ROADWAY SECTION DETAILS.
3. REFER TO SHEET 17, DETAIL G3 FOR TYPICAL CUL DE SAC DIMENSION DETAILS.
4. REFER TO SHEET 17, DETAIL G4 FOR 30" STANDARD CURB AND GUTTER SECTION DETAIL.
5. REFER TO SHEET 17, DETAIL G5 FOR TYPICAL ROAD CONNECTION WITH CURBS AND GUTTER DIMENSIONS. REFER TO DETAIL G8 FOR ACTUAL CUTTER BAY WAY ACCESS CONNECTION DIMENSIONS.
6. REFER TO SHEET 22 FOR NC HIGHWAY 55 WIDENING AND TURN LANE DIMENSIONS, PAVEMENT MARKING, AND FURTHER DETAIL.
7. COMMUNITY MAIL KIOSK FOR CUTTER BAY.
8. REFER TO SHEET 17, DETAIL G7 FOR STANDARD NCDOT SIGHT TRIANGLE PLACEMENT AND FOR TYPICAL LOT ENVELOPES AND EASEMENTS.

GENERAL NOTES

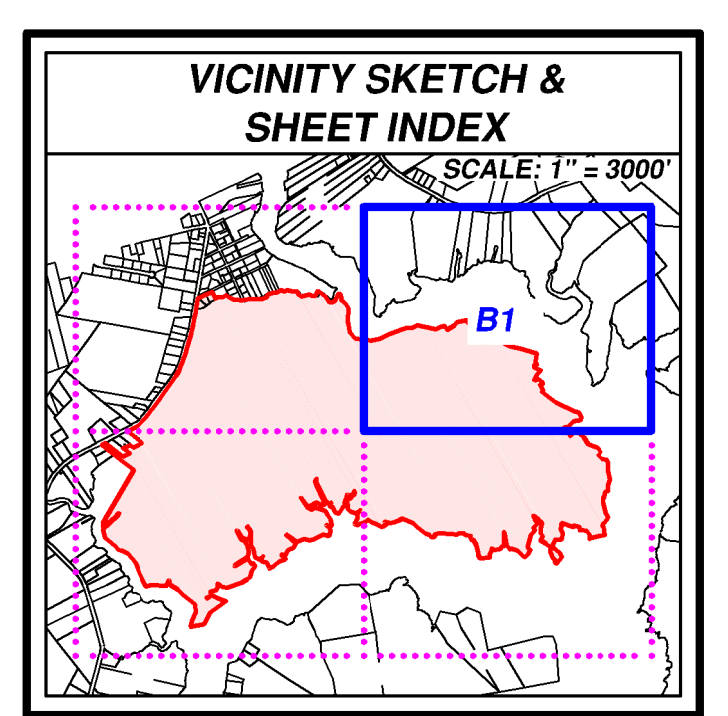
- 1. ALL DISTANCES ARE HORIZONTAL. GROUND MEASUREMENTS, NO GRID FACTORS APPLIED.
2. BOUNDARY INFORMATION IS AS PROVIDED ON THE MAP TITLED FINAL PLAT FOR CUTTER BAY SUBDIVISION, AS PREPARED BY JOSEPH T. CHANCE (PLS L-3886), DATED MARCH 15, 2007, AND RECORDED IN MB A, SLIDES 158A THRU 161-11 IN THE PAMILCO COUNTY REGISTRY.
3. PROPERTY ADDRESS = 16581 NC HWY 55, MERRITT, NC 28556.
4. DEED REFERENCES = 08 721, PG 474, 08 709, PG 385, 08 711, PG 35.
5. PLAT REFERENCE - PLAT CABINET A, SLIDES 159-5 THROUGH 161-11.
6. PIN REFERENCES = 85707603600, 857142818000, 857141198700, 857142108800. THIS PROPERTY IS NOT WITHIN 1/2 MILE OF A VOLUNTARY AGRICULTURE DISTRICT.
7. FIRE DISTRICT - TRI-MERE.
8. THE ADJACENT PROPERTIES ARE GENERALLY LOW DENSITY SINGLE FAMILY RESIDENTIAL PROPERTY, UNDEVELOPED AGRICULTURAL LAND, TRENT CREEK, AND THE BAY RIVER.
9. ALL ADJACENT DASHED PROPERTY LINES ARE APPROXIMATE AND NOT SURVEYED LINES.
10. ELEVATIONS ARE BASED ON NAVD 1988.
11. EXISTING CONTOUR INTERVALS SHOWN ARE AT ONE FOOT.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFICATION OF EXISTING BENCHMARK(S) PRIOR TO ANY CONSTRUCTION AND SHALL REPORT ANY DISCREPANCIES IMMEDIATELY TO THE ENGINEER.
13. ALL PROPOSED CORNERS ARE TO BE MARKED WITH IRON PIPES, UNLESS OTHERWISE NOTED.
14. ANY AERIAL IMAGES SHOWN ARE FOR CONCEPTUAL AND SUPPLEMENTARY INFORMATIONAL PURPOSES AND MAY NOT REFLECT ACTUAL FIELD CONDITIONS.
15. SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT MAY AFFECT ACCURACY AND CURRENT TITLE SEARCH MAY DISCLOSE.
16. ANY EXISTING STRUCTURES AND FACILITIES LOCATED ON AND/OR ENCRANCHING ON THE PROJECT TRACT ARE TO BE REMOVED AND/OR OTHERWISE RELOCATED PRIOR TO OR DURING CONSTRUCTION AS SHOWN HEREIN, UNLESS OTHERWISE NOTED. EXISTING UTILITY SERVICES ARE TO BE REMOVED AND OTHERWISE ABANDONED UNLESS OTHERWISE NOTED.
17. BUILDING SETBACKS:
a. FRONT: 30 FEET
b. SIDE STREET: 20 FEET
c. REAR: 20 FEET
d. SIDE: 10 FEET
e. OTHER SETBACKS AS SHOWN OR NOTED
18. DRAINAGE AND UTILITY EASEMENTS ARE AS FOLLOWS:
a. 10 FOOT EASEMENTS ALONG RIGHTS-OF-WAY.
b. 10 FOOT EASEMENTS CENTERED ALONG ALL SIDE LOT LINES.
c. 10 FOOT EASEMENTS ALONG ALL REAR LOT LINES.
19. OTHER EASEMENTS AS SHOWN ON THE PLAN.
20. PROPOSED EASEMENTS OUTSIDE OF THE PUBLIC RIGHT OF WAY SHALL BE MAINTAINED BY THE COMMUNITY PROPERTY OWNERS ASSOCIATION.
21. ANY OPEN SPACES SHALL BE MAINTAINED BY THE DEVELOPER UNTIL SUCH TIME AS THEY ARE CONVEYED TO AND MAINTAINED BY THE COMMUNITY PROPERTY OWNERS ASSOCIATION.
22. ALL STREETS TO BE PUBLIC (NC DEPARTMENT OF TRANSPORTATION). RIGHTS OF WAY TO BE MAINTAINED BY THE DEVELOPER UNTIL SUCH TIME AS MAINTENANCE RESPONSIBILITIES ARE ACCEPTED BY THE NC DEPARTMENT OF TRANSPORTATION.
23. ALL STREET RIGHTS-OF-WAY TO BE 60'.
24. ALL STREET WIDTHS TO BE 20' MEASURED FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT.
25. ALL RIGHT OF WAY INTERSECTIONS TO HAVE 25' RADIUS AND EDGE OF PAVEMENT INTERSECT RADI OF 30'.
26. DEVELOPER TO FURNISH STREET SIGNS AND STOP SIGNS AT STREET INTERSECTIONS ACCORDING TO STATE STANDARDS.
27. FLOOD LINES SHOWN ARE DRAWN FROM AN ELECTRONIC OVERLAY OF THE DIGITAL FLOOD MAP FEMA DPN-370 6880 00 K (PAMILCO COUNTY) EFFECTIVE DATE JUNE 19, 2020, AS PROVIDED AND SHOWN. PORTIONS OF THIS PROJECT SCALE WITHIN ZONE 'X', SHADDED 'X', AND ZONE 'AE' AS ESTABLISHED BY FEMA AND AS SHOWN IN THIS REPORT IN NO WAY SUPERCEDES THE ABOVE MENTIONED FIRM.
28. SECTION 404 WETLANDS AS SHOWN ARE AS PROVIDED ON THE "WETLAND SURVEY - CUTTER BAY", AS DRAWN BY HERBERT J. NOBLES, JR. (PLS L-2703), AND DATED DECEMBER 19, 2023.
29. THIS PROJECT IS IN THE NEUSE RIVER BASIN.
30. BEFORE ERECTING ANY STRUCTURE EACH INDIVIDUAL PROPERTY OWNER SHALL VERIFY THE STRUCTURE IS NOT WITHIN THE 50 FOOT STORMWATER RIPARIAN BUFFERS BY MEASURING FROM THE TOP OF BANK OF THE STREAM AS SHOWN ON THE PLAN. FOR DEFINITION OF TOP OF BANK, CONTACT WASHINGTON REGIONAL NCDNR OFFICE DIVISION OF WATER QUALITY (910) 346-8481. THIS SUBDIVISION CONTAINS NO KNOWN PROPERTY OR BUILDINGS WITHIN OR ADJACENT TO THE SUBDIVISION THAT IS LOCATED ON THE NATIONAL REGISTER OF HISTORIC PLACES.
31. ALL PROPOSED ELECTRICAL, CABLE, TELEPHONE, AND OTHER COMMUNICATION WIRING AND GAS UTILITIES TO BE DESIGNED AND PROVIDED BY OTHERS.
32. ALL PROPOSED ELECTRICAL, CABLE, TELEPHONE, AND OTHER COMMUNICATION WIRING SHALL BE INSTALLED UNDERGROUND.
33. STATE OF NORTH CAROLINA SEDIMENTATION AND EROSION CONTROL PERMIT REQUIRED.
34. STATE OF NORTH CAROLINA STORMWATER PERMIT REQUIRED.
35. NCDOT ENCRICHMENT AGREEMENTS REQUIRED.
36. NCDOT ACCESS PERMIT AND SUBDIVISION PLAN APPROVAL REQUIRED.
37. PUBLIC WATER SUPPLY (PWS) PERMIT IS REQUIRED. PROPOSED WATER FACILITY LOCATIONS ARE AS SHOWN.
38. WASTEWATER IS BY INDIVIDUAL SEPTIC SYSTEMS.
41. WATER MAINS AND SERVICES ARE AS SHOWN.
42. PROPOSED STORM DRAINAGE SHALL BE EITHER NCDOT APPROVED REINFORCED CONCRETE PIPE OR NCDOT APPROVED HIGH DENSITY POLYPROPYLENE PIPE.
43. KNOWN EXISTING AND PROPOSED EASEMENTS ARE AS PROVIDED IN THE PLANS.
44. SOIL DISPOSAL AND DEBRIS WILL BE HAULED AS REQD.
45. IT IS THE CONTRACTORS RESPONSIBILITY TO VERIFY SOIL CONDITIONS PRIOR TO CONSTRUCTION.
46. THE CONTRACTORS RESPONSIBILITY TO COMPLY WITH NCDOT CONSTRUCTION STANDARDS FOR ALL STREET CONSTRUCTION.
47. SITE CONTRACTOR TO SPREAD SPILL FROM ALL DITCHES AND SWALES AND TO STABILIZE SIDE SLOPES PER THE STATE'S EROSION CONTROL SPECIFICATIONS.
48. ALL HOMES TO ONLY FACE STREETS WITH AT LEAST A 3' MINIMUM BUILDING SETBACK.

GENERAL WATER SYSTEM NOTES

- 1. REFER TO SHEET 19A & 19B FOR WATER SYSTEM AND LAYOUT DETAILS.
2. REFER TO PROFILE SHEETS 6-16 FOR UTILITY CROSSING SPECIFICS, DEPTHS, AND REQUIRED MATERIAL CHANGE FURTHER DETAILS.
3. NO CONSTRUCTION SHALL BE UNDERTAKEN IN ANY COASTAL OR SECTION 404 WETLAND AREAS, RIPARIAN BUFFER AREAS, OR ANY 30' OR 75' AREA OF ENVIRONMENTAL CONCERN UNLESS FULL VERIFICATION THAT ALL NECESSARY PERMITS HAVE BEEN OBTAINED.
4. POTABLE WATER SUPPLY TO BE BY THE PAMILCO COUNTY WATER DEPARTMENT.
5. WASTEWATER TO BE BY INDIVIDUAL PERMITTED SEPTIC SYSTEMS PERMITTED THROUGH THE ENGINEERED OPTION PERMIT (EOP) PROGRAM & PAMILCO COUNTY HEALTH DEPARTMENT.
6. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING WATER AND OTHER UTILITIES AND REPORT ELEVATIONS TO ENGINEER PRIOR TO CONSTRUCTION.
7. ANYONE DIGGING WITH MECHANIZED EQUIPMENT IN HIGHWAY RIGHT-OF-WAY, PRIVATE UTILITY EASEMENTS, OR PUBLIC SPACES WILL BE REQUIRED BY NORTH CAROLINA LAW TO GIVE NOTICE OF THE PROPOSED EXCAVATION TO ALL EXISTING AREA UTILITIES AT LEAST THIRTY TWELVE BUSINESS DAYS BEFORE STARTING TO DIG. THE UTILITY OWNERS TO LOCATE ITS FACILITIES IN THE AREA OF THE PROPOSED EXCAVATION. UTILITY MEMBER OF NORTH CAROLINA UIC CAN BE CONTACTED AS 1-800-632-4849.
8. CONTRACTOR IS RESPONSIBLE FOR CONTACTING ANY UTILITY COMPANY THAT IS NOT A MEMBER OF NC ONE CALL (EOP) PROGRAM & PAMILCO COUNTY HEALTH DEPARTMENT. CONTRACTOR SHALL BE LIMITED TO BOTH MAIN AND SERVICE LINES FOR THE FOLLOWING: SANITARY SEWER LINES, ELECTRIC LINES (OVERHEAD AND UNDERGROUND), GAS LINES, TELEPHONE LINES, CABLE TELEVISION LINES, STORMWATER CONVEYANCE LINES, POTABLE WATER LINES, AND RECLAIMED WATER LINES.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR DISCOVERY OF EXISTING UNDERGROUND INSTALLATIONS, IN ADVANCE OF EXCAVATING, BY CONTACTING ALL APPLICABLE LOCAL UTILITIES AND BY PROSPECTING. CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING AROUND EXISTING UTILITIES AND SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT DISRUPTION OF SERVICES TO CUSTOMERS. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGES TO ANY EXISTING UTILITIES.
10. CONTRACTOR SHALL VERIFY LOCATION AND INVERT ELEVATION OF EXISTING DOWNSTREAM SANITARY SEWER LINES AND STORM DRAIN LINES PRIOR TO ANY PROPOSED INSTALLATIONS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF SUCH LINES ARE SHALLOWER THAN INDICATED IN THESE DRAWINGS.
11. THE CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY EXISTING ELECTRIC AND/OR TELEPHONE POLES OR LINES WITH THE LOCAL UTILITY COMPANY AND NOTIFY THE CORRESPONDING PROPERTY OWNER PRIOR TO COMMENCEMENT OF ANY WORK, INCLUDING NCDOT ENCROACHMENT PERMITS.
12. WATER LINE UTILITIES CONSTRUCTION SHALL NOT BEGIN UNTIL AREAS OF WATERLINE CONSTRUCTION ARE ROUGH GRADED TO BE WITHIN ONE FOOT OF FINISHED GRADE AND FILL AREAS ARE COMPLETED AND COMPACTED.
13. NO CONSTRUCTION OF WATER SYSTEM EXTENSIONS SHALL BEGIN PRIOR TO APPROPRIATE PERMITS TO CONSTRUCT HAVING BEEN OBTAINED FROM THE PAMILCO COUNTY WATER DEPARTMENT.
14. ALL EXISTING WATER SYSTEM SCHEDULED SHUTDOWNS & OUTAGES SHALL BE COORDINATED WITH PAMILCO COUNTY WATER DEPARTMENT STAFF. A 72 HOUR NOTICE IS REQUIRED PRIOR TO ANY SERVICE OUTAGE.
15. NO VALVES OR SERVICE LINES SHALL BE OPENED EXCEPT BY PAMILCO COUNTY WATER DEPARTMENT STAFF.
16. ALL WATER SYSTEM INSTALLATION, MATERIALS, & PRACTICES SHALL MEET PAMILCO COUNTY WATER DEPARTMENT SPECIFICATIONS.
17. CONTRACTOR SHALL VERIFY THESE NOTES OR SPECIFICATIONS ARE IN CONFLICT WITH REQUIREMENTS OF THE LOCAL UTILITY AUTHORITY, THE LOCAL UTILITY REQUIREMENTS SHALL GOVERN. IN SUCH CASE, NOTIFY THE ENGINEER REGARDING DISCREPANCIES.
18. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING WATER MAINS AND REPORT ANY DEVIATIONS TO ENGINEER PRIOR TO CONSTRUCTION.
19. CONTRACTOR SHALL NOTIFY THE CERTIFYING ENGINEER AND THE PAMILCO COUNTY WATER DEPARTMENT AT LEAST 48 HOURS PRIOR TO COMMENCING ANY WORK, INSPECTIONS, SAMPLING, AND PRESSURE TESTS.
20. CONTRACTOR SHALL NOTIFY THE CERTIFYING ENGINEER AND THE PAMILCO COUNTY WATER DEPARTMENT AT LEAST 48 HOURS PRIOR TO COMMENCING ANY WORK, INSPECTIONS, SAMPLING, AND PRESSURE TESTS.
21. WHILE TESTING, THE CONTRACTOR SHALL ENSURE THAT CHLORINATED DISINFECTANT WATER NOT BE DISCHARGED DIRECTLY INTO A STORM DRAINAGE SYSTEM OR EXISTING UTILITIES WITHOUT THE PRIOR USE OF APPROPRIATE DE-CHLORINATION METHODS.
22. CONTRACTOR SHALL FURNISH NEGATIVE BACTERIAL ANALYSIS RESULTS & 24 HOUR CHLORINE RESIDUAL RESULTS TO THE CERTIFYING ENGINEER AND THE PAMILCO COUNTY WATER DEPARTMENT.
23. CONTRACTOR SHALL MAINTAIN A COMPREHENSIVE (DEPTH & HORIZONTAL LOCATIONS) FIELD 'AS-BUILT' FOR ALL INSTALLATIONS AND SUBMIT THEM TO THE CERTIFYING ENGINEER AND THE PAMILCO COUNTY WATER DEPARTMENT.
24. ALL UTILITY MAINS AND SERVICES AS SHOWN HEREIN ARE TO BE INSTALLED BY THE DEVELOPER. ALL LOTS SHALL HAVE INDIVIDUAL WATER SERVICES INSTALLED BY THE CONTRACTOR.
25. WATER MAINS SHALL BE BURIED A MINIMUM OF 36" COVER, WITH A MAXIMUM OF 60" DEPTH AS TYPICAL UNLESS OTHERWISE DIRECTED (SEE PROFILES).
26. WATER MAINS SHALL BE INSTALLED 4 FEET FROM THE EDGE OF PAVEMENT OR BACK OF CURB UNLESS OTHERWISE SHOWN.
27. WATER VALVES SHALL BE LOCATED OUTSIDE OF PAVED AREAS, UNLESS OTHERWISE APPROVED AND/OR DIRECTED.
28. WATER VALVE BOXES LOCATED OUTSIDE OF PAVED AREAS SHALL BE PROTECTED BY CONCRETE VALVE PROTECTOR COLLARS AS PROVIDED IN THE DETAILS. ANY APPROVED WATER VALVE BOXES LOCATED INSIDE PAVED OR CONCRETE AREAS SHALL BE LEVEL WITH SET FLUSH WITH FINISHED ASPHALT AND/OR CONCRETE GRADE.
29. NO VALVES SHALL FALL IN CURB AND GUTTER SECTIONS.
30. ALL WATER MAINS AND WATER SERVICE LINES SHALL BE LAID WITH TRACER WIRE, AS INCLUDED IN THE DETAILS. TRACER WIRE SHALL BE 12 GAUGE IRON COATED SOLID COPPER.
31. POWER AND CABLE ARE NOT TO BE PLACED THE SAME PROPERTY LINE AS WATER.
32. ALL WATER MAINS SHALL BE ASTM-D-2241, PVC 1120, SDR 21, 200 PSI PRESSURE RATING. SEE PROJECT SPECIFICATIONS FOR MORE INFORMATION.
33. ALL FIRE HYDRANTS SHALL BE OF THE COMPRESSION TYPE, DRY TAP, OF CAST IRON, AND SHALL CONFORM TO THE REQUIREMENTS OF AWWA C502. FIRE HYDRANTS TO BE THE 4-1/2" MUELLER CENTURION MODEL A421, OR APPROVED EQUAL.
34. ALL FIRE HYDRANT LEGS FROM THE MAIN TO THE HYDRANT SHALL BE DUCTILE IRON PIPE (DIP), UNLESS OTHERWISE APPROVED.
35. CONTRACTOR SHALL LAY WATER MAINS AT EXTRA DEPTH TO AVOID CONFLICTS WITH STORM DRAINAGE OR OTHER FACILITIES. SEE DETAILS AND PROFILE SHEETS FOR MORE INFORMATION.
36. CONCRETE THRUST BLOCKING, RESTRAINT GLANDS, THE RODS, RESTRAINED JOINT PIPE, AND/OR OTHER MEANS OF RESTRAINT SHALL BE INSTALLED IN THE WATER SYSTEM. CONCRETE THRUST BLOCKING IS NOT RECOMMENDED WHERE THE BLOCKING MAY BEAR ON OTHER UTILITIES OR WHERE THE AREA BEHIND THE BLOCK MAY BE EXCAVATED IN THE FUTURE.
37. ANY TEMPORARY BLOW-OFFS REQUIRED SHALL HAVE A FULL 20' FOOT JOINT OF PIPE BETWEEN THE VALVE AND THE STANDPIPE.
38. LOCATOR TAPE (WATER): BRIGHTLY COLORED BLUE TAPE CONTINUOUSLY PRINTED WITH "WATER LINE" IN LARGE LETTERS, MINIMUM 6" WIDE BY 1/8" THICK, WITH MAGNETIC DETECTABLE CONDUCTOR MANUFACTURED FOR DIRECT BURIAL SERVICE SHALL BE INSTALLED AND BURIED 1.5 TO 2 FEET FROM THE TOP OF THE WATER LINE TO AID IN LOCATING THE PIPE IF AN EXCAVATION OCCURS.
39. ALL UTILITY MAIN VERTICAL BENDS SHALL BE RESTRAINED. THE USE OF MECHANICAL RESTRAINT GLAND (GRIP-RINGS) IS ACCEPTABLE, OR OTHERWISE AS APPROVED BY THE ENGINEER.
40. WATER MAINS INSTALLED UNDER STORM DRAIN PIPE SHALL HAVE A MINIMUM OF 24" SEPARATION. IN SUCH CASES AS THIS CANNOT BE ACHIEVED, THE WATER MAINS SHALL BE DUCTILE IRON PIPE.
41. ANY DUCTILE IRON PIPE UTILIZED IN THE WATER SYSTEM SHALL BE LINED WITH PROTECTO 401 CERAMIC EPOXY.
42. ALL LOTS SHALL HAVE INDIVIDUAL WATER SERVICE INSTALLED BY THE CONTRACTOR AND PTIC SERVICES INSTALLED BY THE HOMEOWNER. WATER SERVICES SHALL BE LOCATED TWO (2) FEET FROM THE TOP OF BANK OF THE ROAD SIDE DITCH OR ONE (1) FOOT INSIDE THE RIGHT-OF-WAY, WHICHEVER IS FURTHER FROM THE EDGE OF PAVEMENT.
43. FOR OTHER DETAILED CONSTRUCTION NOTES, SEE PLAN AND PROFILES, OTHER PLAN SHEETS, AND SPECIFICATIONS.

WATER SYSTEM KEY NOTES

- 1. BEGIN WATER MAIN EXTENSION CONSTRUCTION WITH 6" X 6" STAINLESS STEEL TAPPING SLEEVE AND VALVE. REFER TO SHEET 19B, DETAIL W2 FOR TAPPING SLEEVE & VALVE DETAIL. TAP SHOULD BE MADE IN "REVERSE" FASHION WITH (2) 90' DI M BENDS INSTALLED AS REQUIRED TO ALIGN WITH PROPOSED 80 LF 12" STEEL ENCASEMENT. BEGIN 6" SDR 21, CLASS 200 PVC WATER MAIN, EXCEPT WHERE OTHERWISE INDICATED ON PROFILE SHEETS OR AS NOTED.
2. INSTALL 6" RESTRAINED DUCTILE IRON PIPE WATER MAIN THROUGH 80 LF OF 12" STEEL ENCASEMENT UNDER NC HWY 55. REFER TO SHEET 19A, DETAIL W6 FOR TYPICAL PIPE ENCASEMENT DETAIL. 12" STEEL ENCASEMENT TO BE INSTALLED BY JACK AND BORE. NOTICE SHALL BE PROVIDED TO THE ENGINEER, THE PAMILCO COUNTY WATER DEPARTMENT, AND NCDOT NO LESS THAN 5 DAYS PRIOR TO INSTALLATION.
3. INSTALL 6" RESTRAINED JOINT DUCTILE IRON PIPE WATER MAIN DROP ASSEMBLY W/ (4) 45' BENDS CENTERED ON PROPOSED STORM DRAIN. REFER TO SHEET 19A, DETAIL W16 FOR DROP ASSEMBLY DETAILS. REFER TO ROADWAY PROFILE SHEET 8 FOR WATER MAIN PROFILING DETAIL.
4. 6" SDR 21, CLASS 200 PVC WATER MAIN. REFER TO SHEET 19A, DETAIL W9 FOR WATER MAIN BEDDING DETAIL.
5. REFER TO SHEET 19A, DETAIL W3 FOR TYPICAL FLUSHING HYDRANT ASSEMBLY DETAIL. REFER TO SHEET 19A, DETAIL W3 FOR TRACER WIRE IN VALVE BOX TERMINATION DETAIL.
6. REFER TO PROFILE SHEETS AND SHEET 19A, DETAIL W14 FOR TYPICAL WATER MAIN CROSSING UNDER STORM PIPE DETAILS.
7. INSTALL (1) 6" X 6" X 6" DI MJ TEE WITH (2) 6" GATE VALVE AND BOXES WHERE SHOWN. REFER TO SHEET 19A, DETAIL W3 FOR TYPICAL VALVE AND VALVE BOX DETAIL. REFER TO SHEET 19A, DETAIL W4 FOR THRUST BLOCKING AND ANCHORING SCHEDULE. REFER TO SHEET 19A, DETAIL W12 FOR TYPICAL PIPE RESTRAINT SCHEDULE CHART.
8. REFER TO SHEET 19A, DETAIL W1 FOR TYPICAL TAPPING SCHEDULE INSTALLATION AND SPACING DETAIL.
9. REFER TO SHEET 19A, DETAIL W1 FOR TYPICAL WATER SERVICE CONNECTION AND ELEVATION DETAIL. REFER TO SHEET 19B, DETAIL W19 FOR TYPICAL WATER SERVICE LAYOUT DETAIL.
10. INSTALL 6" X 2" DI MJ REDUCER ON THE BACK SIDE OF THE HYDRANT TEE. BEGIN 2" SDR 21 CLASS 200 PVC WATER MAIN CONSTRUCTION.
11. 6" SDR 21, CLASS 200 PVC WATER MAIN. REFER TO SHEET 19A, DETAIL W9 FOR WATER MAIN BEDDING DETAIL.
12. INSTALL 2" PERMANENT END-OF-LINE BLOWOFF ASSEMBLY. REFER TO SHEET 19A, DETAIL FOR PERMANENT 2" END-OF-LINE BLOWOFF ASSEMBLY DETAIL. END WATER MAIN EXTENSION CONSTRUCTION THIS DIRECTION.



MATCHLINE GRID

BAY RIVER

BAY RIVER

BAY RIVER

CONCEPT MARINA LOCATION

BAY RIVER

SHEETS 3A, 4A, 5A SHEETS 3C, 4C, 5C

SHEETS 3B, 4B, 5B SHEETS 3D, 4D, 5D

GRAPHIC SCALE (HOR.)



NOTE: THIS SCALE APPLIES FOR 24" X 36" SHEETS ONLY.



Know what's below. Call before you dig.

TYPICAL SYMBOLOLOGY LEGEND table with columns for Boundary Lines, Proposed 2" Water Mains, Proposed Area Drain, Proposed Area Drain, Temporary Construction Entrance, etc.

SCHEDULE OF DRAWINGS table with columns for SHEET, NAME, and details for COVER & VICINITY, EXISTING SITE PLANS, etc.

PROJECT REVISIONS table with columns for NO., DESCRIPTION, BY, DATE, and details for STREAM END ADJUSTMENTS, NCDOT COMMENTS.

PROPERTY OWNER & DEVELOPER CUTTER BAY DEVELOPMENT, LLC PO BOX 3435 GREENVILLE, NORTH CAROLINA 27836 PHONE: 252.355.4610 x107 GRIFFGARNER@SUDDELINKMAIL.COM CONSULTING ENGINEER THOMAS ENGINEERING, P.A. P.O. BOX 1309 - 1316-B COMMERCE DRIVE NEW BERN, NORTH CAROLINA 28563 OFFICE: 252.637.2727 FAX: 252.636.2448 JOHNTHOMAS@THOMASENGINEERINGPA.COM

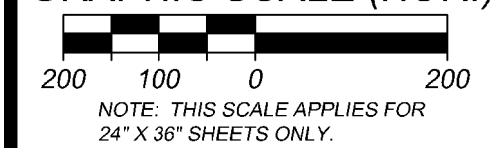
FINAL DRAWINGS Released for permits only, not released for construction. Includes professional seals for Thomas Engineering, P.A. and John Thomas.

SITE AND WATER PLAN - GRID B1 SITE IMPROVEMENTS FOR CUTTER BAY SUBDIVISION TOWNSHIP NO. 2 - PAMILCO COUNTY - NORTH CAROLINA SCALE: 1" = 200' DATE: 01.29.2024 PROJECT #: 2008-006 SHEET: 4B OF 22



Know what's below.
Call before you dig.

GRAPHIC SCALE (HOR.)



SHEETS 3A, 4A, 5A
SHEETS 3C, 4C, 5C

SHEETS 3B, 4B, 5B
SHEETS 3D, 4D, 5D

GENERAL WATER SYSTEM NOTES

- REFER TO SHEET 19A & 19B FOR WATER SYSTEM AND LAYOUT DETAILS.
- REFER TO PROFILE SHEETS 6-16 FOR UTILITY CROSSING SPECIFICS, DEPTHS, AND REQUIRED MATERIAL CHANGE FURTHER DETAILS.
- NO CONSTRUCTION SHALL BE UNDERTAKEN IN ANY COASTAL OR SECTION 404 WETLAND AREAS, RIPARIAN BUFFER AREAS, OR ANY 30' OR 75' AREA OF ENVIRONMENTAL CONCERN BUFFERS UNTIL FULL VERIFICATION THAT ALL NECESSARY PERMITS HAVE BEEN OBTAINED.
- POTABLE WATER SUPPLY TO BE BY THE PAMLICO COUNTY WATER DEPARTMENT.
- WASTEWATER TO BE BY INDIVIDUAL PERMITTED SEPTIC SYSTEMS PERMITTED THROUGH THE ENGINEERED OPTION PERMIT (EOP) PROGRAM & PAMLICO COUNTY HEALTH DEPARTMENT.
- CONTRACTOR SHALL VERIFY LOCATION OF EXISTING WATER AND OTHER UTILITIES AND REPORT DEVIATIONS TO ENGINEER PRIOR TO CONSTRUCTION.
- ANYONE DIGGING WITH MECHANIZED EQUIPMENT IN HIGHWAY RIGHT-OF-WAY, PRIVATE UTILITY EASEMENTS, OR PUBLIC SPACES WILL BE REQUIRED BY NORTH CAROLINA LAW TO GIVE NOTICE OF THE PROPOSED EXCAVATION TO ALL EXISTING AREA UTILITIES AT LEAST THREE TO TWELVE BUSINESS DAYS BEFORE STARTING TO DIG. THE UTILITY OWNER IS TO LOCATE ITS FACILITIES IN THE AREA OF THE PROPOSED EXCAVATION. UTILITY MEMBER OF NORTH CAROLINA 811 CAN BE CONTACTED AT 1-800-632-4849.
- CONTRACTOR IS RESPONSIBLE FOR CONTACTING ANY UTILITY COMPANY THAT IS NOT A MEMBER OF NC ONE CALL. UTILITY LOCATIONS SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, BOTH MAIN AND SERVICE LINES FOR THE FOLLOWING: SANITARY SEWER LINES, ELECTRIC LINES (OVERHEAD AND UNDERGROUND), GAS LINES, TELEPHONE LINES, CABLE TELEVISION LINES, STORMWATER CONVEYANCE LINES, POTABLE WATER LINES, AND RECLAIMED WATER LINES.
- CONTRACTOR SHALL BE RESPONSIBLE FOR DISCOVERY OF EXISTING UNDERGROUND INSTALLATIONS. IN ADVANCE OF EXCAVATING, BY CONTACTING ALL APPLICABLE LOCAL UTILITIES AND BY PROSPECTING. CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING AROUND ALL EXISTING UTILITIES AND SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT DISRUPTION OF SERVICES TO CUSTOMERS. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGES TO ANY EXISTING UTILITIES.
- CONTRACTOR SHALL VERIFY LOCATION AND INVERT ELEVATION OF EXISTING DOWNSTREAM SANITARY SEWER LINES AND STORM DRAIN LINES PRIOR TO ANY PROPOSED INSTALLATIONS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF SUCH LINES ARE SHALLOWER THAN INDICATED IN THESE DRAWINGS.
- THE CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY EXISTING ELECTRIC AND/OR TELEPHONE POLES OR LINES WITH THE LOCAL UTILITY COMPANY AND NOTIFY THE CORRESPONDING PROPERTY OWNER PRIOR TO COMMENCEMENT OF ANY WORK, INCLUDING NCDOT ENCROACHMENT PERMITS.
- WATER LINE UTILITY CONSTRUCTION SHALL NOT BEGIN UNTIL AREAS OF WATERLINE CONSTRUCTION ARE ROUGH GRADED TO BE WITHIN ONE FOOT OF FINISHED GRADE AND FILL AREAS ARE COMPLETED AND COMPACTED.
- NO CONSTRUCTION OF WATER SYSTEM EXTENSIONS SHALL BEGIN PRIOR TO APPROPRIATE PERMITS TO CONSTRUCT HAVING BEEN RECEIVED.
- ALL EXISTING WATER SYSTEM SCHEDULED SHUTDOWNS & OUTAGES SHALL BE COORDINATED WITH PAMLICO COUNTY WATER DEPARTMENT STAFF. A 72 HOUR NOTICE IS REQUIRED PRIOR TO ANY SERVICE OUTAGE.
- NO VALVES ON THE EXISTING SYSTEM SHALL BE OPERATED EXCEPT BY PAMLICO COUNTY WATER DEPARTMENT STAFF.
- ALL WATER SYSTEM INSTALLATION, MATERIALS, & PRACTICES SHALL MEET PAMLICO COUNTY WATER DEPARTMENT SPECIFICATIONS.
- IN THE EVENT THAT THESE NOTES OR SPECIFICATIONS ARE IN CONFLICT WITH REQUIREMENTS OF THE LOCAL UTILITY AUTHORITY, THE LOCAL UTILITY REQUIREMENTS SHALL GOVERN. IN SUCH CASE, NOTIFY THE ENGINEER REGARDING DISCREPANCIES.
- CONTRACTOR SHALL VERIFY LOCATION OF EXISTING WATER MAINS AND REPORT ANY DEVIATIONS TO ENGINEER PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL NOTIFY THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT AT LEAST 48 HOURS PRIOR TO COMMENCING ANY WORK, INSPECTIONS, SAMPLING, AND PRESSURE TESTS.
- CHLORINATION & PRESSURE TESTS ARE REQUIRED IN THE PRESENCE OF A REPRESENTATIVE OF THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT.
- WHILE TESTING, THE CONTRACTOR SHALL ENSURE THAT CHLORINATED DISINFECTION WATER NOT BE DISCHARGED DIRECTLY INTO A STORM DRAINAGE SYSTEM OR SURFACE WATERS WITHOUT THE PRIOR USE OF APPROPRIATE DE-CHLORINATION TECHNIQUES.
- CONTRACTOR SHALL FURNISH NEGATIVE BACTERIAL ANALYSIS RESULTS & 24 HOUR CHLORINE RESIDUAL RESULTS TO THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT.
- CONTRACTOR SHALL MAINTAIN A COMPREHENSIVE (DEPTH & HORIZONTAL LOCATIONS) FIELD "AS-BUILT" FOR ALL INSTALLATIONS AND SUBMIT THEM TO THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT.
- ALL UTILITY MAINS AND SERVICES AS SHOWN HEREIN ARE TO BE INSTALLED BY THE DEVELOPER. ALL UNITS SHALL HAVE INDIVIDUAL WATER SERVICES INSTALLED BY THE CONTRACTOR.
- WATER MAINS SHALL BE BURIED A MINIMUM OF 36" COVER, WITH A MAXIMUM OF 60" DEPTH AS TYPICAL UNLESS OTHERWISE DIRECTED (SEE PROFILES).
- WATER MAINS SHALL BE INSTALLED 4 FEET FROM THE EDGE OF PAVEMENT OR BACK OF CURB UNLESS OTHERWISE SHOWN.
- ALL WATER VALVES SHALL BE LOCATED OUTSIDE OF PAVED AREAS, UNLESS OTHERWISE APPROVED AND/OR DIRECTED.
- WATER VALVE BOXES LOCATED OUTSIDE OF PAVED AREAS SHALL BE PROTECTED BY CONCRETE PROTECTIVE COLLARS AS PROVIDED IN THE DETAILS. ANY APPROVED WATER VALVE BOXES LOCATED INSIDE PAVED OR CONCRETE AREAS SHALL BE LEVEL WITH SET FLUSH WITH FINISHED ASPHALT AND/OR CONCRETE GRADE.
- NO VALVES SHALL FALL IN CURBS AND CUTTER SECTIONS.
- ALL WATER MAINS AND WATER SERVICE LINES SHALL BE LAID WITH TRACER WIRE, AS INCLUDED IN THE DETAILS. TRACER WIRE SHALL BE 12-GAUGE #12X2 COATED SOLID COPPER.
- POWER AND CABLE ARE NOT TO BE PLACED THE SAME PROPERTY LINE AS WATER.
- ALL WATER MAINS SHALL BE ASTM A254-2011 PVC 120, SDR 21, 200 PSI PRESSURE RATING. SEE PROJECT SPECIFICATIONS FOR MORE INFORMATION.
- ALL FIRE HYDRANTS SHALL BE OF THE COMPRESSION TYPE, DRY TOP, OF CAST IRON, AND SHALL CONFORM TO THE REQUIREMENTS OF AWWA C200. FIRE HYDRANTS TO BE THE 4-1/2" MUELLER CENTURION MODEL A621, OR APPROVED EQUAL.
- ALL FIRE HYDRANT LEGS FROM THE MAIN TO THE HYDRANT SHALL BE DUCTILE IRON PIPE (DIP), UNLESS OTHERWISE APPROVED.
- CONTRACTOR SHALL LAY WATER MAINS AT EXTRA DEPTH TO AVOID CONFLICTS WITH STORM DRAINAGE OR OTHER FACILITIES. SEE DETAILS AND PROFILE SHEETS FOR MORE INFORMATION.
- CONCRETE THRUST BLOCKING, RESTRAINT BUNDLES, THE RODS, RESTRAINED JOINT PIPE, AND/OR OTHER MEANS OF RESTRAINT SHALL BE PROVIDED AT ALL CHANGES IN PIPE DIRECTION. CONCRETE THRUST BLOCKING IS NOT RECOMMENDED WHERE THE BLOCKING MAY BEAR ON OTHER UTILITIES OR WHERE THE AREA BEHIND THE BLOCK MAY BE EXCAVATED IN THE FUTURE.
- ANY TEMPORARY BLOW-OFFS REQUIRED SHALL HAVE A FULL 20-FOOT JOINT OF PIPE BETWEEN THE VALVE AND THE STANDPIPE.
- LOCATOR TAPE (WATER): BRIGHTLY COLORED BLUE TAPE CONTINUOUSLY PRINTED WITH "WATER LINE" IN LARGE LETTERS, MINIMUM 6" WIDE BY 4 MILS THICK, WITH MAGNETIC DETECTABLE CONDUCTOR MANUFACTURED FOR DIRECT BURIAL. PIPE IS 48 INCHES LONG AND BURIED 1.5 TO 2 FEET FROM THE TOP OF THE WATER LINE TO AID IN LOCATING THE PIPE IF EXCAVATION OCCURS.
- ALL UTILITY MAIN OR VERTICAL BENDS SHALL BE RESTRAINED. THE USE OF MECHANICAL RESTRAINT (CLAMP OR GRIP-RINGS) IS ACCEPTABLE. REFER TO SHEET W11 FOR TYPICAL TAPPING SADDLE INSTALLATION AND SPACING DETAIL.
- WATER MAINS INSTALLED UNDER STORM DRAIN PIPE SHALL HAVE A MINIMUM OF 24" SEPARATION. IN SUCH CASES THIS CANNOT BE ACHIEVED, THE WATER MAINS SHALL BE DUCTILE IRON PIPE.
- ANY DUCTILE IRON PIPE UTILIZED IN THE WATER SYSTEM SHALL BE LINED WITH PROTECTO 401 CERAMIC EPOXY.
- ALL LOTS SHALL HAVE INDIVIDUAL WATER INSTALLED BY THE CONTRACTOR AND SEPTIC SERVICES INSTALLED BY THE HOMEOWNER. WATER SERVICES SHALL BE LOCATED TWO (2) FEET FROM THE TOP OF BANK OF THE ROAD SIDE DITCH OR ONE (1) FOOT INSIDE THE 60' RIGHT-OF-WAY, WHICHEVER IS FURTHER FROM THE EDGE OF PAVEMENT.
- FOR OTHER DETAILED CONSTRUCTION NOTES, SEE PLAN AND PROFILES, OTHER PLAN SHEETS, AND SPECIFICATIONS.

WATER SYSTEM KEY NOTES

- BEGIN WATER MAIN EXTENSION CONSTRUCTION WITH 8" X 8" STAINLESS STEEL TAPPING SLEEVE AND VALVE. REFER TO SHEET 19B, DETAIL W20 FOR TAPPING SLEEVE & VALVE DETAIL. TAP SHOULD BE MADE IN "REVERSE" FASHION WITH (2) 90° DI MJ BENDS INSTALLED AS REQUIRED TO ALIGN WITH PROPOSED 8" 12" STEEL ENCASSEMBLY. BEGIN 6" SDR 21, CLASS 200 PVC WATER MAIN, EXCEPT WHERE OTHERWISE INDICATED ON PROFILE SHEETS OR AS REVISED.
- INSTALL 6" RESTRAINED DUCTILE IRON PIPE WATER MAIN THROUGH 80 LF OF 12" STEEL ENCASSEMBLY UNDER NC HWY 55. REFER TO SHEET 19A, DETAIL W0 FOR TYPICAL PIPE ENCASSEMBLY DETAIL. 12" STEEL ENCASSEMBLY TO BE INSTALLED BY JACK AND BORE. NOTICE SHALL BE PROVIDED TO THE ENGINEER, THE PAMLICO COUNTY WATER DEPARTMENT, AND NCDOT NO LESS THAN 5 DAYS PRIOR TO INSTALLATION.
- INSTALL 6" RESTRAINED JOINT DUCTILE IRON PIPE WATER MAIN DROP ASSEMBLY W/ (4) 45° BENDS CENTERED ON PROPOSED STORM DRAIN. REFER TO SHEET 19A, DETAIL W16 FOR DROP ASSEMBLY DETAILS. REFER TO ROADWAY PROFILE SHEET 6 FOR WATER MAIN PROFILING DETAIL.
- 6" SDR 21, CLASS 200 PVC WATER MAIN. REFER TO SHEET 19A, DETAIL W09 FOR WATER MAIN BEDDING DETAIL.
- REFER TO SHEET 19A, DETAIL W2 FOR TYPICAL FLUSHING HYDRANT ASSEMBLY DETAIL. REFER TO SHEET 19A, DETAIL W3 FOR TRACER WIRE IN VALVE BOX TERMINATION DETAIL.
- REFER TO PROFILE SHEETS AND SHEET 19A, DETAIL W14 FOR TYPICAL WATER MAIN CROSSING UNDER STORM PIPE DETAILS.
- INSTALL (1) 6" X 6" DI MJ TEE WITH (2) 6" GATE VALVE AND BOXES WHERE SHOWN. REFER TO SHEET 19A, DETAIL W03 FOR TYPICAL VALVE AND VALVE BOX DETAIL. REFER TO SHEET 19A, DETAIL W4 FOR THRUST BLOCKING AND ANCHORING SCHEDULE. REFER TO SHEET 19A, DETAIL W12 FOR TYPICAL PIPE RESTRAINT SCHEDULE CHART.
- REFER TO SHEET 19A, DETAIL W11 FOR TYPICAL TAPPING SADDLE INSTALLATION AND SPACING DETAIL.
- REFER TO SHEET 19A, DETAIL W1 FOR TYPICAL WATER SERVICE CONNECTION AND ELEVATION DETAIL. REFER TO SHEET 19B, DETAIL W19 FOR TYPICAL WATER SERVICE LAYOUT DETAIL.
- INSTALL 6" X 2" DI MJ REDUCER ON THE BACK SIDE OF THE HYDRANT TEE. BEGIN 2" SDR 21 CLASS 200 PVC WATER MAIN CONSTRUCTION.
- REFER TO SHEET 19A, DETAIL W09 FOR WATER MAIN BEDDING DETAIL.
- INSTALL 2" PERMANENT END-OF-LINE BLOWOFF ASSEMBLY. REFER TO SHEET 19A, DETAIL W04 FOR PERMANENT 2" END-OF-LINE BLOWOFF ASSEMBLY DETAIL. END WATER MAIN EXTENSION CONSTRUCTION THIS DIRECTION.

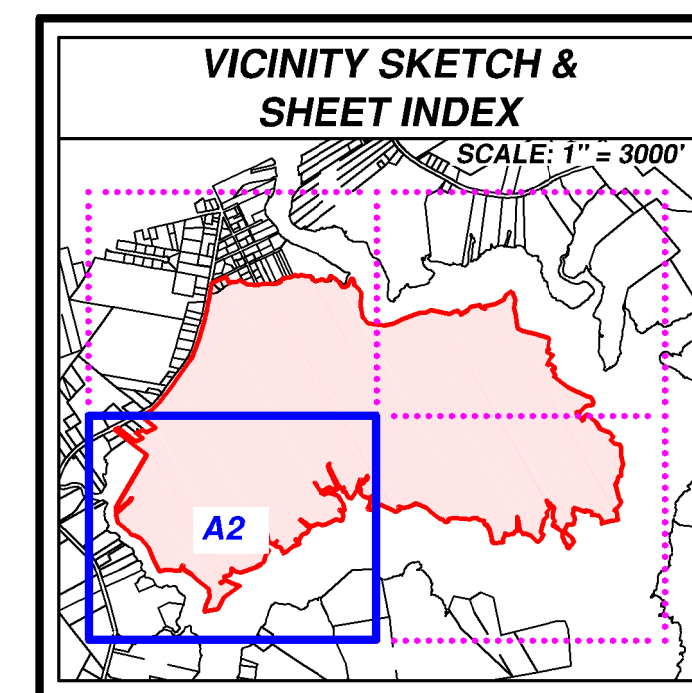
ROADWAY AND TESTING NOTES

- THE STREETS TO BE CONSTRUCTED FOR THIS PROJECT ARE SUBJECT TO THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION CERTIFICATION PROGRAM AND QUALITY MANAGEMENT SYSTEM MAINTENANCE VERSION REQUIREMENTS. THE CONTRACTOR SHALL PROVIDE TESTING RESULTS ON SUBGRADE, BASE, AND PAVEMENT. THE CONTRACTOR SHALL INSURE THAT ALL CONSTRUCTION AND TESTING IS PERFORMED IN ACCORDANCE WITH THE CURRENT EDITION OF THE NCDOT STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES, HOT MIX ASPHALT SPECIFICATIONS AND MANUAL, AND QUALITY MANAGEMENT SYSTEMS MAINTENANCE VERSION, AND SHALL REPORT THE TESTING AND/OR CORE LOCATIONS, TEST METHOD, RESULTS, AND ALLOWABLE RANGE/TOLERANCE, AS REQUIRED. SUBGRADE SHALL BE TESTED FOR DENSITY AND SHALL BE PROOFROLLED BY THE CERTIFYING ENGINEER AND/OR THEIR REPRESENTATIVE. BASE AND PAVEMENT SHALL BOTH BE TESTED FOR DENSITY AND THICKNESS. TESTING FOR PAVEMENT SHALL BE CERTIFIED BY EITHER A PROFESSIONAL ENGINEER OR A PROPERLY CERTIFIED QMS TECHNICIAN AND SHALL BE IN ACCORDANCE WITH QMS CRITERIA. REQUIRED THICKNESS FOR THIS PROJECT IS AS PROVIDED IN THE DETAILS.
- MINIMUM DENSITIES:

2.1. SUBGRADE	100%
2.2. STONE BASE	100%
2.3. SF 5.5B	90%
2.4. S 9.5B	92%
2.5. 119.0B	92%
2.6. 25.0B	92%
- NOTIFY AND COORDINATE WITH THE ENGINEER AT LEAST 48 HOURS IN ADVANCE OF ANY REQUIRED ROADWAY TESTING.
- 50 FOOT MINIMUM RADI AT RIGHT-OF-WAY INTERSECTIONS. 30 FOOT RADI AT EDGE OF PAVEMENT INTERSECTIONS.
- A MINIMUM SIGHT DISTANCE OF 10' X 70' SHALL BE MAINTAINED ALONG THE RIGHT-OF-WAY AT ALL INTERNAL INTERSECTIONS.
- THERE SHALL BE NO ENCUMBRANCES WITHIN THE NCDOT RIGHT-OF-WAY.
- ALL ROADS SHALL BE PUBLIC AND BUILT TO NCDOT STANDARDS.
- ALL CURBS UNDER STREETS SHALL BE REINFORCED CONCRETE PIPE (TYPE AS SHOWN IN THE PIPE DATA TABLE SHEETS SA THROUGH SD) PER DEPARTMENT OF TRANSPORTATION SPECIFICATIONS, UNLESS OTHERWISE SPECIFIED AND APPROVED BY THE ENGINEER AND NCDOT.
- FOR OTHER DETAILED CONSTRUCTION NOTES, SEE PLAN, PROFILE, AND DETAILS.
- PROOFROLLS OF SUBGRADE AND STONE SHALL BE WITNESSED BY CERTIFYING ENGINEER. ROADS SHALL BE PAVED WITH ONE WEEK OF PASSING STONE PROOFROLL AND WITHIN LESS THAN 4" OF RAINFALL.
- ALL EASEMENTS LOCATED OUTSIDE OF NCDOT RIGHT-OF-WAY ARE TO BE MAINTAINED BY THE SUBDIVISION PROPERTY OWNER'S ASSOCIATION AND NOT BY NCDOT.

SITE PLAN KEY NOTES

- REFER TO SHEET 17, DETAIL G1 FOR TYPICAL PAVEMENT CROSS-SECTION DETAILS.
- REFER TO SHEET 17, DETAIL G2 FOR TYPICAL ROADWAY SECTION DETAILS.
- REFER TO SHEET 17, DETAIL G3 FOR TYPICAL C&G DE S&C DIMENSION DETAILS.
- REFER TO SHEET 17, DETAIL G4 FOR 30" STANDARD CURB AND GUTTER SECTION DETAIL.
- REFER TO SHEET 17, DETAIL G5 FOR TYPICAL ROAD CONNECTION WITH CURB AND GUTTER DIMENSIONS. REFER TO DETAIL G8 FOR ACTUAL CUTTER BAY WAY ACCESS CONNECTION DIMENSIONS.
- REFER TO SHEET 22 FOR NC HIGHWAY 55 WIDENING AND TURN LANE DIMENSIONS, PAVEMENT MARKING, AND FURTHER DETAIL.
- COMMUNITY MAIL KIOSK FOR CUTTER BAY.
- REFER TO SHEET 17, DETAIL G7 FOR STANDARD NCDOT SIGHT TRIANGLE PLACEMENT AND FOR TYPICAL LOT ENVELOPES AND EASEMENTS.



MATCHLINE GRID

TYPICAL SYMBOLOLOGY LEGEND	
	Proposed 2" Water Mains
	Proposed 6" Water Mains
	Proposed Storm Pipe
	Proposed Water Valve & Box
	Proposed Reducer
	Proposed End of Line Blowoff
	Proposed Flushing Hydrant Assembly
	Proposed Ductile Iron Pipe (Profile Views)
	Proposed Catch Basin
	Permanent Stone Outlet Protection
	Proposed Swale or Ditch
	Flow Direction
	Temporary Construction Entrance
	Temporary Silt Fence (8' Limits of Disturbance)
	Temporary Check Dam
	Temporary Coir Fiber Wattle
	Temp. Hardware Cloth & Gravel Inlet Prot.
	Silt Fence w/ Wattle Outlet
	Temporary Skimmer Sediment Basin
	Temporary Sediment Trap
	Temporary Coir Fiber Baffle
	Temporary Diversion Ditch
	90' In-lieu Vegetated Buffers

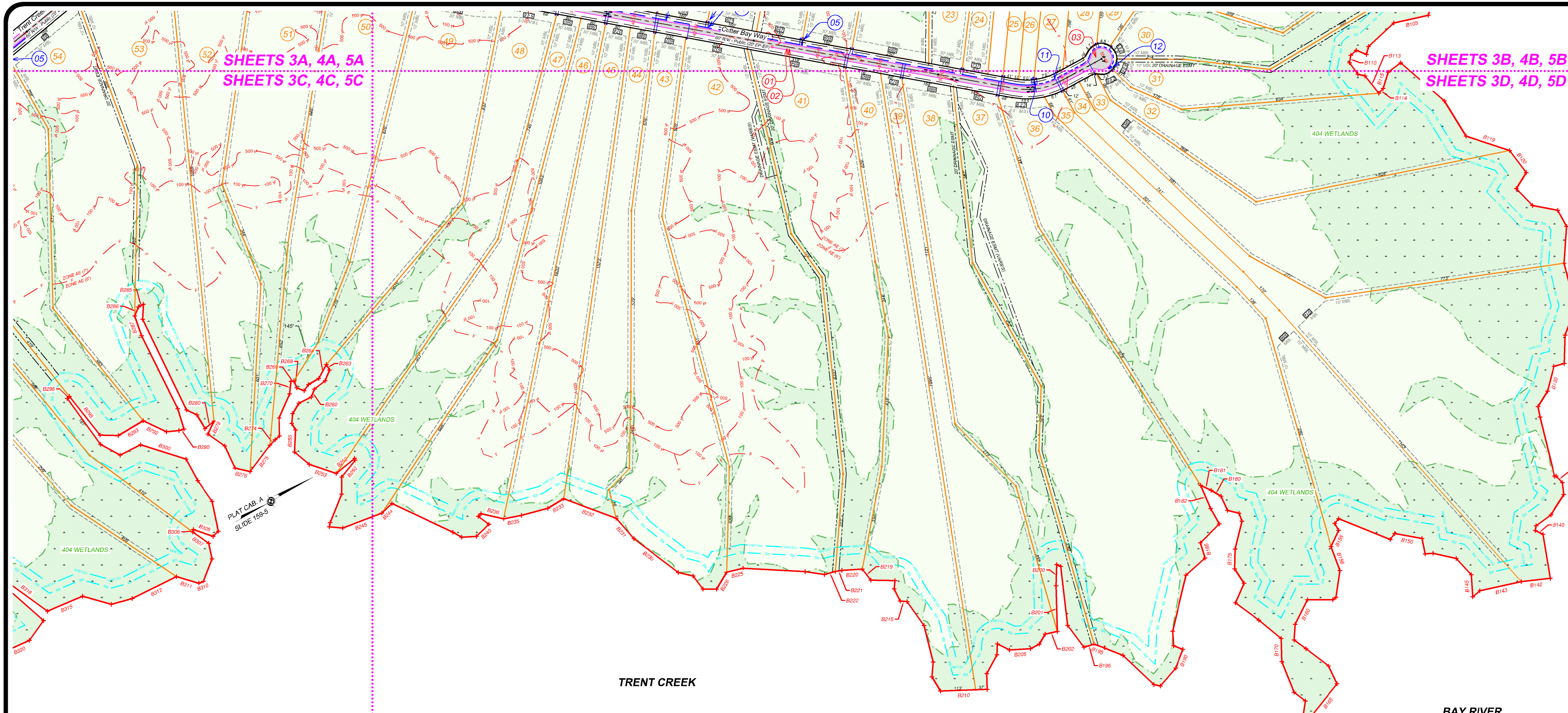
SCHEDULE OF DRAWINGS	
SHEET	NAME
1	COVER & VICINITY
2A	SHEET INDEX
2B	BOUNDARY AND LOT DATA
3A-3D	EXISTING SITE PLANS
4A-4D	SITE & WATER PLANS
5A-5D	GRADINGS & DRAINAGE PLANS
6-16	ROADWAY PROFILES
17	ROADWAY & GRADING DETAILS
18	DRAINAGE DETAILS
19A-19B	WATER SYSTEM DETAILS
20	EROSION CONTROL DETAILS
21	SEEDING & NCDOT DETAILS
22	NC HWY 55 WIDENING PLAN

PROJECT REVISIONS			
NO.	DESCRIPTION	BY	DATE
1	STREAM END ADJUSTMENTS	JGT	02.15.24
2	NCDOT COMMENTS	JGT	03.14.24

PROPERTY OWNER & DEVELOPER	
CUTTER BAY DEVELOPMENT, LLC	
PO BOX 3435	
GREENVILLE, NORTH CAROLINA 27836	
PHONE: 252.355.4610 x107	
GRIFFGARNER@SUDDENLINKMAIL.COM	
CONSULTING ENGINEER	
THOMAS ENGINEERING, P.A.	
P.O. BOX 1309 - 1316-B COMMERCE DRIVE	
NEW BERN, NORTH CAROLINA 28563	
OFFICE: 252.637.2727 FAX: 252.636.2448	
JOHNTHOMAS@THOMASENGINEERINGPA.COM	

FINAL DRAWINGS
Released for permits only,
not released for construction.

SITE AND WATER PLAN - GRID A2	
SITE IMPROVEMENTS FOR CUTTER BAY SUBDIVISION	
TOWNSHIP NO. 2 - PAMLICO COUNTY - NORTH CAROLINA	
SCALE: 1" = 200'	DATE: 01.29.2024
PROJECT #: 2008-006	SHEET: 4C of 22



SHEETS 3A, 4A, 5A
SHEETS 3C, 4C, 5C

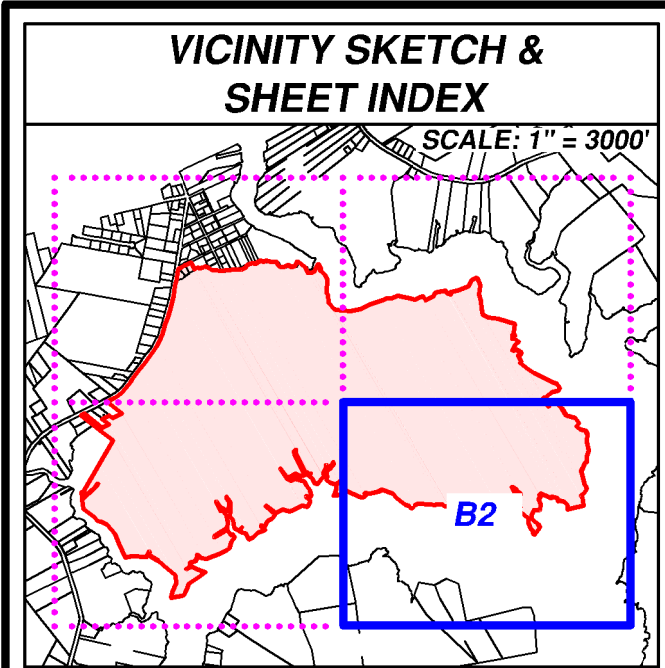
SHEETS 3B, 4B, 5B
SHEETS 3D, 4D, 5D

- ### WATER SYSTEM KEY NOTES
- BEGIN WATER MAIN EXTENSION CONSTRUCTION WITH 6" X 6" STAINLESS STEEL TAPPING SLEEVE AND VALVE. REFER TO SHEET 198, DETAIL W20 FOR TAPPING SLEEVE & VALVE DETAIL. TAP SHOULD BE MADE IN "REVERSE" FASHION WITH (2) 90° 2" DIA BENDS INSTALLED AS REQUIRED TO ALIGN WITH PROPOSED 80 LF OF 12" STEEL ENCASUREMENT. BEGIN 6" SDR 21, CLASS 200 PVC WATER MAIN, EXCEPT WHERE OTHERWISE INDICATED ON PROFILE SHEETS OR AS NOTED.
 - INSTALL 6" RESTRAINED DUCTILE IRON PIPE WATER MAIN THROUGH 80 LF OF 12" STEEL ENCASUREMENT UNDER NC HWY 55. REFER TO SHEET 198, DETAIL W16 FOR TYPICAL FLUSHING HYDRANT ASSEMBLY DETAIL. REFER TO SHEET 198, DETAIL W3 FOR TRACER WIRE IN VALVE BOX TERMINATION DETAIL.
 - INSTALL 6" RESTRAINED JOINT DUCTILE IRON PIPE WATER MAIN DROP ASSEMBLY W/ (4) 45° BENDS CENTERED ON PROPOSED STORM DRAIN. REFER TO SHEET 198, DETAIL W16 FOR DROP ASSEMBLY DETAILS. REFER TO ROADWAY PROFILE SHEET 6 FOR WATER MAIN PROFILING DETAIL.
 - 6" SDR 21, CLASS 200 PVC WATER MAIN. REFER TO SHEET 198, DETAIL W9 FOR WATER MAIN BEDDING DETAIL.
 - REFER TO SHEET 198, DETAIL W12 FOR TYPICAL TAPPING SADDLE INSTALLATION AND SPACING DETAIL.
 - REFER TO SHEET 198, DETAIL W1 FOR TYPICAL WATER SERVICE CONNECTION AND ELEVATION DETAIL. REFER TO SHEET 198, DETAIL W19 FOR TYPICAL WATER SERVICE LAYOUT DETAIL.
 - INSTALL 6" X 2" DI MJ REDUCER ON THE BACK SIDE OF THE HYDRANT TEE. BEGIN 2" SDR 21 CLASS 200 PVC WATER MAIN CONSTRUCTION.
 - 6" SDR 21, CLASS 200 PVC WATER MAIN. REFER TO SHEET 198, DETAIL W9 FOR WATER MAIN BEDDING DETAIL.
 - INSTALL 2" PERMANENT END-OF-LINE BLOWOFF ASSEMBLY. REFER TO SHEET 198, DETAIL FOR PERMANENT 2" END-OF-LINE BLOWOFF ASSEMBLY DETAIL. END WATER MAIN EXTENSION CONSTRUCTION THIS DIRECTION.

BAY RIVER

BAY RIVER

- ### GENERAL WATER SYSTEM NOTES
- REFER TO SHEETS 198 & 199 FOR WATER SYSTEM AND LAYOUT DETAILS.
 - REFER TO PROFILE SHEETS 6-16 FOR UTILITY CROSSING SPECIFICS, DEPTHS, AND REQUIRED MATERIAL CHANGE FURTHER DETAILS.
 - NO CONSTRUCTION SHALL BE UNDERTAKEN IN ANY COASTAL OR SECTION 404 WETLAND AREAS, RIPARIAN BUFFER AREAS, OR ANY 30' OR 75' AREA OF ENVIRONMENTAL CONCERN BUFFERS UNTIL FULL VERIFICATION THAT ALL NECESSARY PERMITS HAVE BEEN OBTAINED.
 - POTABLE WATER SUPPLY TO BE BY THE PAMLICO COUNTY WATER DEPARTMENT.
 - WASTEWATER TO BE BY INDIVIDUAL PERMITTED SEPTIC SYSTEMS PERMITTED THROUGH THE ENGINEERED OPTION PERMIT (EOP) PROGRAM & PAMLICO COUNTY HEALTH DEPARTMENT.
 - CONTRACTOR SHALL VERIFY LOCATION OF EXISTING WATER AND OTHER UTILITIES AND REPORT DEVIATIONS TO ENGINEER PRIOR TO CONSTRUCTION.
 - ANYONE DIGGING WITH MECHANIZED EQUIPMENT IN HIGHWAY RIGHT-OF-WAY, PRIVATE UTILITY EASEMENTS, OR PUBLIC SPACES WILL BE REQUIRED BY NORTH CAROLINA LAW TO GIVE NOTICE OF THE PROPOSED EXCAVATION TO ALL EXISTING AREA UTILITIES AT LEAST THREE TO TWELVE BUSINESS DAYS BEFORE STARTING TO DIG. THE UTILITY OWNER IS TO LOCATE ITS FACILITIES IN THE AREA OF THE PROPOSED EXCAVATION. UTILITY MEMBER OF NORTH CAROLINA 811 CAN BE CONTACTED AT 1-800-432-8141.
 - CONTRACTOR IS RESPONSIBLE FOR CONTACTING ANY UTILITY COMPANY THAT IS NOT A MEMBER OF NC ONE CALL. UTILITY LOCATIONS SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, BOTH MAIN AND SERVICE LINES FOR THE FOLLOWING: SANITARY SEWER LINES, ELECTRIC LINES (OVERHEAD AND UNDERGROUND), GAS LINES, TELEPHONE LINES, CABLE TELEVISION LINES, STORMWATER CONVEYANCE LINES, POTABLE WATER LINES, AND RECLAIMED WATER LINES.
 - CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGES TO ANY EXISTING UTILITIES.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR DISCOVERY OF EXISTING UNDERGROUND INSTALLATIONS, IN ADVANCE OF EXCAVATING, BY CONTACTING ALL APPLICABLE LOCAL UTILITIES AND BY PROSPECTING. CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING AROUND ALL EXISTING UTILITIES AND SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT DISRUPTION OF SERVICES TO CUSTOMERS. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGES TO ANY EXISTING UTILITIES.
 - CONTRACTOR SHALL VERIFY LOCATION AND INVERT ELEVATION OF EXISTING DOWNSTREAM SANITARY SEWER LINES AND STORM DRAIN LINES PRIOR TO ANY PROPOSED INSTALLATIONS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF SUCH LINES ARE SHALLOWER THAN INDICATED IN THESE DRAWINGS.
 - THE CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY EXISTING ELECTRIC AND/OR TELEPHONE POLES OR LINES WITH THE LOCAL UTILITY COMPANY AND NOTIFY THE CORRESPONDING PROPERTY OWNER PRIOR TO COMMENCEMENT OF ANY WORK, INCLUDING ANY NECESSARY PERMITS.
 - WATER LINE UTILITY CONSTRUCTION SHALL NOT BEGIN UNTIL AREAS OF WATERLINE CONSTRUCTION ARE ROUGH GRADED TO BE WITHIN ONE FOOT OF FINISHED GRADE AND FILL AREAS ARE COMPLETED AND COMPACTED.
 - NO CONSTRUCTION OF WATER SYSTEM EXTENSIONS SHALL BEGIN PRIOR TO APPROPRIATE PERMITS TO CONSTRUCT HAVING BEEN RECEIVED.
 - ALL EXISTING WATER SYSTEM SCHEDULED SHUTDOWNS & OUTAGES SHALL BE COORDINATED WITH PAMLICO COUNTY WATER DEPARTMENT NOTICE IS REQUIRED PRIOR TO ANY SERVICE OUTAGE.
 - NO VALVES ON THE EXISTING SYSTEM SHALL BE OPERATED EXCEPT BY PAMLICO COUNTY WATER DEPARTMENT STAFF.
 - ALL WATER SYSTEM INSTALLATION, MATERIALS, & PRACTICES SHALL MEET PAMLICO COUNTY WATER DEPARTMENT SPECIFICATIONS.
 - IN THE EVENT THAT THESE NOTES OR SPECIFICATIONS ARE IN CONFLICT WITH REQUIREMENTS OF THE LOCAL UTILITY AUTHORITY, THE LOCAL UTILITY REQUIREMENTS SHALL GOVERN. IN SUCH CASE, NOTIFY THE ENGINEER REGARDING DISCREPANCIES.
 - CONTRACTOR SHALL VERIFY LOCATION OF EXISTING WATER MAINS AND REPORT ANY DEVIATIONS TO ENGINEER PRIOR TO CONSTRUCTION.
 - CONTRACTOR SHALL NOTIFY THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT AT LEAST 48 HOURS PRIOR TO COMMENCING ANY WORK, INSPECTIONS, SAMPLING, AND PRESSURE TESTS.
 - CHLORINATION & PRESSURE TESTS ARE REQUIRED IN THE PRESENCE OF A REPRESENTATIVE OF THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT.
 - WHILE TESTING, THE CONTRACTOR SHALL ENSURE THAT CHLORINATED DISINFECTION WATER NOT BE DISCHARGED DIRECTLY INTO A STORM DRAINAGE SYSTEM OR SURFACE WATERS WITHOUT THE PRIOR USE OF APPROPRIATE DE-CHLORINATION METHODS.
 - CONTRACTOR SHALL FURNISH NEGATIVE BACTERIAL ANALYSIS RESULTS & 24 HOUR CHLORINE RESIDUAL RESULTS TO THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT.
 - CONTRACTOR SHALL MAINTAIN A COMPREHENSIVE (DEPTH & HORIZONTAL LOCATIONS) FIELD "AS-BUILT" FOR ALL INSTALLATIONS AND SUBMIT THEM TO THE CERTIFYING ENGINEER AND THE PAMLICO COUNTY WATER DEPARTMENT.
 - ALL UTILITY MAINS AND SERVICES AS SHOWN HEREIN ARE TO BE INSTALLED BY THE DEVELOPER. ALL UNITS SHALL HAVE INDIVIDUAL WATER SERVICES INSTALLED BY THE CONTRACTOR.
 - WATER MAINS SHALL BE BURIED A MINIMUM OF 36" COVER, WITH A MAXIMUM OF 60" DEPTH AS TYPICAL UNLESS OTHERWISE DIRECTED (SEE PROFILES).
 - WATER MAINS SHALL BE INSTALLED 4 FEET FROM THE EDGE OF PAVEMENT OR BACK OF CURB UNLESS OTHERWISE SHOWN.
 - WATER VALVES SHALL BE LOCATED OUTSIDE OF PAVED AREAS, UNLESS OTHERWISE APPROVED AND/OR DIRECTED.
 - WATER VALVE BODIES LOCATED OUTSIDE OF PAVED AREAS SHALL BE PROTECTED BY CONCRETE VALE PROTECTOR. COLLARS AS PROVIDED FOR WATER VALVE BODIES LOCATED INSIDE PAVED OR CONCRETE AREAS SHALL BE LEVEL WITH SET FLUSH WITH FINISHED ASPHALT AND/OR CONCRETE GRADE.
 - NO VALVES SHALL FALL IN CURB AND GUTTER SECTIONS.
 - ALL WATER MAINS LINES SHALL BE BIAID WITH TRACER WIRE, AS INCLUDED IN THE DETAILS. TRACER WIRE SHALL BE 12-GAUGE HDPE COATED SOLID COPPER.
 - POWER AND CABLE ARE NOT TO BE PLACED THE SAME PROPERTY LINE AS WATER.
 - ALL WATER MAINS SHALL BE ASTRAD-2911, PVC 1121, SDR 21, 200 PSI PRESSURE RATING. SEE PROJECT SPECIFICATIONS FOR MORE INFORMATION.
 - ALL FIRE HYDRANTS SHALL BE OF THE COMPRESSION TYPE, DRY TOP, OF CAST IRON, AND SHALL CONFORM TO THE REQUIREMENTS OF AWWA C502. FIRE HYDRANTS TO BE THE 4-1/2" MUELLER CENTURION MODEL #421, OR APPROVED EQUAL.
 - ALL FIRE HYDRANT LEGS FROM THE MAIN TO THE HYDRANT SHALL BE DUCTILE IRON PIPE (DIP), UNLESS OTHERWISE APPROVED.
 - CONTRACTOR SHALL LAY WATER MAINS AT EXTRA DEPTH TO AVOID CONTACTS WITH STORM DRAINAGE OR OTHER FACILITIES. SEE DETAILS AND PROFILE SHEETS FOR MORE INFORMATION.
 - CONCRETE THRUST BLOCKING, RESTRAINT GLANDS, TIE RODS, RESTRAINED JOINT PIPE, AND/OR OTHER MEANS OF RESTRAINT SHALL BE PROVIDED AT ALL CHANGES IN PIPE DIRECTION. CONCRETE THRUST BLOCKING IS NOT RECOMMENDED WHERE THE BLOCKING MAY BEAR ON OTHER UTILITIES OR WHERE THE AREA BEHIND THE BLOCK MAY BE EXCAVATED IN THE FUTURE.
 - ANY TEMPORARY BLOW-OFFS REQUIRED SHALL HAVE A FULL 20-FOOT JOINT OF PIPE BETWEEN THE VALVE AND THE STANDPIPE.
 - LOCATOR TAPE (WATER); BRIGHTLY COLORED BLUE TAPE CONTINUOUSLY PRINTED WITH "WATER LINE" IN LARGE LETTERS, MINIMUM 6" WIDE BY 4 MILS THICK, WITH MAGNETIC DETECTABLE CONDUCTOR MANUFACTURED FOR DIRECT BURIAL SERVICE SHALL BE INSTALLED AND BURIED 1.5 TO 2 FEET FROM THE TOP OF THE WATER LINE TO AID IN LOCATING THE PIPE IF AN EXCAVATION OCCURS.
 - ALL UTILITY MAIN VERTICAL BENDS SHALL BE RESTRAINED. THE USE OF MECHANICAL RESTRAINT GLAND (GRIP-RINGS) IS ACCEPTABLE, OR OTHERWISE AS APPROVED BY THE ENGINEER.
 - WATER MAINS INSTALLED UNDER STORM DRAIN PIPE SHALL HAVE A MINIMUM OF 24" SEPARATION. IN SUCH CASES THIS CANNOT BE ACHIEVED, THE WATER MAINS SHALL BE DUCTILE IRON PIPE.
 - ANY DUCTILE IRON PIPE UTILIZED IN THE WATER SYSTEM SHALL BE LINED WITH PROTECTO 401 CERAMIC EPOXY.
 - ALL LOTS SHALL HAVE INDIVIDUAL WATER INSTALLED BY THE CONTRACTOR AND SEPTIC SERVICES INSTALLED BY THE HOMEOWNER. WATER SERVICES SHALL BE LOCATED TWO (2) FOOT FROM THE TOP OF BANK OF THE ROAD SIDE DITCH OR ONE (1) FOOT INSIDE THE 80' RIGHT-OF-WAY, WHICHEVER IS FURTHER FROM THE EDGE OF PAVEMENT.
 - FOR OTHER DETAILED CONSTRUCTION NOTES, SEE PLAN AND PROFILES, OTHER PLAN SHEETS, AND SPECIFICATIONS.

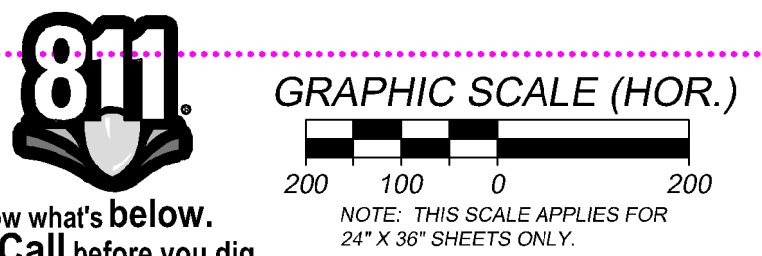


- ### SITE PLAN KEY NOTES
- REFER TO SHEET 17, DETAIL G1 FOR TYPICAL PAVEMENT CROSS SECTION DETAILS.
 - REFER TO SHEET 17, DETAIL G2 FOR TYPICAL ROADWAY SECTION DETAILS.
 - REFER TO SHEET 17, DETAIL G3 FOR TYPICAL CUL DE SAC DIMENSION DETAILS.
 - REFER TO SHEET 17, DETAIL G4 FOR 30" STANDARD CURB AND GUTTER SECTION DETAIL.
 - REFER TO SHEET 17, DETAIL G5 FOR TYPICAL ROAD CONNECTION WITH CURB AND GUTTER DIMENSIONS. REFER TO DETAIL G8 FOR ACTUAL CUTTER BAY WAY ACCESS CONNECTION DIMENSIONS. REFER TO DETAIL 22 FOR NC HIGHWAY 55 WIDENING AND TURN LANE DIMENSIONS, PAVEMENT MARKING, AND FURTHER DETAIL.
 - COMMUNITY MAIL KIOSK FOR CUTTER BAY.
 - REFER TO SHEET 17, DETAIL G7 FOR STANDARD NCDOT SIGHT TRIANGLE PLACEMENT AND FOR TYPICAL LOT ENVELOPES AND EASEMENTS.

- ### ROADWAY AND TESTING NOTES
- THE STREETS TO BE CONSTRUCTED FOR THIS PROJECT ARE SUBJECT TO THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION CERTIFICATION PROGRAM AND QUALITY MANAGEMENT SYSTEM MAINTENANCE VERSION REQUIREMENTS. THE CONTRACTOR SHALL PROVIDE TESTING RESULTS ON SUBGRADE, BASE, AND PAVEMENT. THE CONTRACTOR SHALL INSURE THAT ALL CONSTRUCTION AND TESTING IS PERFORMED IN ACCORDANCE WITH THE CURRENT EDITION OF THE NCDOT "STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES", HOT MIX ASPHALT SPECIFICATIONS AND MANUAL, AND QUALITY MANAGEMENT SYSTEMS MAINTENANCE VERSION, AND SHALL REPORT THE TESTING AND/OR CORE LOCATIONS, TEST METHOD, RESULTS, AND ALLOWABLE RANGE/TOLERANCE, AS REQUIRED.
 - SUBGRADE SHALL BE TESTED FOR DENSITY AND SHALL BE PROCFROLLED BY THE CERTIFYING ENGINEER AND/OR THEIR REPRESENTATIVE. BASE AND PAVEMENT SHALL BOTH BE TESTED FOR DENSITY AND THICKNESS. TESTING FOR PAVEMENT SHALL BE CERTIFIED BY EITHER A PROFESSIONAL ENGINEER OR A PROPERLY CERTIFIED QMS TECHNICIAN AND SHALL BE IN ACCORDANCE WITH QMS CRITERIA. REQUIRED THICKNESS FOR THIS PROJECT IS AS PROVIDED IN THE DETAILS.
 - MINIMUM DENSITIES:

2.1	SUBGRADE	100%
2.2	STONE BASE	100%
2.3	SP 9.5B	90%
2.4	S 9.5B	90%
2.5	F19.0B	90%
2.6	F 25.0B	90%
 - NOTIFY AND COORDINATE WITH THE ENGINEER AS LEAST 48 HOURS IN ADVANCE OF ANY REQUIRED ROADWAY TESTING.
 - 50 FOOT MINIMUM RADIUS AT RIGHT-OF-WAY INTERSECTIONS. 30 FOOT RADIUS AT EDGE OF PAVEMENT INTERSECTIONS.
 - A MINIMUM SIGHT DISTANCE OF 10' X 70' SHALL BE MAINTAINED ALONG THE RIGHT-OF-WAY AT ALL INTERNAL INTERSECTIONS.
 - THERE SHALL BE NO ENCUMBRANCES WITHIN THE NCDOT RIGHT-OF-WAY.
 - ALL ROADS SHALL BE PUBLIC AND BUILT TO NCDOT STANDARDS.
 - ALL CULVERTS UNDER STREETS SHALL BE REINFORCED CONCRETE PIPE (TYPE AS SHOWN IN THE PIPE DATA TABLE SHEETS 84 THROUGH 80) PER NC DEPARTMENT OF TRANSPORTATION SPECIFICATIONS, UNLESS OTHERWISE SPECIFIED AND APPROVED BY THE ENGINEER AND NCDOT.
 - FOR OTHER DETAILED CONSTRUCTION NOTES, SEE PLAN, PROFILE, AND DETAILS.
 - PROOFROLLING OF SUBGRADE AND STONE SHALL BE WITNESSED BY CERTIFYING ENGINEER. ROADS SHALL BE PAVED WITHIN ONE WEEK OF PASSING STONE PROOFROLL AND WITHIN LESS THAN 4" OF RAINFALL.
 - ALL EASEMENTS LOCATED OUTSIDE OF NCDOT RIGHT-OF-WAY ARE TO BE MAINTAINED BY THE SUBDIVISION PROPERTY OWNER'S ASSOCIATION AND NOT BY NCDOT.

MATCHLINE GRID



TYPICAL SYMBOLOGY LEGEND

	Proposed 2" Water Mains		Temporary Construction Entrance
	Proposed 6" Water Mains		Temporary Silt Fence (8 Limits of Disturbance)
	Proposed Storm Pipe		Limits of Disturbance
	Proposed Water Valve & Box		Temporary Check Dam
	Proposed Reducer		Temporary Coir Fiber Wattie
	Proposed End of Line Blowoff		Temp. Hardware Cloth & Gravel Inlet Prot.
	Proposed Flushing Hydrant Assembly		Silt Fence w/ Wattie Outlet
			Temporary Skimmer Sediment Basin
			Temporary Sediment Trap
			Temporary Coir Fiber Baffle
			Temporary Diversion Ditch
			80' In-situ Vegetated Buffers

SCHEDULE OF DRAWINGS

SHEET	NAME
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PROJECT REVISIONS

NO.	DESCRIPTION	BY	DATE
1	STREAM END ADJUSTMENTS	JGT	02.15.24
2	NCDOT COMMENTS	JGT	03.14.24

PROPERTY OWNER & DEVELOPER
CUTTER BAY DEVELOPMENT, LLC
PO BOX 3435
GREENVILLE, NORTH CAROLINA 27836
PHONE: 252.355.4610 x107
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JOHNTHOMAS@THOMASENGINEERINGPA.COM

FINAL DRAWINGS
Released for permits only,
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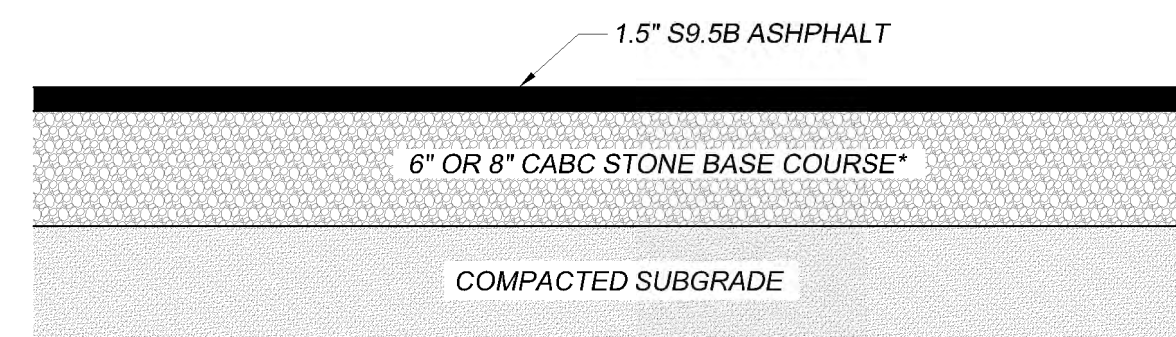
SITE AND WATER PLAN - GRID B2

SITE IMPROVEMENTS FOR CUTTER BAY SUBDIVISION

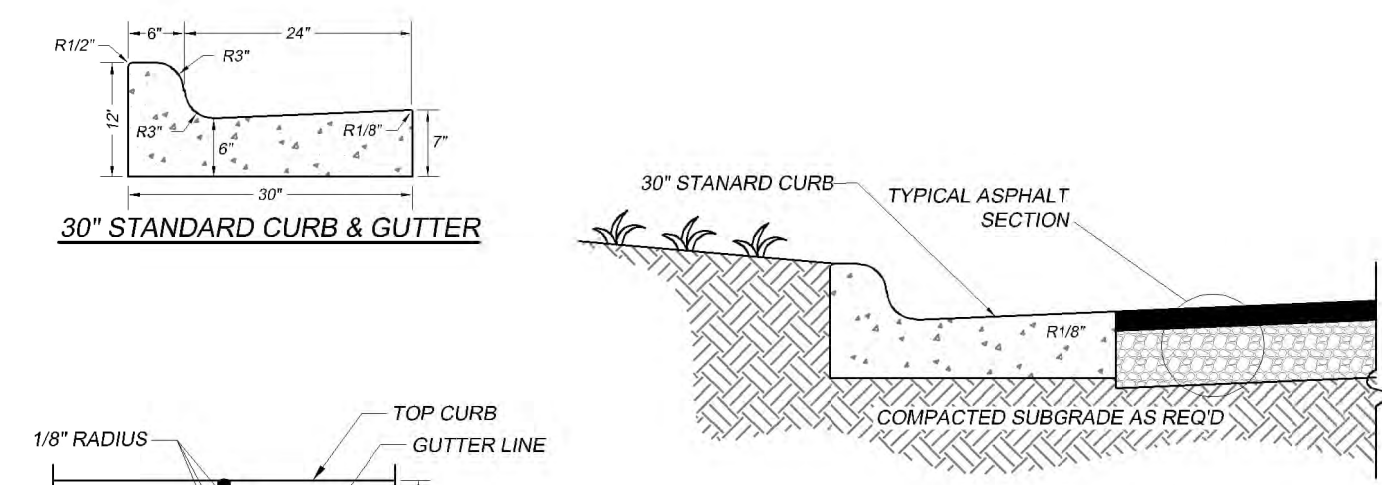
TOWNSHIP NO. 2 - PAMLICO COUNTY - NORTH CAROLINA

SCALE: 1" = 200' DATE: 01.29.2024

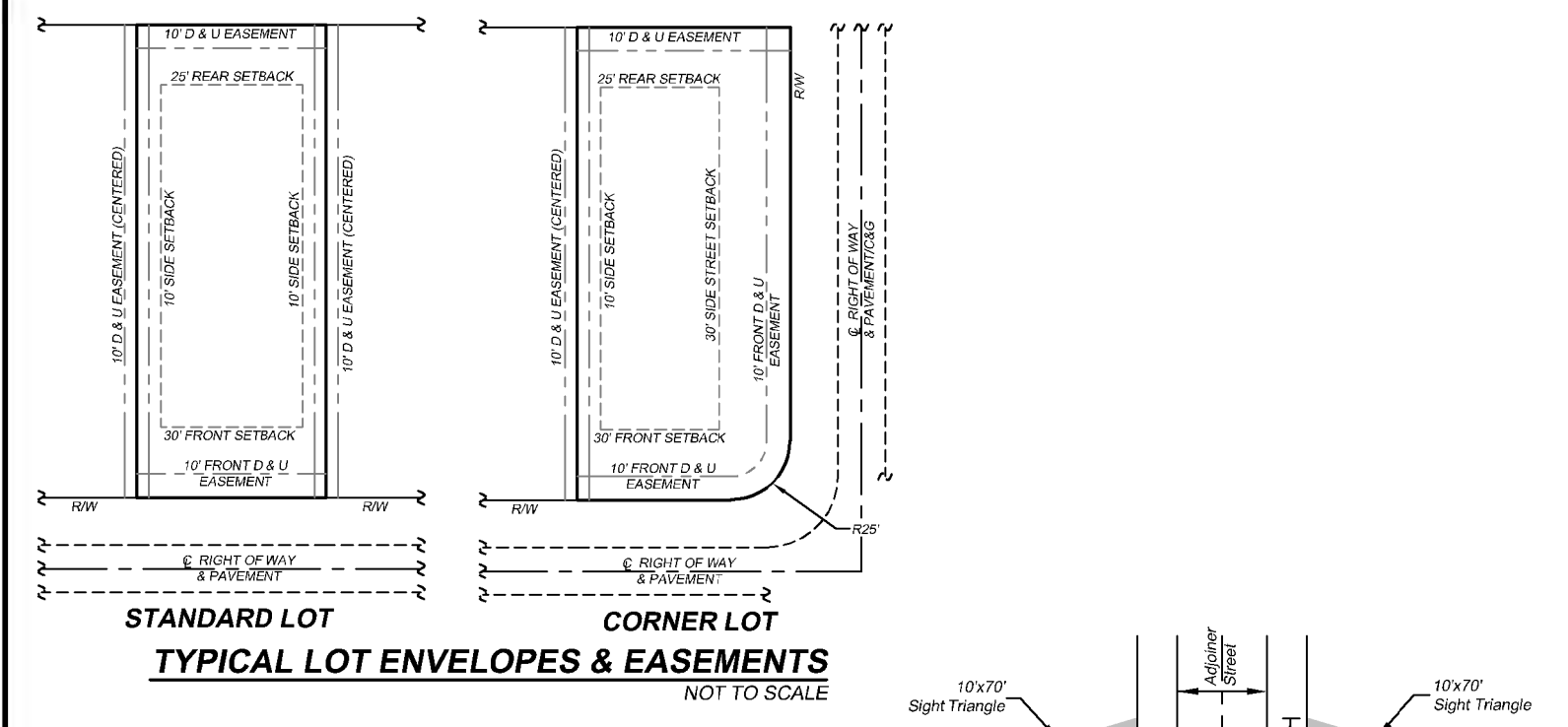
PROJECT #: 2008-006 SHEET: 4D OF 22



DETAIL G1 - TYPICAL PAVEMENT CROSS-SECTION

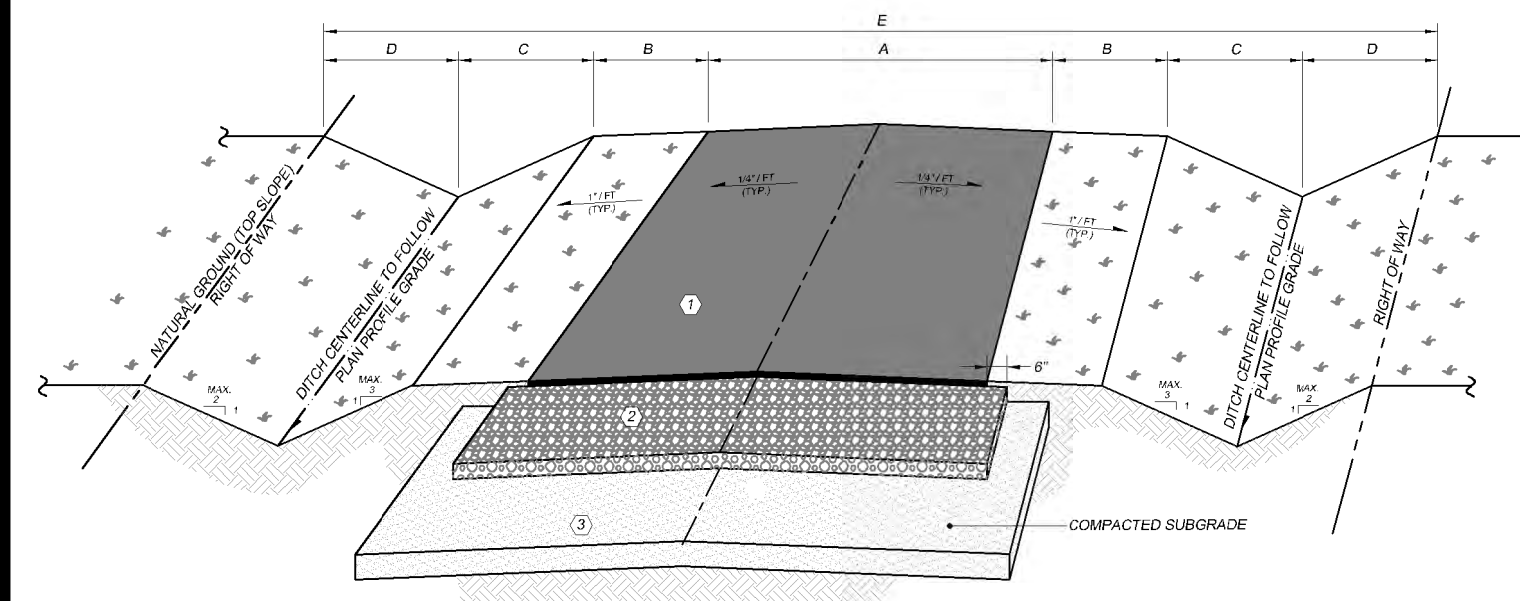


DETAIL G4 - TYPICAL ENTRANCE CURB SECTION



DETAIL G7 - STANDARD EASEMENTS, SETBACKS, AND SIGHT TRIANGLES

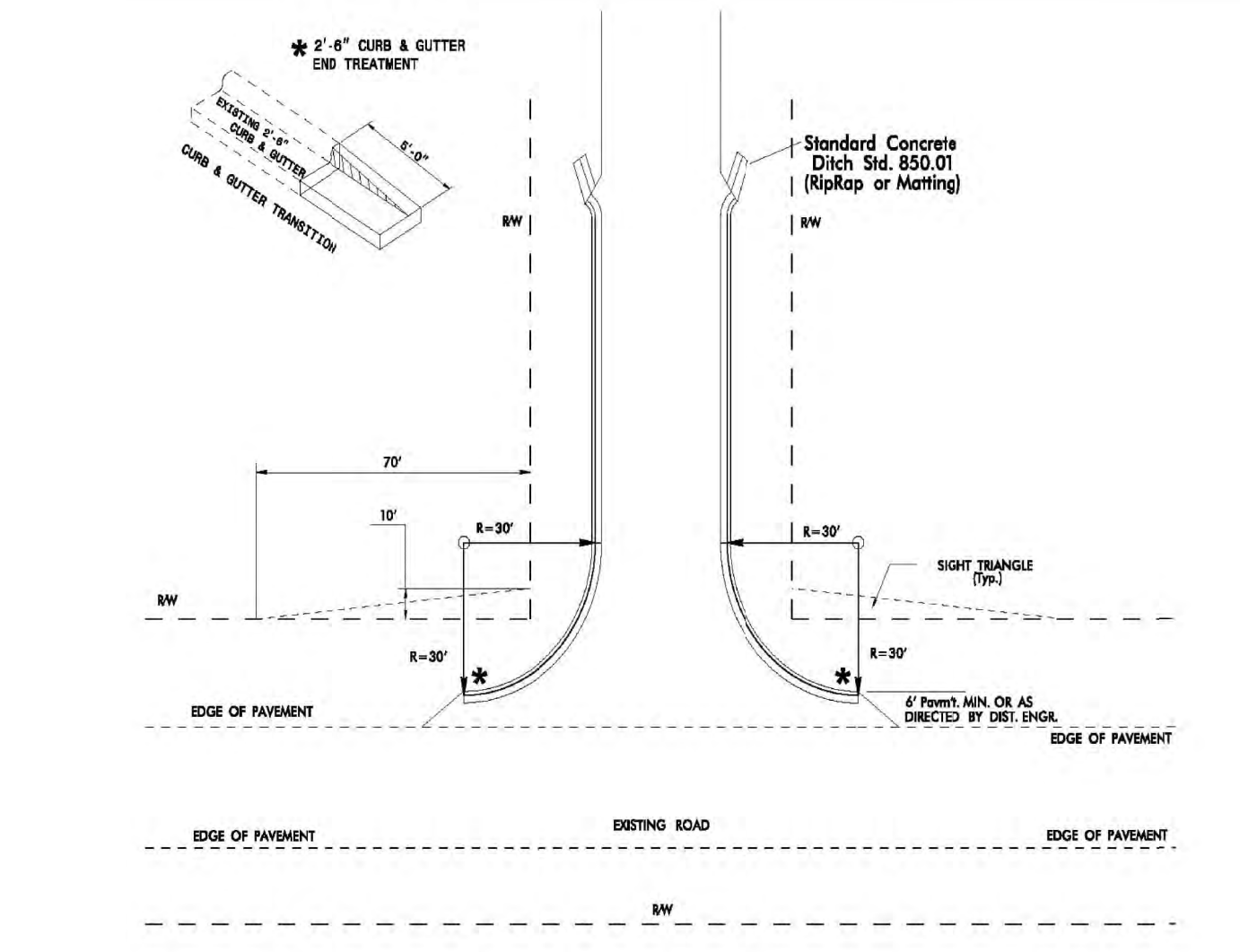
TYPICAL SIGHT TRIANGLE



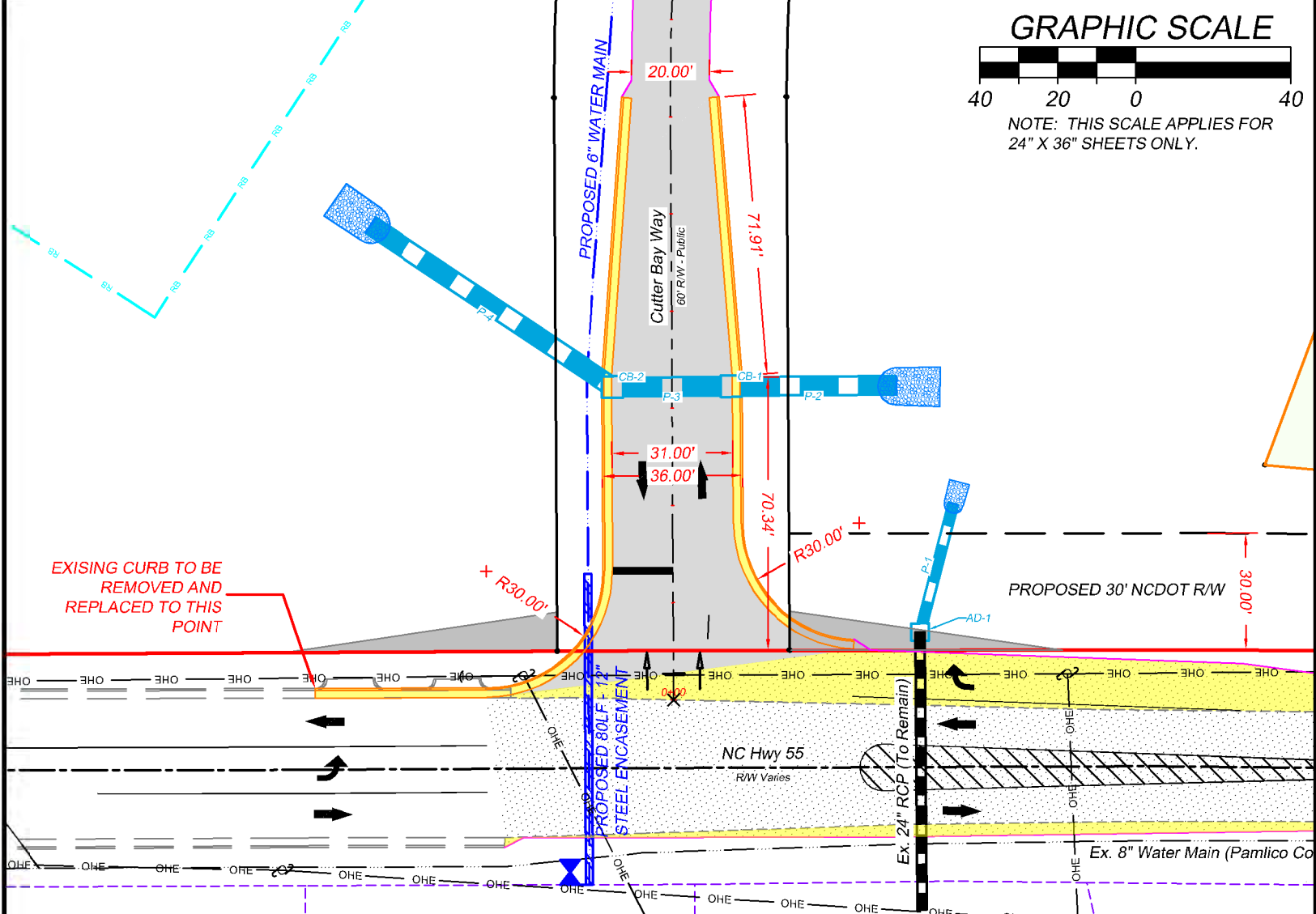
DETAIL G2 - TYPICAL ROADWAY SECTION

MATERIALS		DIMENSIONS	
LABEL	DESCRIPTION	DEPTH	WIDTH
1	1.5\"/>		

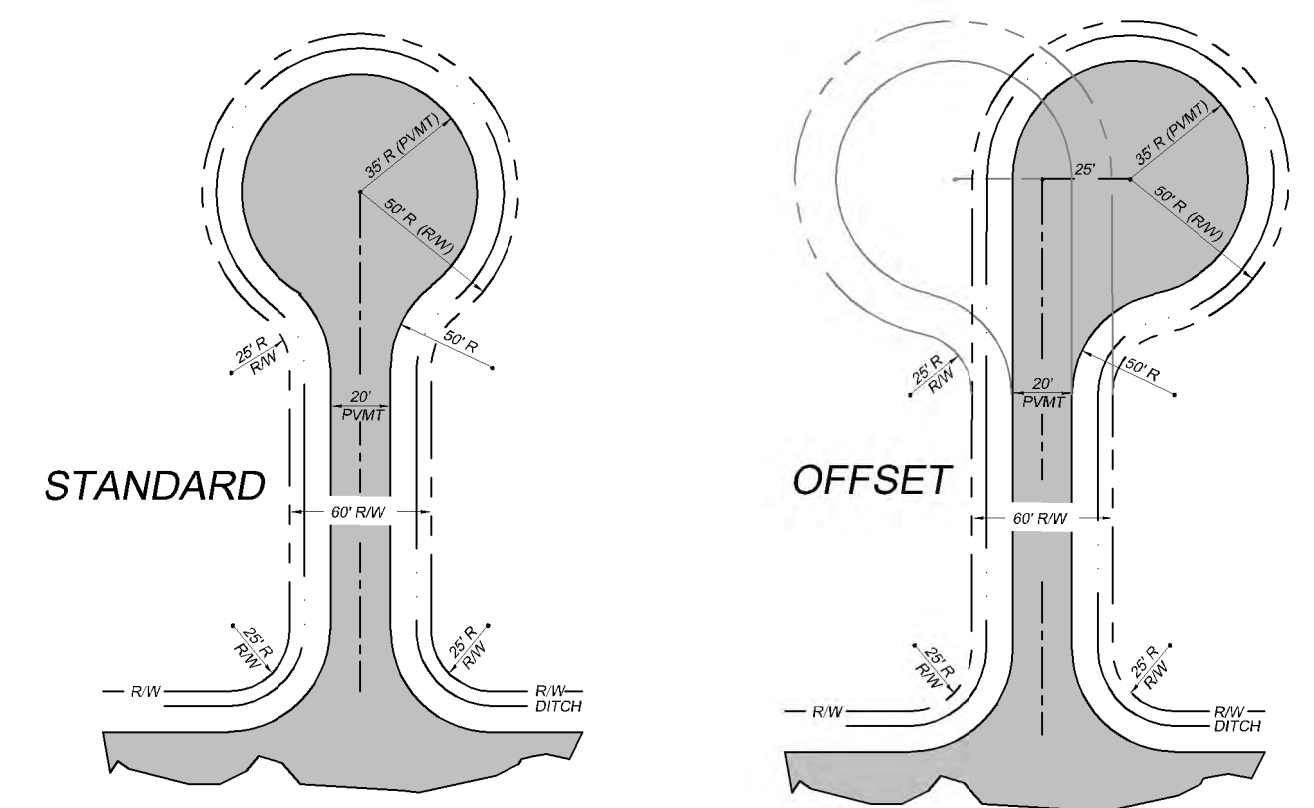
- NOTES:
- PAVEMENT WIDTHS, RIGHT OF WAYS, ROADWAY DIMENSIONS, AND PAVEMENT DESIGNS SHALL BE AS SHOWN HEREIN UNLESS OTHERWISE SPECIFIED. WHERE DISCREPANCIES OCCUR, IF ANY, CONTACT THE ENGINEER FOR DIRECTION.
 - ALL SUBGRADE SHALL BE FIELD COMPACTED, PROPPROLLED, AND/OR TESTED FOR DENSITY AS PROVIDED IN THE SPECIFICATIONS PRIOR TO PLACEMENT OF ANY PAVEMENT SECTION MATERIALS.



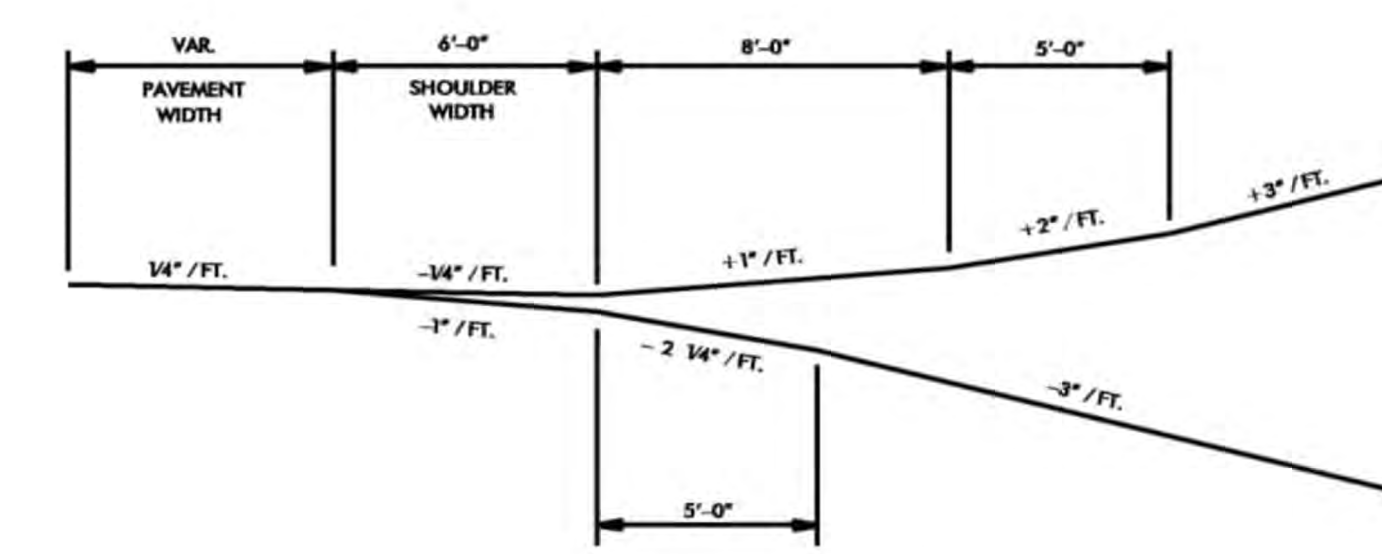
DETAIL G5 - TYPICAL ROAD CONNECTION WITH CURB & GUTTER



DETAIL G8 - CUTTER BAY WAY ACCESS CONNECTION DIMENSIONS



DETAIL G3 - TYPICAL CUL DE SAC DIMENSIONS



DETAIL G6 - DRIVEWAY TURNOUT GRADES (STRIP PAVED SUBDIVISION STREETS)

TYPICAL SYMBOLOGY LEGEND			
	Boundary Lines		

SCHEDULE OF DRAWINGS	
SHEET	NAME
1	COVER & VICINITY
2A	SHEET INDEX
2B	BOUNDARY AND LOT DATA
3A-3D	EXISTING SITE PLANS
4A-4D	SITE & WATER PLANS
5A-5D	GRADING & DRAINAGE PLANS
6-16	ROADWAY PROFILES
17	ROADWAY & GRADING DETAILS
18	DRAINAGE DETAILS
19A-19B	WATER SYSTEM DETAILS
20	EROSION CONTROL DETAILS
21	SEEDING & NCG01 DETAILS
22	NC HWY 55 WIDENING PLAN

PROJECT REVISIONS			
NO.	DESCRIPTION	BY	DATE
1	STREAM END ADJUSTMENTS	JGT	02.15.24
2	NC DOT COMMENTS	JGT	03.14.24

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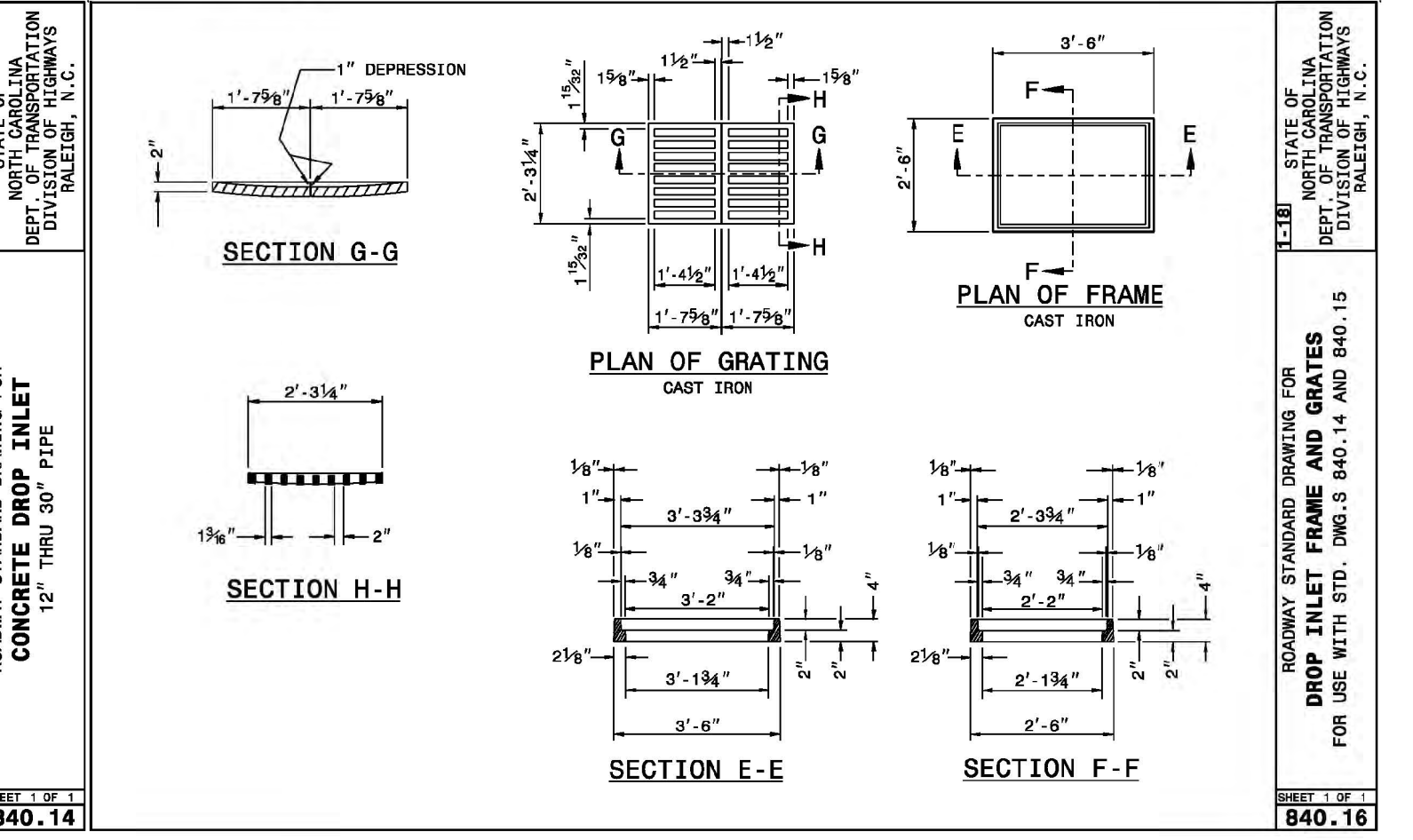
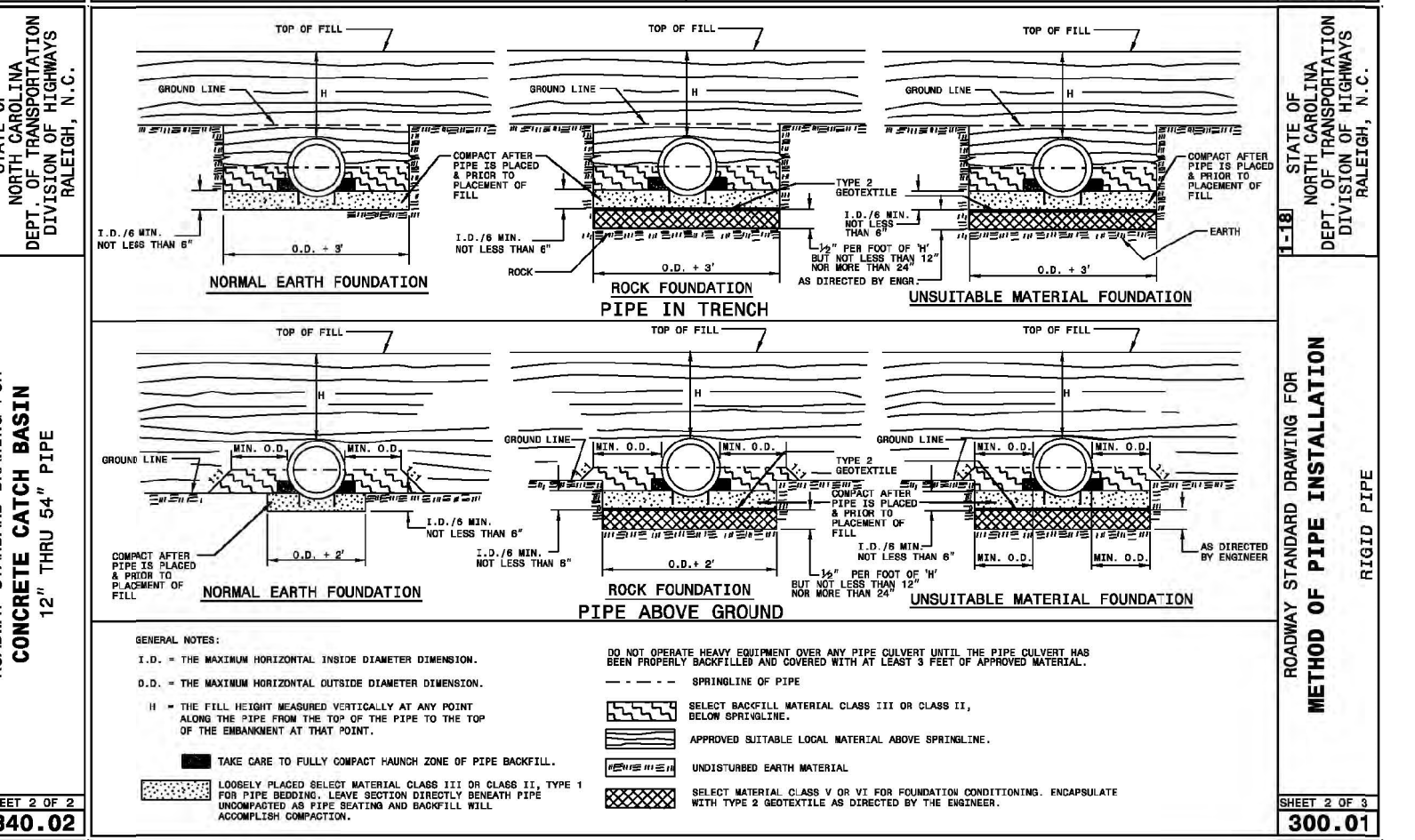
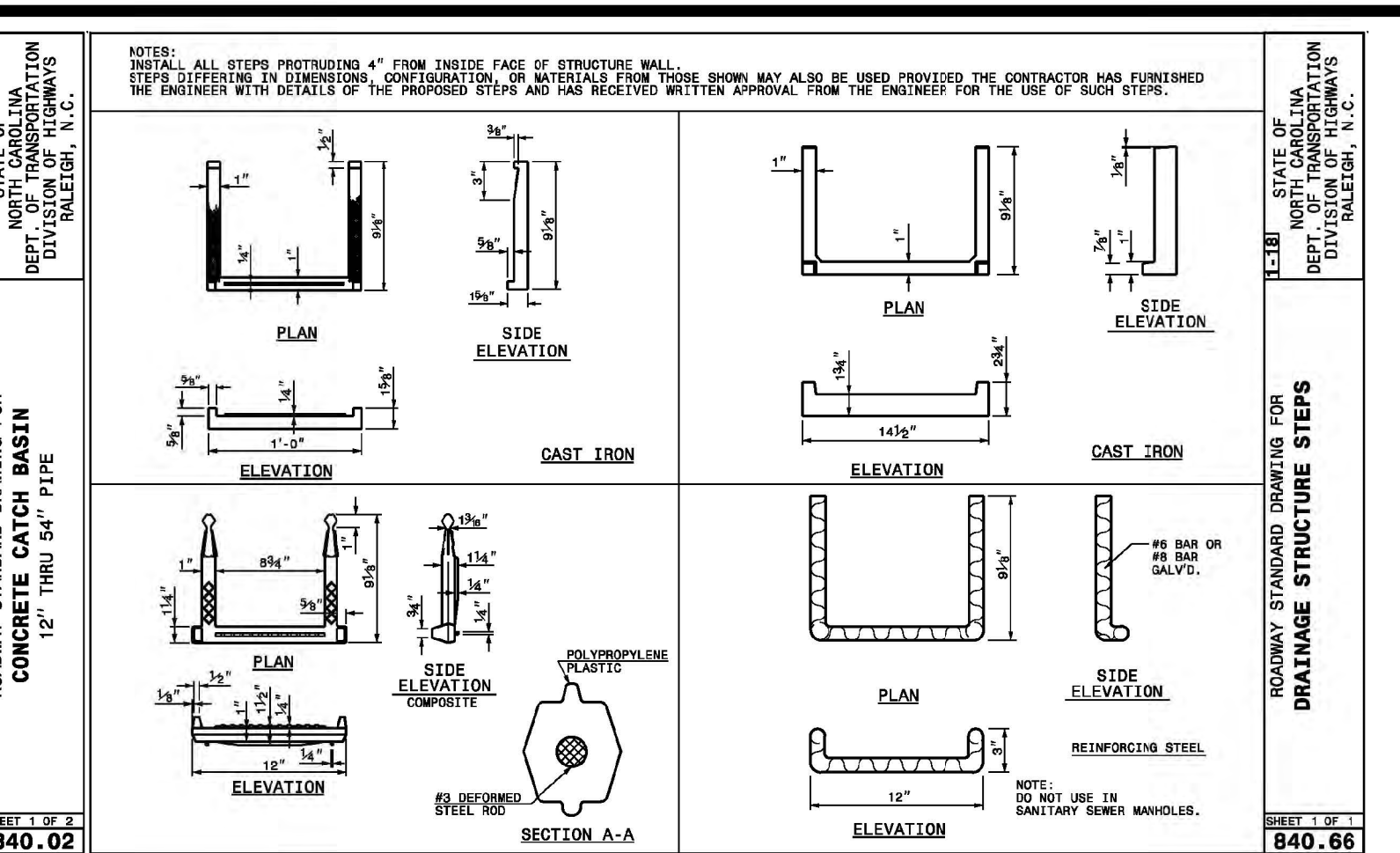
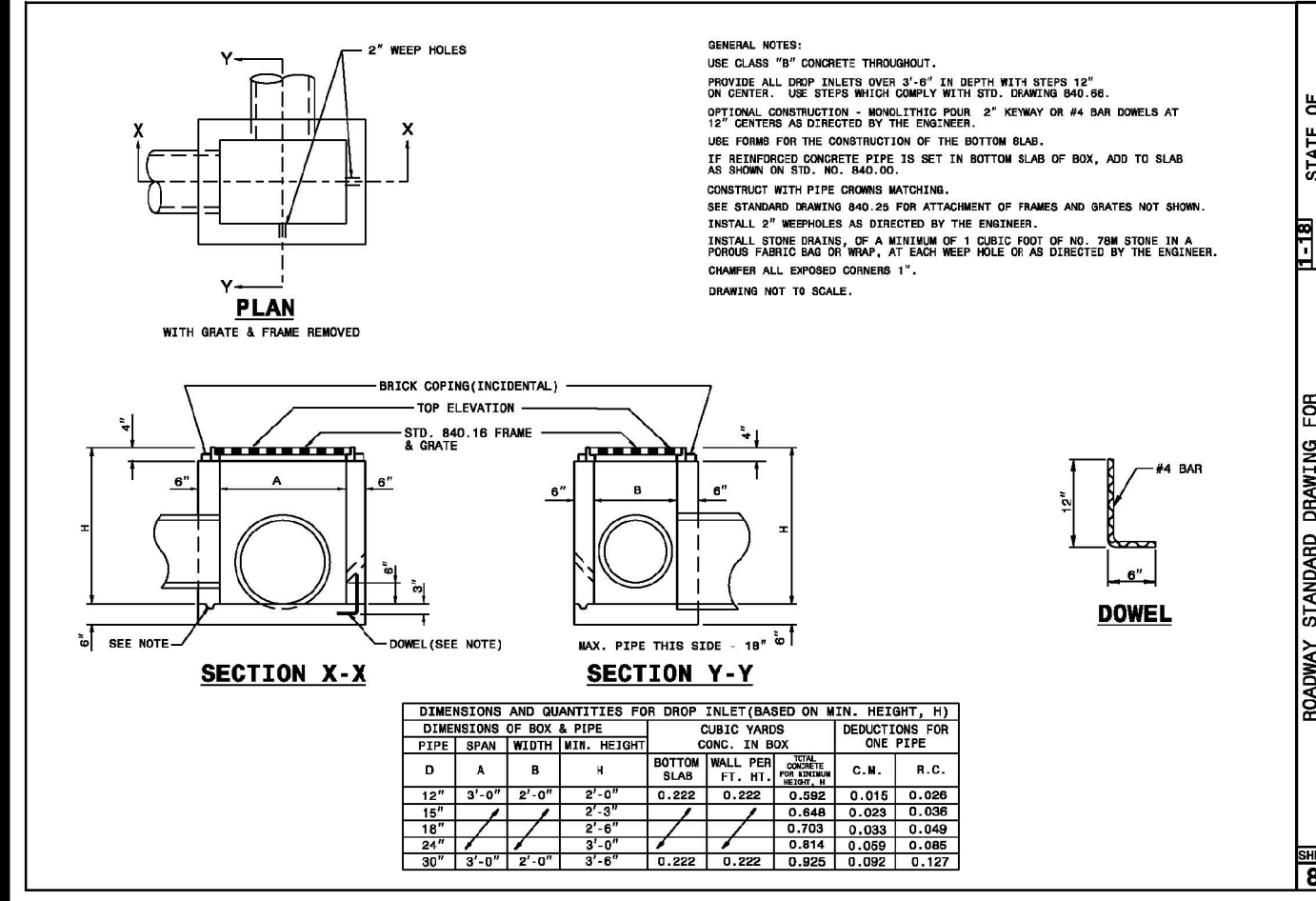
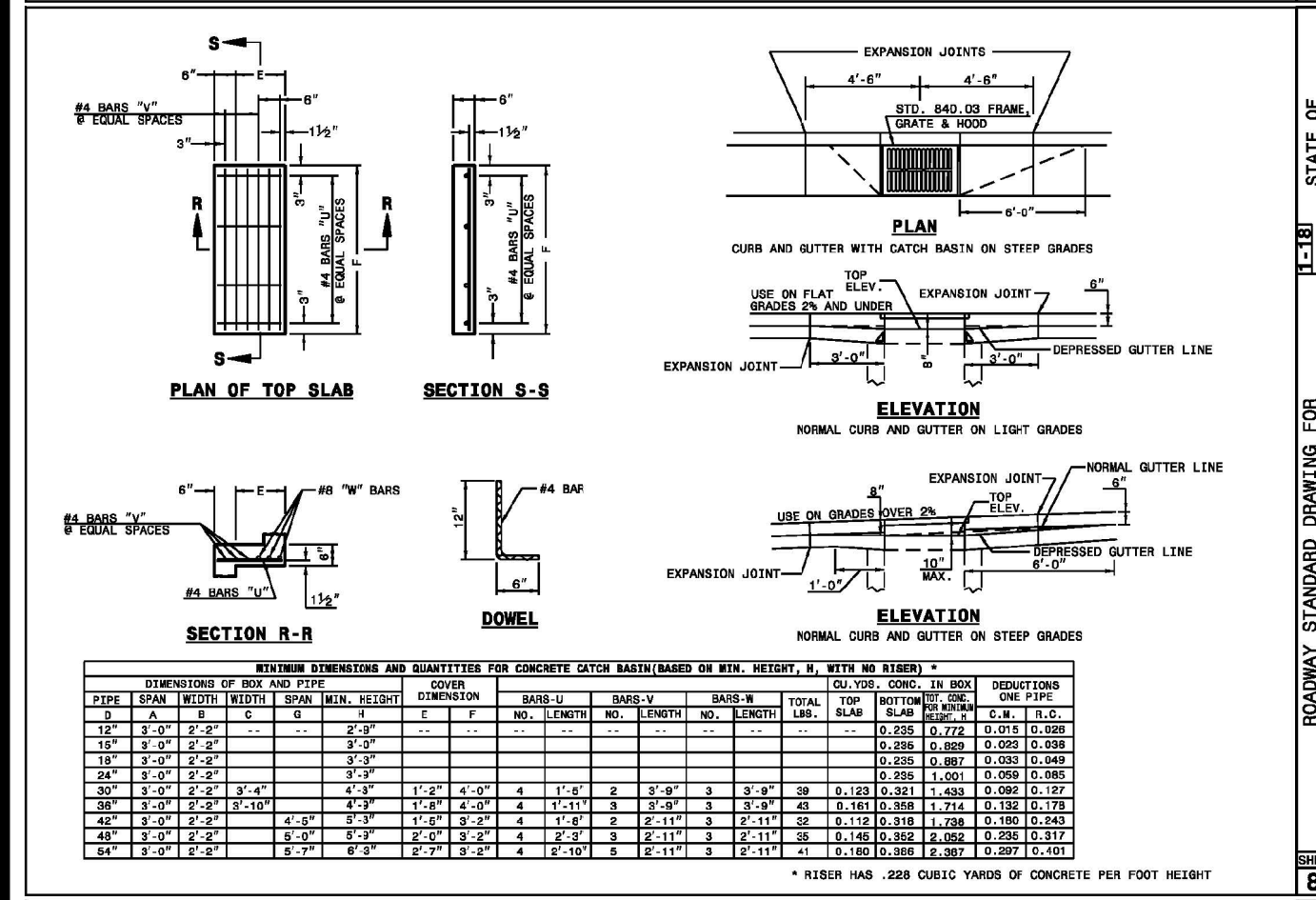
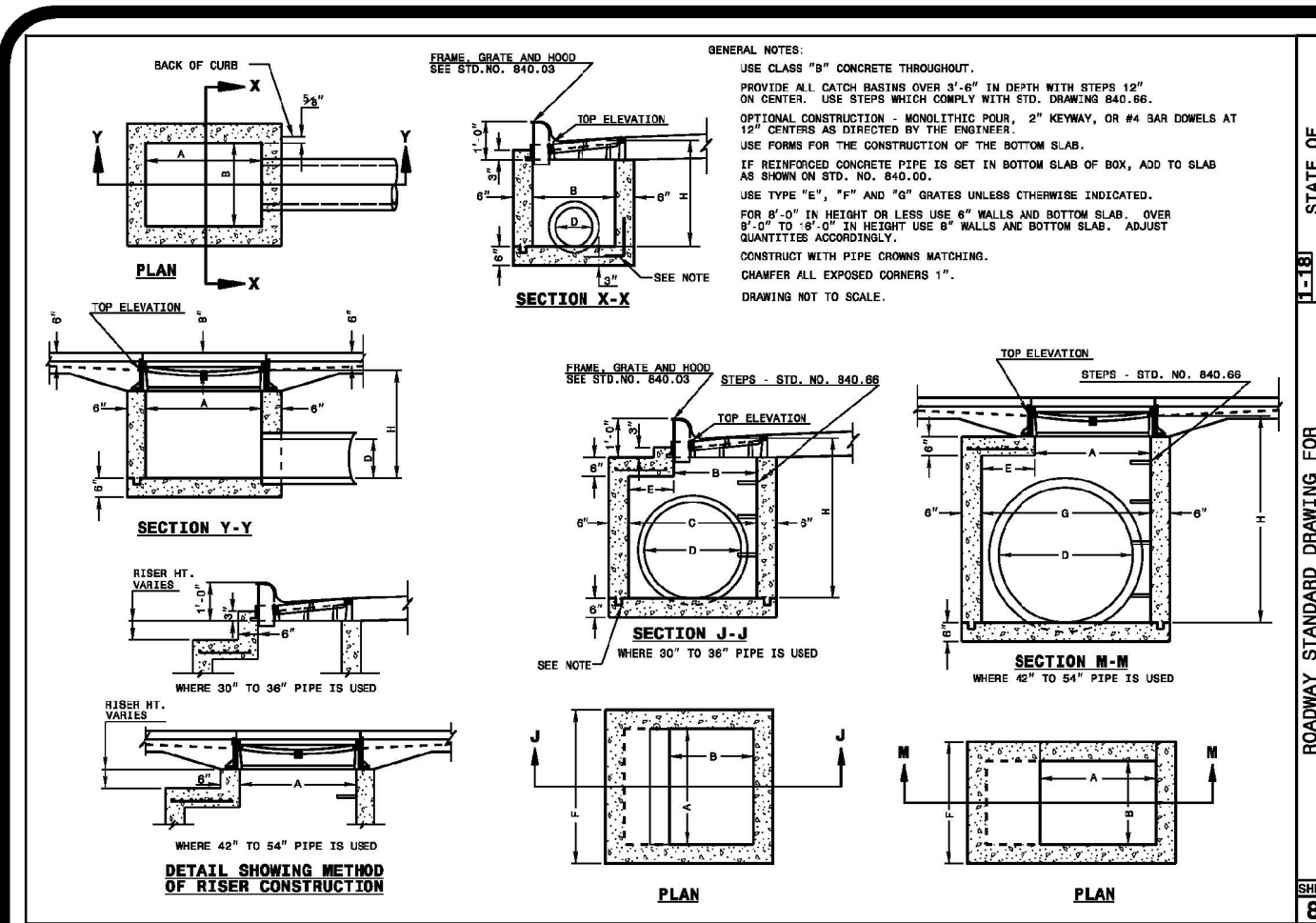
FINAL DRAWINGS
 Released for permits only,
 not released for construction.

ROADWAY & GRADING DETAILS
 SITE IMPROVEMENTS
 FOR
 CUTTER BAY
 SUBDIVISION

TOWNSHIP NO. 2 - PAMLICO COUNTY - NORTH CAROLINA

SCALE: NOT TO SCALE DATE: 01.29.2024

PROJECT #: 2008-006 SHEET: 17 of 22

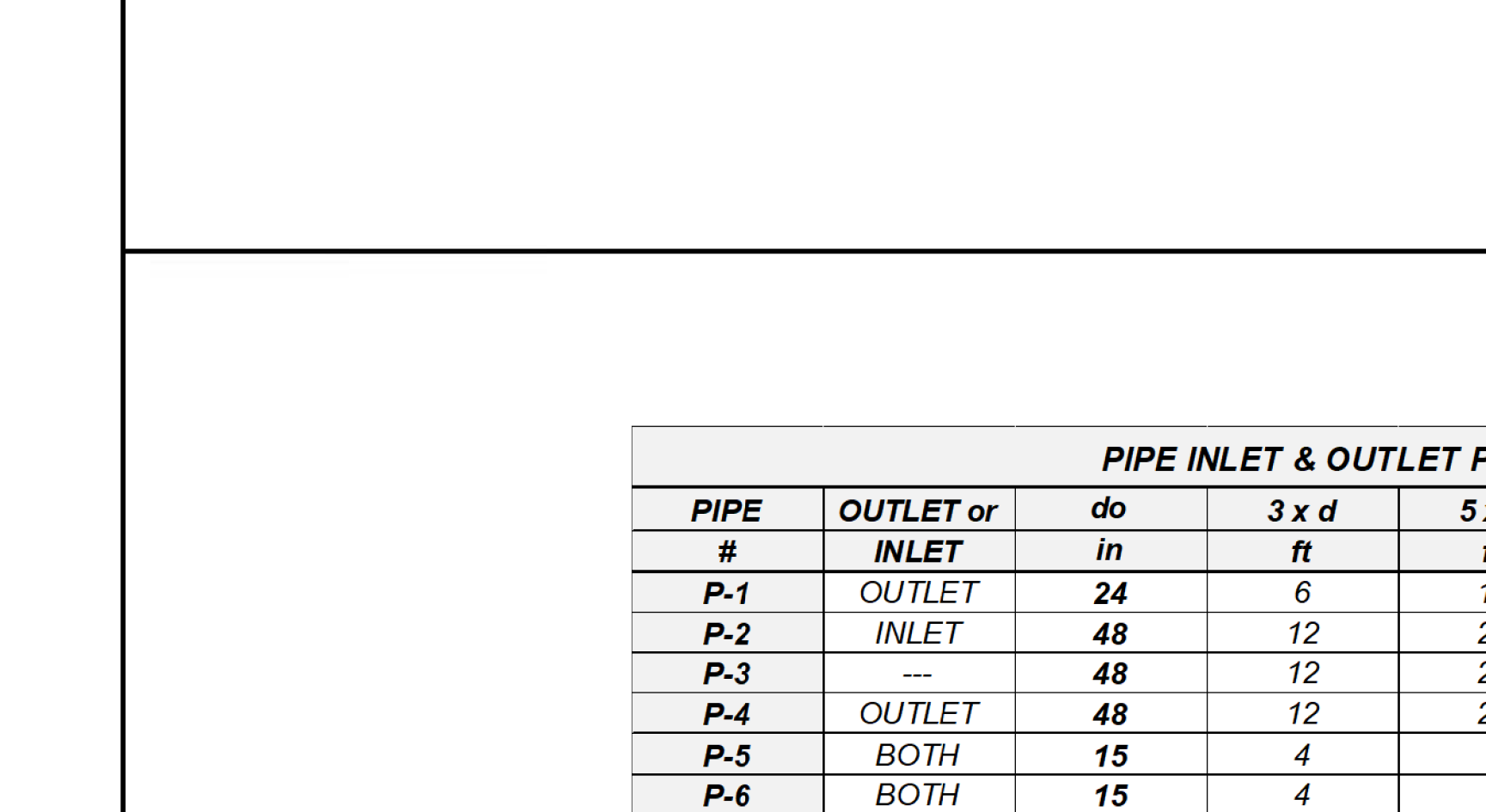
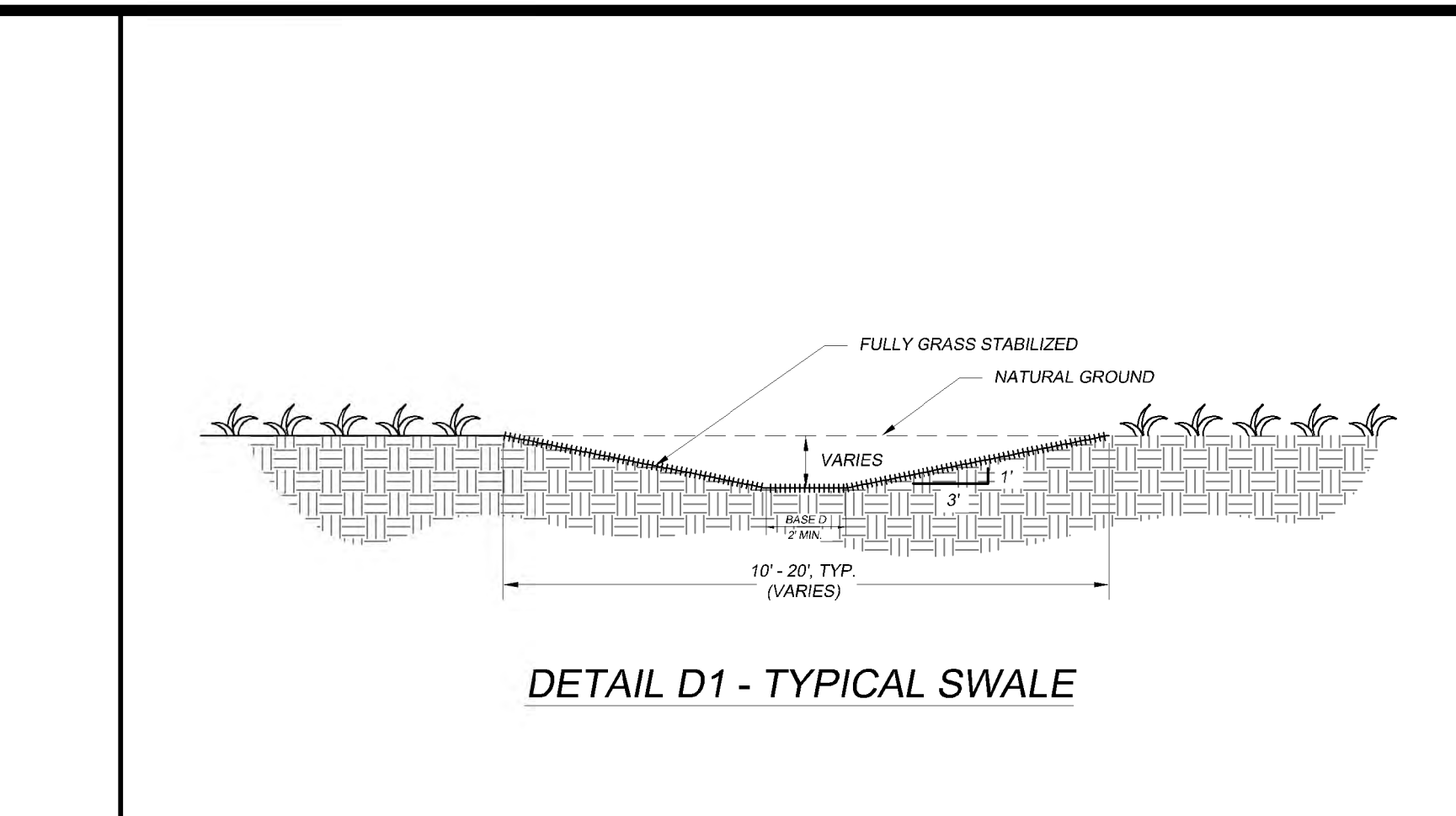


PIPE #	Ø & MAT.	INV. IN EL.	INV. OUT EL.	LENGTH	SLOPE
P-1	24" RCP Class III	1.60'	1.50'	32'	0.29%
P-2	48" RCP Class III	1.25'	1.00'	40'	0.59%
P-3	48" RCP Class III	1.00'	0.85'	26'	0.49%
P-4	48" RCP Class III	0.85'	0.50'	72'	0.47%
P-5	15" RCP Class IV	6.10'	5.75'	32'	1.09%
P-6	15" RCP Class IV	6.10'	5.75'	32'	1.09%
P-7	24" RCP Class IV	5.25'	5.00'	44'	0.57%
P-8	24" RCP Class IV	6.00'	5.75'	56'	0.45%
P-9	24" RCP Class IV	4.25'	4.00'	56'	0.45%
P-10	24" RCP Class IV	3.50'	3.20'	44'	0.68%
P-11	24" RCP Class IV	3.25'	3.00'	44'	0.57%
P-12	24" RCP Class IV	5.75'	5.50'	44'	0.57%
P-13	18" RCP Class IV	5.75'	5.40'	44'	0.80%
P-14	24" RCP Class IV	4.90'	4.25'	48'	1.35%
P-15	24" RCP Class IV	4.00'	3.50'	48'	1.04%
P-16	18" RCP Class IV	2.25'	1.50'	44'	1.70%

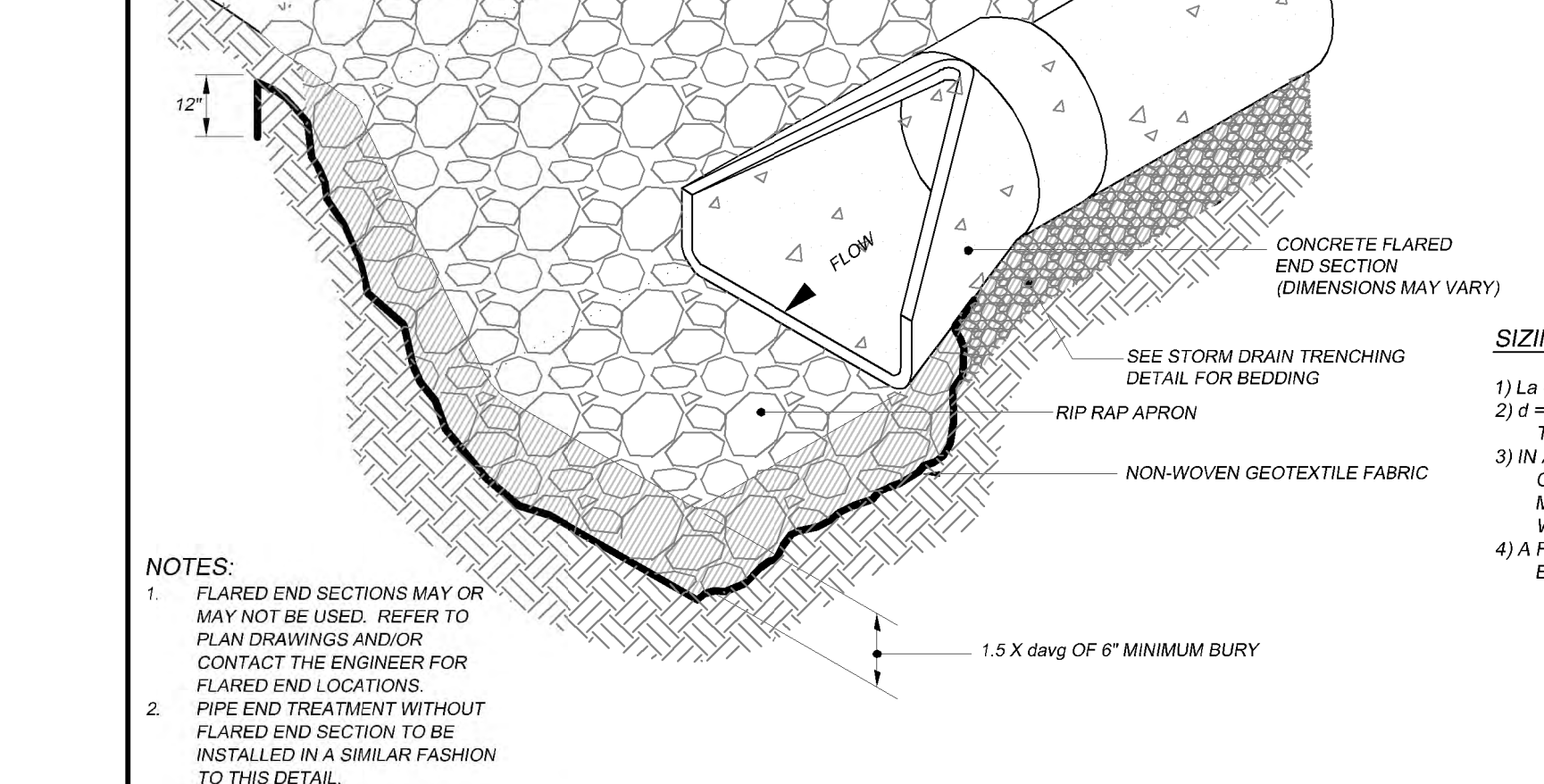
STR. #	BC/RIM EL.	SUMP EL.	PIPE IN	PIPE OUT
AD-1	8.50'	1.60'		EX 24"RCP
CB-1	8.25'	1.00'	P-2	P-3
CB-2	8.25'	0.85'	P-3	P-4

Symbol	Description	Symbol	Description
---	Boundary Lines	---	Proposed 2" Water Mains
---	Setback Lines	---	Proposed 6" Water Mains
---	Centerlines	---	Proposed Storm Pipe
---	Lot Lines & Corner Notes	---	Proposed Water Valve & Box
---	Drainage Easements	---	Proposed Reducer
---	404 Wetlands	---	Proposed End of Line Blowoff
---	75' AEC CAMA Setbacks	---	Proposed Flushing Hydrant Assembly
---	50' Riparian Buffers	---	Proposed Ductile Iron Pipe (Profile Views)
---	100-yr., 500-yr., & Elev. Flood Lines (As Noted)	---	
---	10' X 70' Sight Triangle	---	
---	Existing Topography Contours	---	
---	Proposed Contours	---	

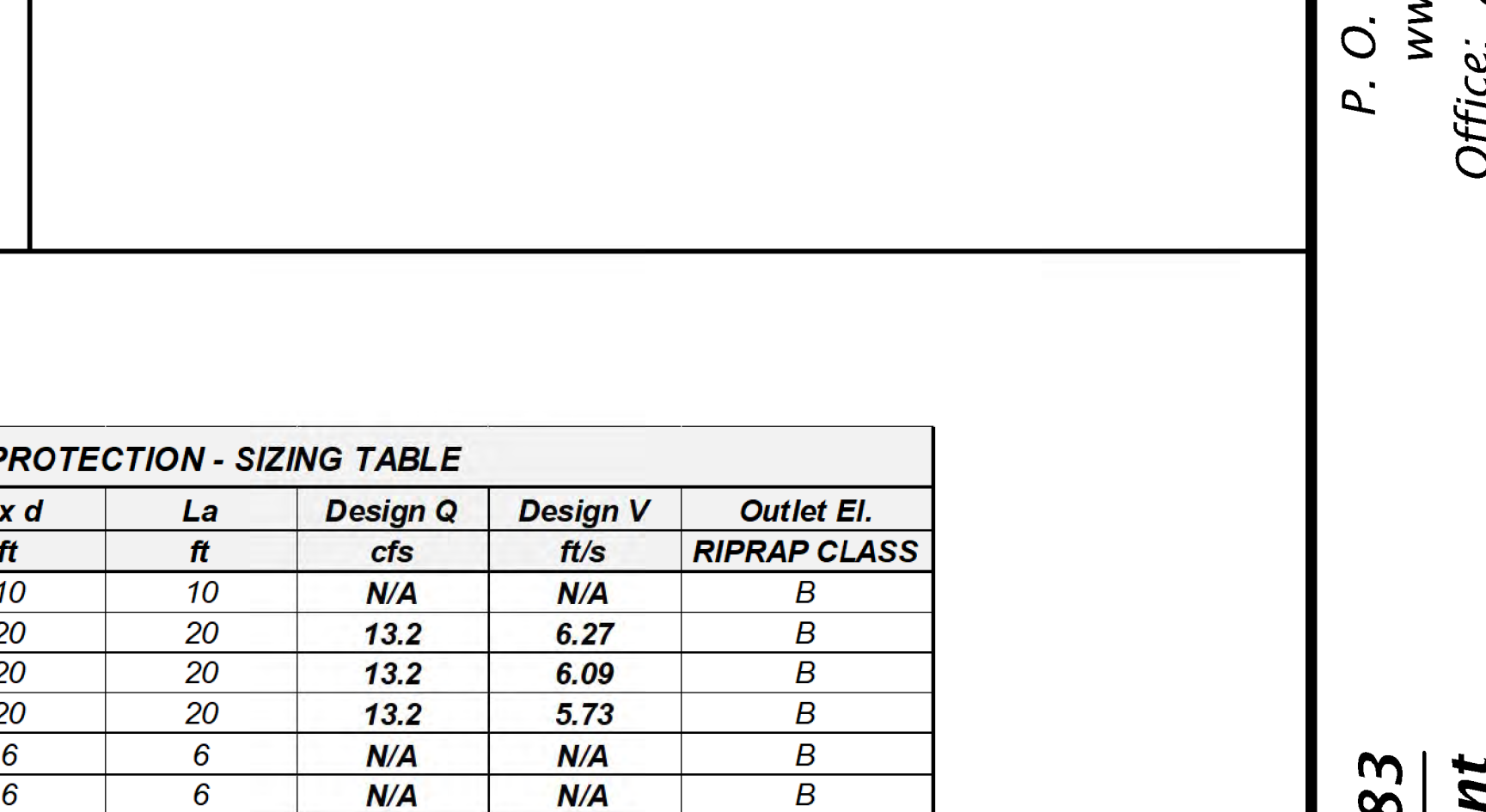
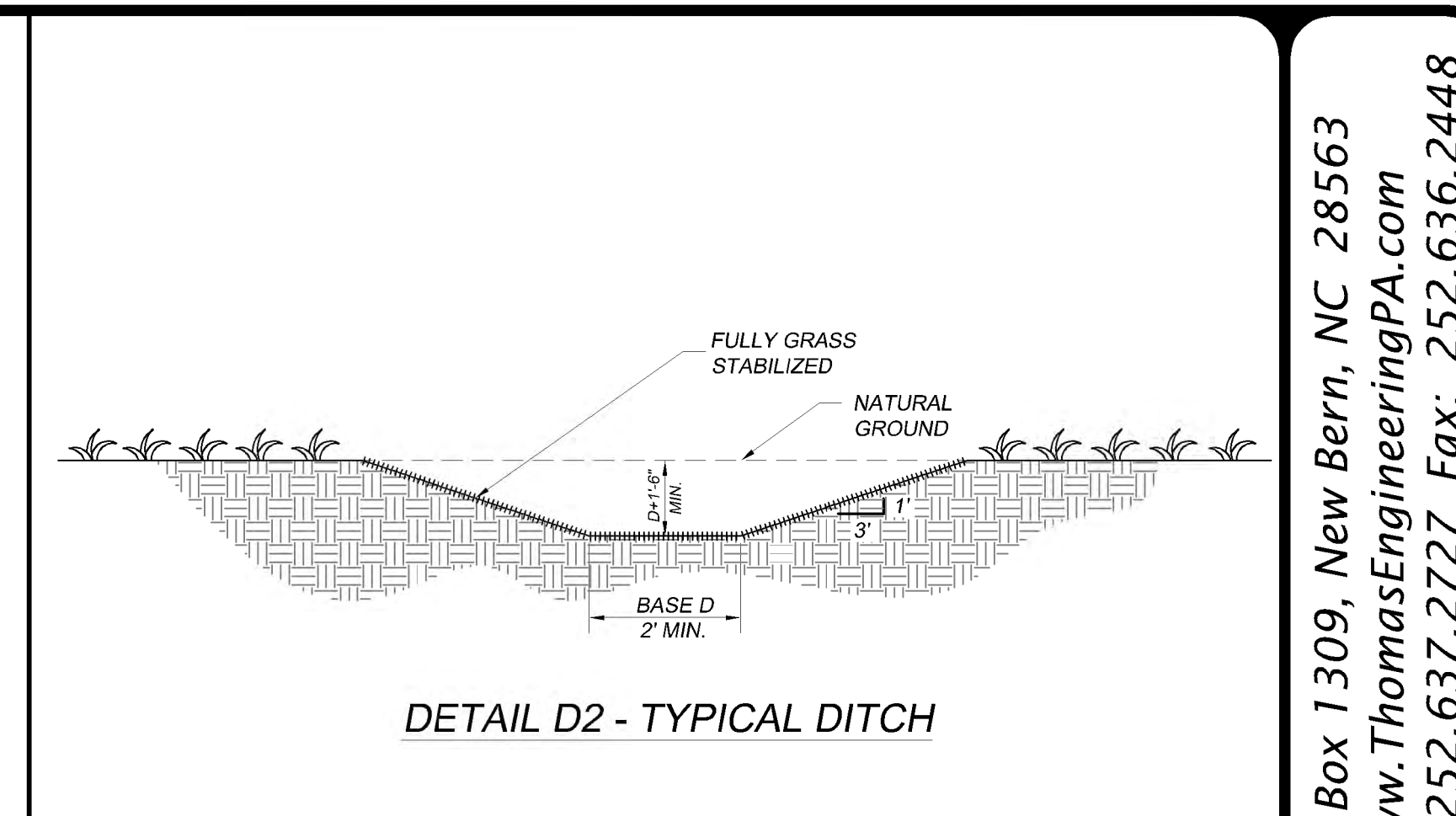
SHEET	NAME
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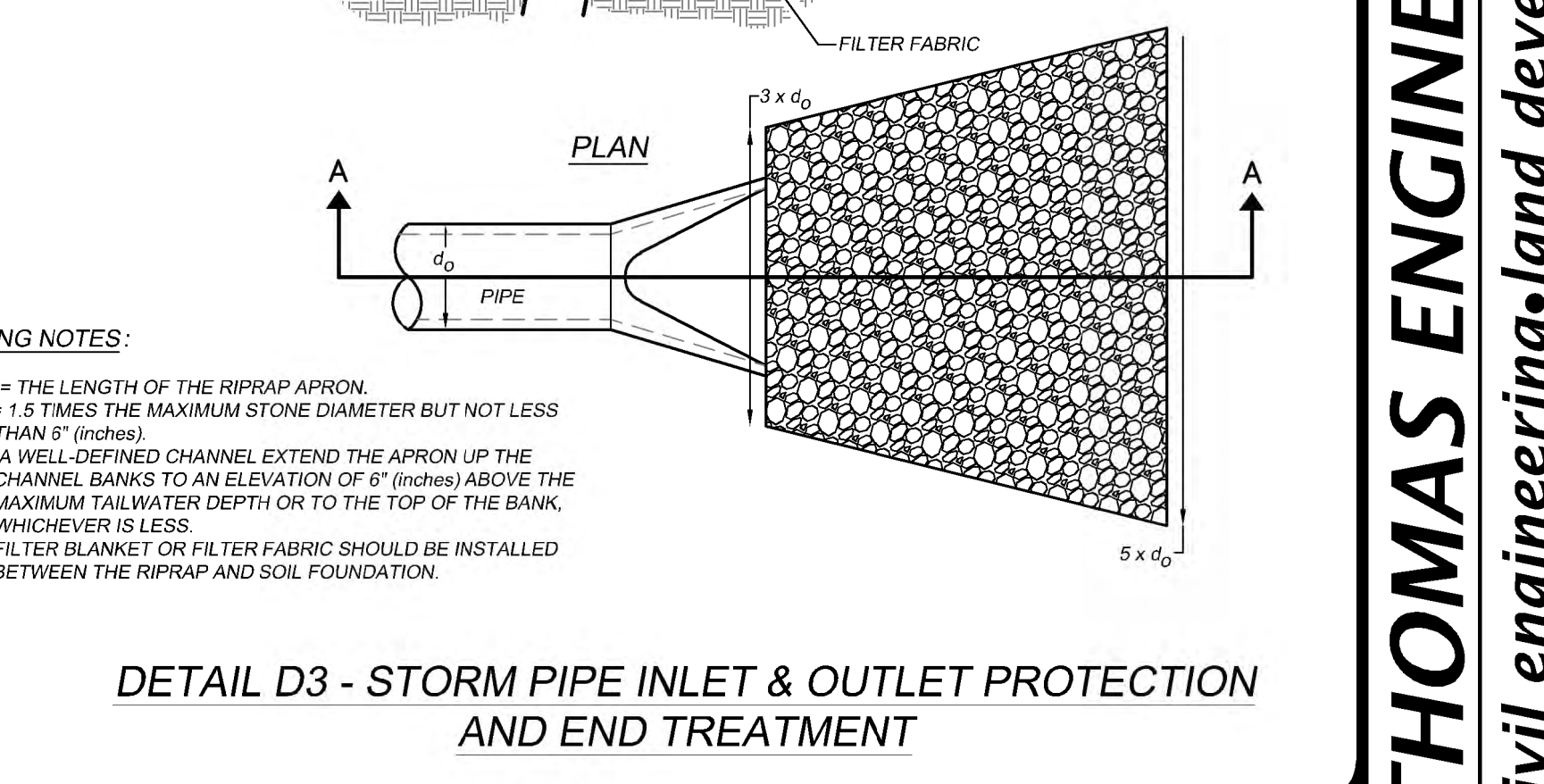
PIPE #	OUTLET or INLET	do in	3 x d ft	5 x d ft	La ft	Design Q cfs	Design V ft/s	Outlet El. RIPRAP CLASS
P-1	INLET	24	6	10	10	N/A	N/A	B
P-2	INLET	48	12	20	20	13.2	6.27	B
P-3	---	48	12	20	20	13.2	6.09	B
P-4	OUTLET	48	12	20	20	13.2	5.73	B
P-5	BOTH	15	4	6	6	N/A	N/A	B
P-6	BOTH	15	4	6	6	N/A	N/A	B
P-7	BOTH	24	6	10	10	16.7	6.77	B
P-8	BOTH	24	6	10	10	9.9	5.28	B
P-9	BOTH	24	6	10	10	9.2	5.19	B
P-10	BOTH	24	6	10	10	17.6	6.69	B
P-11	BOTH	24	6	10	10	12.3	6.06	B
P-12	BOTH	24	6	10	10	11.0	5.93	B
P-13	BOTH	18	5	8	8	8.0	6.05	B
P-14	BOTH	24	6	10	10	23.9	9.51	B
P-15	BOTH	24	6	10	10	17.8	8.28	B
P-16	BOTH	18	5	8	8	11.1	8.79	B



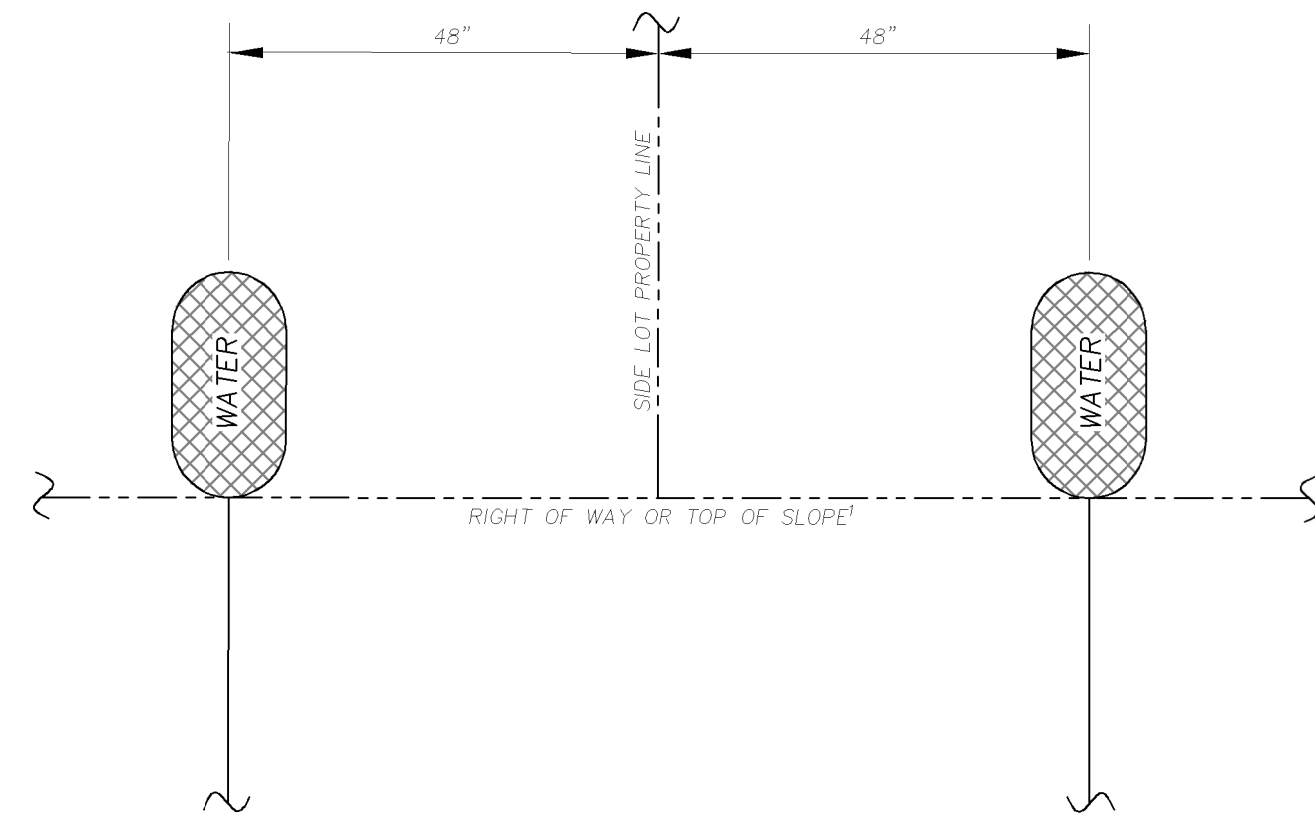
NO.	DESCRIPTION	BY	DATE
1	STREAM END ADJUSTMENTS	JGT	02.15.24
2	NCDOT COMMENTS	JGT	03.14.24



PIPE #	OUTLET or INLET	do in	3 x d ft	5 x d ft	La ft	Design Q cfs	Design V ft/s	Outlet El. RIPRAP CLASS
P-1	INLET	24	6	10	10	N/A	N/A	B
P-2	INLET	48	12	20	20	13.2	6.27	B
P-3	---	48	12	20	20	13.2	6.09	B
P-4	OUTLET	48	12	20	20	13.2	5.73	B
P-5	BOTH	15	4	6	6	N/A	N/A	B
P-6	BOTH	15	4	6	6	N/A	N/A	B
P-7	BOTH	24	6	10	10	16.7	6.77	B
P-8	BOTH	24	6	10	10	9.9	5.28	B
P-9	BOTH	24	6	10	10	9.2	5.19	B
P-10	BOTH	24	6	10	10	17.6	6.69	B
P-11	BOTH	24	6	10	10	12.3	6.06	B
P-12	BOTH	24	6	10	10	11.0	5.93	B
P-13	BOTH	18	5	8	8	8.0	6.05	B
P-14	BOTH	24	6	10	10	23.9	9.51	B
P-15	BOTH	24	6	10	10	17.8	8.28	B
P-16	BOTH	18	5	8	8	11.1	8.79	B

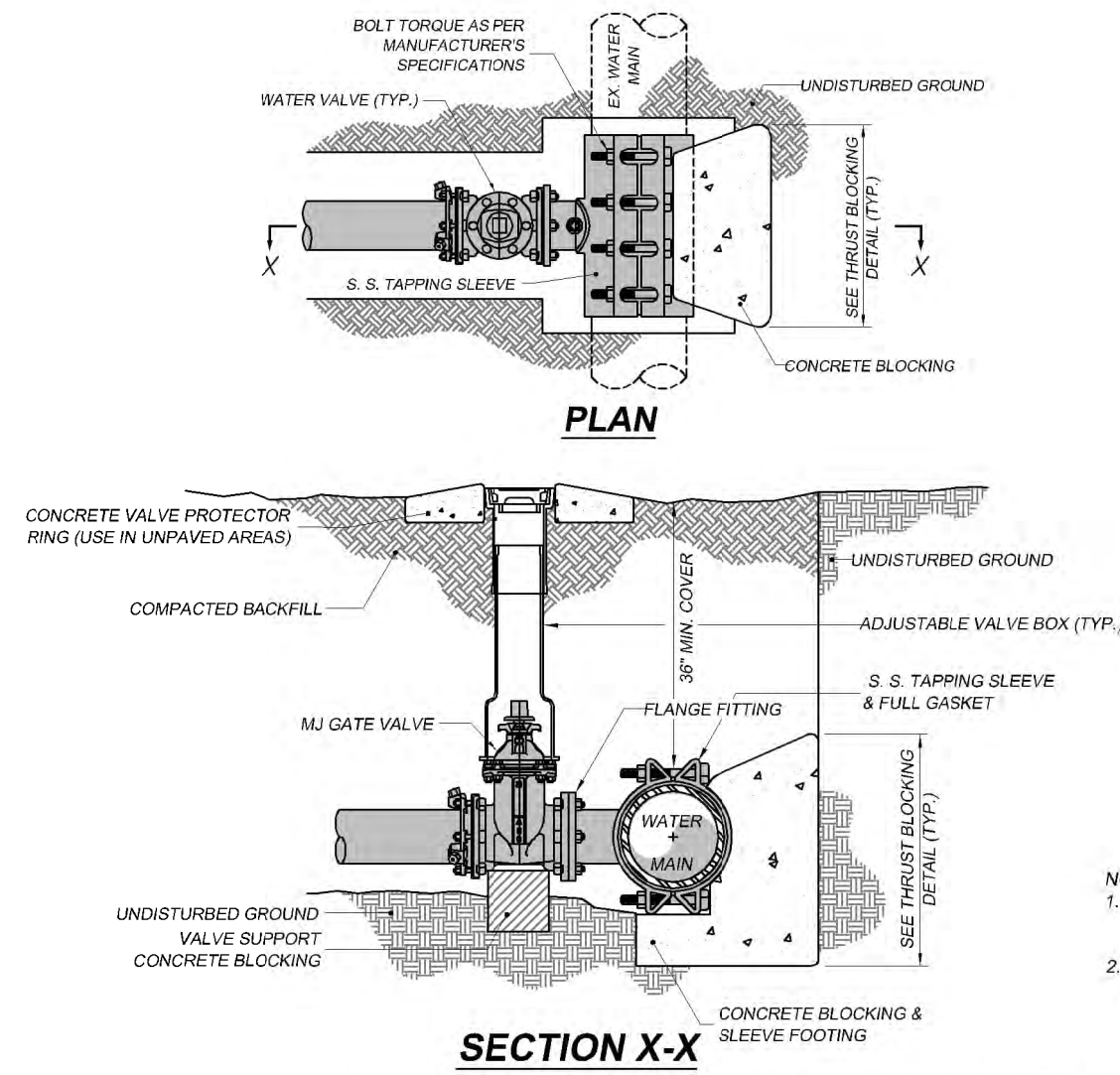


<p>PROPERTY OWNER & DEVELOPER CUTTER BAY DEVELOPMENT, LLC PO BOX 3435 GREENVILLE, NORTH CAROLINA 27836 PHONE: 252.355.4610 x107 GRIFFGARNER@SUDDENLINKMAIL.COM</p>	<p>FINAL DRAWINGS Released for permits only, not released for construction.</p>	<p>DRAINAGE DETAILS SITE IMPROVEMENTS FOR CUTTER BAY SUBDIVISION</p> <p>TOWNSHIP NO. 2 - PAMLICO COUNTY - NORTH CAROLINA</p> <p>SCALE: NOT TO SCALE DATE: 01.29.2024</p> <p>PROJECT #: 2008-006 SHEET: 18 of 22</p>
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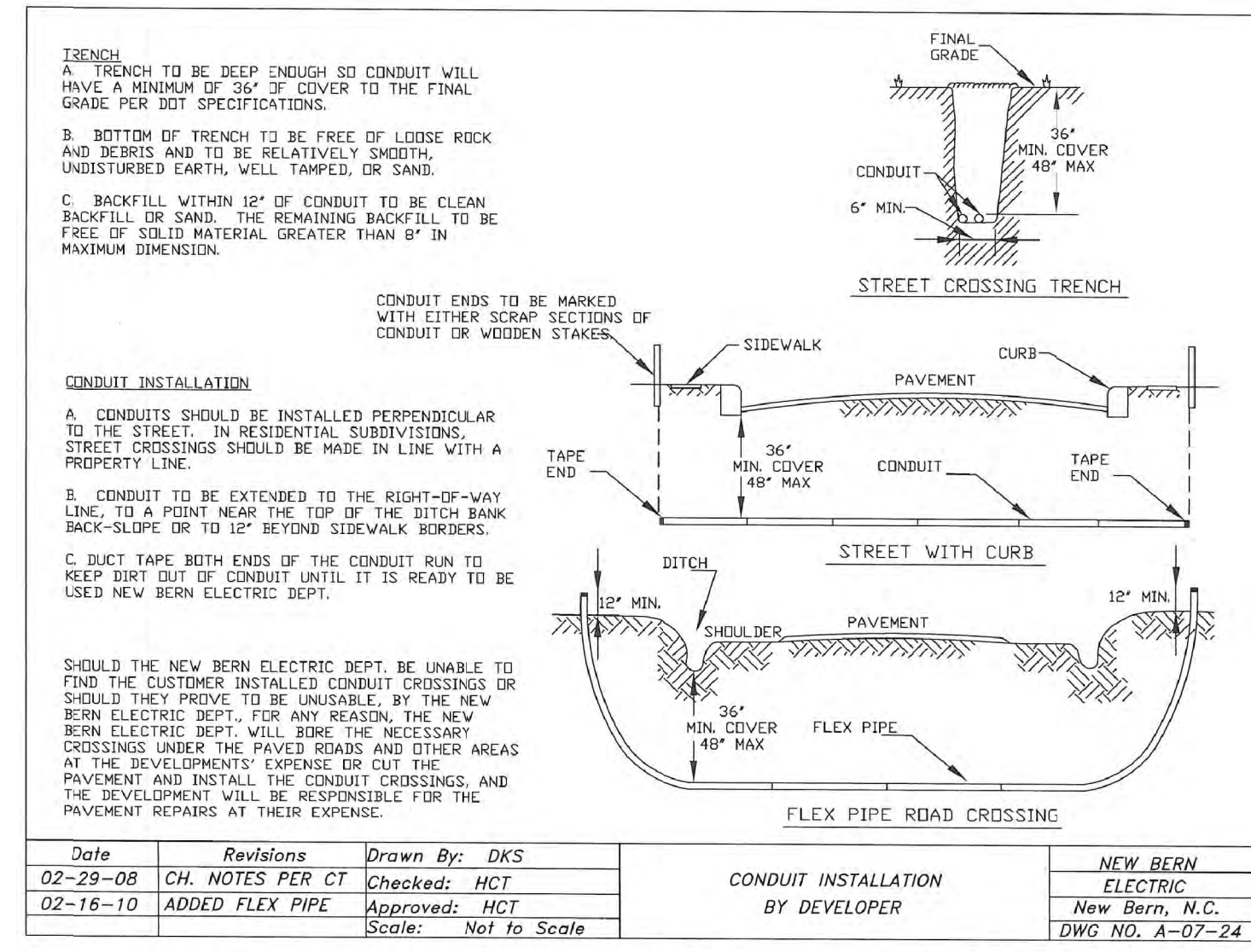
NOTES:
 1. WHERE THE TOP OF THE BACK SLOPE OF THE ROADSIDE DITCH/SWALE EXTENDS BEYOND THE RIGHT-OF-WAY LINE, THE WATER METER BOXES SHALL BE SET AT THE TOP OF THE SLOPE ON THE FLAT.
 2. SERVICE LAYOUT AS PROVIDED ABOVE IS TYPICAL. REFER TO PLAN FOR WATER SERVICE LOCATIONS.

DETAIL W19 - TYPICAL WATER SERVICE LAYOUT



NOTES:
 1. FITTINGS AND BOLTS ARE TO BE PROTECTED FROM CONCRETE BY WRAPPING IN PLASTIC PRIOR TO POURING.
 2. THE VOID SPACE BETWEEN THE TAPPING SLEEVE AND VALVE SHALL HAVE A TEST PORT FOR FIELD TESTING AS PROVIDED IN THE SPECIFICATIONS.

DETAIL W20 - TAPPING SLEEVE & VALVE



Date	Revisions	Drawn By:	Checked:
02-29-09	CH. NOTES PER CT	DKS	HCT
02-16-10	ADDED FLEX PIPE	DKS	HCT

CONDUIT INSTALLATION	NEW BERN ELECTRIC
BY DEVELOPER	New Bern, N.C.
	DWG NO. A-07-24

DETAIL W21 - ELECTRIC CONDUIT INSTALLATION

TYPICAL SYMBOLOGY LEGEND

	Boundary Lines	
--	----------------	--

SCHEDULE OF DRAWINGS

SHEET	NAME
1	COVER & VICINITY
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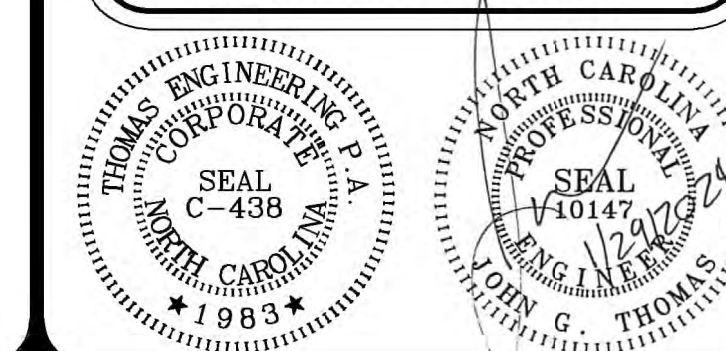
PROJECT REVISIONS

NO.	DESCRIPTION	BY	DATE
1	STREAM END ADJUSTMENTS	JGT	02.15.24
2	NC DOT COMMENTS	JGT	03.14.24

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FINAL DRAWINGS
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WATER SYSTEM DETAILS

SITE IMPROVEMENTS FOR CUTTER BAY SUBDIVISION

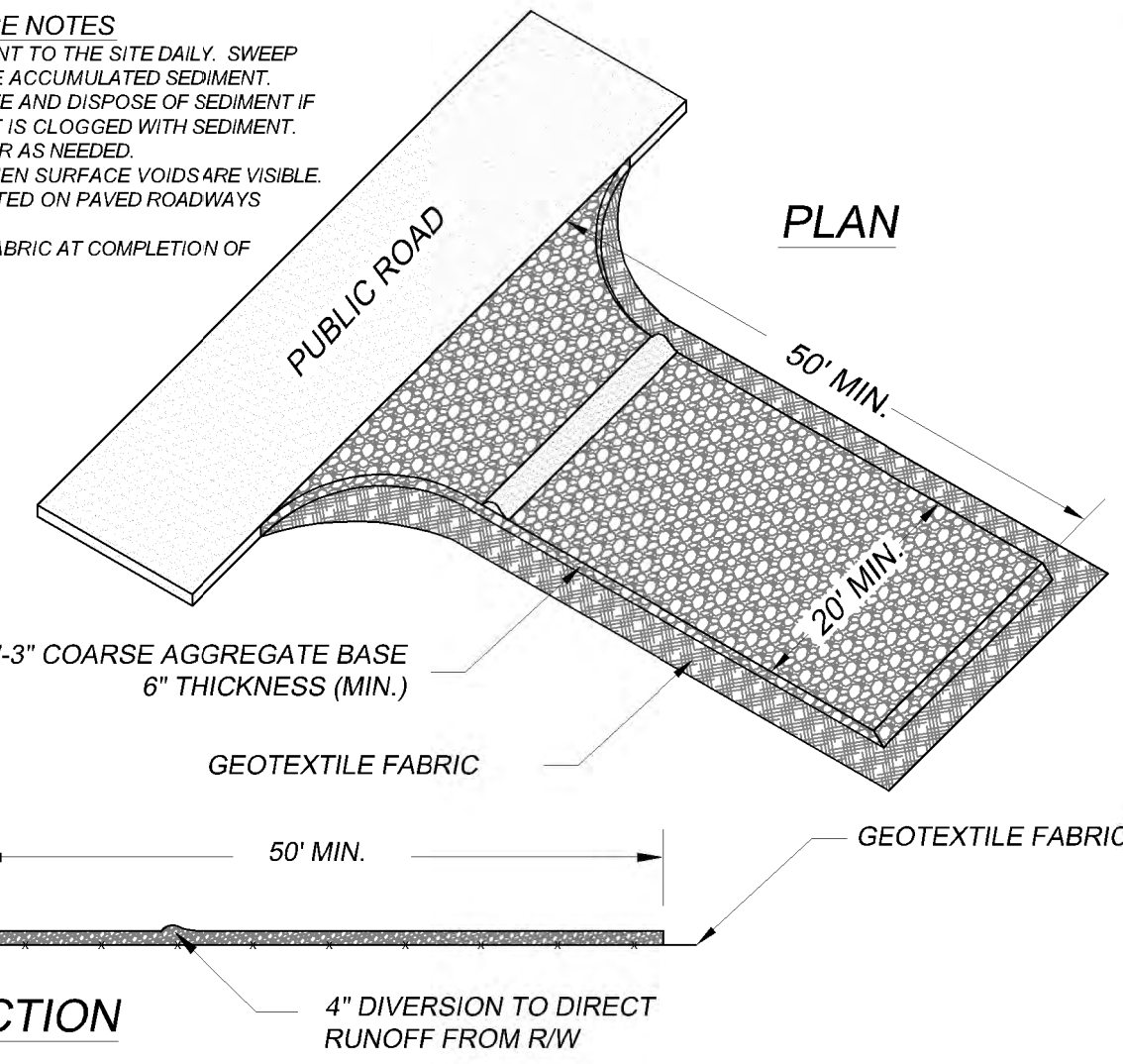
TOWNSHIP NO. 2 - PAMLICO COUNTY - NORTH CAROLINA

SCALE: NOT TO SCALE DATE: 01.29.2024

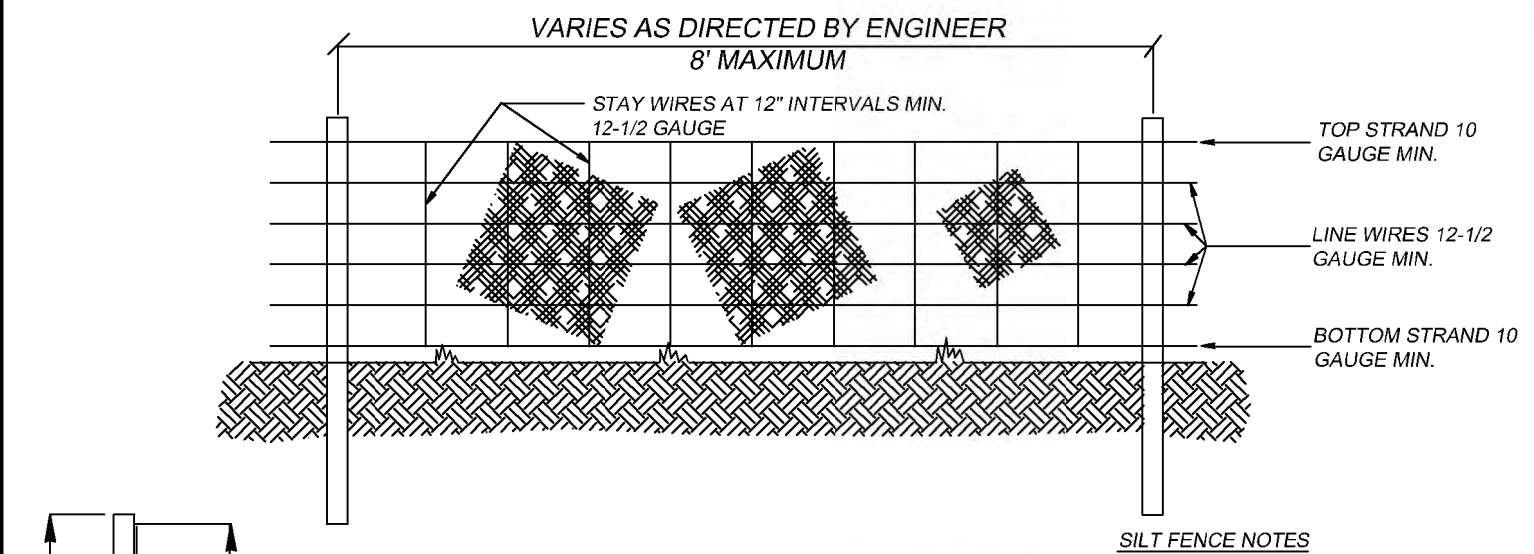
PROJECT #: 2008-006 SHEET: 19B OF 22

INSPECTION & MAINTENANCE NOTES

1. INSPECT LOCAL ROADS ADJACENT TO THE SITE DAILY. SWEEP OR VACUUM TO REMOVE VISIBLE ACCUMULATED SEDIMENT.
2. REMOVE AGGREGATE, SEPARATE AND DISPOSE OF SEDIMENT IF CONSTRUCTION ENTRANCE/EXIT IS CLOGGED WITH SEDIMENT.
3. CHECK FOR DAMAGE AND REPAIR AS NEEDED.
4. REPLACE GRAVEL MATERIAL WHEN SURFACE Voids ARE VISIBLE.
5. REMOVE ALL SEDIMENT DEPOSITED ON PAVED ROADWAYS WITHIN 24 HOURS.
6. REMOVE GRAVEL AND FILTER FABRIC AT COMPLETION OF CONSTRUCTION.



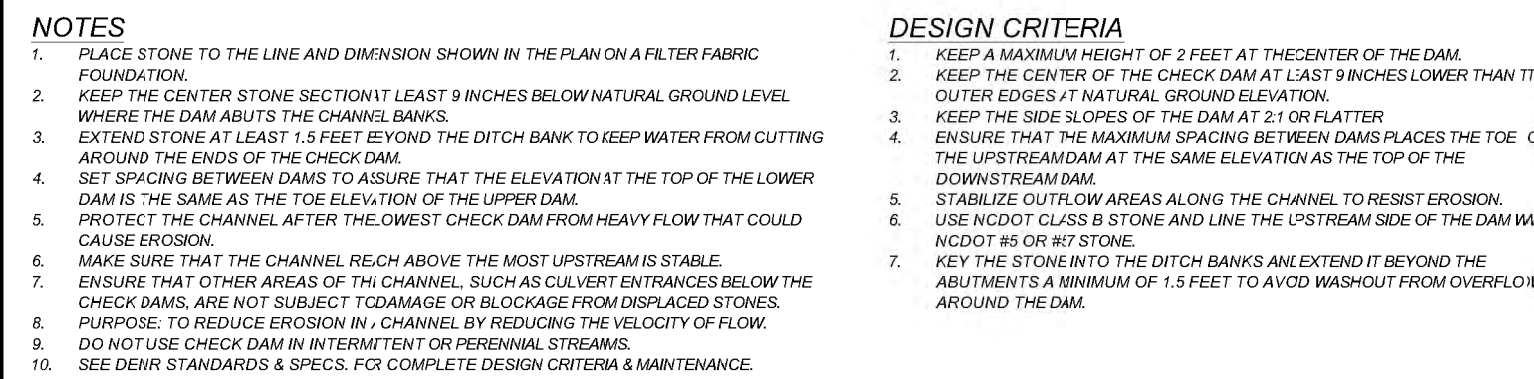
DETAIL EC1 - TEMPORARY GRAVEL CONSTRUCTION ENTRANCE



DETAIL EC2 - TEMPORARY SILT FENCE

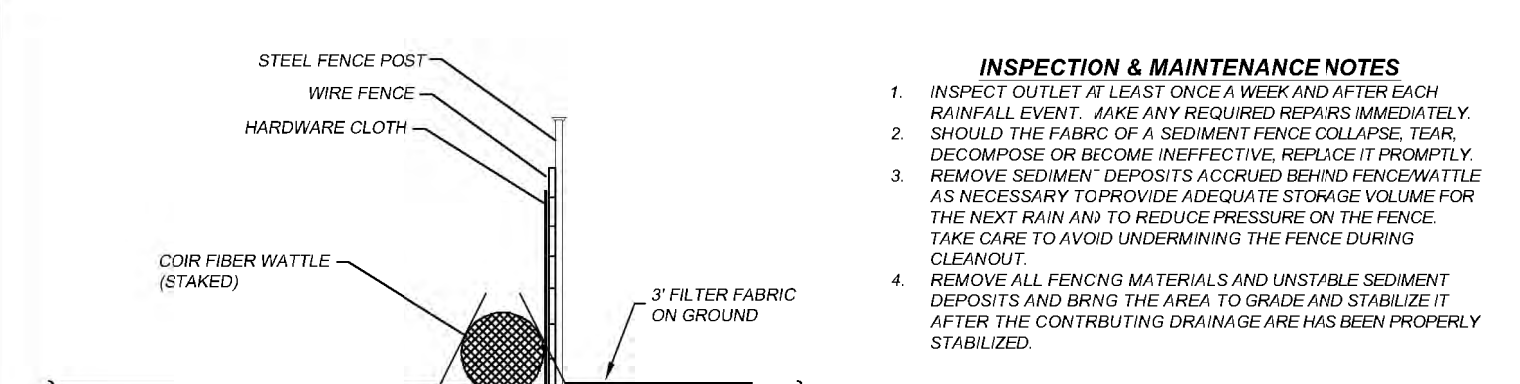
INSPECTION & MAINTENANCE NOTES

1. INSPECT CHECK DAMS AND CHANNELS AT LEAST WEEKLY AND AFTER EACH SIGNIFICANT (ONE HALF INCH OR GREATER) RAINFALL EVENT AND REPAIR IMMEDIATELY. CLEAN OUT SEDIMENT, STRAW, LIMBS, OR OTHER DEBRIS THAT COULD CLOG THE CHANNEL WHEN NEEDED.
2. ANTICIPATE SUBMERGENCE AND DEPOSITION ABOVE THE CHECK DAM AND EROSION FROM HIGH FLOWS AROUND THE EDGES OF THE DAM. CORRECT ALL DAMAGES IMMEDIATELY. IF SIGNIFICANT EROSION OCCURS BETWEEN DAMS, ADDITIONAL MEASURES CAN BE TAKEN SUCH AS INSTALLING A PROTECTIVE RIP-RAP LINER IN THAT PORTION OF THE CHANNEL.
3. REMOVE SEDIMENT ACCUMULATED BEHIND THE DAMS AS NEEDED TO PREVENT DAMAGE TO CHANNELS, VEGETATION, ALLOW THE CHANNEL TO DRAIN THROUGH THE STONE CHECK DAM, AND PREVENT LARGE FLOWS FROM CARRYING SEDIMENT OVER THE DAM. ADD STONES TO DAMS AS NEEDED TO MAINTAIN DESIGN HEIGHT AND CROSS SECTION.

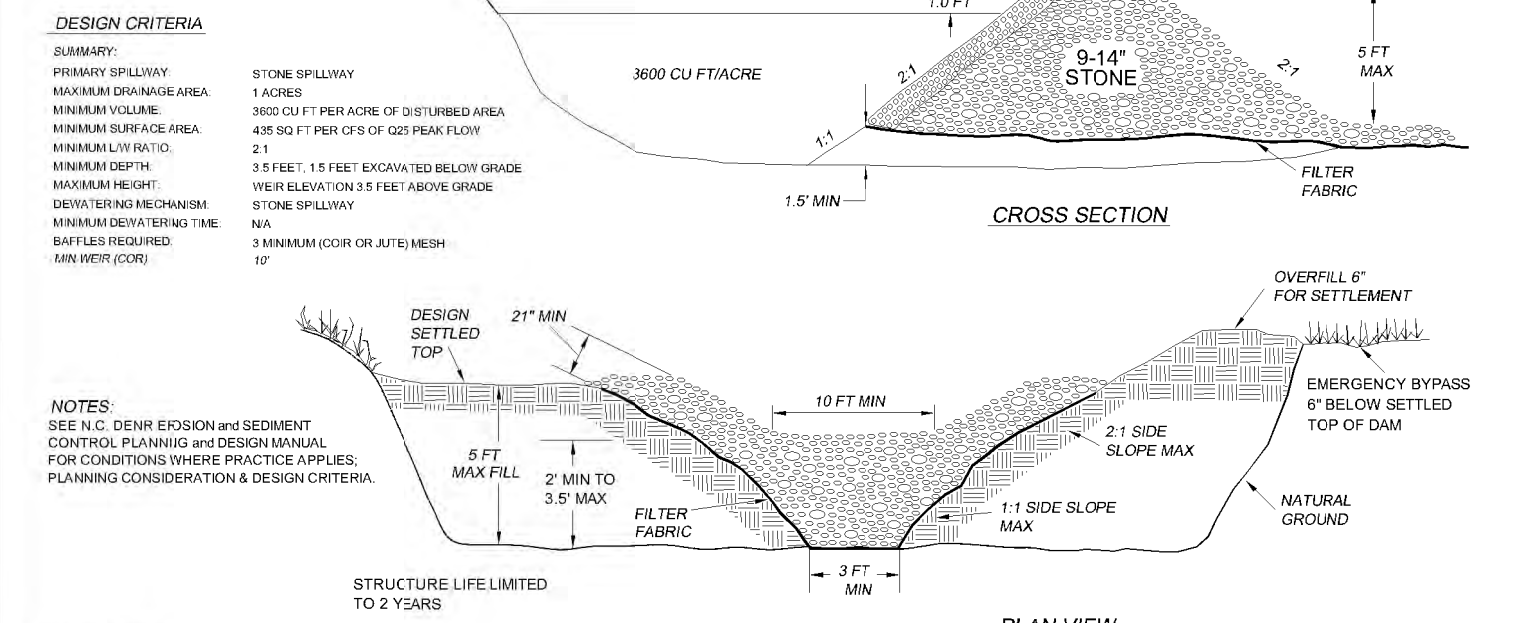


DETAIL EC3 - TEMPORARY GRAVEL & RIP-RAP CHECK DAM

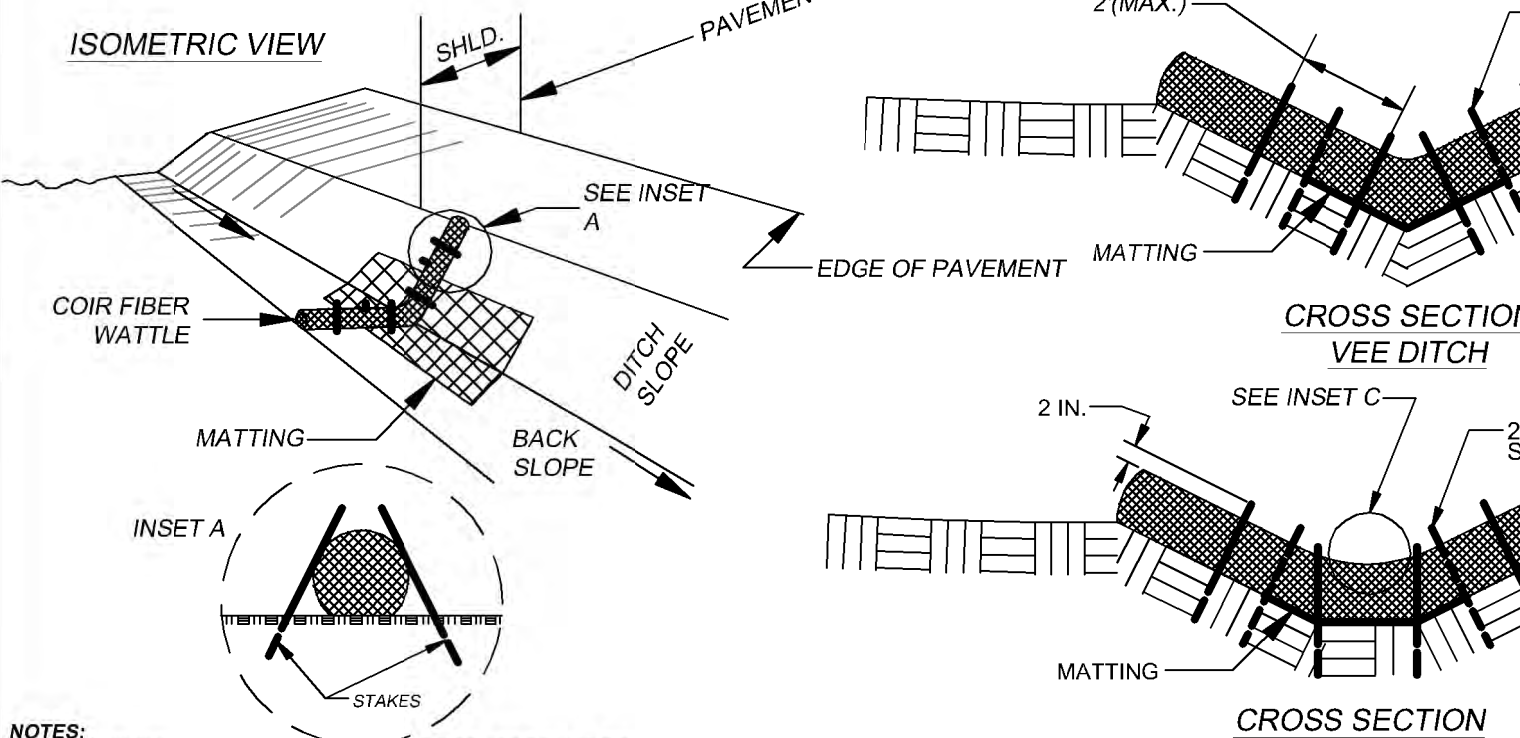
TYPICAL SYMBOLOLOGY LEGEND	
Boundary Lines	Proposed 2" Water Mains
Setback Lines	Proposed 6" Water Mains
Centerlines	Proposed Water Service
Lot Lines & Corner Notes	Proposed Water Valve & Box
Drainage Easements	Proposed Reducer
404 Wetlands	Proposed End of Line Blowoff
75' AEC CAMA Setbacks	Proposed Flushing Hydrant Assembly
50' Riparian Buffers	Proposed Ductile Iron Pipe (Profile Views)
100-yr, 500-yr, & Elev. Flood Lines (As Noted)	
10' X 70' Sight Triangle	
Existing Topography Contours	
Proposed Contours	



DETAIL EC4 - SILT FENCE W/ WATTLE OUTLET

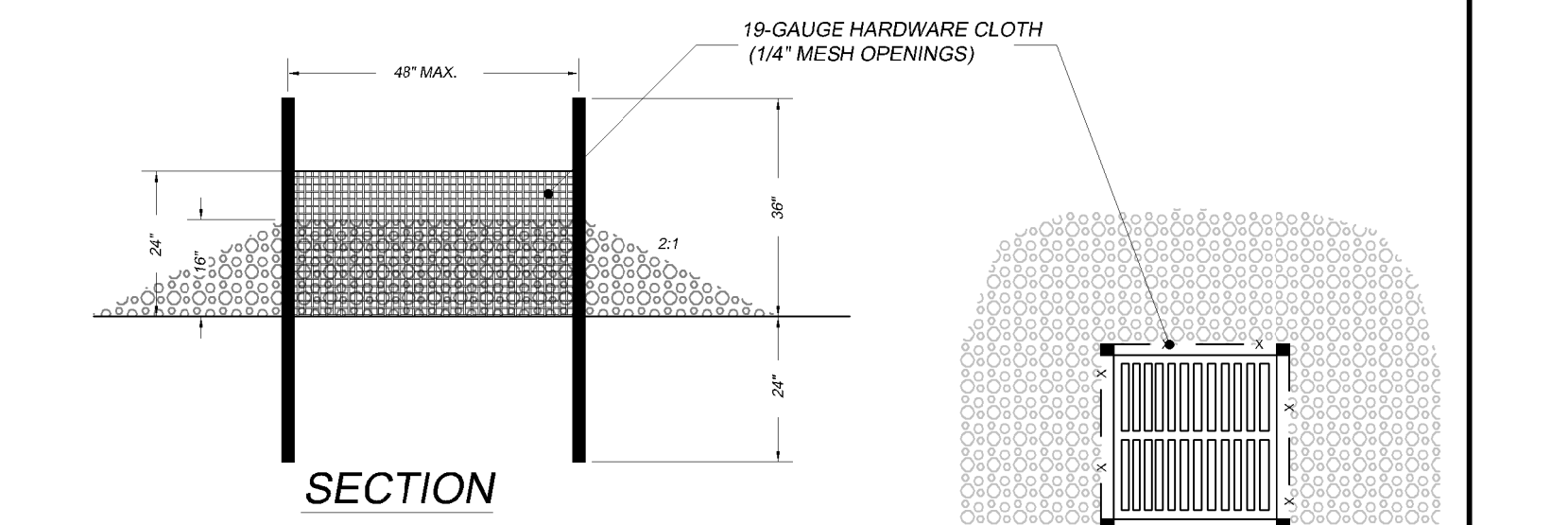


DETAIL EC5 - TEMPORARY SEDIMENT TRAP DETAIL

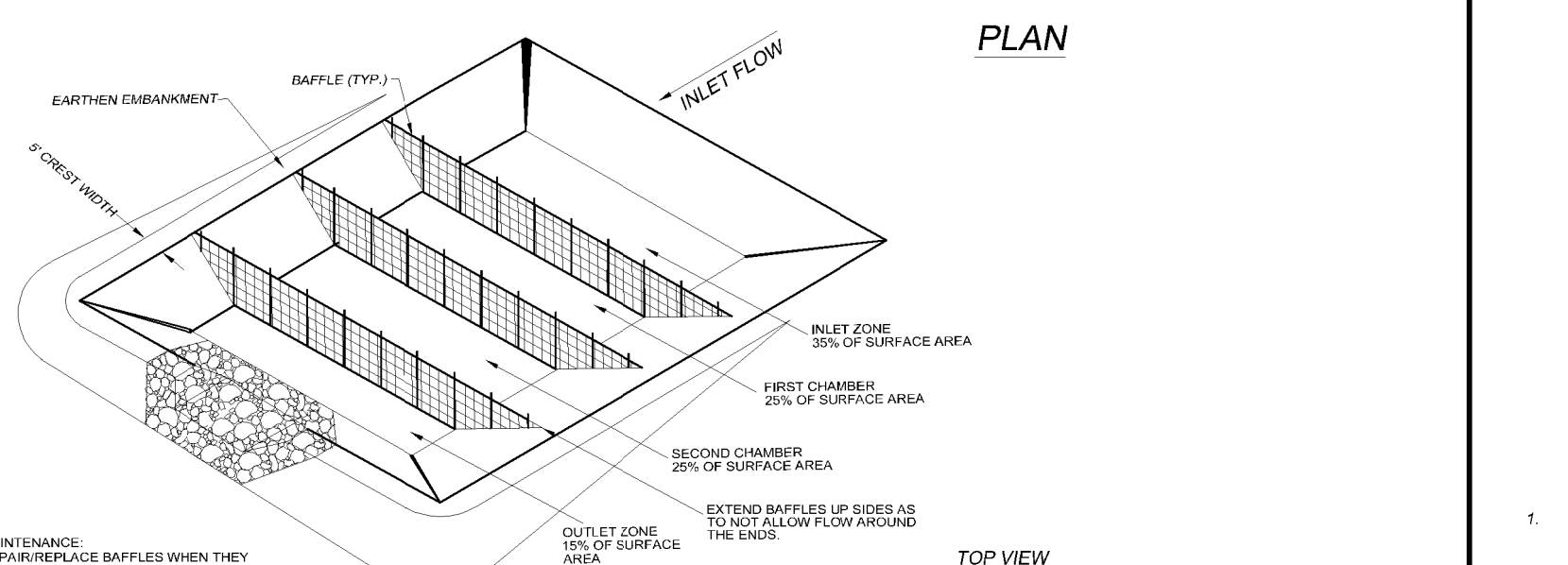


DETAIL EC6 - TEMPORARY COIR FIBER WATTLE WITH POLYACRYLAMIDE (PAM) DETAIL

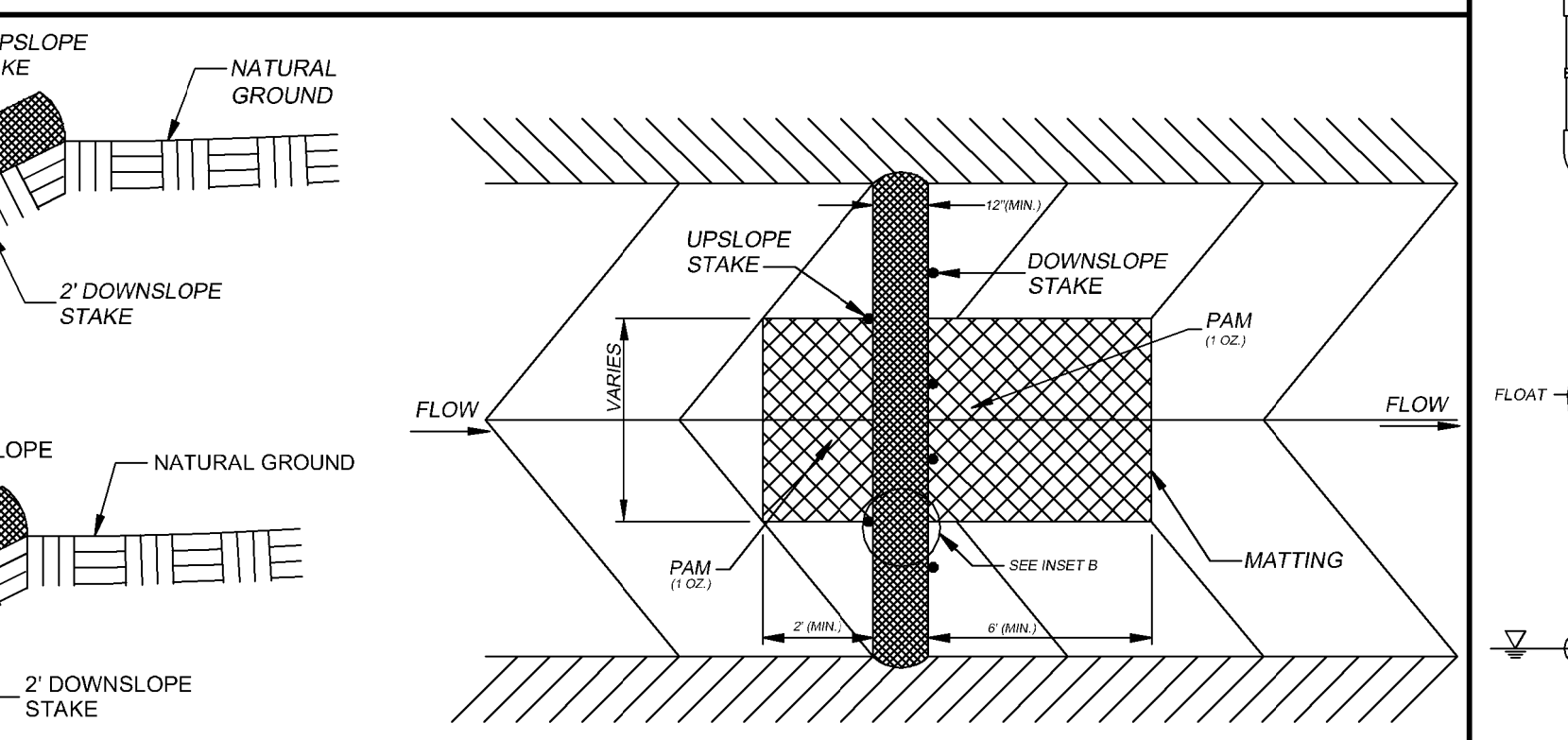
TEMPORARY SEDIMENT TRAP & SEDIMENT BASIN W/ SKIMMER & ROCK OUTLET DESIGN														
Station	Trap or Basin	Trap or Basin Area (sq ft)	Trap or Basin Volume (cu yd)	Trap or Basin Depth (ft)	Trap or Basin Length (ft)	Trap or Basin Width (ft)	Trap or Basin Height (ft)	Trap or Basin Slope	Trap or Basin Material	Trap or Basin Inlet	Trap or Basin Outlet	Trap or Basin Skimmer	Trap or Basin Skimmer Size (ft)	Trap or Basin Skimmer Material
0+00	Trap	1000	1000	10	100	10	10	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
0+10	Basin	2000	2000	20	200	20	20	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
0+20	Basin	3000	3000	30	300	30	30	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
0+30	Basin	4000	4000	40	400	40	40	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
0+40	Basin	5000	5000	50	500	50	50	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
0+50	Basin	6000	6000	60	600	60	60	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
0+60	Basin	7000	7000	70	700	70	70	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
0+70	Basin	8000	8000	80	800	80	80	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
0+80	Basin	9000	9000	90	900	90	90	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
0+90	Basin	10000	10000	100	1000	100	100	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
1+00	Basin	11000	11000	110	1100	110	110	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
1+10	Basin	12000	12000	120	1200	120	120	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
1+20	Basin	13000	13000	130	1300	130	130	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
1+30	Basin	14000	14000	140	1400	140	140	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
1+40	Basin	15000	15000	150	1500	150	150	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
1+50	Basin	16000	16000	160	1600	160	160	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
1+60	Basin	17000	17000	170	1700	170	170	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
1+70	Basin	18000	18000	180	1800	180	180	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
1+80	Basin	19000	19000	190	1900	190	190	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
1+90	Basin	20000	20000	200	2000	200	200	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia
2+00	Basin	21000	21000	210	2100	210	210	1:1	19-Gauge Hardware Cloth	18" Dia	18" Dia	18" Dia	18"	18" Dia



DETAIL EC7 - HARDWARE CLOTH & GRAVEL INLET PROTECTION

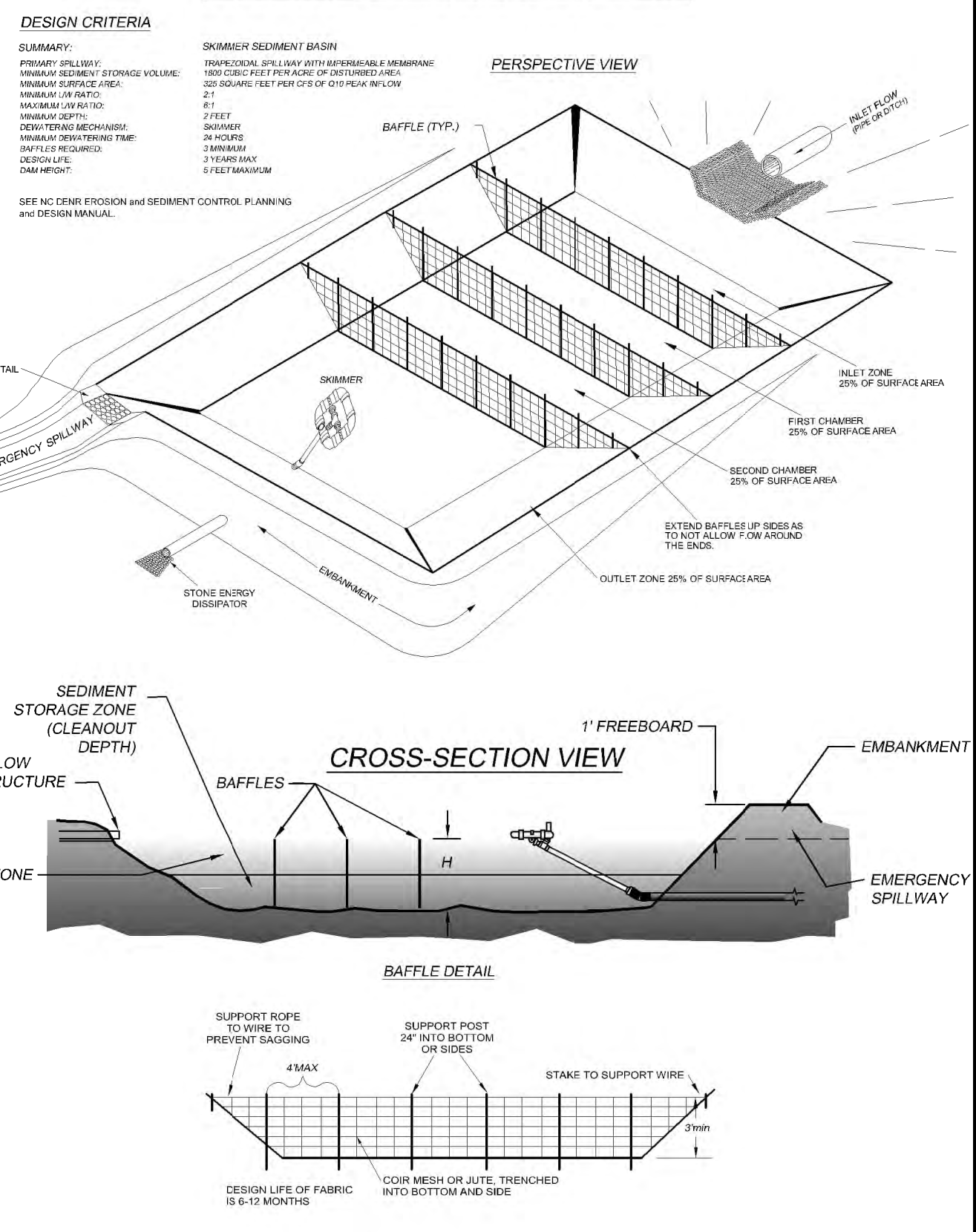


DETAIL EC5 - TEMPORARY SEDIMENT TRAP DETAIL

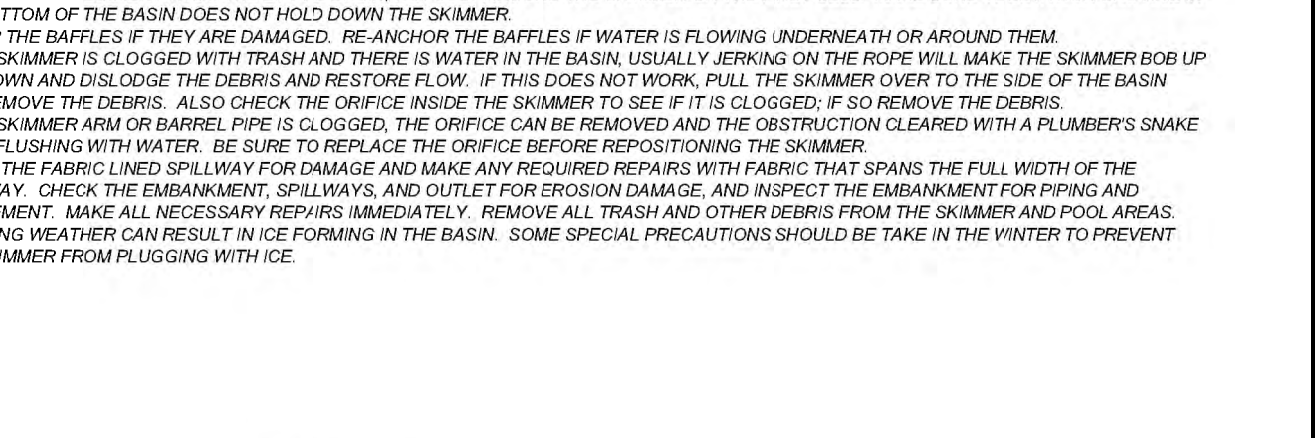


DETAIL EC6 - TEMPORARY COIR FIBER WATTLE WITH POLYACRYLAMIDE (PAM) DETAIL

DETAIL EC8 - TEMPORARY SKIMMER SEDIMENT BASIN DETAIL



DETAIL EC8 - TEMPORARY SKIMMER SEDIMENT BASIN DETAIL



DETAIL EC9 - FAIRCLOTH SKIMMER DEVICE

Skimmer Size	1.5"	2"	2.5"	3"	4"	5"	6"	8"
24 hours	1,728	3,283	6,234	9,774	20,109	32,832	51,840	97,978
2 day	3,456	6,566	12,468	19,548	40,218	65,664	103,680	195,956
3 day	5,184	9,849	18,702	60,327	98,496	155,520	293,934	
4 day	6,912	13,132	24,936	39,096	80,436	131,328	207,360	391,912
5 day	8,640	16,415	31,770	48,870	100,545	164,160	259,200	489,890
6 day	10,368	19,698	37,404	58,644	120,654	196,992	311,040	587,868
7 day	12,096	22,981	43,338	68,418	140,763	225,824	362,880	685,846

FLOW CAPACITIES (CFT) FOR THE FAIRCLOTH SKIMMER

TYPICAL SYMBOLOLOGY LEGEND	
Boundary Lines	Proposed 2" Water Mains
Setback Lines	Proposed 6" Water Mains
Centerlines	Proposed Water Service
Lot Lines & Corner Notes	Proposed Water Valve & Box
Drainage Easements	Proposed Reducer
404 Wetlands	Proposed End of Line Blowoff
75' AEC CAMA Setbacks	Proposed Flushing Hydrant Assembly
50' Riparian Buffers	Proposed Ductile Iron Pipe (Profile Views)
100-yr, 500-yr, & Elev. Flood Lines (As Noted)	
10' X 70' Sight Triangle	
Existing Topography Contours	
Proposed Contours	

SCHEDULE OF DRAWINGS	
SHEET	NAME
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2B	BOUNDARY AND LOT DATA
3A-3D	EXISTING SITE PLANS
4A-4D	SITE & WATER PLANS
5A-5D	GRADINGS & DRAINAGE PLANS
6-16	ROADWAY PROFILES
17	ROADWAY & GRADING DETAILS
18A-18B	DRAINAGE DETAILS
19A-19B	WATER SYSTEM DETAILS
20	EROSION CONTROL DETAILS
21	SEEDING & NCDOT DETAILS
22	NC HWY 55 WIDENING PLAN

PROJECT REVISIONS			
NO.	DESCRIPTION	BY	DATE
1	STREAM END ADJUSTMENTS	JGT	02.15.24
2	NCDOT COMMENTS	JGT	03.14.24

PROPERTY OWNER & DEVELOPER
CUTTER BAY DEVELOPMENT, LLC
 PO BOX 3435
 GREENVILLE, NORTH CAROLINA 27836
 PHONE: 252.355.4610 x107
 GRIFFGARNER@SUDDENLINKMAIL.COM

CONSULTING ENGINEER
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 NEW BERN, NORTH CAROLINA 28563
 OFFICE: 252.637.2727 FAX: 252.636.2448
 JOHNTHOMAS@THOMASENGINEERINGPA.COM

FINAL DRAWINGS
 Released for permits only,
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THOMAS ENGINEERING, P.A.
 NORTH CAROLINA PROFESSIONAL ENGINEERING SEAL
 10100
 10100
 10100

EROSION CONTROL DETAILS
SITE IMPROVEMENTS
FOR
CUTTER BAY
SUBDIVISION

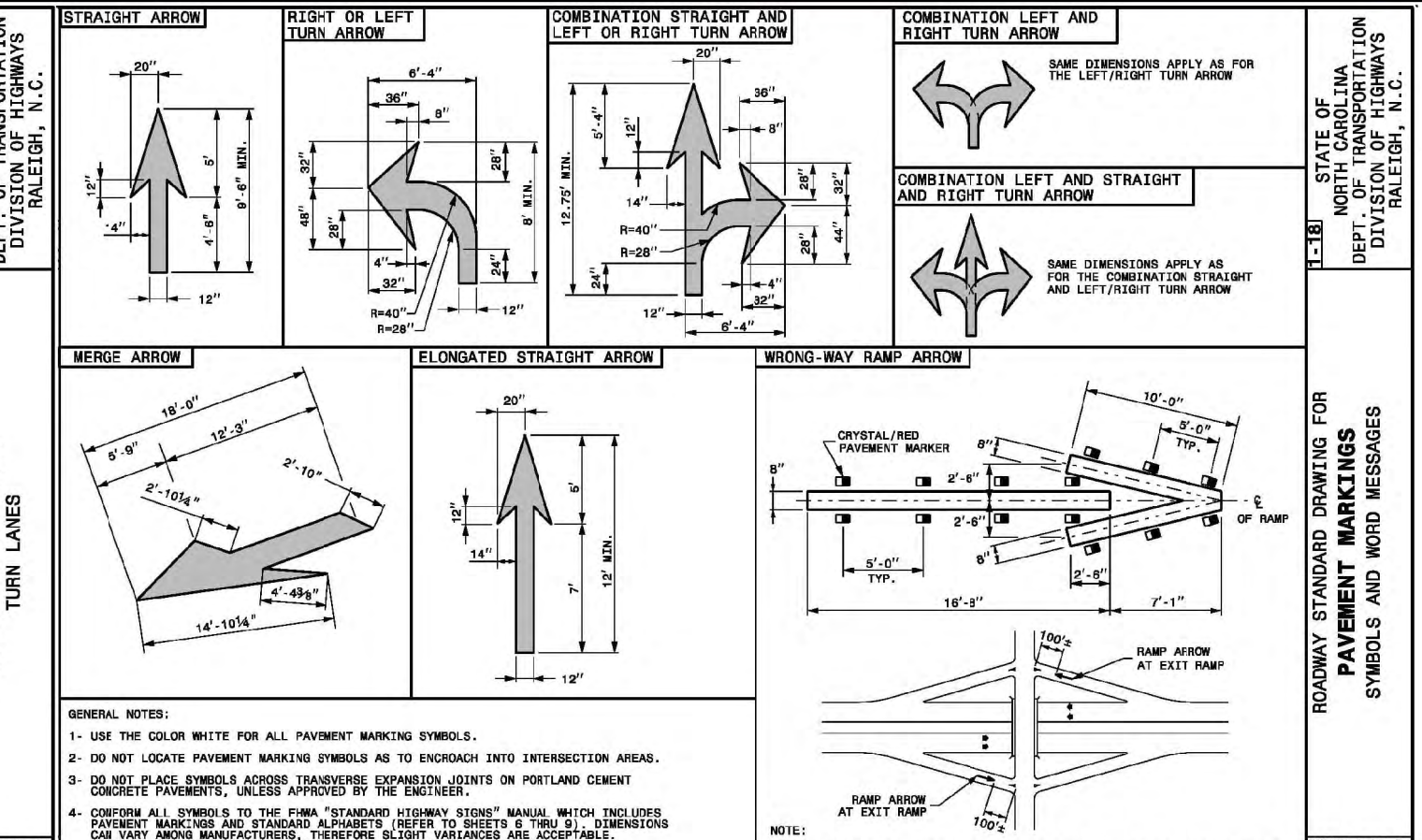
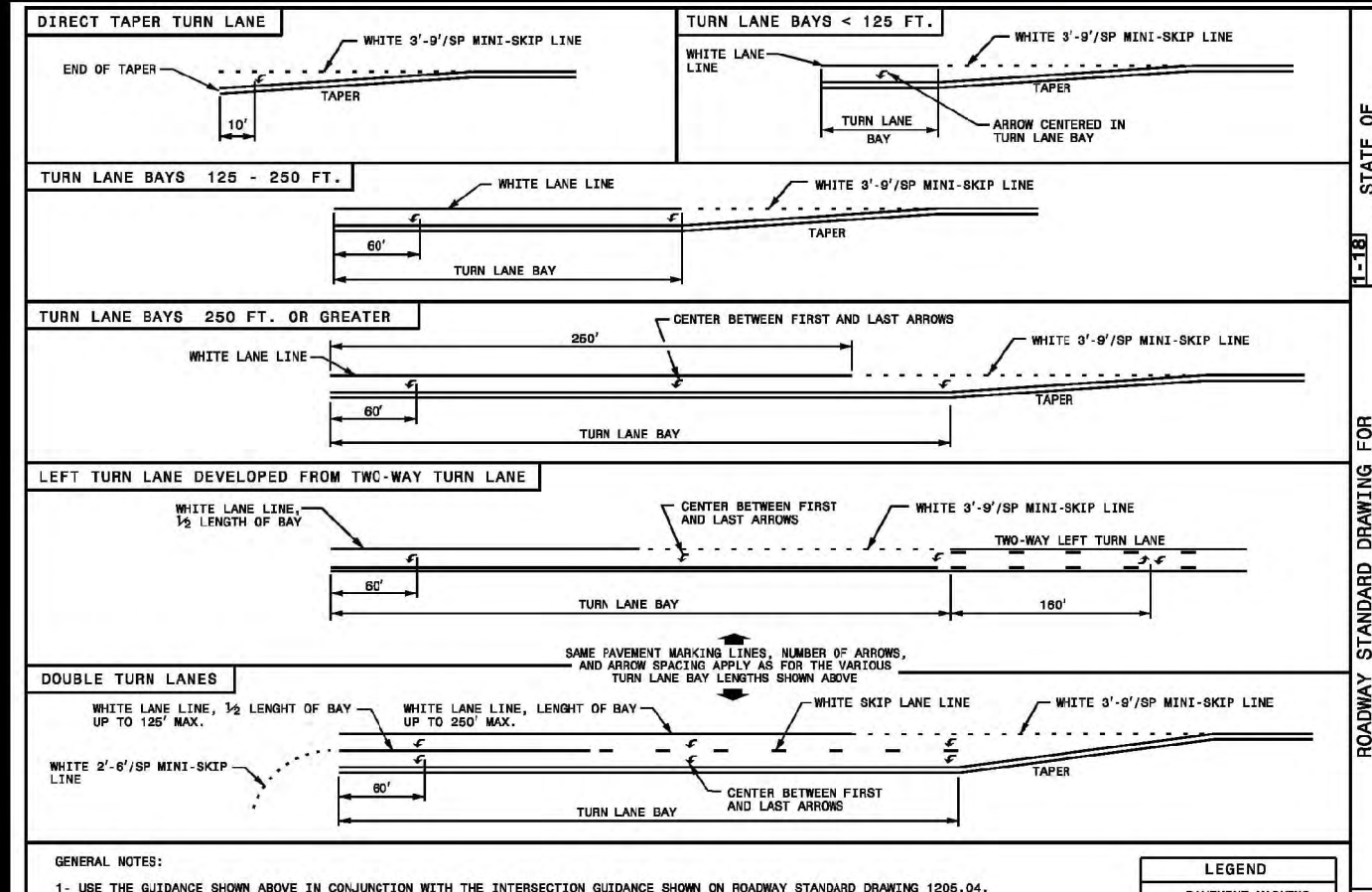
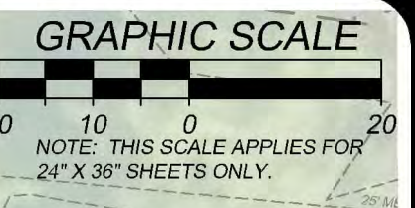
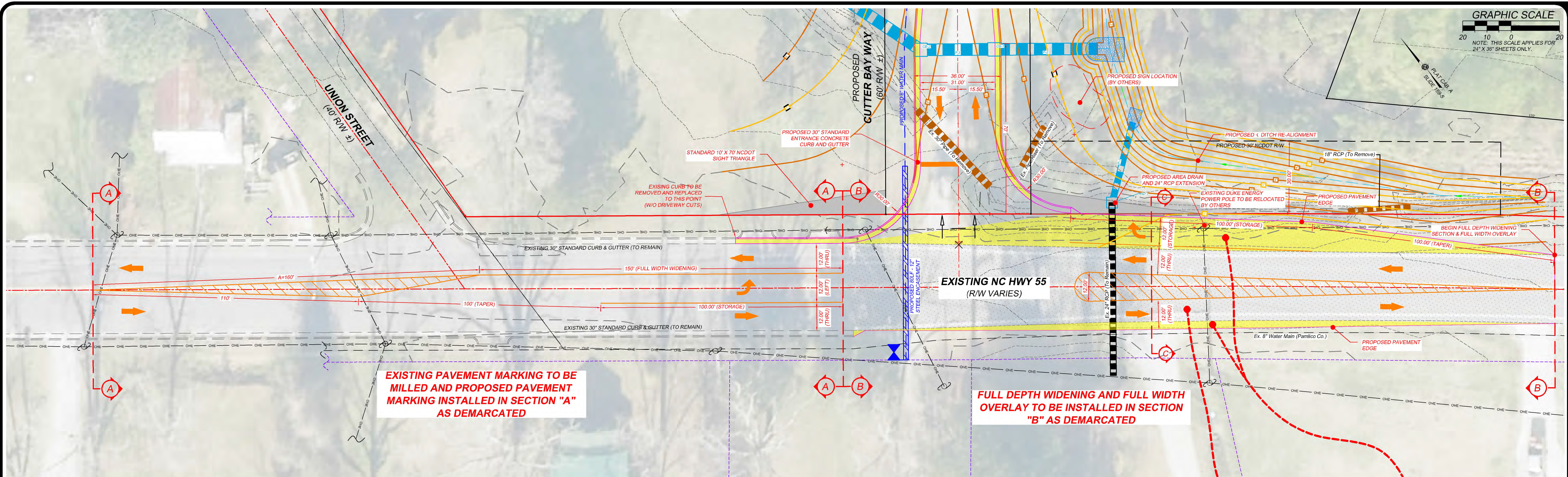
TOWNSHIP NO. 2 - PAMLICO COUNTY - NORTH CAROLINA

SCALE: NOT TO SCALE DATE: 01.29.2024

PROJECT #: 2008-006 SHEET: 20 of 22

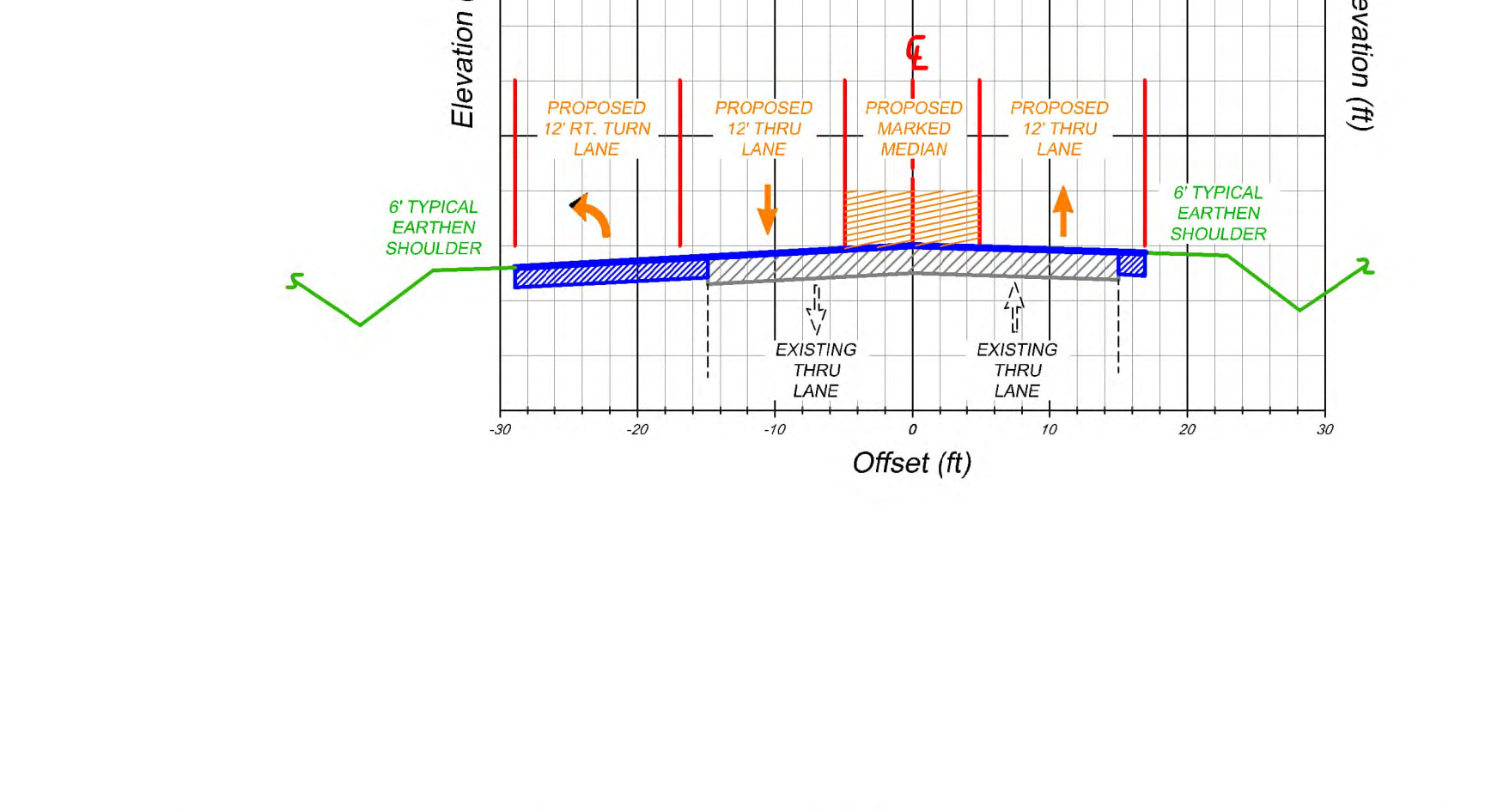
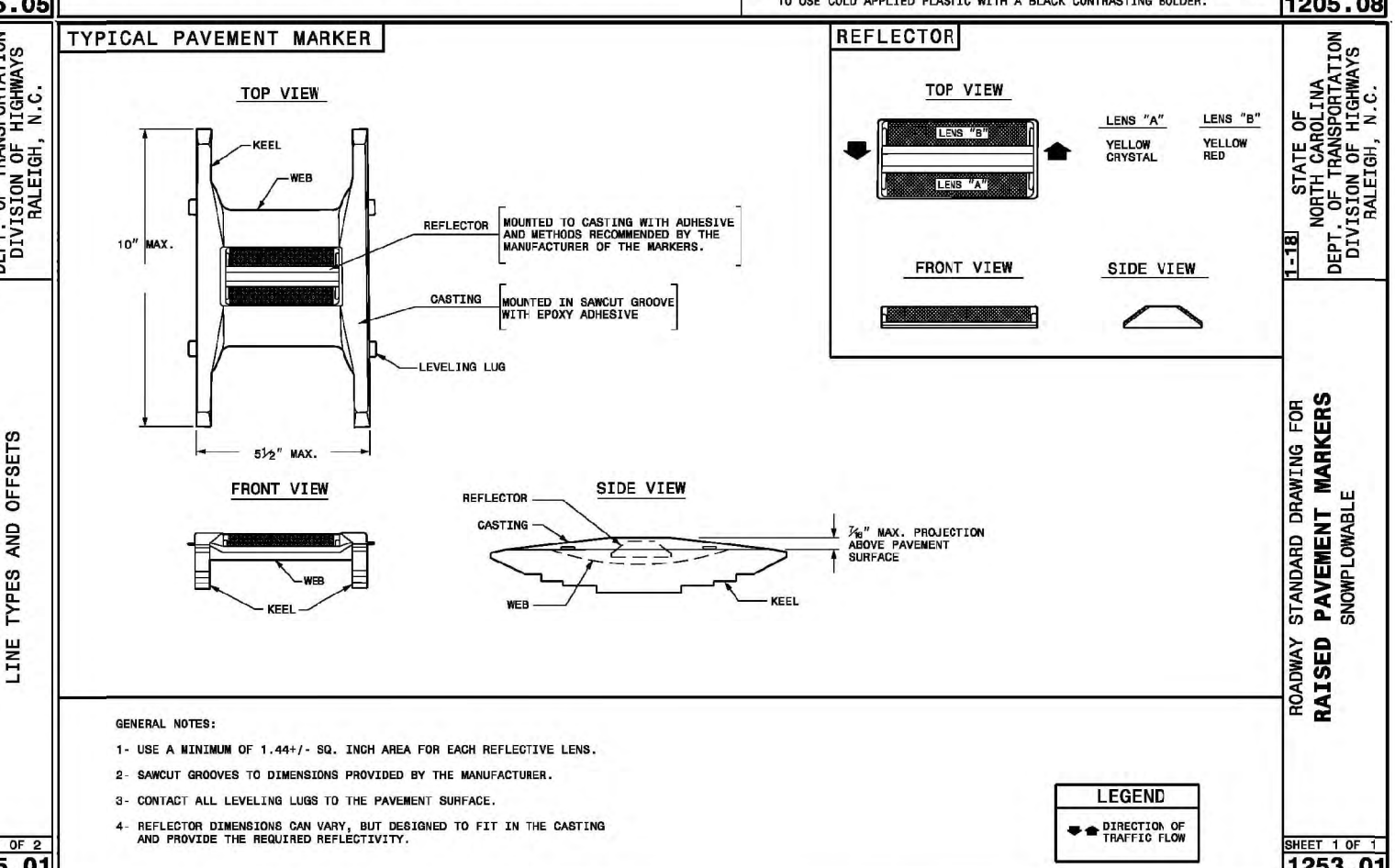
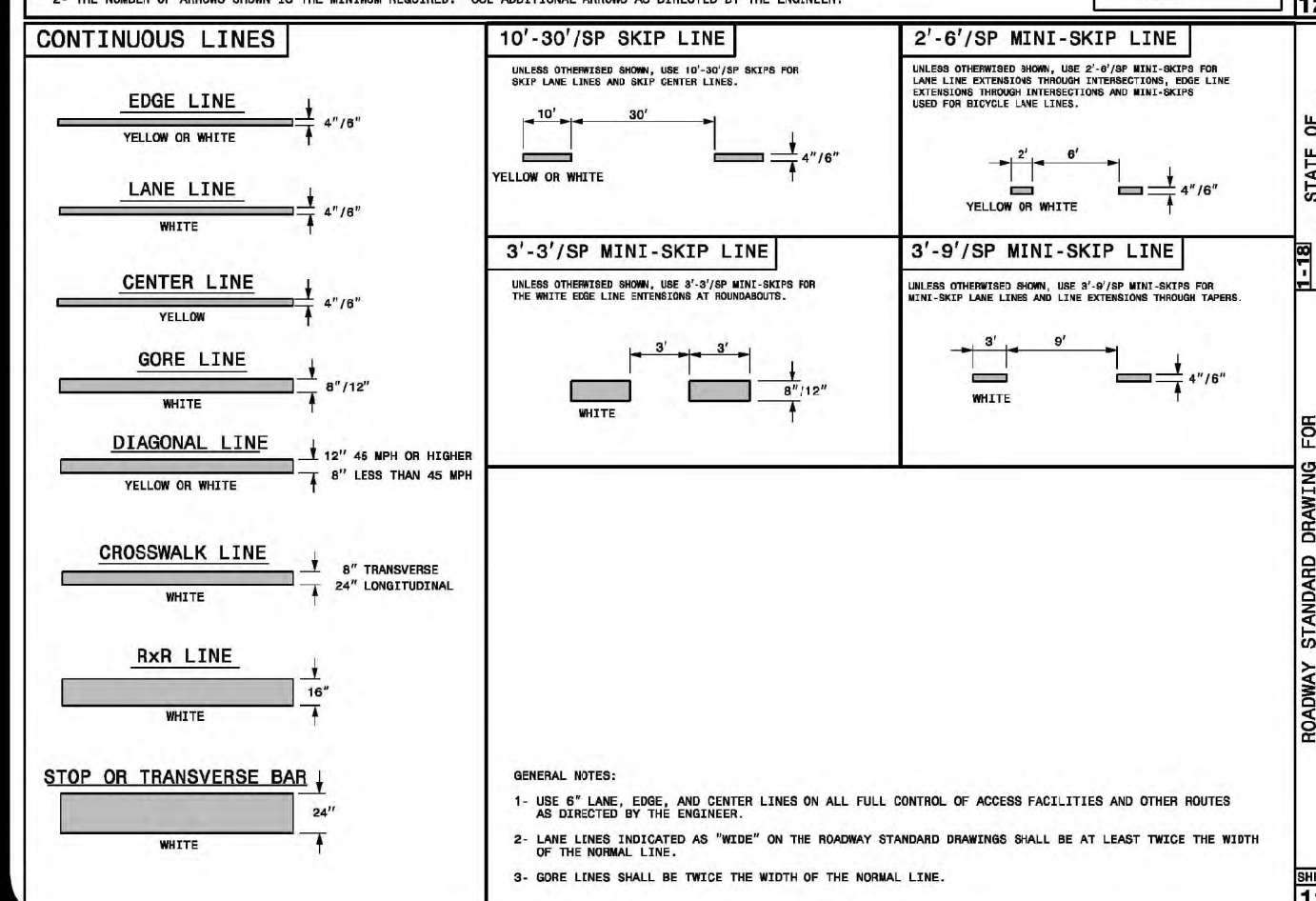
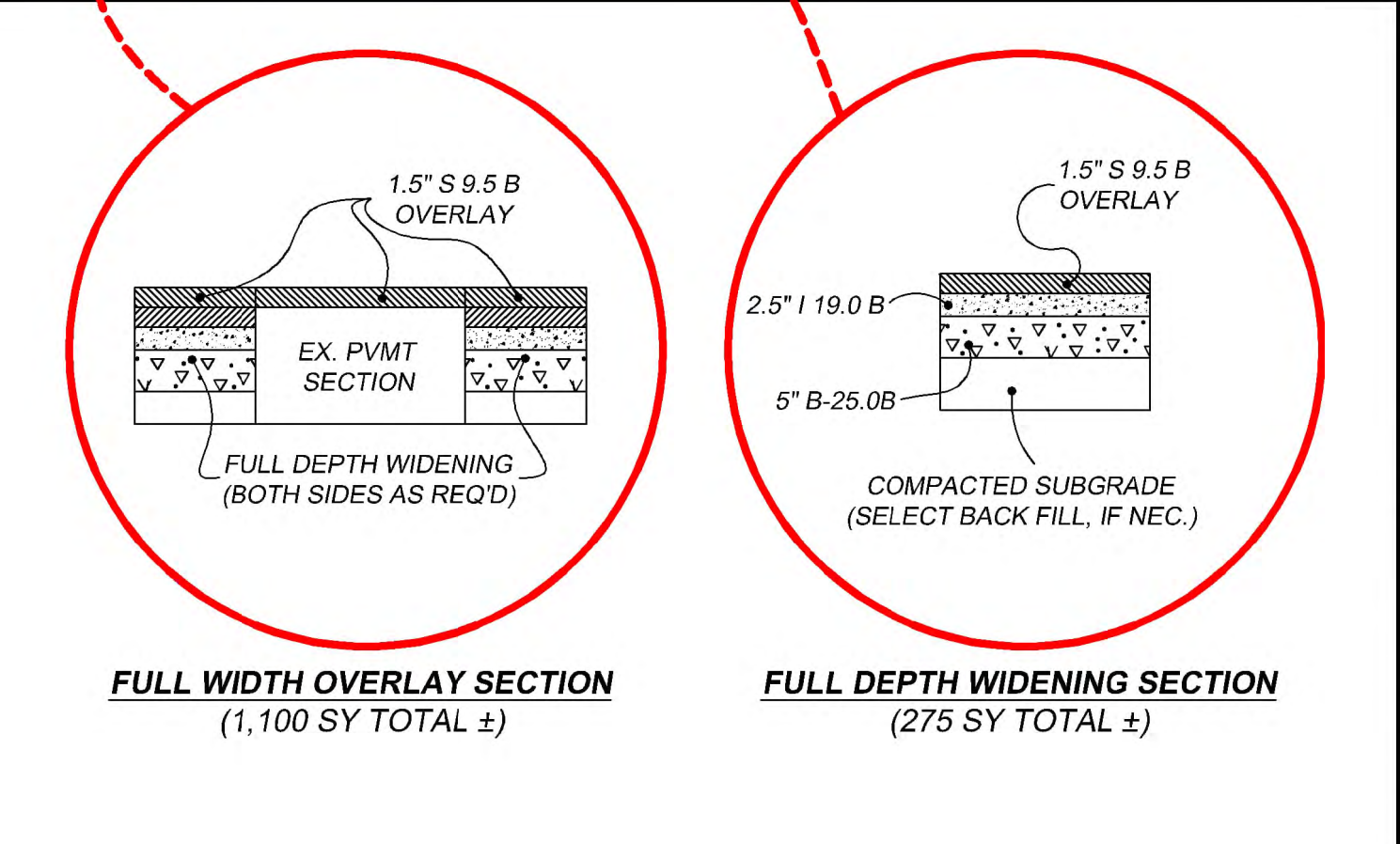
P. O. Box 1309, New Bern, NC 28563
 www.ThomasEngineeringPA.com
 Office: 252.637.2727 Fax: 252.636.2448

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 civil engineering • land development • project management



WIDENING PLAN NOTES

- THE CONTRACTOR IS REFERRED TO THE MOST CURRENT VERSION OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION STANDARD DRAWINGS FOR STRIPING AND SYMBOLOLOGY REQUIREMENTS.
- ALL STRIPING SHALL BE THERMO-PLASTIC APPLICATION WITH SNOW-PLOWABLE MARKERS INSTALLED.
- PRIOR TO FULL WIDTH OVERLAY INSTALLATION, CONTRACTOR SHALL KEY A JOINT AND MILL SO AS TO TRANSITION EXISTING TOP OF ASPHALT TO PROPOSED TOP OF ASPHALT OVERLAY SMOOTHLY.



TYPICAL SYMBOLOLOGY LEGEND

Boundary Lines	Proposed 2" Water Mains	AD-#	Proposed Area Drain	Temporary Construction Entrance
Setback Lines	Proposed 6" Water Mains	CB-#	Proposed Catch Basin	Temporary Silt Fence (8 Limits of Disturbance)
Centerlines	Proposed Water Service	TSR#	Proposed Storm Pipe	Limits of Disturbance
Lot Lines & Corner Notes	Proposed Water Valve & Box	SRP	Permanent Stone Outlet Protection	Temporary Check Dam
Drainage Easements	Proposed Reducer	S-#	Proposed Swale or Ditch	Temporary Coir Fiber Wattle
404 Wetlands	Proposed End of Line Blowoff	D-#	Flow Direction	Temp. Hardware Cloth & Gravel Inlet Prot.
75 AEC CAMA Setbacks	Proposed Flushing Hydrant Assembly			Silt Fence w/ Wattle Outlet
50' Riparian Buffers	Proposed Ductile Iron Pipe (Profile Views)			Temporary Skimmer Sediment Basin
100-yr, 500-yr, & Elev. Flood Lines (As Noted)				Temporary Sediment Trap
10' X 70' Sight Triangle				Temporary Coir Fiber Baffle
Existing Topography Contours				Temporary Diversion Ditch
Proposed Contours				50' In-situ Vegetated Buffers

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NC HWY 55 WIDENING PLAN
 SITE IMPROVEMENTS
 FOR
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TOWNSHIP NO. 2 - PAMLICO COUNTY - NORTH CAROLINA

SCALE: AS SHOWN DATE: 01.29.2024
 PROJECT #: 2008-006 SHEET: 22 of 22

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Health Director Quarterly Report

Health Director Melanie Campen will be in attendance to present the Health Director Quarterly Report.





Pamlico County Health Department

203 North Street

PO Box 306

Bayboro, NC 28515

Tel: (252) 745-5111 Fax: (252) 249-5900

Health Director: Melanie R. Dixon



BOARD OF HEALTH-April 15, 2024

1. BOH Handbook
2. ABOH updates
3. Trainings-May 5, 2024 at 5:30 BOCC room
4. Clinic updates
5. Environmental Health updates
6. Accreditation
 - a. Community Health Improvement Plan (CHIPS)
 - b. Strategic Plan 2022-2024
 - c. State of the County's Health (SOTCH) submitted, waiting approval
 - d. Health Educator Position
7. Old/New Business/Questions?

1. Board of Health Handbook is completed for this year. Needs Chair's signature and add new information.
2. ABOH- Had meeting last Tuesday. Great attendance and feel this Board will bring additional insights/knowledge to the Health Department, programs, grants, etc.
3. Training is scheduled for May 15, 2024 at 5:30pm in the BOCC room. There is an online training option available.
4. Clinic updates:
 - a. Increase in incidents of animal bite reports
 - b. Increase in DOT/Coast Guard/Pre-Employment Physical appts
 - c. Telehealth approved and projected to launch 7/1/24
 - d. Partnering with VaxCare to provide private immunizations, planning mass vaccine clinics in new fiscal year
 - e. WIC reported as in top 5 in the state!!!
 - f. Numbers: Numbers are increasing. Seeing more walk-ins. Try to accommodate same day service when possible. Numbers projected to increase when Telehealth begins.
5. Environmental Health updates:
 - a. OnSite about 6 weeks out with permits
 - b. Food & Lodging running smoothly. Pool season has begun. Eugene and myself can back-up that program if needed.
6. Accreditation:
 - a. CHIPS progress
 - b. Strategic Plan-ABOH to work on new plan 24-26 at next meeting
 - c. SOTCH- has been submitted to the State. Awaiting approval.
 - d. Health Educator Position: job description included in packet. PCHD would like to re-open this position.
7. New:
 - a. Duke SRT3 toured the County on March 8th and will be working with host sites this summer (HeartWorks, PCDRC, HOPE, PCHD)
 - b. EC Public Health and Duke SRT3 Interns are working on the Community Health Assessment. The CHA is due to the state on 3/2025. The final project to be finished by 12/1/24 to present to ABOH 12/2/24.
 - c. ECU Public Health Epidemiology interns are starting on May 13 (Projects: Veteran Access to Health and Environmental Risk Factors Causing Increased Cancer Rates in Pamlico County)
 - d. ECU Public health intern working on Community Outreach and Underserved Populations.
 - e. Rabies Clinic planned in May in Grantsboro. Waiting for more details to send out flyers.
 - f. May 7th breakfast at Brantleys for Preparedness information

Report Name Patient Appointment by Appointment Type Report

Report Generated 3/27/2024

01/01/2024-03/27/2024

First Quarter 2024

Type of Appointment	Appointments Scheduled
AH Pre-Employment Physical	7
AH Sick Visit	48
BCCCP	33
CH Sports Physicals	8
FP Annual	13
FP Initial Visit	13
FP Limited Visit	38
Immunization/VFC	0
Lab Services/Other Services	7
OS Chain of Custody Drug/In-house Drug	27
OS DOT/CDL/USCG Physical	7
OS Immunizations Private	2
FP(-) or MH(+) Pregnancy Testing	11
STD	27
STD 3 Month Follow Up	12
STD Treatment Nurse	10
TB (LTBI or Active)	4
TB Placement	43
TB Reading	43 (duplicated)
DSS CAP/DA	3
WIC Iron Screening	8
MH Iron Screening	8
WIC Lead Screening	0
Rabies Nurse Investigation	8
COVID Vaccine	1
Total	381

2024 First Quarter On Site Wastewater Numbers

<u>2024</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Total</u>
IP	16	18	23	57
CA	8	7	11	26
EX	0	0	0	0
Repair	4	4	2	10
NW	1	4	7	11
OP	2	4	6	12
Total	29	37	49	116

RE: quarter numbers

Bibianna Contti <bibianna.contti@pamlicocounty.org>

Thu 3/28/2024 9:44 AM

To:Melanie Dixon <melanie.dixon@pamlicocounty.org>;Eugene McRoy <eugene.mcroy@pamlicocounty.org>

ACTIVITY REPORT BY EHS
COUNTY 69 - Pamlico
FROM 1/1/2024 - 3/28/2024

EHS: 2440 Contti, Bibianna

<u>DESCRIPTION</u>	<u>Total Count</u>
69-Establishments	
Bed & Breakfast Inn / FH-13 - TRANSITIONAL PERMIT ISSUED	1
Child Care / FH-1 - INSPECTION	2
Child Care / FH-33 - OTHER	2
Elderly Nutrition / FH-1 - INSPECTION	1
Food Stands / FH-1 - INSPECTION	10
Food Stands / FH-30 - VERIFICATION	2
Food Stands / FH-3 - VISIT	4
Lodging / FH-5 - PERMIT ISSUED	1
Meat Market / FH-1 - INSPECTION	2
Public School Lunch / FH-1 - INSPECTION	5
Residential Care / FH-1 - INSPECTION	1
Restaurant / FH-35 - Educational Visit	1
Restaurant / FH-1 - INSPECTION	17
Restaurant / FH-7A - Intent to Suspend	1
Restaurant / FH-7 - PERMITS SUSPENDED	1
Restaurant / FH-2 - RE-INSPECTION	1
Restaurant / FH-34 - STATUS CHANGE	2
Restaurant / FH-30 - VERIFICATION	6
Restaurant / FH-3 - VISIT	4
School Building / FH-5 - PERMIT ISSUED	1
Year-Round Spa / FH-1 - INSPECTION	2
Year-Round Swimming Pool / FH-1 - INSPECTION	1
Totals for Contti, Bibianna:	68

Complaints-3 (Toucan, Bojangles, J & S Catering)

Progress on CHIPs

Each year every Health Department is required to create an assessment, that reports on the Public Health standing of the community they serve. The largest one required is the Community Health Assessment (CHA). It is required to be completed every three to four years. This assessment provides an overview of the significant community health needs that are identified within the community itself. Data is gathered in many forms and assembled into the CHA which is then disseminated to the community and stakeholders.

The purpose of the CHA is to provide organizations comprehensive information about the community's current health status, needs, and issues. The CHA identifies and offers meaningful knowledge and information on Public Health Priorities by the analysis of the data collected and to offer guidance to address those needs. Special attention is typically offered to vulnerable, at-risk populations, health disparities, health inequities, social determinants, and input attained directly from the community.

The CHA is used in conjunction with other reports including the Community Health Improvement Plan (CHIP), the State of the County's Health (SOTCH), and Health Department's Strategic Plan. Community stakeholders and partners usually assemble, with the Health Department, to create the CHIP. Progress on the priorities identified in the CHA as well as the strategies identified in the CHIP are documented so the community's public health may be monitored. Any emerging issues impacting public health may also be included, as well as new initiatives created to address concerns.

The main reason for the creation and utilization of these documents is to provide and connect community members with the resources they need to improve public health challenges they may experience.

Pamlico County Health Department (PCHD) continues to experience significant change since the last CHA and SOTCH reporting. Under its new leadership, PCHD continues to prioritize restructuring of programs and services to efficiently utilize staffing and resources to address Pamlico County's health disparities and inequities as identified in the most recent CHA and vulnerability study conducted by Duke University Global Health Institute Student Research Team. With the support of the Board of Health, PCHD has advertised to help fill staff vacancies. PCHD also received approval to increase provider hours from 16 hours per week to 24 hours per week to meet anticipated client increases and community needs. Onboarding and program specific training has been conducted to strengthen employees' knowledge of public health and to bring awareness of local concerns. PCHD has also addressed infrastructural needs. Renovations continue to be an ongoing concern until the County may secure funding for a new facility. Thus far, PCHD has replaced antiquated flooring to decrease safety risks and transmission of disease, updated sinks and counter tops in examination rooms, replaced a portion of roofing that exhibited damage from ongoing leaks, updated interior wall paint in the lobby and clinic areas, purchased ADA compliant furniture and desks, added essential laboratory equipment, and replaced obsolete electronic equipment and data management systems.

Many new initiatives have taken place since January 2022 and the last CHA and SOTCH reporting. PCHD coordinated with stakeholders and partners to identify Pamlico County's vulnerable population and to explore opportunities to increase access to health care. In October 2022, PCHD successfully completed its accreditation site monitoring visit, using an accreditation team approach. In March 2023, PCHD was awarded accreditation with honors, a historical event for Pamlico County. In July PCHD's application for Centers of Disease and Prevention (CDC) Public Health Associate was accepted; however, due to restructuring and budgeting constraints encountered by the CDC, PCHD was not matched with a candidate. In October 2023, PCHD's public health nurses were awarded North Carolina Credentialed Public Health Nurse (CPHN) credentials. This credential will soon be required of all public health nurses.

Since PCHD the last CHA and SOTCH reporting, a newly appointed public health nurse was employed as PCHD's health educator and assumed the lead in accreditation and report. In October 2023, this newly hired staff member resigned their position. The position has since been advertised and continues to be vacant. PCHD plans to seek approval from its Board of Health to hire a full-time public health nurse and a full-time health educator/preparedness coordinator.

- Staffing and provider shortages
- Restructuring organization, job descriptions, and duties
- Restructuring billing and coding policies and procedures
- Restructuring onboarding and training for staff and board members
- Renovations
- Residual pandemic impacts
- Preparation for Medicaid transformation
- Increasing outreach activities and partnerships
- Increasing provider hours and services to meet community needs
- Increasing student internship/preceptorship opportunities
- CHA new cycle
- Accreditation new cycle
- Vacancies/Recruitment of Advisory Board of Health members
- New Environmental Health Specialist (Intern) (Seeking authorization in December/January for On-Site Wastewater)
- Increased participation with professional organizations (e.g. NACCHO, EDNCPHA, NCPHNA, etc.)

Morbidity and Mortality Changes Since Last CHA

According to the 2022 Detailed Mortality Statistics for Pamlico County, there were approximately 218 deaths including 180 White, Non-Hispanic, 30 African American, Non-Hispanic, four Other, Non-Hispanic, and four Hispanic with the highest percentage of deaths occurring in the month of July (26). The most current Detailed Mortality Statistics for Pamlico County data has not been released. The leading causes of death in Pamlico County includes:

- Diseases of the Circulatory System: Including common heart-related illnesses (e.g. hypertension, myocardial infarction, heart failure, ischemic heart disease, hemorrhage, cardiac arrhythmias, peripheral vascular disease, etc.).
- Malignant Neoplasms: An abnormal mass of tissue in nature can invade other parts of the body. Including common malignant illnesses (e.g. colon, stomach, esophagus, skin, pancreas, liver, breast, nasopharynx, female and male genital organs, thyroid, etc.).
- External Causes of Morbidity: Including accidents, accidental and exposure poisoning, intentional self-harm, falls, motorcycle, exposure to smoke, fire, flames, complications from medical procedures, etc.).
- Diseases of the Respiratory System: Including common respiratory illnesses (e.g. influenza, pneumonia, respiratory failure, chronic obstructive pulmonary disease, etc.).
- Diseases of the Endocrine, Nutritional, and Metabolic Diseases: Including common endocrine system (e.g. diabetes, obesity, hyperlipidemia, metabolic disorders, thyroid disorders, etc.).
- Diseases of the nervous system/disorders of mental, behavioral health, and neurodevelopmental: Including psychological and physiological conditions (e.g. dementia, Alzheimer's disease, Parkinson's disease, epilepsy, anoxic brain injury, etc.).

Emerging Issues Since Last CHA

Pamlico County Health Department has identified the following emerging issues that prompted discussion, collaboration, and actions towards addressing the issues:

Opioid Abuse. Pamlico County has been identified as one of the leading counties in North Carolina experiencing an opioid crisis. PCHD has researched North Carolina's Syringe Service Program as a possible solution to address opioid, mental health, and communicable disease in Pamlico County. In 2023, Pamlico County Rescue Squad continues to respond to opioid-related calls reported (to date 63 calls compared to 71 in 2022) and states they administered 8-12 mgs of naloxone per individual (e.g. equates to approximately 252 doses compared to 400 doses in 2022). In contrast and according to the local EMS Chief, "each opioid overdose is requiring more milligram dosing per individual to revive the individual." This observation requires further investigation. These numbers do not reflect opioid-related overdoses not reported to authorities or EMS. These findings and possible solutions were presented by PCHD to Pamlico County Board of Health. Pamlico County's Board of Health opted to decline the proposed North Carolina Syringe Service Program at this time. PCHD received a one-time shipment of naloxone from NC Department of Health and Human Services (DHHS) and donated the shipment to Pamlico County Rescue Squad EMS. Currently, PCHD is exploring and evaluating suggested interventions provided by NC DHHS to address the opioid crisis in Pamlico County.

Child Fatality and Protection Awareness. In 2023, Pamlico County's Child Fatality Prevention Team (CFPT) and Community Child Protection Team (CCPT) met quarterly to identify at-risk children and discuss strategies to reduce child fatalities in Pamlico County. In addition to providing car seat safety training through PCHD's WIC department, PCHD requested 200-gun locks to reduce potential child fatalities resulting from accidental shootings. PCHD received a Safe Sleep trainer to share with partners to train staff and parents methods to reduce sleep-related deaths. In 2023, PCHD's WIC distributed 76 car seats and provided 76 car seat safety training sessions to Pamlico County residents. WIC received a \$5000.00 grant from Pamlico Partnership for Children to purchase additional car seats.

Tobacco use/Vaping in Public Schools. PCHD and Pamlico County Schools are collaborating to develop a vaping cessation program for public schools. PCHD is actively participating in the reinstatement of Pamlico County Schools' Student Health Advisory Council (SHAC) to develop alternatives to address tobacco product use by students and staff. SHAC is scheduled to meet quarterly and will be comprised by a variety of partners including school administration, school nurses, social workers, local law enforcement, parents, and students.

Communicable Disease. PCHD's laboratory testing and events reported in North Carolina Electronic Disease Surveillance System (NCEDESS) demonstrates an increase in positive test results for syphilis, HIV+, and latent tuberculosis (LTBI) in Pamlico County. In 2023, Pamlico County has had six newly diagnosed cases of syphilis, one newly diagnosed HIV+, and six newly diagnosed LTBI. This does not include individuals already living with diagnosed communicable diseases, those who have not been tested, or events not yet reported. Additional information has been provided to primary care providers and to the community regarding communicable disease transmission, screening, treatment, and prevention. PCHD has recently included Urine Nucleic Acid Amplification Testing (NAAT) for Chlamydia and Gonorrhea as an option to increase male client participation in STD screenings.

Health Care Access and Transportation. Lack of access and transportation for health care services continues to negatively impact Pamlico County residents seeking care. Pamlico County does not have a public transportation system. Residents must rely on private vehicles, CARTS, and/or BATS for transportation to health care appointments resulting in an increase in health disparities and inequities. PCHD is actively collaborating with several non-profit organizations to identify opportunities to address lack of access and transportation in Pamlico County (e.g. Community Health Workers, Volunteers, Urgent Care, etc.) Collaborating with Duke University Global Health Institute, Duke University School of Nursing, and East Carolina University Allied Health to conduct research and increase student internships/preceptorships to help supplement provider shortages to accommodate expected increased client needs in Pamlico County. PCHD has developed plans to strategically increase provider hours per week. The additional provider hours will increase access to health care by supplementing local health care agencies, qualify for in-network insurance participation, and provide additional primary care access to accommodate Medicaid expansion, and improve the overall social determinants of Pamlico County residents.

Billing and Coding Reimbursements. PCHD has recently discovered billing and coding discrepancies in their policies and procedures. Historically, due

working with its electronic health records vendor, State consultants, and neighboring local health departments who utilize similar electronic systems to identify and correct billing and coding practices. PCHD received approval from their Board of Health to reclassify designated staff and provide specific training to address billing and coding needs. Monthly chart audits are being performed to track quality assurance since new practices have been implemented. PCHD has set a new goal of achieving 95% accuracy with first-time billing submissions.

Residual COVID-19 Crisis. The pandemic continues to affect Pamlico County greatly. Many of the businesses who were forced to reduce their hours and/or close for extended periods of time have had trouble staffing vacancies and recovering. Many of these rural businesses are owner/operator establishments and the financial ramifications continue to proliferate in the community. PCHD has observed vaccination for COVID, testing, and COVID cases are waning compared to 2022 due to individuals not testing or reporting COVID events. In 2023, Pamlico County reported one COVID-related death. This does not include the number of Pamlico County residents hospitalized with COVID or COVID-related symptoms nor deaths reported during hospitalization.

New/Paused/Discontinued Initiatives Since Last CHA

Pamlico County Health Department has recognized in efforts to decrease social determinants in Pamlico County the necessity to explore new opportunities and the expansion of resources, services, and programs. PCHD has initiated several new initiatives since the last CHA and SOTCH reporting to address behavioral abuse/mental health, community wellness, and workforce development concerns as identified in the CHA.

The following are new initiatives identified in the Scorecard:

- Department of Social Services CAP/Disabled Adults Nurse Assessments
- Participation Physical Examinations (Sports Physicals) and Hydration Testing
- East Carolina University Allied Health Student Internships (Public Health)
- Duke University School of Nursing Mobile Prevention and Care Team (MPACT)
- Certified Medical Interpreter (Spanish) and Audio/Visual Interpreter System
- Reinstatement of Pamlico County Schools' School Health Advisory Council

Pending discovery/approval:

- Centers of Disease and Prevention (CDC) Public Health Associate Program (pending resubmission of application and candidate match for 2024). In 2023, application accepted by the CDC; however, PCHD was not matched with an associate.
- Increased provider hours to 32 hours per week (Stage 3 of Provider Needs).
- Vitamin Angel (Prenatal vitamins)
- Vaxcare (Immunizations and LARCS)
- Telehealth and Community Health Workers
- NCDIT Digital Champion Grant

Paused:

- NC Syringe Service Program (approval denied by BOH)
- Tobacco/Vaping Cessation Programs for Schools (approved by BOH, pending Board of Education approval)



Pamlico County Health Department

***203 North Street
PO Box 306
Bayboro, NC 28515
Tel: (252) 745-5111
Fax: (252) 249-5900***



Strategic Plan 2022-2024

Mission and Vision for the Future

The Pamlico County Health Department strives to promote the optimal health of our community's residents by ensuring that our citizens have access to high quality health and professional services. Our aim is to foster public trust and to minimize identified public health risks so we can help to ensure the well-being of our community and the safety of its environment for future generations by:

- (1) Preventing health risks and disease;
- (2) Identifying and reducing health risks in the community;
- (3) Detecting, investigating, and preventing the spread of disease;
- (4) Promoting healthy lifestyles;
- (5) Promoting a safe and healthful environment;
- (6) Promoting the availability and accessibility of quality health care services through the private sector; and
- (7) Providing quality health care services when not otherwise available.

Public Health Core Functions

The Pamlico County Health Department works to ensure that the 10 Essential Public Health Services are available and accessible to our citizens.

The 10 Essential Public Health Services are:

- Monitoring health status to identify community health problems;
- Diagnosing and investigating health hazards in the community;
- Informing, educating, and empowering people about health issues;
- Mobilizing community partnerships to identify and solve health problems;
- Developing policies and plans that support individual and community health efforts;
- Enforcing laws and regulations that protect public health and ensure safety;
- Linking people to needed personal health care services and ensuring the provision of health care when otherwise unavailable;
- Ensuring a competent public health workforce and personal health care workforce;
- Evaluating effectiveness, accessibility, and quality of personal and population-based health services;
- Conducting research, and
- Preparing and deploying emergency preparedness and response to our communities.

Mandated Services as stated in 10A NCAC 46.0201

The following is a list of mandated services required to be provided in every county in North Carolina. The local health department shall provide or ensure the provision of these services in accordance with the rules in this Section:

- (1) Adult Health;
- (2) Home Health;
- (3) Dental Public Health;
- (4) Food, Lodging and Institutional Sanitation;
- (5) Individual On-Site Water Supply;
- (6) Sanitary Sewage Collection, Treatment and Disposal;
- (7) Communicable Disease Control (STI/CD/TB/Rabies);
- (8) Vital Records Registration;
- (9) Maternal Health;
- (10) Child Health;
- (11) Family Planning, and
- (12) Public Health Laboratory Support.

**Note: Items 4-8 are services that are required in all North Carolina counties to be performed by the public health department; NC Administrative Code states "The local health department shall provide services. All other programs can either be provided by the county, contract for the provision of, or certify the availability of these programs."*

Other Services offered at Pamlico County

- Acute Care for Sick Visits.
- American Red Cross Adult and Pediatric CPR/First Aid/AED training/certification.
- Breast Cervical Cancer Control Program (BCCCP) – State funding assistance.
- Breast Feeding Peer Counseling Training and Support.
- Child Safety Car Seat Training.
- Department of Transportation (DOT)/Commercial Driver's License (CDL)/United States Coast Guard (Merchant Mariners) medical physicals.
- DOT and Non-DOT Chain of Custody Urine Drug Screenings and In-house Urine Drug Screenings.
- Duke University Global Studies Student Research Team.
- Duke University School of Nursing Preceptorship.
- Health Education and Health Promotions – State funding and through specific contracts.
- Mass Vaccination (e.g. COVID, Influenza, Meningococcal, Tetanus).
- Tobacco/Vaping Cessation Program for Schools.
- Women, Infant, and Children (WIC) – Federal funding assistance.

New Services offered at Pamlico County (pending approval)

- Mosquito/Vector Trapping.
- Participation Physical Examination (Sports Physicals)
- Syringe Service Program

Minimum Standard Health Department Staffing 10ANCAC 46.0301

The local health department shall employ a full-time health director, a full-time public health nurse, a full-time registered sanitarian, and a full-time secretary. For this Rule, full-time means the employee is employed to work a standard work week of the local health department.

Departmental Objectives

Pamlico County Health Department envisions a public health agency which strives to meet the following for the benefit of "healthy" outcomes for citizens of Pamlico County:

- Maintain accreditation standards and practices;
- Provide services driven by community need;
- Develop and maintain a well-trained staff;
- Have a positive image in the community;
- Help improve health outcomes and quality of life;
- Provide health information and health promotion;
- Be fiscally responsible;
- Communicate and collaboration in the community;
- Utilize best public health practices;
- Support new and practical technologies for efficiency and effectiveness;
- Provide comprehensive emergency public health response, and
- Pursue funding as applicable to support and improve our services.

SWOT Analysis

- **Strengths**
 - ✓ Pamlico County Health Department received full accreditation status with honors for 2022-2026.
 - ✓ Supportive Board of Health (County Commissioners) and Advisory Board of Health, which contains various health-related professionals/disciplines. Improving understanding and awareness of public health and health system knowledge, care gaps, and magnitude of health needs among the more financially and health vulnerable.
 - ✓ Synergistic partnerships with diverse community organizations (e.g. Partnership with Children, Pamlico County Schools, Trillium, Promise Place, Pamlico County EMS, CCHC Pamlico County Medical Center, Pamlico Community Health Center, Pamlico County Disaster Recovery Coalition, HOPE Clinic, Duke University, etc.). PCHD held its first community providers meeting to discuss vulnerable populations, community health needs, and provider shortage issues impacting local agencies.
 - ✓ Growing recognition of the value and roles public health and Pamlico County Health Department play in community wellness among county residents and stakeholders.
 - ✓ Throughout the pandemic, able to mobilize and marshal resources for effective prevention (e.g. initially education, masks, contact tracing testing and later, vaccines).
 - ✓ New department leadership has introduced a renewed sense of vision, purpose, and confidence, as well as introducing new and strengthening existing community relationships and trust.
 - ✓ New staff with fresh perspectives and varying experience.
 - ✓ Health department staff are dedicated to serving the needs of the community, especially the most vulnerable, and open to new solutions and partners to address long-standing challenges (e.g. health inequalities and disparities).
 - ✓ Recent improvements in establishment of systematic protocols, procedures, and documentation, as well as strengthening systematic and consistent planning, compliance, and

- monitoring. Establishment of a “team approach” to meet accreditation and program-specific expectations. Revised organizational chart and communication chain of command.
- ✓ Establishment of new services to meet community needs (e.g. DOT/CDL/USCG physicals, child safety car seat technician, tobacco/vaping cessation training, mass vaccination initiatives, mosquito/vector trapping, etc.).
- ✓ Establishment of a tobacco-free campus (e.g. Pamlico County Health Department campus).

➤ **Weaknesses**

- ✓ Inadequate staffing and funding to fully accomplish essential services needed in a rural environment, such as Pamlico County. Inability to hire short term consultants to work on external grant funding, cultivate philanthropic donors, and time to explore grant opportunities to support current and new programs.
- ✓ Full compendium of skills and public health knowledge variable across current staff. Staffing vacancies and on-boarding of new staff’s knowledge of key public health tenants makes efficient and effective division of roles and responsibilities difficult long-term. PCHD has, under new leadership, established a Plan of Work tool to identify roles and responsibilities of its staffing positions. This tool will be used to formulate training needs, job descriptions, budgeting, and goals to meet the vision and mission of the organization and program requirements.
- ✓ Insufficient marketing and communication capabilities. Limited dissemination and website, other modalities of disseminating vital public health information, and information about Health Department functions and accomplishments. Limited community engagement, partly because of limited outreach and dissemination of both needs and accomplishments.
- ✓ Insufficient use of data to direct programming, strategy, and evaluation.
- ✓ Insufficient monitoring and data systems.
- ✓ Lack of public transportation or means of transport for patients to appointments/referrals.
- ✓ Reluctance to establish a tobacco-free campus among all local government agencies.

➤ **Opportunities**

- ✓ In addition to the language line, PCHD will have an employee who is a certified interpreter in Spanish. This individual will be an essential resource to improve potential communication barriers among refugees, migrant workers, and individuals speaking English as a second language.
- ✓ Health Care Reform provides new sources of funding for expansion of programs and services.
- ✓ Strategic partnerships with select academic institutions can expand staffing and human resources, support gaps, and undertake guided research (e.g. Pamlico Community College, Duke University, East Carolina University, etc.).
- ✓ Renewed community outreach in the schools and strengthened relationships with health department. PCHD hired a new PHNII/Health Educator who will also fulfill some school liaison duties and serve as a resource to the schools.
- ✓ Closure of urgent care opens an opportunity to expand health department services to meet community needs, while bringing in new financial resources and building community trust
- ✓ Integration of a cadre of newly trained Community Health Workers (CHWs) into the health department for outreach, expanding health education, and patient follow up.
- ✓ Partnership and coalition building with other health departments for a stronger Eastern Carolina voice and cross learning; resource sharing.
- ✓ Training initiatives to meet community needs (e.g. sudden infant death syndrome (SIDS) certification for childcare providers, CPR/First Aid/AED certification, Vaping/Tobacco Cessation to Middle/High School students, etc.).

➤ **Threats**

- ✓ Provider shortages and staff retention. Impending retirement of Medical Director and Advanced Practice Provider. In October 2022, a County-wide salary survey was conducted to seek opportunities to meet competitive wages to help retain staff.
- ✓ Changing demographics, increasing disparities in health conditions, health inequities, and access to services.
- ✓ Insufficient County funding to support essential public health functions, to hire and retain staffing to meet deliverables, and to promote growth/expansion of the health department to address critical community health needs (e.g. full-time medical provider contracted for at least 32 hours per week qualifying for in-network insurance billing and reimbursement, full-time social worker to address health disparities, inequities, and CMARC, staffing and funding to provide child health services, competitive salaries, etc.).
- ✓ Low uptake of community, especially young people, to health awareness and prevention education, including vaccines.
- ✓ Continuing pandemic and opioid crisis.
- ✓ Access: lack of public transportation for residents to utilize health department services

Community Health Assessment/State of the County Health Report

Each year every Health Department is required to create an assessment that reports on the Public Health standing of the community that they serve. The largest one required is the Community Health Assessment (CHA). It is required to be completed at least every 48 months (or every three or four years). This Assessment provides an overview of the significant community health needs that are identified within the community itself. Data is gathered in many forms and assembled into the CHA which is then dispersed to the community and stakeholders.

The purpose of the CHA is to identify and offer meaningful knowledge on Public Health Priorities that are found by the examination of the data gathered and to offer guidance to address those needs. Special attention is commonly given to vulnerable and “at-risk” populations, and to inputs gathered directly from the community. The CHA is used in conjunction with other reports including the “Community Health Improvement Plan” (CHIP) and the “State of the County’s Health” Report (SOTCH Report). Community stakeholders and partners usually will come together, with the Health Department, to create the CHIP. It is created in direct correlation to the CHA. It acts as a roadmap to specifically identify the priorities that are recognized in the CHA and give instructions about how to act on them specifically. Identifying strategies that would be accommodating and partners who would be supportive are just two of the ways that CHIPs come into play.

A SOTCH Report is required to be created by the Health Department for each year that a CHA is not. This report gives an update on what was accomplished that year for the Health Department. This can include any information that is reportable but also pertains to the strategies laid out in the CHIP. Progress on the priorities identified in the CHA as well as the strategies identified in the CHIP are documented in these reports so the community’s public health can be monitored. Any emerging issues that may impact public health can also be included, as well as new initiatives created to solve them.

The CHA was submitted in 2022. The most recent SOTCH report submitted in March 2023 will demonstrate the following as health priorities:

- Behavioral Health/Substance Abuse
- Community Wellness
- Workforce Development

Current Programs within the Pamlico County Health Department

Environmental Health: Programs and responsibilities includes, on site waste water/septic tank installation and inspections, well installations and inspections, mosquito spraying and control, pool inspections, review of restaurant plans as needed, restaurant and food, lodging and intuitions inspections (jail, summer camps, nursing homes, and assisted living facilities), schools and daycare inspections, tattoos inspections as needed, establishment inspections, rabies clinic, complaints for all programs, lead abatement, trash and smoking complaints and foodborne disease investigations.

Clinical Services: Family planning program, adult and child immunizations, tuberculosis program, STI and communicable diseases outbreak investigation, communicable disease surveillance and treatment, primary care sick visits, DOT/CDL/USCG physicals, DOT and Non-DOT chain of custody urine drug screenings and in-house urine drug screenings, Breast and Cervical Cancer Control program, maternal health pregnancy testing, laboratory services, and HIV/TB case management. * Memorandum of Understanding (MOU) – Craven County Health Department (maternal health and child health) and Pamlico County Animal Control (rabies control).

WIC Women, Infant and Children (supplemental food program): Federal funding assistance program that provides correct nutrition therapy for pregnant mothers and children from zero to five years of age. In addition, provide medical nutrition therapy (when fully staffed) to individuals as determined by medical providers.

Other services: Pregnancy Care Management (PCM program) and Case Management for at Risk Children (CMARC). *Note: Currently, these programs are not being delivered within the health department due to insufficient staffing. *MOU – Pamlico County Schools (School Liaison Nurse) and Beaufort County Health Department (CMARC - Medicaid eligible).

Health Education and Emergency Preparedness: services include the Community Health Assessment (CHA) every four years, State of the County Health Report done yearly between the CHA, community health fairs, outreach program, health education programs, health promotion programs with the schools and senior center. Emergency Preparedness program is to ensure the local health department has plans and training to function and respond to natural or manmade disasters. *MOU – Pamlico County Schools.

FY 22/23 Financials as of February 2023

Allocated Budget for 2022/23 \$1,300,000.00

Budget 2022/2023 - TBD

Pamlico County Health Department funding is obtained from many sources. These sources include the following: federal and state funding for specific programs, fees, and insurance reimbursements, Medicaid/NCCN network, Other Sources, which includes grants and donations and Pamlico County. Some of the funding received are restricted use funds, which means it must be used in accordance with state and federal guidelines in accordance with our agency contract addendums.

Goals and Objectives for FY 2022-2024 (until otherwise revised)

Depending on the actions and recommendation of the Board of Health and Advisory Board, the health department will incorporate the following objectives/goals:

FY 2022-2024 Strategic Plan:

Objective/Goal #1: Behavioral Health/Substance Abuse:

Educate the community about Behavioral Health/Substance Abuse and prevention:

- a. Conduct comprehensive countywide education program on mental and on substance abuse.
- b. Update and disseminate resources through diverse communication modalities.
- c. Educate citizens about the availability of drug drop boxes for safe disposal of old or unused medications, locking alcohol and medication out of reach of children and adolescences, availability of tobacco/vaping cessation programs for adolescences, and participation opportunities in syringe service program.
- d. Partner with agencies (e.g. Trillium, North Carolina Syringe Service Programs, Pamlico County Sheriff's Department, Stillwaters, Port, community youth groups, etc.) to support efforts in reducing opioid/drug overdoses and mental health crises.

Objective/Goal #2: Community Wellness:

Promote Health Department programs and services; increase awareness of health issues in the community:

- a. Submit media releases and news articles on health-related topics and of public health issues of interest such as vector control, skin cancer, heart disease, vaccination, latest health priority, etc. at least quarterly and/or as needed to promote awareness and dissemination of regular updates on COVID, influenza, and other communicable diseases in our community.
- b. Promote services on social media, Pamlico County website, and disseminate information among community stakeholders/partners. Utilize existing spiritual resources to help disseminate information.
- c. Participate in outreach opportunities (e.g. career fairs, community health fairs, community events).
- d. Participate in research to find alternatives to address transportation and access to healthcare (e.g. CARTS, BATS, private transporter agency). Collaborate with non-profits, community health workers, and volunteers to assist clients with transportation. Continue partnership with DSS to help provide vouchers and resources to assist with transportation.

Objective #3: Workforce Development:

Promote workforce development, educational, and training opportunities in the community:

- a. Host educational symposiums, trainings, career shadowing opportunities, and preceptorships in the Health Department to increase employability skills and marketability.
- b. Host "Community Roundtables" on access and quality with consideration to cross-county collaboration and staff exchanges.
- c. Develop partnership with community stakeholders to provide workforce skills and screenings (e.g. re-entry programs, ServSafe, CPR, work physicals, diabetes screenings, etc.).

Melanie Campen, REHS, MS
Health Director

Date

Paul Slobodian, Chairman
Pamlico County Advisory Board of Health

Date

Pamlico County Budget Process (FY24-25) - New Position Request

Department Name: Health Department		Department Code:			Page: 1	
Requested Position Classification/Title: Health Educator		Grade	Step	Hourly Rate	Yearly Salary	Effective Date
Requested	\$55,000					
Recommended						
Approved						
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Hours Per Week : Hours Per Year:		FICA: Retirement: Health Insurance: Dental Insurance: Other:		Additional Amount Required: Federal: State: County:		
		Total Benefits:		Total Amount:		
<p>Description of Duties: All health education within the community, schools, and clinics, community outreach, yearly community health assessments and the agency accreditation coordinator. Regulatory reporting to State agencies such as the CHIPs, SOTCH, CHA and outreach activities amongst all programs. This classification requires a minimum of a bachelor's in health education/public health. This individual will be responsible for coordinating all mandatory trainings as indicated through regulatory agencies and certifications. This individual will oversee marketing and recruitment of partners, stake holders and clients, customer satisfaction and complaints. Be responsible for completing the annual ADA compliance report for local agency, quality assurance and hold position of public information officer and work closely with Health Director to communicate information to Providers, stakeholders, and community. Attend meetings for JCPC, Trillium, SHAC, and other community outreach events.</p> <p>Justification: Salary could be partly covered by Health Promotions \$34,526, 25% would need to be added to requested amount to cover fringe. This position is critically needed to keep abreast and to meet all requirements the state mandates health departments must do to receive these funds and to remain accredited. If not, programs will continue to decline and put the health department at risk in not meeting mandated requirements which could result in the loss of state funds. Please see attached job description.</p>						

STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
POSITION DESCRIPTION FORM (PD-102R)

APPROVED CLASSIFICATION:

EFFECTIVE DATE:

ANALYST:

(This Space for Personnel Department Use Only)

1. Present Classification Title of Position: Public Health Educator I	7 Present 15 Digit Position Number:	Proposed 15 Digit Position Number:
2. Usual Working Title of Position: Public Health Educator I	8. Department, University, Commission, or Agency Pamlico County Health Department	
3. Requested Classification of Position:	A. Institution & Division:	
4. Name of Immediate Supervisor: Melanie Dixon	10. Section and Unit:	
5. Supervisor's Position, Title & Position Number: Health Director	11. Street Address, City and County: 203 North Street, Bayboro, Pamlico	
6. Name of Employee:	12. Location of Workplace, Building and Room Number: 203 North Street, Pamlico County Health Department	

A. Primary Purpose of Organizational Unit:

The mission of the Pamlico County Health Department is to actively promote and protect the health and well-being of its citizens, to reduce occurrence of disease, disabilities, or premature deaths; to provide skilled nursing services to those who are ill or homebound; to protect the health of citizens from environmental hazards; and to promote wellness, health education and safety.

B. Primary Purpose of Position:

This is consultative and administrative work in planning and implementing a health education program for a local health department. Employees are responsible for developing, organizing, and carrying out health education programs with and through local health department staffs to meet the needs of a community. Work involves preparing and selecting educational materials to promote specific health problems. Employee will independently outreach and education to ensure compliance with both state and local policies and procedures. This role will also require proper tracking and reporting requirements and documented, detailed data for adherence to program policies and procedures in addition to proper information submission to North Carolina Division of Health Services. Employee will serve as a resource for staff, patients, and the public pertaining to the services and programs provided by the local health department. This position will be responsible for analyzing community health needs for the development, management, and implementation of a comprehensive community health education plan with a focus on the coordination and organization of the agency's public health education services. Clinical and community health education programs are designed to help individuals and groups recognizing health problems, assess needs and provide educational strategies to target and/or solve community health problems and needs.

In addition, employee will perform other duties as assigned by the Director of Nursing, Health Director, or designee.

Program Coordinator - This position is accountable for the planning, organization, submitting monthly/quarterly Smart Sheet data, and management of Health Educator programs. Collaborate with state and regional consultants. Conduct annual media review.

Functions - Meet the expectations, deliverables, and reporting as assigned in the Agreement Addendums for Healthy Communities and/or Health Promotion/Health Educator programs. Coordinate and collaborates with appropriate local, state, and federal agencies and organizations; assures compliance with funding conditions particularly in monitoring grant funding, providers monthly expenditure reports; represents the community health education division and agency on planning with advisory groups addressing services within public health programs; identifies financial resources to include grants and contracts that may assist in targeting agency and community strategic goals and community needs; researches and writes grant proposals and applications for purpose of expanding community health services. Participate in committee assignments as directed by the Health Director or designee. Attend meetings, workshops, trainings, community outreach activities, etc., as necessary and/or as directed by the Director of Nursing or Health Director. Adhere to State, County, and Local Health Department policies.

Quality Assurance - Employee will collaborate with the Quality Assurance/Health Promotion staff in developing, organizing, planning, presentation, and preparing the reporting of the Community Health Assessment (CHA), State of County Health Report (SOTCH), and Community Health Improvement Plan (CHIP). Coordinate special projects at the request of the Director of Nursing or Health Director and explore new programs and services that may overcome certain community needs; will coordinate with state consultants to identify new projects and avenues for additional funding resources. Employee may generate newsletters for distribution and work closely with Health Promotion staff to promote healthy behaviors with media outlets. Developing Standard Operating Procedures for each function/task for training and accountability purposes.

Work Schedule:

The work schedule will be from Monday to Friday, 8:00am to 5:00pm, with one hour for lunch. When epidemiology/communicable disease outbreaks occur, and clinical supervision or surveillance is necessary, evenings and weekends may be required. Occasional extended hours or weekends for community events or travel for trainings and conferences may also be required.

Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms, etc.), naturally occurring infectious disease outbreaks (e.g. influenza), technological hazard (e.g. hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. This position like all other positions in the department, may be required to participate in any emergency response activities as deemed necessary by the Health Director or designee.

C. Change in Responsibilities or Organizational Relationship:

Increased management functions, increased independence in role, and input in management mission and priorities which impact the entire agency. Rules pertaining to the enforcement and regulation of program areas are continuously being evaluated and altered to address changes in technology and scope.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:

	Order of importance	Sequential order
Health Education Program Coordinator		__ 40 __
Health Promotions/Outreach		__ 20 __
Accreditation, CHA, CHIPS, SOTCH		__ 30 __
Additional Duties and Responsibilities		__ 10 __
		100%

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

This employee must possess a broad base of health-related education knowledge, supervision, and programs overseeing. Requires accuracy when gathering data in disease surveillance and implementation of control measures.

2. Consequence of Error:

Errors in work could result in serious consequences to patients, families, department, and the community. Employee's work, decision-making and judgment could have a substantial impact on the client population serviced; errors in judgment could result in legal action against the agency and County. Errors could also result in negative impacts upon the Department reputation and image.

3. Instructions Provided to Employee:

The employee in this position will participate in a detailed orientation to include job duties and responsibilities. The state consultants will be accessible to discuss events, programs, and services. This employee is allowed to function with considerable independence and must prioritize assignments and complete job responsibilities in accordance with established standards. Verbal and written instructions may be provided by the Director of Nursing or designee.

4. Guides, Regulations, Policies and References Used by Employee:

- North Carolina Board of Nursing
- North Carolina Nurse Practice Act
- Pharmacy Act
- NC OSHA Standards
- Public Health Nursing Standards and Clinic Protocols
- North Carolina Medical Board
- State of North Carolina Public Health
- Communicable Disease Manual and Formal Documents
- Pamlico County Personnel Policies
- North Carolina Immunization Branch (VFC and Private Immunizations)
- CLIA Waive Laboratory Manual: Policies and Procedures
- Public Health Nurse Standing Orders
- NC DPH Division of Cancer Prevention and Control (BCCCP)
- State of North Carolina Communicable Disease Laws and Rules (Communicable, STI/STD, Rabies)
- Local Communicable Disease and Tuberculosis Policies, Procedures, and Standing Orders (TB)
- North Carolina Division of Health Services Hepatitis Manuals
- Women, Infant and Community Wellness Branch (Family Planning)

- Division of Child and Family Well-being, Whole Child Health (Maternal, Child, WIC, School Liaison)
- FEMA/Sheltering Field Manual
- Pamlico County Health Department Organizational Chart

5. Supervision Received by Employee:

Supervision is provided by the Director of Nursing by observation, verbal reporting, reports, and other documentation of program activities. The Director of Nursing will provide consultation on an as needed basis.

6. Variety and Purpose of Personal Contacts:

A cooperative effort is essential in the control of communicable diseases and oversight of various department services and programs. Contacts include other agency staff, hospital infectious disease specialists, physicians, consultants, nurses, schools, day cares, and the public. Considerable education is important to prevent unnecessary alarm and to provide complete understanding of the program and its mission. There is ongoing assessment of the patient's health status and needs to provide the services needed to maintain or improve their health.

7. Physical Effort:

It is necessary to lift small children during examinations, lifting supplies to outlying clinics and locations such as health fairs/outreach activities. This position will not perform strenuous tasks and much work is performed in a clinical or administrative setting. Driving to hospitals, private homes, and other community sites may be required. This position may work remotely as needed.

8. Work Environment and Conditions:

Most functions are performed within a clinic setting, but the employee may also be required to travel throughout the County visiting homes, other offices, and hospitals. This position is also exposed to potentially harmful acts from abusive and loud patients, injuries from contaminated needles and blood, travel in inclement weather and constant contact with contagious illnesses.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

This position will need to be knowledgeable and utilize nursing-related equipment including blood pressure cuff, stethoscope, copier/printer, telephone, fax machine, scales, computer, projector, smartboard, thermometer, audiometer, syringes, needles, gloves, microscope, speculums, applicators, solutions, glucometer, defibrillator, patient charts, standing orders, and policies.

10. Visual Attention, Mental Concentration, and Manipulative Skills:

Exact measurements are required in making physical assessments to include vital signs, venipuncture, vision, hearing, and weight/height grafting. Medications and immunizations also require precision; drug allergies are checked. Weight scales and laboratory tests require calibration. Visual attention is required for each patient visit for observations of presenting and/or other problems. Mental concentration is required for each patient visit to document findings and relay information to the physician or advanced practice provider.

11. Safety for Others:

This position must remain knowledgeable of safety policies and procedures in addition to the standing orders addressing proper medical care. Remain familiar with the state and federal OSHA regulations, infection control policies, and all available safety measures in place in the agency.

12. Dynamics of Work:

Day to day tasks change as work or patient volume increases. Policies and procedures are modified as necessary and as directed by the state policy changes. There are constant interruptions in the workday and caseloads vary depending on the spread of any disease or illness. Travel will be required to participate in outreach activities, trainings, conferences, meetings, etc.

13. Additional Duties:

Additional duties may be assigned at the discretion of the Health Director or designee for this position:

- Serve on Epidemiology/Preparedness Team
- Serve on Accreditation Team (Chair)
- Serve as Public Information Officer
- Serve as Quality Assurance and Improvement
- Committee Assignments, including JCPC, Trillium, SHAC
- Serve as proxy for Director of Nursing as needed

I. A. KNOWLEDGES, SKILLS, & ABILITIES:

Working knowledge of community assessment techniques. Thorough knowledge of the principles and practices of public health and public health education. Considerable knowledge of modern education theories and technique. Considerable knowledge of methods and techniques of disseminating health educational information. Considerable knowledge of modern health education theories and techniques. Experience in applying the principles and practices of community health education at the local level. Ability to organize and coordinate public health education programs. Ability to build broad-based, and sustainable partnerships and coalitions. Ability to conduct all phases of a comprehensive and collaborative community health assessment; experience in planning, implementing, and evaluating environmental health education programs. Ability to coordinate the production and distribution of audience-specific materials. Ability to communicate effectively orally and in writing with audiences having wide ranges of educational backgrounds. Ability to effectively use computers and software such as word-processing, publishing and presentation software.

B. 1. Required Minimum Training:

Master's degree in Public Health Education or Public Health with a major in public health education from an appropriately accredited institution; or Bachelor's degree with a major in health education from an appropriately accredited institution and two years of experience in public health education or a related field; or Bachelor's degree from an appropriately accredited institution and three years of experience in public health education; or an equivalent combination of education and experience.

2. Additional Training/Experience:

3. Equivalent Training and Experience:

IV. License or Certification Required by Statute or Regulation:

A valid North Carolina Driver's License.

V. Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Personnel Director's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____

This is an official
CDC HEALTH ADVISORY

Distributed via the CDC Health Alert Network
April 05, 2024, 01:30 PM ET
CDCHAN-00506

Highly Pathogenic Avian Influenza A(H5N1) Virus: Identification of Human Infection and Recommendations for Investigations and Response

Summary

The Centers for Disease Control and Prevention (CDC) is issuing this Health Alert Network (HAN) Health Advisory to inform clinicians, state health departments, and the public of a recently confirmed human infection with highly pathogenic avian influenza (HPAI) A(H5N1) virus in the United States following exposure to presumably infected dairy cattle. The U.S. Department of Agriculture (USDA) recently reported detections of highly pathogenic avian influenza A(H5N1) virus in U.S. dairy cattle in multiple states. This Health Advisory also includes a summary of interim CDC recommendations for preventing, monitoring, and conducting public health investigations of potential human infections with HPAI A(H5N1) virus.

Background

A farm worker on a commercial dairy farm in Texas developed conjunctivitis on approximately March 27, 2024, and subsequently tested positive for HPAI A(H5N1) virus infection. HPAI A(H5N1) viruses have been reported in the area's dairy cattle and wild birds. There have been no previous reports of the spread of HPAI viruses from cows to humans.

The patient reported conjunctivitis with no other symptoms, was not hospitalized, and is recovering. The patient was recommended to isolate and received antiviral treatment with oseltamivir. Illness has not been identified in the patient's household members, who received oseltamivir for post-exposure prophylaxis per CDC Recommendations for Influenza Antiviral Treatment and Chemoprophylaxis. No additional cases of human infection with HPAI A(H5N1) virus associated with the current infections in dairy cattle and birds in the United States, and no human-to-human transmission of HPAI A(H5N1) virus have been identified.

CDC has sequenced the influenza virus genome identified in a specimen collected from the patient and compared it with HPAI A(H5N1) sequences from cattle, wild birds, and poultry. While minor changes were identified in the virus sequence from the patient specimen compared to the viral sequences from cattle, both cattle and human sequences lack changes that would make them better adapted to infect mammals. In addition, there were no markers known to be associated with influenza antiviral drug resistance found in the virus sequences from the patient's specimen, and the virus is closely related to two existing HPAI A(H5N1) candidate vaccine viruses that are already available to manufacturers, and which could be used to make vaccine if needed.

This patient is the second person to test positive for HPAI A(H5N1) virus in the United States. The first case was reported in April 2022 in Colorado in a person who had contact with poultry that was presumed to be infected with HPAI A(H5N1) virus.

Currently, HPAI A(H5N1) viruses are circulating among wild birds in the United States, with associated outbreaks among poultry and backyard flocks and sporadic infections in mammals.

The current risk these viruses pose to the public remains low. However, people with job-related or recreational exposures to infected birds, cattle, or other animals are at higher risk of infection and should take appropriate precautions outlined in CDC Recommendations for Farmers; Poultry, Backyard Bird Flock, and Livestock Owners; and Worker Protection.

CDC continues to work with USDA, FDA, and state health departments to monitor people exposed to animals infected with HPAI A(H5N1) viruses. The FDA does not currently have concerns about the safety or availability of pasteurized milk products nationwide. Pasteurization has continually proven to inactivate bacteria and viruses, like influenza viruses, in milk and is required for any milk entering interstate commerce. Because influenza viruses constantly change, continued surveillance and preparedness efforts are critical. CDC is taking measures in case the public health risk assessment changes. This is a developing situation, and CDC will share additional updates as new relevant information becomes available.

No case of severe illness or death with HPAI A(H5N1) virus infection has been reported in the United States. Since 1997, more than 900 sporadic human cases of HPAI A(H5N1) have been reported in 23 countries, with more than half of these cases resulting in death. However, since 2015–2016, human cases have decreased substantially, and only a small number of sporadic human cases have been reported worldwide since 2022. Clinical illness with HPAI A(H5N1) virus infection has ranged from mild disease (e.g., conjunctivitis and upper respiratory symptoms) to severe or critical disease (e.g., pneumonia, multi-organ failure, and sepsis) and death.

Recommendations

CDC's updated recommendations include instructions for infection prevention and control measures, using personal protective equipment (PPE), testing, antiviral treatment, patient investigations, monitoring of exposed persons (including persons exposed to sick or dead wild and domesticated animals and livestock with suspected or confirmed infection with HPAI A(H5N1) viruses), and antiviral chemoprophylaxis of exposed persons.

Recommendations for Clinicians

- Clinicians should consider the possibility of HPAI A(H5N1) virus infection in people showing signs or symptoms of acute respiratory illness or conjunctivitis and who have relevant exposure history outlined in Highly Pathogenic Avian Influenza A(H5N1) Virus in Animals: Interim Recommendations for Prevention, Monitoring, and Public Health Investigations.
 - Examples of symptoms include but are not limited to:
 - Mild illness: (e.g., cough, sore throat, eye redness or eye discharge such as conjunctivitis, fever or feeling feverish, rhinorrhea, fatigue, myalgia, arthralgia, and headache)
 - Moderate to severe illness: (e.g., shortness of breath or difficulty breathing, altered mental status, and seizures)
 - Complications: (e.g., pneumonia, respiratory failure, acute respiratory distress syndrome, multi-organ failure (respiratory and kidney failure), sepsis, and meningoencephalitis)
- If signs and symptoms compatible with avian influenza A(H5N1) virus infection are present:
 1. Isolate patient and follow infection control recommendations, including using PPE.
 2. Initiate empiric antiviral treatment as soon as possible. Do not delay treatment while awaiting laboratory results.
 3. Notify state and local health department to arrange testing for influenza A(H5N1) virus.
 4. Collect respiratory specimens from the patient to test for influenza A(H5N1) virus at the state health department. If the exposed person has conjunctivitis, with or without respiratory symptoms, both a conjunctival swab and a nasopharyngeal swab should be collected for testing.
 5. Encourage patients to isolate at home away from their household members and not go to work or school until it is determined they do not have avian influenza A(H5N1) virus infection.
- Starting empiric antiviral treatment with oral or enterically administered oseltamivir (twice daily for five days) is recommended regardless of time since onset of symptoms. Antiviral treatment should not be delayed while waiting for laboratory test results.

Recommendations for State Health Departments

- State health department officials should investigate potential human cases of HPAI A(H5N1) virus infection as described in these recommendations and notify CDC within 24 hours of identifying a case under investigation.
- Patients who meet epidemiologic criteria AND either clinical OR public health response criteria should be tested for influenza A(H5N1) virus infection by reverse-transcription polymerase chain reaction (RT-PCR) assay using H5-specific primers and probes at state or local public health departments.
- Recommendations for monitoring and antiviral chemoprophylaxis of close contacts of infected persons are different than those that apply to persons who meet bird or other animal exposure criteria.
 - Post-exposure prophylaxis of close contacts of a person with HPAI A(H5N1) virus infection is recommended with oseltamivir twice daily (treatment dosing) instead of the once daily pre-exposure prophylaxis dosing.
- People exposed to HPAI A(H5N1) virus-infected birds or other animals (including people wearing recommended PPE) should be monitored for signs and symptoms of acute respiratory illness beginning after their first exposure and for 10 days after their last exposure.
- Whenever possible, public health officials (including the state public health veterinarian) and animal health and agriculture officials (including the state veterinarian) should collaborate using a One Health approach to conduct epidemiological investigations into animal and human infections with HPAI A(H5N1) virus to protect animal and human health.

Recommendations for Farmers; Poultry, Backyard Bird Flock, and Livestock Owners; and Worker Protection

- [To reduce the risk of HPAI A\(H5N1\) virus infection](#), poultry farmers and poultry workers, backyard bird flock owners, livestock farmers and workers, veterinarians and veterinary staff, and responders should wear recommended PPE (e.g., the same PPE is recommended for persons exposed to any confirmed or potentially infected animals as for exposed poultry workers; for specific recommendations see: [PPE recommended for poultry workers](#)). This includes wearing an N95™ filtering facepiece respirator, eye protection, and gloves and performing thorough hand washing after contact, when in direct physical contact, or during close exposure to sick or dead birds or other animals, carcasses, feces, unpasteurized (raw) milk, or litter from sick birds or other animals confirmed to be or potentially infected with HPAI A(H5N1) viruses.
- [Workers should receive training on using PPE](#) and demonstrate an understanding of when to use PPE, what PPE is necessary, how to correctly put on, use, take off, dispose of, and maintain PPE, and PPE limitations.

Recommendations for the Public

- [People should avoid being near sick or dead animals](#) or surfaces contaminated with the animal's feces, litter, raw milk, or other byproducts when not wearing respiratory or eye protection.
 - Animals in which HPAI A(H5N1) virus infection has been identified include wild birds, poultry, other domesticated birds, and other wild or domesticated animals (including livestock such as cattle and goats).
- As always, people should not prepare or eat uncooked or undercooked food or related uncooked food products, such as unpasteurized (raw) milk or raw cheeses, from animals with [suspected or confirmed](#) HPAI A(H5N1) virus infection.

For More Information

- General Information
 - [Highly Pathogenic Avian Influenza A\(H5N1\) Virus in Animals: Interim Recommendations for Prevention, Monitoring, and Public Health Investigations](#)
 - [Technical Update: Summary Analysis of Genetic Sequences of Highly Pathogenic Avian Influenza A\(H5N1\) Viruses in Texas](#)
 - [Information on Bird Flu](#)
 - [Past Outbreaks of Avian Influenza in North America](#)
 - [Transmission of Avian Influenza A Viruses Between Animals and People](#)
 - [Avian Influenza in Birds](#)
 - [Reported Human Infections with Avian Influenza A Viruses](#)
 - [Bird Flu Virus Infections in Humans](#)
- Information for Clinicians
 - [Human Infection with Avian Influenza A Virus: Information for Health Professionals and Laboratorians](#)
 - [Brief Summary for Clinicians: Evaluating and Managing Patients Exposed to Birds Infected with Avian Influenza A Viruses of Public Health Concern](#)
 - [Interim Guidance on Testing and Specimen Collection for Patients with Suspected Infection with Novel Influenza A Viruses with the Potential to Cause Severe Disease in Humans](#)
 - [Interim Guidance for Infection Control Within Healthcare Settings When Caring for Confirmed Cases, Probable Cases, and Cases Under Investigation for Infection with Novel Influenza A Viruses Associated with Severe Disease](#)
 - [Interim Guidance on the Use of Antiviral Medications for Treatment of Human Infections with Novel Influenza A Viruses Associated with Severe Human Disease](#)
 - [Interim Guidance on Influenza Antiviral Chemoprophylaxis of Persons Exposed to Birds with Avian Influenza A Viruses Associated with Severe Human Disease or with the Potential to Cause Severe Human Disease](#)
 - [Interim Guidance on Follow-up of Close Contacts of Persons Infected with Novel Influenza A Viruses and Use of Antiviral Medications for Chemoprophylaxis](#)
- Information for Farmers, Workers, and Livestock and Poultry Owners
 - [Recommendations for Worker Protection and Use of Personal Protective Equipment \(PPE\) to Reduce Exposure to Novel Influenza A Viruses Associated with Severe Disease in Humans](#)
 - [CDC Healthy Pets, Healthy People](#)
 - [Farm Animals | Healthy Pets, Healthy People](#)

- [Backyard Poultry | Healthy Pets, Healthy People](#)
 - [Stay Healthy When Working with Farm Animals](#)
 - **Press Releases**
 - [CDC: April 1 - Highly Pathogenic Avian Influenza A\(H5N1\) Virus Infection Reported in a Person in the U.S.](#)
 - [Texas DSHS: April 1 - Health Alert: First Case of Novel Influenza A \(H5N1\) in Texas, March 2024](#)
 - [USDA: March 25 - Federal and State Veterinary, Public Health Agencies Share Update on HPAI Detection in Kansas, Texas Dairy Herds](#)
 - [USDA: March 29 - USDA, FDA and CDC Share Update on HPAI Detections in Dairy Cattle](#)
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Categories of Health Alert Network messages

- Health Alert** Conveys the highest level of importance about a public health incident.
- Health Advisory** Provides important information about a public health incident.
- Health Update** Provides updated information about a public health incident.

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TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

April 11, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Closed Session Health Director Performance Review

I am requesting a closed session to discuss the above referenced personnel issue.

