



COUNTY OF DARE
PO Box 1000. MANTEO, NC 27954

DARE COUNTY BOARD OF COMMISSIONERS

Dare County Administration Building
954 Marshall C. Collins Dr., Manteo, NC

Monday, December 04, 2023

“HOW WILL THESE DECISIONS IMPACT OUR CHILDREN AND FAMILIES?”
Caring for Our Community – A Nurturing Place Where All Can Live and Grow.

AGENDA

- 9:00 AM** **CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1** Swearing in Ceremony
- ITEM 2** Election of Chairman
- ITEM 3** Election of Vice-Chairman
- ITEM 4** Opening Remarks - Chairman's Update
- ITEM 5** Service Pins - December, 2023
- ITEM 6** Employee of the Month
- ITEM 7** Public Comments
- ITEM 8** **Public Hearing** - Proposed Ordinance Amendment to Section 91.056 Redemption;
Adoption
- ITEM 9** **Public Hearing** - Buxton Zoning Map Amendment
- ITEM 10** **Public Hearing** - Zoning Text Amendment to Section 22-22.1 R2-A to allow for
Accessory Uses to Churches
- ITEM 11** Kenrick Albaugh Storage Warehouse Group Development--Special Use Permit #6-2023
- ITEM 12** Dare County Draft 2022 Land Use Plan Final Review
- ITEM 13** Capital Project Ordinance - EMS Phase II
- ITEM 14** Contract Amendment to the Professional Services Agreement- EMS Phase II
- ITEM 15** First Flight Middle School Field Repair Options
- ITEM 16** **Consent Agenda**
- 1. Approval of Minutes
 - 2. Tax Collector's Report
 - 3. Budget Amendment for the closeout of the Colington Road Waterline Betterment

4. North Carolina Governors Highway Safety Program (GHSP) Local Government Resolution
5. Amendment to Brightspeed Contract
6. Dare County Information Technology Sole Source Resolution
7. Dare County Transportation System - Title VI Program Plan

ITEM 17

Board Appointments

1. Stumpy Point Community Center Board
2. Juvenile Crime Prevention Council
3. Dare County Transportation Advisory Board
4. Special Motor Vehicle Valuation Review Board
5. Board of Equalization and Review
6. Parks and Recreation Advisory Council
7. Older Adult Services Advisory Council
8. Dare County Tourism Board
9. Upcoming Board Appointments

ITEM 18

Commissioners' Business & Manager's/Attorney's Business

ADJOURN UNTIL 9:00 A.M. ON JANUARY 2, 2024



Swearing In Ceremony

Description

The Oath of Office will be administered to Elizabeth Basnight, District 1.

The Oath of Office is required by NCGS 153A-26 in the form prescribed in Article VI, Section 7 of the North Carolina Constitution.

Board Action Requested

None

Item Presenter

Skyler Foley, Clerk to the Board



Election of Chairman

Description

The Clerk to the Board of Commissioners will conduct the annual election of Chairman

Board Action Requested

To Elect a Chairman

Item Presenter

Skyler Foley, Clerk to the Board



Election of Vice-Chairman

Description

The Chairman will conduct the annual election of Vice-Chairman

Board Action Requested

To Elect a Vice-Chairman

Item Presenter

Chairman of the Board of Commissioners



Opening Remarks - Chairman's Update

Description

Dare County Chairman will make opening remarks.

Board Action Requested

Informational Presentation

Item Presenter

Chairman



Service Pins - December, 2023

Description

Service pins for the month of December will be presented

Board Action Requested

None

Item Presenter

Robert Outten, County Manager



Employee of the Month

Description

The Employee of the Month Certification will be presented.

Board Action Requested

None

Item Presenter

To Be Determined



Public Comments

Description

The Board of Commissioners encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments. This is an opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern.

Comments can be made at the Commissioners Meeting Room in Manteo (Administration Bldg., 954 Marshall Collins Drive, Manteo) or through an interactive video link at the Fessenden Center Annex (47013 Buxton Back Road, Buxton).

Board Action Requested

Hear Public Comments

Item Presenter

Robert Outten, County Manager



Public Hearing on a Proposed Ordinance Amendment to Section 91.056 Redemption; Adoption

Description

A hearing is scheduled for 9:00 A.M. After the close of the hearing, the Board will be in a position to act on the proposed amendment, may choose to make revisions to the draft amendment based on public input and board discussion, or may choose to take no action.

Board Action Requested

Conduct hearing and act on proposed amendment.

Item Presenter

Robert Outten, County Manager

91.056 REDEMPTION; ADOPTION

01. Redemption of dog or cat

(A) When any dog or cat has been impounded at the animal shelter, notice thereof shall be

a minimum of 72 hours

given to the owner, or if the owner is unknown, notice thereof shall be posted for ~~8 days~~, **shelter websites and social media** or until the animal is disposed of, on ~~a bulletin board at the animal shelter~~, together with the time and place of taking the animal and the time and date of posting the notice. The time for redemption of the animal, as hereinabove provided, shall not begin to run until the notice has been given or posted.

(B) The owner shall be entitled, after the expiration of any required quarantine, to resume possession of his or her animal upon compliance with his chapter, the payment of a shelter fee and the payment of boarding expenses.

© Each additional impoundment of the same animal shall increase the owner redemption fee by an additional fee over the previous redemption fee for that animal.

72 hour

02. Adoption of dog or cat. After the ~~8-day~~ notice provided for in division (A) of the section, an animal may be adopted by a suitable applicant, upon payment of an adoption fee and the identification tag fee.

03. Fees. The specific fee amounts mentioned in this section shall be as set forth in fee schedules adopted from time to time by the appropriate agency or department.



Buxton Zoning Map Amendment

Description

A zoning map amendment application has been submitted by the Cape Hatteras Electric Membership Corporation and Point Break Pools and Spas LLC for their six properties along Light Plant Road in Buxton, NC. The parcels are currently zoned R2-A Medium Density Residential. The applicants are requesting to have their parcels rezoned C-3 Commercial.

Board Action Requested

Conduct Public Hearing, and favorable action to reclassify the six parcels C-3 Commercial as recommended by the Planning Board.

Item Presenter

Noah H Gillam, Planning Director

November 14, 2023

MEMORANDUM

TO: Dare County Board of Commissioners

FROM: Noah Gillam, Planning Director

RE: CHEC & PBP&S LLC Map Amendment R2-A to C-3 in Buxton

A zoning map amendment application has been submitted by the Cape Hatteras Electric Membership Corporation and Pbp&s LLC for their properties located along Light Plant Road in Buxton, NC. The power CO-OP is seeking to rezone their five properties, along with Pbp&s LLC an adjoining property owner whose parcel is located in between the power CO-OP's parcels. The Pbps&s LLC property owner submitted his application with the CO-OP so his parcel zoning would align with the surrounding zoning if the map amendment is approved. The current zoning designation of the parcels is R2-A, and the applications seek to have the parcels rezoned C-3 Commercial. Public and private utility facilities are a special use in the R2-A and C-3 zoning districts. The reclassification to C-3 would align the use of the property accurately with its historic use as commercial business since 1948. The C-3 designation would afford the CO-OP an increase in lot coverage allowing for future expansion as power needs increase on Hatteras Island.

The surrounding properties around the subject parcel are zoned R2-A and C-3 Commercial. The properties to the north are mostly zoned R2-A and are developed with residential dwellings, with the exception of a hotel that fronts NC 12 HWY, and Light Plant Rd, this parcel is zoned C-3. Properties to the east along NC 12 HWY are zoned C-3 commercial and include retail establishments. Properties to the west are zoned R2-A and C-3, and include a storage and laydown yard for NCDOT. The properties seeking rezoning are adjacent to a canal on the

southern boundary. A map is included with this memo that depicts the current zoning map, current uses, and properties seeking rezoning.

After review of the surrounding properties historic uses and zoning, a reclassification to C-3 commercial for the applicants parcel would not disrupt the flow of the surrounding areas uses and zoning districts. The rezoning would result in a contiguous strip of properties zoned commercial. It is staff's recommendation that the reclassification to C-3 is appropriate.

The Dare County Planning Board reviewed the proposed map amendment at their November 7, 2023 meeting and recommended approval. The Planning Board found that the proposed map amendment is consistent with the policies of the 2009 Dare County Land Use Plan, specifically LUC #5 and LUC #6. Land Use Plan policies LUC #5 and LUC #6 are attached to this memo for the Boards review.

Any favorable action by the Board of Commissioners must also include a finding of Consistency and Reasonableness. A statement of this finding is included with this memo.

Draft Motion: "I move that the map amendment for CHEC and Pbp&s LLC properties located along Light Plant Road in Buxton be reclassified from R2-A to C-3 Commercial. A finding of Consistency and Reasonableness is adopted as part of this motion."

**COUNTY OF DARE
ZONING AMENDMENT APPLICATION
OR AMENDMENT TO DEVELOPMENT REGULATION**

Any zoning map, zoning text amendment, or amendment to other development regulation is subject to legislative review and approval by the Dare County Board of Commissioners according to the procedures of Section 22-81 of the Dare County Zoning Ordinance. Applications for amendments shall be made in writing to the Dare County Planning Director and shall be signed by all property owners or their duly authorized agents.

Property Owner (s) Cape Hatteras Electric Membership Corporation
Address: 47109 Light Plant Road, P.O. Box 9, Buxton, NC 27920
Telephone: 252-995-5616 Email: susanf@chec.coop

Property Description:

Lot	Phase/Section	Block	Subdivision
Parcel:	<u>See attached list</u>		PIN: _____

Text Amendment Map Amendment

Present Zoning Classification: Section 22-22.1 R-2A

Requested Zoning Classification : Section 22-26 C-3

Explanation of Request: This zoning amendment request accurately aligns with our use of the property, which is reflective of a commercial business, operating at this location since 1948. It also affords an increase in lot coverage allowing for future expansion, and will align a contiguous commercial zone with adjacent properties.

Amendment applications shall not be processed by the Planning Director until such time that all review fees have been paid and all necessary documents have been submitted. Once the application is determined to be complete, the Planning Director shall schedule review of the application as established in the Zoning Ordinance Sections 22-82 to 22-86. Amendments are legislative decisions and involve review by the Planning Board and Board of Commissioners. The notice procedures of Section 22-72 of the Zoning Ordinance shall be implemented by the Planning Director. Citizen comments shall be processed according to Section 22-82 and Section 22-85 of the Zoning Ordinance.

Applicant: Susan F. Flythe Date: 10/5/23

<u>Owner</u>	<u>Description</u>	<u>Address</u>	<u>Parcel</u>	<u>PIN</u>
CHEC	Truck Storage	47039 Light Plant Rd	017070000	053718405362
CHEC	Equipment Yard	47075 Light Plant Rd	017071000	053718403355
CHEC	Substation	47091 Light Plant Rd	017072000	053718403275
CHEC	HQ, WH & Diesel	47109 Light Plant Rd	024289000	053718401241
CHEC	Operations HQ	47159 Light Plant Rd	017075000	053718309133



This map is prepared from data used for the inventory of the real property for tax purposes. Primary information sources such as recorded deeds, plats, wills, and other primary public records should be consulted for verification of the information contained in this map.



47039 Light Plant RD
 Buxton NC, 27920
 Parcel: 017070000
 Pln: 053718405362

Owners: Cape Hatteras Electric -
 Primary Owner

Building Value: \$340,800
Land Value: \$158,000
Misc Value: \$17,200
Total Value: \$516,000

Tax District: Buxton

Subdivision: Subdivision - None
 Lot BLK-Sec: Lot: Blk: Sec:

Property Use: Public Utility
Building Type: Service Shop Or Facility
 Year Built: 2000





This map is prepared from data used for the inventory of the real property for tax purposes. Primary information sources such as recorded deeds, plats, wills, and other primary public records should be consulted for verification of the information contained in this map.

47091 Light Plant RD
Buxton NC, 27920
Parcel: 017072000
Pin: 053718403275

Owners: Cape Hatteras Electric -
Primary Owner
Membership Corporation -Primary
Owner

Building Value: \$0
Land Value: \$78,000
Misc Value: \$9,700
Total Value: \$87,700

Tax District: Buxton
Subdivision: Subdivision - None
Lot BLK-Sec: Lot: Blk: Sec:
Property Use: Public Utility
Building Type:
Year Built:





This map is prepared from data used for the inventory of the real property for tax purposes. Primary information sources such as recorded deeds, plats, wills, and other primary public records should be consulted for verification of the information contained in this map.



47075 Light Plant RD
Buxton NC, 27920
Parcel: 0177071000
Pin: 053718403355

Owners: Cape Hatteras Electric -
Primary Owner
Membership Corporation -Primary
Owner

Tax District: Buxton
Subdivision: Subdivision - None
Lot BLK-Sec: Lot: Blk: Sec:
Property Use: Vacant Land (Public
Utility)

Building Value: \$0
Land Value: \$26,000
Misc Value: \$0
Total Value: \$26,000

Building Type:
Year Built:





This map is prepared from data used for the inventory of the real property for tax purposes. Primary information sources such as recorded deeds, plats, writs, and other primary public records should be consulted for verification of the information contained in this map.

47109 Light Plant Rd

Buxton NC, 27920

Parcel: 0242899000

Pin: 053718401241

Owners: Cape Hatteras Emc -Primary

Owner

Building Value: \$1,274,700

Land Value: \$161,000

Misc Value: \$20,900

Total Value: \$1,456,600

Tax District: Buxton

Subdivision: Subdivision - None

Lot BLK-Sec: Lot Blk: Sec:

Property Use: Public Utility

Building Type: Office Bldg Lr 1-4s

Year Built: 1970



2070



This map is prepared from data used for the inventory of the real property for tax purposes. Primary information sources such as recorded deeds, plats, wills, and other primary public records should be consulted for verification of the information contained in this map.



47159 Light Plant RD
Buxton NC, 27920
Parcel: 017075000
Pin: 053718309133

Owners: Cape Hatteras Electric -
Primary Owner
Membership Corporation -Primary
Owner

Tax District: Buxton
Subdivision: Eileen A Miller Div.
Lot BLK-Sec: Lot 11 Blk Sec:
Property Use: Public Utility
Building Type:
Year Built:

Building Value: \$0
Land Value: \$68,300
Misc Value: \$0
Total Value: \$68,300



**COUNTY OF DARE
ZONING AMENDMENT APPLICATION
OR AMENDMENT TO DEVELOPMENT REGULATION**

Any zoning map, zoning text amendment, or amendment to other development regulation is subject to legislative review and approval by the Dare County Board of Commissioners according to the procedures of Section 22-81 of the Dare County Zoning Ordinance. Applications for amendments shall be made in writing to the Dare County Planning Director and shall be signed by all property owners or their duly authorized agents.

Property Owner (s) Pbp&s, LLC
Address: 47095 Light Plant Road, Buxton, NC 27920
Telephone: 252-995-3100 Email: info@pointbreakpools.com

Property Description:

Lot	Phase/Section	Block	Subdivision
Parcel: <u>017073000</u>			PIN: <u>053718402295</u>

Text Amendment Map Amendment

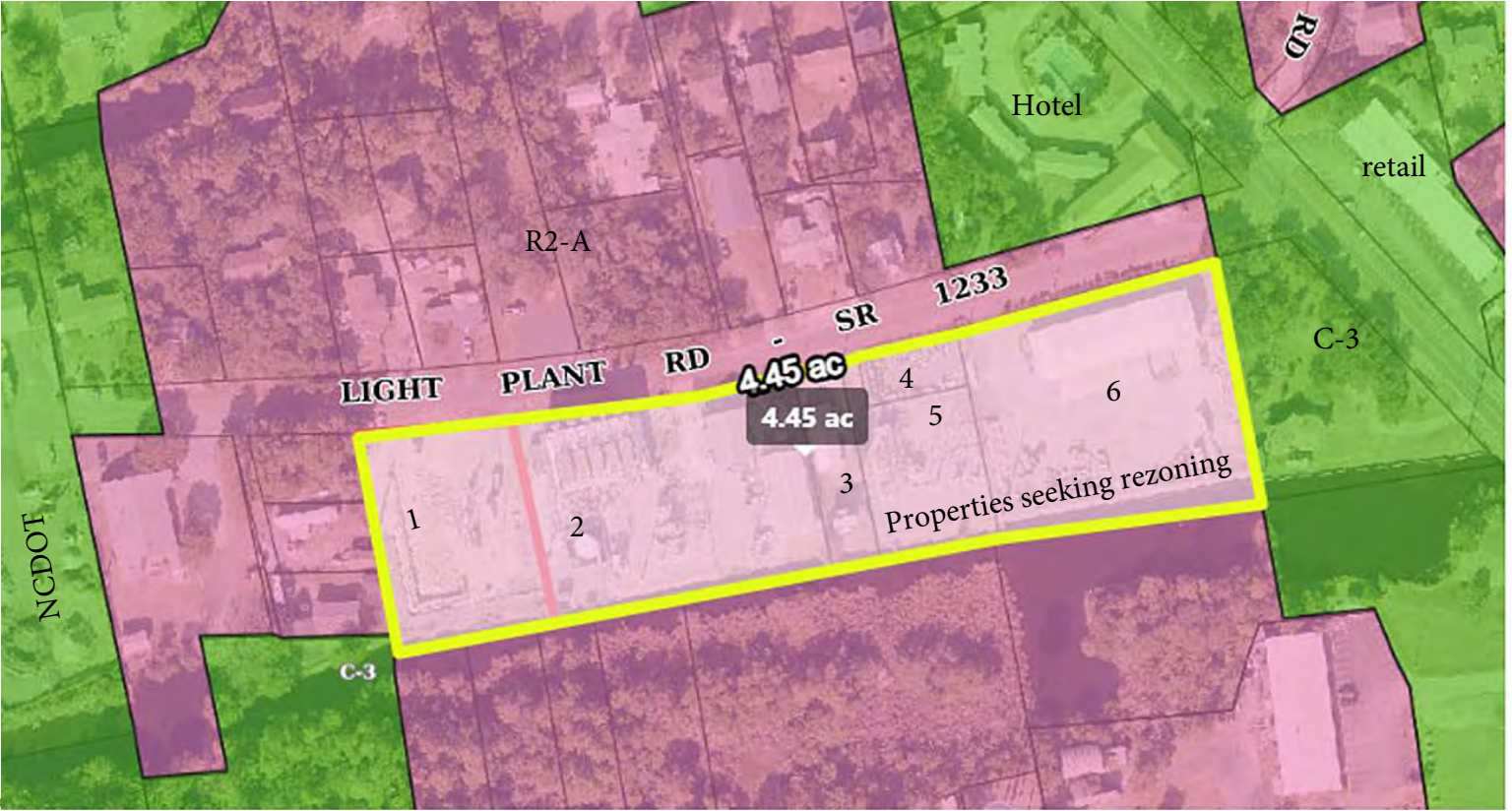
Present Zoning Classification: Section 22-22.1 R-2A

Requested Zoning Classification : Section 22-26 C-3

Explanation of Request: This zoning amendment request accurately aligns with our use of the property, which is reflective of a commercial business. It also affords an increase in lot coverage allowing for future expansion, and will align a contiguous commercial zone with adjacent properties.

Amendment applications shall not be processed by the Planning Director until such time that all review fees have been paid and all necessary documents have been submitted. Once the application is determined to be complete, the Planning Director shall schedule review of the application as established in the Zoning Ordinance Sections 22-82 to 22-86. Amendments are legislative decisions and involve review by the Planning Board and Board of Commissioners. The notice procedures of Section 22-72 of the Zoning Ordinance shall be implemented by the Planning Director. Citizen comments shall be processed according to Section 22-82 and Section 22-85 of the Zoning Ordinance.

Applicant:  Date: 10/6/23





Noah Gillam <noah.gillam@darenc.gov>

Cape Hatteras Electric Co-Op properties Rezoning to C-3

3 messages

Mila Bills <milabills123@gmail.com>

Fri, Nov 17, 2023 at 12:13 PM

To: dcboc@darenc.gov, "noah.gillam@darenc.gov" <noah.gillam@darenc.gov>

Hello,

I am writing this email as I am unable to attend the meetings held for this matter, in Manteo. Thank you for allowing my comments to be considered by accepting email communications.

We feel that there is already enough commercial activity in our street. These are mainly large trucks going back and forth all day, to and from the Electric Company facilities and the DOT, plus the associated traffic from commerce by all the existing businesses in our street. **We are opposed to the rezoning of the CHEC properties.** We feel it would make our street less safe to raise our children here and it would greatly affect the property value of our home. It is our hope that the recommendation for approval be reconsidered since there are many residential properties in our street, many with small children.

Thank you!

Milagros & Stefan Bills47104 Light Plant Rd
PO BOX 1385
Buxton, NC 27920

Bob Woodard <woodard@darenc.com>

Fri, Nov 17, 2023 at 7:39 PM

To: Mila Bills <milabills123@gmail.com>

Cc: DCBOC@darenc.gov, noah.gillam@darenc.gov

Mika Bills

Thank you for your email expressing your concerns. Please know that the board will give your concerns their full consideration.

Respectfully

Bob Woodard

Sent from my iPhone

Robert L. "Bob" Woodard, Sr.

Chairman

Dare County Board of Commissioner's

P.O. Box 1000, Manteo, NC 27954

252-216-8240

www.darenc.com

On Nov 17, 2023, at 12:13 PM, Mila Bills <milabills123@gmail.com> wrote:

[Quoted text hidden]

Mila Bills <milabills123@gmail.com>

Sun, Nov 19, 2023 at 3:10 PM

To: Bob Woodard <woodard@darenc.com>

Cc: DCBOC@darenc.gov, noah.gillam@darenc.gov

Hi Bob,

Thank you acknowledging receipt of this email.

CHEC Co-Op already has a full blown industrial operation in our street. One wonders why there is a need to change the zoning of their properties. What are their plans for the future? If the current zoning is not enough for their needs, it must mean it would only get worse.

Kind regards,

Milagros & Stefan Bills

47104 Light Plant Rd

PO BOX 1385

Buxton, NC 27920

[Quoted text hidden]

STATEMENT OF CONSISTENCY AND REASONABLENESS

On December 4, 2023, the Dare County Board of Commissioners considered zoning map amendment applications submitted by the Cape Hatteras Electric Membership Corporation and Point Break Pools and Spas LLC. This zoning map amendment seeks to rezone their properties along Light Plant Road in Buxton, NC from R2-A Alternative Medium Density Residential to C-3 Commercial.

The Dare County Planning Board reviewed the proposed zoning map amendment on November 7, 2023 and voted to recommend favorable action on the amendment

Section 22-86 of the Dare County Zoning Ordinance requires the Board of Commissioners to approve a statement of consistency and reasonableness with the Dare County Land Use Plan for any proposed zoning amendment.

The 2009 Dare County Land Use Plan is the comprehensive plan for unincorporated Dare County adopted by the Dare County Board of Commissioners on December 6, 2010.

A review of the Dare County Land Use Plan found the following policies to be applicable to the zoning map amendment:

Land Use Compatibility Management Topic

Policy LUC #5

Dare County encourages the continued existence and development of locally-owned businesses in unincorporated Dare County.

Policy LUC #6

Commercial development should be designed to meet the needs of Dare County's unincorporated villages and not to serve as regional commercial centers. The gross floor area limitations of the Dare County Zoning Ordinance and other applicable land use codes shall be used as a tool to manage the footprint of commercial structures. The goal is manage the size of commercial structures, which serves as a disincentive for regional commercial centers for location in villages.

Based upon the recommendation of the Planning Board and review of the policy, the Dare County Board of Commissioners finds the proposed zoning map amendment to be consistent with the 2009 Dare County Land Use Plan since the amendment will allow for uses that are already similar to the surrounding uses.

The Board of Commissioners further acknowledges the intent of the C-3 commercial district is to provide for the development of commercial facilities to furnish a broad range of services and commodities to serve the entire community.

The Dare County Board of Commissioners hereby adopts the Cape Hatteras Electric Membership Corporation and Point Break Pools and Spas LLC zoning map amendment. The action reclassifies parcels 017075000, 024289000, 017073000, 017072000, 017071000, and 017070000 in Buxton, NC from R2-A Alternative Medium Density Residential to C-3 Commercial.



Zoning Text Amendment to Section 22-22.1 R2-A ALTERNATIVE MEDIUM DENSITY RESIDENTIAL DISTRICT to allow for Accessory Uses to Churches

Description

The St. John United Methodist Church in Avon has submitted a text amendment application to amend the R2-A zoning Ordinance. The church is seeking the addition of accessory uses to churches to include youth retreat centers and/or recreation centers with overnight accommodations. A detailed staff report, draft text language with conditions, and a statement of consistency and reasonableness is attached for the Board's review.

Board Action Requested

Conduct Public Hearing and act on proposed amendment.

Item Presenter

Noah H Gillam, Planning Director

November 14, 2023

MEMORANDUM

TO: DARE COUNTY BOARD OF COMMISSIONERS

FROM: Noah H Gillam, Planning Director

RE: Public Hearing on Text Amendment to the R2-A to allow for Accessory Uses to Churches

The St. John United Methodist Church in Avon has submitted a text amendment application to amend the R2-A zoning ordinance. The church is seeking the addition of accessory uses to churches to include youth retreat centers or recreation centers with overnight accommodations. It is the church goal to have a facility to host and house groups from other churches for mission work and camp retreats. The R2-A district applies to portions of Hatteras Island, and is intended to encourage the development of moderate density residential neighborhoods, to serve as a transition zone between the low-density areas and more intensely developed areas, and provide a setting for a limited number of business uses associated with a coastal village location. Any text amendment to the R2-A district would apply to all lands zoned R2-A.

The R2-A is primarily a residential zoning district that offers some business and commercial uses some of which allow overnight accommodations including bed and breakfast homes and campgrounds. A copy of the R2-A regulations is attached to this memo for the Board's review. The church currently operates on 40336 McMullen Rd, and owns the adjacent parcel at 40296 McMullen Rd. If the proposed text amendment is approved the church would operate the retreat/recreation center on the 40296 McMullen Rd parcel. For the proposed text amendment it is my recommendation that a condition is added that requires the accessory use to be located on the same parcel and/or an adjacent parcel.

The 2009 Dare County Land Use Plan includes two policies under Commercial Development heading that are pertinent to this proposed text amendment. A copy of this information is attached with the staff memorandum. LUC #5 encourages the continued existence of locally- owned businesses in unincorporated Dare County. LUC#6 addresses the scope of commercial development and the use of gross floor area limitations to manage the size of commercial development. This proposed text amendment does not seem incompatible with policies listed.

The Dare County Planning Board reviewed the text amendment at their November 7, 2023 meeting. During the discussion the Planning Board found that the proposed amendment is consistent with the policies of the 2009 Dare County Land Use Plan, specifically LUC #5 and LUC #6. At the close of the discussion the Planning Board recommended favorable action on the amendment and associated conditions.

Any favorable action by the Board of Commissioners must also include a finding of consistency and reasonableness. A statement of this finding is included with my staff report, along with the draft text amendment.

Draft Motions:

Motion to adopt: "I move that the draft amendment to the R2-A zoning district, Section 22-22.1 of the Dare County Zoning Ordinance be adopted as drafted. A statement of consistency and reasonableness as prepared by staff is adopted as part of this motion."

Motion to revise: "I move that the draft amendment to the R2-A zoning district, Section 22-22.1 of the Dare County Zoning Ordinance be adopted (insert revised language). A statement of consistency and reasonableness as prepared by staff is adopted as part of this motion."

No motion is needed if the Board chooses to take no action on the proposed amendments. Failure to take no action on the proposed regulation or amendment shall be deemed a denial of the proposed regulation or amendment unless stated otherwise by the Board of Commissioners.

**COUNTY OF DARE
ZONING AMENDMENT APPLICATION
OR AMENDMENT TO DEVELOPMENT REGULATION**

Any zoning map, zoning text amendment, or amendment to other development regulation is subject to legislative review and approval by the Dare County Board of Commissioners according to the procedures of Section 22-81 of the Dare County Zoning Ordinance. Applications for amendments shall be made in writing to the Dare County Planning Director and shall be signed by all property owners or their duly authorized agents.

Property Owner (s) The Board of Trustees of St. John United Methodist Church
 Address: P.O. Box 129 Avon, NC 27915 - 40336 McMullen Rd.
 Telephone: (252) 995-5383 Email: gmiller@ncgumc.org

Property Description:

NONE NONE NONE NONE
 Lot Phase/Section Block Subdivision
 Parcel: 014650000 PIN: 064017007591

Text Amendment Map Amendment

Present Zoning Classification: Section 22-16 NH

R2-A 22-22.1

Requested Zoning Classification: Section 22-16 NH

Explanation of Request: Add to Special Uses - R2A the following:

- Christian Youth Center as an Accessory use of an existing church; to include overnight accommodations.
- Emergency housing for use by FEMA.

Amendment applications shall not be processed by the Planning Director until such time that all review fees have been paid and all necessary documents have been submitted. Once the application is determined to be complete, the Planning Director shall schedule review of the application as established in the Zoning Ordinance Sections 22-82 to 22-86. Amendments are legislative decisions and involve review by the Planning Board and Board of Commissioners. The notice procedures of Section 22-72 of the Zoning Ordinance shall be implemented by the Planning Director. Citizen comments shall be processed according to Section 22-82 and Section 22-85 of the Zoning Ordinance.

Applicant: Rev. Devin R. Miller Date: September 17, 2023

Draft Language for Proposed Text Amendment to the R2-A Zoning district

Section 22-22.1 R2-A ALTERNATIVE MEDIUM DENSITY RESIDENTIAL DISTRICT

(C) Special Uses

- (1) Churches, cemeteries; a recreation or retreat center to include overnight accommodations, may be offered as an accessory use to a church subject to the following conditions.
 - a. It shall be located on the parcel with the principal use church or on a parcel adjacent to the principal use church. If more than one structure it shall be reviewed as a group development subject to Section 22-31.
 - b. If located on an adjacent parcel, the parcel of land shall be greater than 20,000 square feet
 - c. Principle buildings and outdoor recreation areas shall be setback 25 ft. from existing residential uses
 - d. If overnight accommodations are provided they shall not be for long term occupancy as defined in Section 22-2 and shall be limited to participants of church sponsored events.
 - e. Buffers shall be provided when abutting an existing residential use. The location of buffers and the type of buffer (vegetative versus fencing) shall be established during special use permit review. If fencing is used, such fencing shall be a minimum of six feet in height.
 - f. Buildings shall comply with the North Carolina Building Code and Fire Code for the use and occupancy classifications of the areas constructed.



STATEMENT OF CONSISTENCY AND REASONABLENESS

On November 7, 2023 the Dare County Planning Board considered a zoning text amendment application submitted by St. Johns United Methodist Church. The zoning text amendment application seeks to amend the Dare County Zoning Ordinance specifically Section 22-22.1 R2-A Alternative Medium Density Residential District. The text amendment would allow for the addition of recreation and/or retreat centers to include overnight accommodations as an accessory use to Churches, as a special use to all areas zoned R2-A.

The Dare County Planning Board reviewed the proposed amendments on November 7, 2022 and voted to recommend favorable action on the amendment.

Section 22-86 of the Dare County Zoning Ordinance requires the Board of Commissioners to approve a statement of consistency and reasonableness for any proposed zoning amendment.

The 2009 Dare County Land Use Plan is the comprehensive plan for unincorporated Dare County adopted by the Dare County Board of Commissioners on December 6, 2010.

A review of the Dare County Land Use Plan found the following policies to be applicable to the zoning text amendment:

Land Use Compatibility Management Topic

Policy LUC #5

Dare County encourages the continued existence and development of locally-owned businesses in unincorporated Dare County.

Policy LUC #6

Commercial development should be designed to meet the needs of Dare County's unincorporated villages and not to serve as regional commercial centers. The gross floor area limitations of the Dare County Zoning Ordinance and other applicable land use codes shall be used as a tool to manage the footprint of commercial structures. The goal is manage the size of commercial structures, which serves as a disincentive for regional commercial centers for location in villages.

Based upon a review of the policy, the Dare County Board of Commissioners finds the proposed R2-A zoning amendment to be consistent with the 2009 Dare County Land Use Plan.

The Planning Board and Board of Commissioners acknowledge the intent of the R2-A Alternative Medium Density Residential District is to encourage the development of moderate density residential neighborhoods, to serve as a transition zone between the low-density areas and more intensely developed areas and provided a setting for a limited number of business uses associated with a coastal village location. The range of uses permitted in the district includes Bed and Breakfast homes, Campgrounds, and fish houses.

The Dare County Board of Commissioners hereby adopts the text amendment to the R2-A zoning district Section 22-22.1 as drafted.

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Kenrick Albaugh Storage Warehouse Group Development--Special Use Permit #6-2023

Description

Kenrick Albaugh has submitted a special use permit application to construct a group development consisting of three storage warehouses on his property located at 40041 Brinkley Lane in Avon. A detailed staff report and site plan for the proposal is attached with this cover sheet.

Board Action Requested

Motion to approve draft SUP and Site Plan--"I move that SUP #6-2023 and associated site plan for the proposed storage warehouse group development be approved."

Item Presenter

Noah H Gillam, Planning Director

October 11, 2023

MEMORANDUM

TO: DARE COUNTY BOARD OF COMMISSIONERS
FROM: Noah H Gillam, Planning Director
RE: Special Use Permit for a Group Development for storage warehouses

A request for a Special Use Permit (SUP) for a group development for storage warehouses has been submitted by Kenrick Albaugh for his property located at 40041 Brinkley Lane in Avon. The property is identified as parcel 014720000 with Dare County Tax Mapping. The parcel is zoned C-2 Commercial and storage warehouses are permitted as a special use. The applicant currently has two storage warehouses on the parcel that were constructed in 1985 prior to Avon village being zoned in 1992. The applicant is seeking to add an additional storage warehouse to the property which will require a special use permit for a group development since the applicant is seeking to add an additional principle use structure to the property. This review will ensure compliance of the new structure with the Dare County Zoning Ordinance.

The applicant is proposing to construct a 60'ft x 20ft' building on the parcel that will be divided into 6 units for self-storage. The units will be 10'ft x 20'ft non-climate controlled. The site accessed of the existing Brinkley Lane paved right-of-way. A site plan depicting the proposed improvements is attached to this memo for the boards review.

A copy of the site plan has been provided to Steve Kovacs, the Dare County Fire Marshal for his review. The fire marshal comments are attached with this memo, and conditions have been added to the draft SUP to address his concerns.

The proposed self-storage units shall not be occupied for dwelling, office space, or otherwise occupied. Staff suggests the applicants provide a copy of the rental agreement that includes this prohibition. Any lighting installed on the property shall be adjusted or shielded to prevent glare on adjacent right-of-ways, and adjoining properties. Conditions have been added to the SUP to reflect these topics.

The SUP application, site plan, and draft SUP was reviewed by the Planning Board on October 3, 2023. The Planning Board found the site plan and conditions of the SUP to be reasonable and appropriate.

The notice procedures for quasi-judicial hearings established in Section 22-72 of the Dare County Zoning Ordinance were implemented for this review.

A draft SUP is attached for the board's review, reasonable and appropriate conditions discussed in the Board's review can be added.

Draft Motion: "I move that SUP 6-2023 and associated site plan for the storage warehouse group development be approved."

SPECIAL USE PERMIT APPLICATION

Date: 9-5-2023 Application No. 6-2023

Property Owner/Petitioner: Kenrick Albaugh, DBA -Avon Self Storage

Address: 40041 Brinkley Lane Avon NC 27915

Telephone: 252-305-1569 Email: captnalbaugh@aol.com

Review Fee Paid: \$ 310.06 ck#

Project Description: Addition of self storage building on south end of C-2 zoned property.
Units are unconditioned and for self storage rental- 6-10' x 20' approx. size.

Property Description:

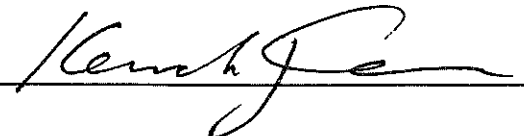
Lot	Phase/Section	Block	Subdivision
Parcel: <u>014720000</u>			PIN: <u>01 0549 05 19 8340</u>

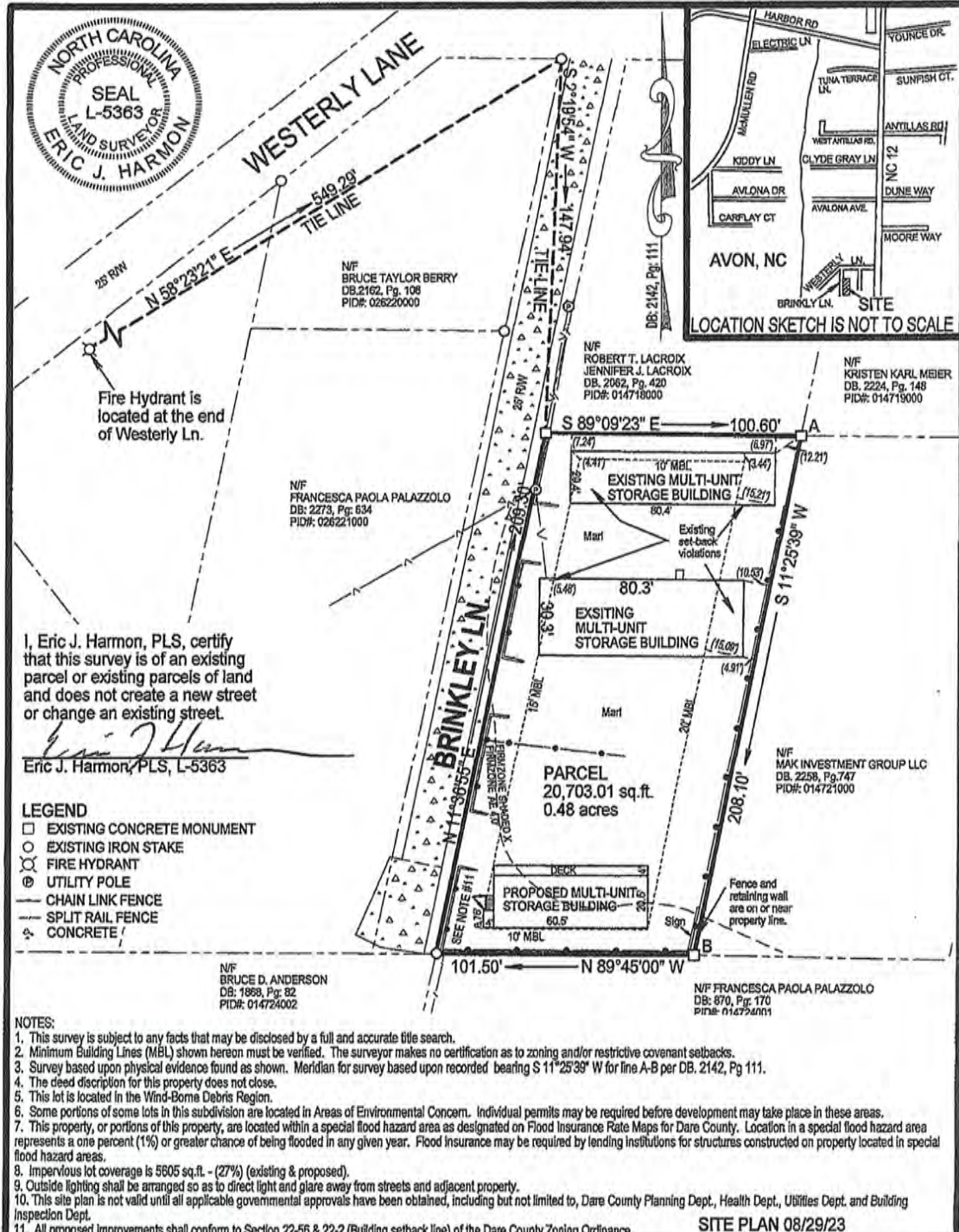
APPLICATION IS HEREBY made to the Dare County Planning Department for consideration of a Special Use Permit in accordance with the provisions of the Dare County Zoning Ordinance

Section: 22-31 Special Use: GROUP DEVELOPEMENT CONSISTING OF STORAGE SPACES

A site plan and other documents as required for review of the special use permit application shall be submitted to the Planning Department with the application. A special use permit application shall not be processed by the Planning Department until such time that all review fees have been paid and all necessary documents have been submitted. Once the application is determined to be complete, the Planning Department shall schedule review of the application as established in Section 22-65 and Section 22-70 of the Zoning Ordinance.

Special use permits are subject to quasi-judicial procedures and an evidentiary hearing before the Dare County Board of Commissioners. The notice procedures of Section 22-72 of the Zoning Ordinance shall be implemented by the Planning Department. Reasonable and appropriate conditions may be applied by the Board of Commissioners as part of the evidentiary hearing process.

Applicant:  Date: 9-5-2023



I, Eric J. Harmon, PLS, certify that this survey is of an existing parcel or existing parcels of land and does not create a new street or change an existing street.

Eric J. Harmon
Eric J. Harmon, PLS, L-5363

- LEGEND**
- EXISTING CONCRETE MONUMENT
 - EXISTING IRON STAKE
 - ⊗ FIRE HYDRANT
 - ⊕ UTILITY POLE
 - CHAIN LINK FENCE
 - - - SPLIT RAIL FENCE
 - ⬠ CONCRETE

- NOTES:**
1. This survey is subject to any facts that may be disclosed by a full and accurate title search.
 2. Minimum Building Lines (MBL) shown hereon must be verified. The surveyor makes no certification as to zoning and/or restrictive covenant setbacks.
 3. Survey based upon physical evidence found as shown. Meridian for survey based upon recorded bearing S 11°25'39" W for line A-B per DB. 2142, Pg. 111.
 4. The deed description for this property does not close.
 5. This lot is located in the Wind-Borne Debris Region.
 6. Some portions of some lots in this subdivision are located in Areas of Environmental Concern. Individual permits may be required before development may take place in these areas.
 7. This property, or portions of this property, are located within a special flood hazard area as designated on Flood Insurance Rate Maps for Dare County. Location in a special flood hazard area represents a one percent (1%) or greater chance of being flooded in any given year. Flood insurance may be required by lending institutions for structures constructed on property located in special flood hazard areas.
 8. Impervious lot coverage is 5605 sq.ft. - (27%) (existing & proposed).
 9. Outside lighting shall be arranged so as to direct light and glare away from streets and adjacent property.
 10. This site plan is not valid until all applicable governmental approvals have been obtained, including but not limited to, Dare County Planning Dept., Health Dept., Utilities Dept. and Building Inspection Dept.
 11. All proposed improvements shall conform to Section 22-56 & 22-2 (Building setback line) of the Dare County Zoning Ordinance.

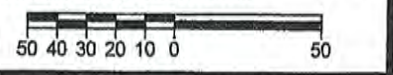
Eric J. Harmon, PLS.
40187 Carflay Ct., PO Box 346
Avon, NC 27915
(252) 995-4405

SURVEY / SITE PLAN FOR
KENRICK J. ALBAUGH

I, Eric J. Harmon, Professional Land Surveyor, certify that this plat was drawn from an actual field land survey and that the error of closure as calculated by latitudes and departures is at least 1:10,000. Witness my hand and seal this 16th day of August, A.D. 2023.

40041 BRINKLEY LN.
AVON, N.C. 27915

Eric J. Harmon
Eric J. Harmon, P.L.S., L-5363

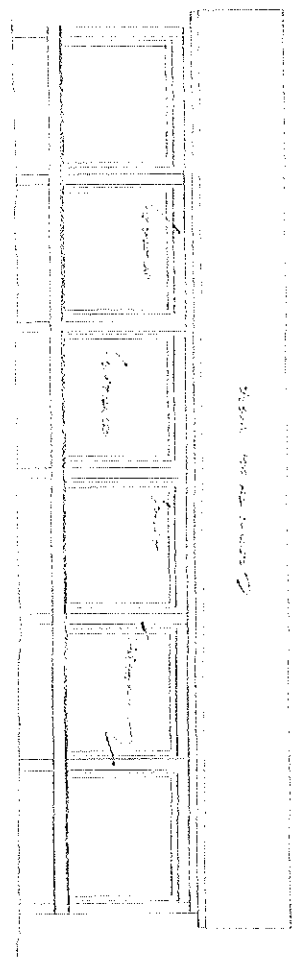


Township KINNAKEET		County DARE	State NORTH CAROLINA	
Date 8/16/2023	File Number 5899-LS	F.I.R.M. Zone AE & X	Pin Number 01 0549 05 19 8340	
Scale 1"=50'	FB/Pg 187/14	Base Flood Elevation 4.0'(AE) & SHADED(X)	Parcel Number 014720000	Average Ground Elevation 3.9'
Recorded Reference DB. 2142, Pg.111		Community/Panel/Suffix 3730 0549 00 K	Zoning C-2	

BUILDING SIZE 20.5' X 60.5'

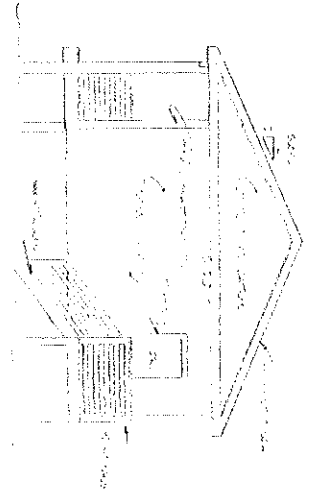


1 EAST ELEVATION

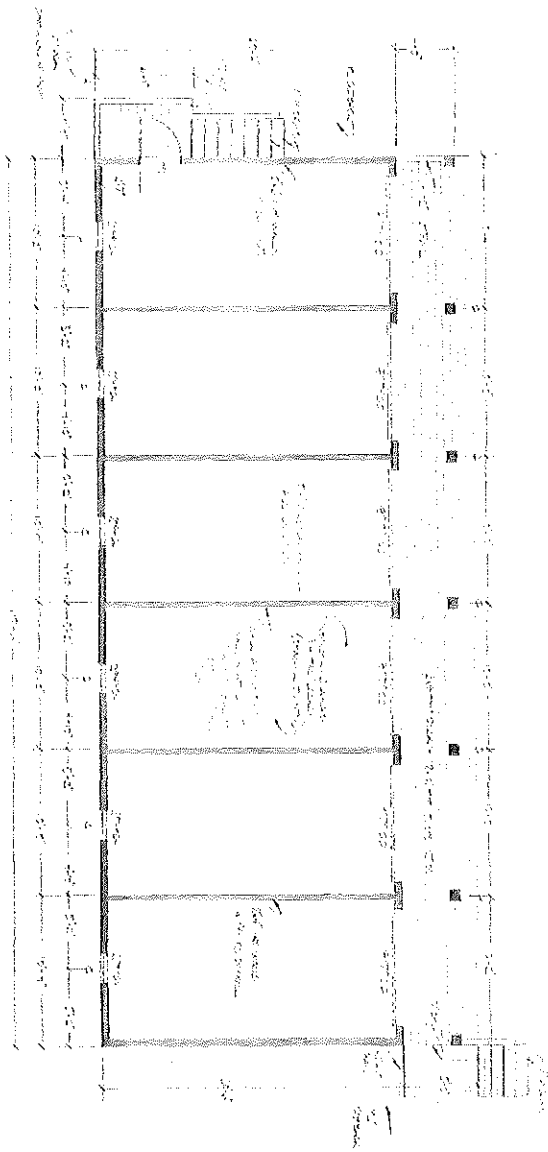


2 NORTH ELEVATION

NO.	SCALE	DETAIL	DESCRIPTION
1	1/8" = 1'-0"	1	EAST ELEVATION
2	1/8" = 1'-0"	2	NORTH ELEVATION
3	1/8" = 1'-0"	3	FLOOR PLAN
4	1/8" = 1'-0"	4	WEST ELEVATION
5	1/8" = 1'-0"	5	SECTION
6	1/8" = 1'-0"	6	SECTION
7	1/8" = 1'-0"	7	SECTION



3 WEST ELEVATION



4 FLOOR PLAN

DESIGNED BY KENRICK J. ALBAUGH, INC.

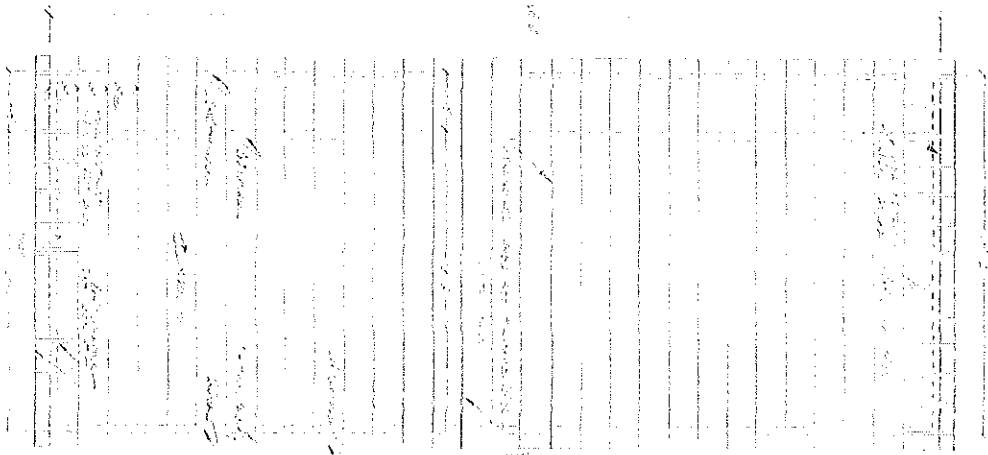
AVON SELF STORAGE

40041 BRINKLEY LANE, AVON

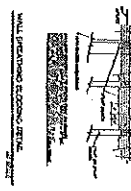
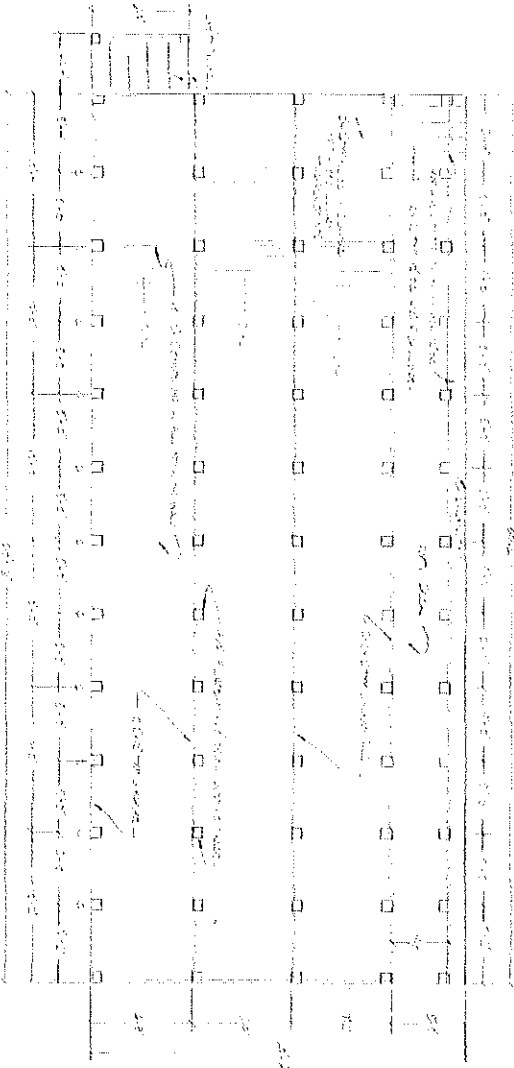
NO.	DATE	DESCRIPTION
1		

NO.	DATE	DESCRIPTION

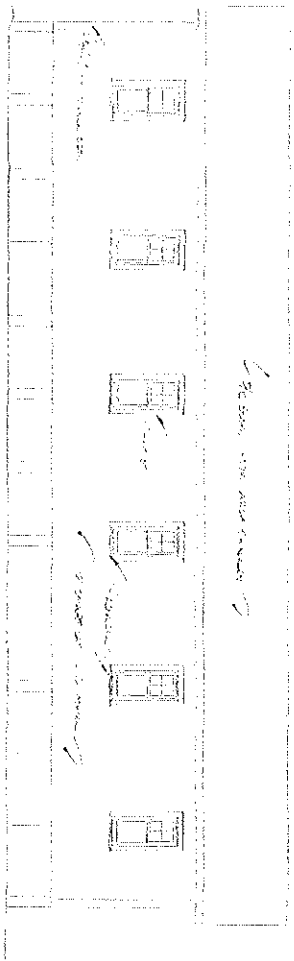
③ ROOF FRAMING



③ PILING, GIRDER & FLOOR JOIST LAYOUT



③ SOUTH ELEVATION



DESIGNED BY KENRICK J. ALBAUGH, INC.

NO. 2	DATE	BY	CHECKED

AVON SELF STORAGE
40041 BRINKLE 44 LANE, AVON

NO.	DATE	BY	CHECKED



COUNTY OF DARE
Department of Emergency Management
Office of the Fire Marshal
P.O. Box 1000, Manteo, North Carolina, 27954

Steven R. Kovacs, NC-CFI
Deputy Emergency Manager/Fire Marshal

(252) 475-5750

To: Noah Gillam, Planning Director
From: Steven R. Kovacs, Fire Marshal
Date: September 20, 2023
Re: Avon Self Storage

I've reviewed the material submitted for the 'Special Use Permit' for Avon Self Storage at 40041 Brinkley Land for the addition of a third storage building and have the following comments:

- With new construction a fire hydrant will need to be located within 400 feet along the access road. Currently the closest fire hydrant is located approximately 724 feet away. The hydrant can be located at the intersection of Brinkley & Westerly Lanes.
- Based on what I can see of the submitted plan and using wood framing the needed fire flow for this project would need to be 1,000 gallons of water per minute. Change of construction type and changing the fire area could reduce the needed amount.
- The roadway accessing this property is existing but may need some maintenance depending on the condition of the surface. I would not know until a site visit is completed.
- Additional requirements of the North Carolina Fire Code would be addressed during permitting of the building itself.

If you have any questions please let me know.

** Please understand that approval of any documents in no way relieves the owner, the architect, the engineer, or the contractor from the responsibility of violations of governing codes and regulations not found by our office. When such violations are found they must be corrected.*



Special Use Permit No. #6-2023

Dare County Sections 22-25, 22-31, 22-65, & 22-70

Application of: Kenrick Albaugh D/B/A Avon Self Storage Group Development for Storage Warehouses

On November 06, 2023 the Dare County Board of Commissioners considered the application of the Petitioner above named which application is on file with the Dare County Planning Department, and the Board finds as follows:

1. That the written application of Petitioner with attachments has been duly submitted to the Dare County Planning Department as required by Section 22-65 of the Dare County Code (hereinafter referred to as "Code");
2. That the application substantially complies with the requirements of the Code in that it requests uses permitted by special use permit under the Code subject to the quasi-judicial procedures set forth in Section 22-70, including; Storage Warehouses and Group Developments
3. The subject property is zoned C-2. This property is identified on the Dare County tax records as PARCEL 014720000 and located in the Avon Tax District.
4. That the Dare County Board of Commissioners is empowered under sections of the Code set out above to approve special uses and apply reasonable and appropriate conditions;
5. That the notice procedures of Section 22-72 of the Code have been implemented in the review of this Special Use Permit;
6. That upon the evidence received, the testimony presented, and the submitted written record, there are sufficient facts to support the issuance of this Special Use Permit according to the following terms and conditions:

SPECIAL USE: A Group Development consisting of 3 Storage warehouses divided into self-storage units. A site plan depicting the proposed is included as part of this permit.

CONDITIONS:

1. The group development shall operate as prescribed in the definition set forth in Section 22-31 of the Dare County Zoning Ordinance. All buildings constructed after November 6, 2023 shall be separated by 20'ft. The structures shall be constructed as depicted on the site plan.
2. The existing 1,640 square foot storage warehouse constructed in 1985 is building one of the group development. Building two of the group development is an existing 2,433 square foot building constructed in 1985. A proposed 1,500 square foot building will be building three of the group development.
3. The structures constructed after November 6, 2023 shall be located on the parcel in conformance with the setbacks of Section 22-25 and Section 22-31 of the Zoning Ordinance and the Dare County Flood Damage Prevention Ordinance.
4. Nonconforming structures in the group development shall not be enlarged or altered in way which increases its non-conformity, but any structure or portion thereof by be altered to decrease its non-conformity. Should such non-conforming structures or non-conforming portion of structures be destroyed by any means to an extent of more than 50% of its replacement cost at the time of destruction, it shall not be reconstructed, except in conformity with section 22-25 and section 22-31.
5. The applicant shall install a fire hydrant at the intersection of Westerly Ln and Brinkley Ln. The fire hydrant shall be capable of supplying 1,000 gallons of water per minute.
6. Building permits for the proposed structure shall be secured within 24 months from date of Board of Commissioners approval. An as-built survey for the property shall be submitted to the Planning Department upon the completion of all of the structures to confirm compliance with the terms of the Dare County Zoning Ordinance.
7. All structures and improvements constructed after November 6, 2023 shall be constructed in compliance with the requirements of the Dare County Fire Marshal and North Carolina Fire Code.
8. All lighting improvements installed on the property shall be adjusted and/or shielded to prevent glare on adjacent right-of-ways, and adjoining properties.

9. There shall be no staging of equipment or materials in or along the right-of-way of Brinkley Ln
10. Parking for the individual storage units shall be allowed immediately adjacent to the storage buildings to facilitate the loading and unloading of individual units.
11. The storage units shall not be used or occupied for residential or commercial purposes. No recreational vehicles, travel trailers, or campers stored on site shall be occupied or used for habitation while being stored. A copy of the rental agreement with this prohibition shall be submitted to the Dare County Planning Department prior to issuance of Certificate of Occupancy.
12. Tenants of the storage building shall be allowed access to the site between the hours of 6:00a.m. and 10:00p.m. daily.
13. No changes or deviation from the terms and conditions of the special use approval shall be made until written approval of the proposed changes or deviations has been obtained from Dare County. The quasi-judicial procedures set forth in the Code shall be followed for the review and approval of major modifications. Minor modifications as established in Section 22-70 of the Code may be authorized administratively by the Planning Director.
14. A violation of this Permit shall be a violation of the Code and the special use may be revoked by the Board of Commissioners. Special use approval shall be revoked for any substantial departure from the approved application, plans, or specifications; for refusal or failure to comply with the requirements of any development regulation or any State law delegated to Dare County for enforcement purposes; or for false statements or misrepresentations made in securing special use approval. The same process for approval of a special use permit, including notice and hearing, shall be followed in the revocation of a special use permit.
15. All other terms and provisions of the Dare County Zoning Ordinance shall remain in full force and effect except as herein specifically permitted otherwise;

This 4th day of December, 2023

SEAL:

COUNTY OF DARE

By: _____
 Robert L Woodard Sr.
 Dare County Board of Commissioners

ATTEST:

By: _____
Skyler Foley
Clerk to the Board

THIS PERMIT AND THE CONDITIONS HEREIN ARE ACCEPTED

By: _____
Kenrick Albaugh
Avon Self Storage

APPROVED AS TO LEGAL FORM

By: _____
Robert L Outten
County Attorney



Dare County Draft 2022 Land Use Plan Final Review

Description

On November 7, 2023 the Dare County Planning Board conducted a final review of the draft Dare County 2022 Land Use Plan and recommended approval and that the Plan be forwarded to the Board of Commissioners for review and adoption. As part of the States requirements before a local government can adopt a land use plan and submit it to the State for certification a public hearing must be scheduled and held. The next available date for the a public hearing will be January 2, 2024.

Board Action Requested

Review the draft Dare County 2022 Land Use Plan and schedule a public hearing on January 2, 2024 at 9:00 A.M.

Item Presenter

Noah H Gillam, Planning Director

November 21, 2023

MEMORANDUM

TO: DARE COUNTY BOARD OF COMMISSIONERS
FROM: Noah H Gillam, Planning Director
RE: Land Use Plan Update—Final Review

As one of the 20 CAMA coastal counties, Dare County is required to prepare a comprehensive plan or a land use plan to guide development in the Unincorporated areas of the County, and to ensure compliance with CAMA regulations. Land use plans are not a regulatory document like a zoning ordinance but serve as a policy document used by CAMA staff for consistency determinations in review of major CAMA permit applications. Land use plans also provide guidance to the Board of Commissioners and the Planning Board when reviewing zoning amendments and other land use issues.

The current plan was adopted by Dare County in 2009 and certified by the NC Coastal Resources Commission in 2011. Local governments are encouraged to update their LUPs every 5-10 years. In early 2018 the Dare County Planning Department and Planning Board started working to update the Dare County Land Use Plan. As part of the update the County is required to have participation from the citizens of the county, and create a Public Participation Plan which establishes various public participation activities. In April of 2018 Dare County held three public workshops which solicited public input from citizens and property owners on the vision statement and policies of the LUP. Another public participation activity was a survey that was posted on the Dare County webpage from April 23, 2018 through May 28, 2018, and received 329 responses. Once all the public participation workshops and surveys were completed Planning Staff and Planning Board analyzed the results of the surveys and comments began working to draft the updated Land Use Plan.

On June 14, 2021, the Planning Board conducted a final review of the draft LUP before to sending to the Division of Coastal Management on June 25, 2021 for a completeness review. The draft LUP was returned to Dare County on December 15, 2021 for corrections after a series of State reviews. Planning Staff updated the plan based on the States comments and resubmitted the draft LUP to Coastal Management on May 31, 2022 for a second completeness review. After addressing the States comments final approval from the state was received on June 13, 2023.

The Planning Board conducted a final review of the draft 2022 Dare County Land Use Plan and its policies at their November 7, 2023 meeting and recommended approval of the Plan and that it be forwarded to the Board of Commissioners for adoption.

The Board of Commissioners are required to hold a public hearing on the adoption of the draft 2022 Land Use Plan at which time they will be in a position to approve the plan and adopt a Resolution of Approval. The next available date for a public hearing will be January 2, 2024. After Commissioner Approval, the plan will be presented to the Coastal Resource Commission for certification.

Draft Motion: "I move that a public hearing on the adoption of the 2022 Dare County Land Use Plan be scheduled for January 2, 2024."



Capital Project Ordinance - EMS Phase II

Description

Additional engineering services are required for the design and implementation of the traffic control light located in Kitty Hawk for the EMS Station #9. The additional charges equate to \$49,000.

Debt proceeds S2024A LOBs - Phase 2 - 613090-470318-98737 will be increased \$49,000 and Architectural services - Phase 2 - 615531-710900-60367 will be increased \$49,000.

Board Action Requested

Approve the Capital Project Ordinance and authorize the County Manager to sign.

Item Presenter

Dustin Peele - Project and Procurement Manager

County of Dare, North Carolina
Capital Project Ordinance
for
Series 2024A LOBs

BE IT ORDAINED as authorized by the Board of Commissioners of the County of Dare, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance, for the Series 2024A LOBs, is hereby adopted. Prior ordinances were adopted as a part of the ordinance for the Series 2023A LOBs.

Section 1 This amendment is to adjust the project budgets for an increase in architectural fees for the Kitty Hawk EMS station project.

Section 2 The following budget shall be conducted within the Capital Projects Fund (fund #61).

Section 3 The following revenues are changed as indicated as indicated:

Debt Proceeds S2024A LOBs – Phase 2	613090-470318-98737	\$49,000	increase
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Section 4 The following appropriations for **EMS Phase 2** are changed as indicated:

Architectural services – Phase 2	615531-710900-60367	\$49,000	increase
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Section 5 The legal level of budget control for EMS Phase 2 is the total budgeted for all projects. Per the bond documents all borrowed funds and non-arbitrage interest earnings may be used for any Phase 1, 2, or 3 project. Per the annual budget ordinance, the County Manager is authorized to execute change orders and/or amendments to construction contracts in amounts up to \$50,000, and to amend the related capital project ordinance using the project or owner’s contingency or budget amounts available from other project line items. For EMS Phase 1 & 2 projects that authority is extended to budget movement between projects/project numbers.

Section 6 The Finance Officer is directed to report the financial status of the project as a part of the normal ongoing financial reporting process.

Section 7 Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer, and to the Clerk to the Board of Commissioners.

Adopted this 4th day of December 2023.

Chairman, Board of Commissioners

[SEAL]

Skyler Foley, Clerk to the Board of Commissioner



Contract Amendment to the Professional Services Agreement- EMS Phase II

Description

Additional engineering services are required for the design and implementation of the traffic control light located in Kitty Hawk for the EMS Station #9. The additional charges equate to \$49,000. These funds will be budgeted in Architectural Services - Phase 2 (615531-710900-60367).

Board Action Requested

Approve the Contract Amendment and authorize the County Manager to sign.

Item Presenter

Dustin Peele - Project and Procurement Manager



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
 Dare County
 EMS Station 9 Kitty Hawk

AGREEMENT INFORMATION:
 Date: 07/25/2023

AMENDMENT INFORMATION:
 Amendment Number: 01
 Date: 11/01/2023

OWNER: *(name and address)*
 Dare County
 PO Box 1000
 Manteo, NC 27954

ARCHITECT: *(name and address)*
 Oakley Collier Architects, PA
 109 Candlewood Road
 Rocky Mount, NC 27804

The Owner and Architect amend the Agreement as follows:


Additional Services for:
 Traffic signal work \$18,000
 Interconnectivity design \$25,000
 OCA Coordination & Execution \$6,000

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

Compensation Adjustment:
 \$49,000.00

Schedule Adjustment:
 N/A

SIGNATURES:

Oakley Collier Architects, PA
 ARCHITECT *(Firm name)*


OWNER *(Firm name)*

SIGNATURE
 Tim Oakley, Principal
 PRINTED NAME AND TITLE
 11/01/2023
 DATE

SIGNATURE
 PRINTED NAME AND TITLE
 DATE



First Flight Middle School Field Repair Options

Description

In follow up to the Board's discussions at a previous meeting concerning the condition of the recently lighted fields behind First Flight Middle School, a summary outlining six potential repair options has been attached for the Board's consideration.

Board Action Requested

Board review and take appropriate action.

Item Presenter

Robert Outten, County Manager

FFMS Field Repair Options

1. Brand new field
Fill entire grassed area to level
Sod entire grassed area
Limited play for first year
\$810,650

2. Sod over existing soils
Power rake and add minimum fill to level entire grassed area
Sod entire grassed area
Limited play for first year
\$538,110

3. Sod and sprig approach
Power rake and add minimal fill to entire grassed area
Sod only playing areas
Sprig remaining grassed area
Limited play for first year
\$449,400

4. Playing field only sod
Power rake and add minimal fill to playing area only
Sod only the playing area
Limited play first year
\$332,520

5. Sprig only
Power rake and add minimal fill to entire grassed area
Sprig the entire grassed area
No play for first year
233,760

6. Use exiting grass
Top dress existing grass to level
Keep exiting grass and sprig bare areas only
No play for first year
\$201,420



Consent Agenda

Description

1. Approval of Minutes
2. Tax Collector's Report
3. Budget Amendment for the Closeout of the Colington Road Waterline Betterment
4. North Carolina Governors Highway Safety Program (GHSP) Local Government Resolution
5. Amendment to the Brightspeed Contract
6. Dare County Information Technology Sole Source Resolution
7. Title VI Program Plan Update - Transportation

Board Action Requested

Approval

Item Presenter

Robert Outten, County Manager



Approval of Minutes

Description

The Board of Commissioners will review and approve their previous minutes which follow this page.

Board Action Requested

Approve Previous Minutes

Item Presenter

Robert Outten, County Manager

MINUTES
DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

9:00 a.m., November 6th, 2023

Commissioners present: Chairman Robert Woodard, Sr., Vice Chairman Wally Overman
Rob Ross, Steve House, Danny Couch, Ervin Bateman

Commissioners absent: None

Others present: County Manager/Attorney, Robert Outten
Deputy County Manager/Finance Director, David Clawson
Master Public Information Officer, Dorothy Hester
Clerk, Skyler Foley

A full and complete account of the entire Board of Commissioners meeting is archived on a video that is available for viewing on the Dare County website www.darenc.gov.

At 9:02 a.m. Chairman Woodard called to order the regularly scheduled meeting with appropriate prior public notice having been given. He invited Mr. George Lurie to share a prayer, and then he led the Pledge of Allegiance to the flag.

Chairman Woodard recognized Chairman Tim Cafferty from the Outer Banks Tourism Board.

ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE

Following is a brief outline of the items mentioned by Chairman Woodard:

- Stated that on November 2nd the Outer Banks Association of Realtors held a property insurance forum to provide homeowners information on the significant increase of insurance premiums. He advised individuals to check their limits, check their deductibles, read their policies, and talk to their agent.
- Attended the 9th Annual Tourism Summit and shared some highlights: 1.) There was \$1.97 billion in visitors spending in Dare County in 2022 2.) Dare County is number four in the state 3.) There are 12,030 tourism related jobs across Dare County. 4.) State Revenue Tax from tourism was \$66 million 5.) Local Tax Revenue from tourism was \$74.2 million.
- Recognized Operation Green Light (November 6th-19th) which honors veterans across the country. He then thanked Vice-Chairman Overman for his efforts to “The Wall that Heals.” Announced that Veterans are extremely important to the Board and included that his father was a Veteran.
- Asked to keep Commissioner House and his wife Cheryl House in your thoughts and prayers due to her father, who was a Veteran, passing away.
- On October 25th there was a Celebration of Life for Commissioner Jim Tobin. He expressed what Jim accomplished with the Task Force was unprecedented. He asked to

keep Jim and his wife Tammy in your thoughts and prayers. He then asked for a moment of silence.

ITEM 2 – PRESENTATION OF COUNTY SERVICE PINS

- 1) Wendy Hall, received a 15-year pin. (October)
- 2) Carol Copeland, received a 15-year pin.
- 3) Laura Willingham, received a 15-year pin.
- 4) Ashley Johnson, received a 20-year pin.
- 5) Douglas Oberbeck, received a 25-year pin.
- 6) Heather Gardiner, received a 25-year pin.

ITEM 3 – EMPLOYEE OF THE MONTH – NOVEMBER 2023

John Morris received the Employee of the Month award from Spencer Gregory who described the many ways that he is an asset to the Parks & Recreation Department.

ITEM 4 – PUBLIC COMMENTS

At 9:42a.m. the Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. Following is a summary of all citizen remarks, which may be viewed in their entirety in a video on the County website:

The following comments were made in Manteo:

1. Bebe Woody
 - Expressed concerns over the 4.3-acre Palmer Midgett property located on Mother Vineyard Road and Long Road that was placed for sale and there being a potential submission for a zoning amendment.
 - Stated that drainage ditches and creeks on the North End of Roanoke Island serve to keep properties from flooding during rainy seasons and hurricanes/tropical storms.
 - Stated that Doughs Creek, which is an intermittent creek, runs through the Palmer Midgett property. North Carolina Topographical experts informed her that the location of the creek cannot be removed from a map as it does exist.
 - Asked the Board to ensure that Doughs Creek is not impacted as a result of development and that prior to any development a traffic study and an environmental survey of Doughs Creek be performed.
 - She provided the Board a thumb drive with images showing flooding on the properties with low ground elevation. (These images are on file with the Clerk)
2. Juanita Wescott
 - Stated that herself and others within the community are concerned about the Palmer Midgett property which is under contract and the possible development of the 4.3 acres.
 - Expressed several concerns which included the clear cutting of trees, density of potential development, and flooding of the property and Doughs Creek.
 - Explained that Doughs Creek is a natural intermittent creek and its headwaters begin on Rogers Road. It then flows through the Palmer Midgett property and across Mother Vineyard including Scuppernong Road which drains the entire area into Shallowbag Bay.

- Stated that if Doughs Creek is blocked by debris or filled by developers the potential for flooding in most areas is not only probable but is inevitable.
- Addressed the pollution of Shallowbag Bay and stated that if the headwaters of Doughs Creek become polluted due to high developed land, it will only cause a more probable pollution problem.
- Expressed that Doughs Creek is blocked in places by fallen trees and branches. She asked the Board to allocate funds for the clean up of Doughs Creek.

3. Don Midgett

- Purchased 141 Mother Vineyard Road in 2017 and found out his home had a flood claim for \$25,000 in 2016.
- Expressed that he installed a French drain, two sump pumps, a dehumidifier, and encapsulated the crawl space once he became aware of the claim.
- Stated when there is a run off from Mother Vineyard Road the sand under the plastic gets wet and the pumps turn on and totally pump it out.
- Explained that he and Juanita understand that their homes are at the lowest point on Mother Vineyard Road but they do have concern about the possible development of the Palmer Midgett property and the property adjoining it.
- He spoke to Dominic Antolino from the USGS and he stated that Doughs Creek could not be removed from any maps.
- Stated that if any of the property is developed they should think about some type of catch basin due to the flow of water coming down Doughs Creek into Shallowbag Bay.
- He asked the Board to try to find a way to remove some of the branches and trees from Doughs Creek.

4. Fred Brumback

- Resides at 129 Mother Vineyard and expressed that his property floods from rain regularly.
- Expressed he never really thought about Doughs Creek until the potential sale of the Palmer Midgett property due to discovering that the creek runs through the middle of the property.
- Stated that when he digs two feet into the topsoil he hits a very dense gray clay and water does not perk through the clay very well. He explained that the water has to flow underground, and when there is a larger amount of water it has to flow above the ground.
- Explained that Doughs Creek is clogged majority of the time which does not allow the water to drain.
- Asked to Board to recognize that Doughs Creek is an important natural flow of water.
- He also stated that the community would like to keep the R-1 rating of 20,000 square feet lot size minimum.

The following comments were made in Buxton – There were no comments made in Buxton

The County Manager closed Public Comments at 10:03 a.m.

ITEM 5 – PUBLIC HEARING – ZONING MAP & TEXT AMENDMENT – MARTINS POINT COMMERCIAL DISTRICT (Att. #1)

Due to Mr. Gillam being out of the room, this item was postponed and was heard after Item 6.

Mr. Gilliam cited that The Town of Southern Shores voted on October 3, 2023 to relinquish their Extra Territorial Jurisdiction (ETJ) of the 10 Martins Point Commercial (MP-C) properties to Dare County. This transfer would place these properties under Dare County regulation for Planning, and zoning purposes.

Commissioner Ross asked for an explanation of why this has been requested.

Mr. Finelli, Chairman of the Dare County Planning Board, and the ETJ Representative, stated that the Town of Southern Shores became incorporated in 1979 and shortly thereafter they established the ETJ over Martin's Point. In 2001, they relinquished the Martins Point Residential Properties from the ETJ and the commercial properties remained. He explained that it is the desire of the property owners to be under the Dare County Planning and Zoning rather than the Town of Southern Shores due to it allowing them to have more control over what takes place.

Vice-Chairman Overman inquired if the number of uses would expand slightly? Mr. Gillam explained that the uses that are already in the Southern Shores ordinance have all been reflected and some of Dare County's lot size, height, and setback requirements were amended to reflect other the commercial zoning districts within the county.

At 10:13 a.m. the Board held a Public Hearing to receive input concerning this agenda item. The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. Following is a summary of all citizen remarks, which may be viewed in their entirety in a video on the County website:

No one responded to the invitation to address the Board of Commissioners on this issue.

The County Manager closed the Public Hearing at 10:14 a.m.

MOTION

Vice-Chairman Overman motioned to adopt the Martins Point Commercial Zoning Map and the Martins Point Commercial Zoning district regulations be adopted as recommended by the Planning Board.

Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 6 – PUBLIC HEARING – DARE COUNTY ORDINANCES S-15 (Att. #2)

American Legal Publishing Company has completed an update of the Dare County Code of Ordinances with all of the amendments adopted since January 2023. Although all of the amendments have previously been adopted, it is recommended that a public hearing on the complete supplement S-15 be held.

MOTION

Commissioner House motioned to adopt the Resolution Enacting and Adopting Supplements to the Dare County Code of Ordinances.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

At 10:06 a.m. the Board held a Public Hearing to receive input concerning this agenda item. The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. Following is a summary of all citizen remarks, which may be viewed in their entirety in a video on the County website:

No one responded to the invitation to address the Board of Commissioners on this issue.

The County Manager closed the Public Hearing at 10:06 a.m.

Due to the original motion being made prior to the public hearing another motion was required.

MOTION

Commissioner House motioned to adopt the Resolution Enacting and Adopting Supplements to the Dare County Code of Ordinances.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 7 – CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

The Dare County Finance Department was awarded the prestigious Certificate of Achievement for Excellence in Financial Reporting—the highest form of recognition in governmental accounting and financial reporting—by the Government Finance Officers Association for the 32nd consecutive year. Finance Director David Clawson accepted the Certificate of Achievement from Chairman Woodard on behalf of the county and Assistant Finance Director Sally DeFosse accepted the Award of Financial Reporting Achievement from Chairman Woodard as the person primarily responsible for preparing the report.

ITEM 8 – DARE COUNTY TOURISM BOARD REQUEST CONSENT EXPENDITURE FROM RESTRICTED FUND LINE ITEM 4999: TOURISM GRANT IMPACT

Lee Nettles, Jess Schwartzenberg, and Tim Cafferty addressed the Board and stated that the Tourism Board reviewed fifteen applications and unanimously recommended awards totaling \$1,584,389.00. Mr. Nettles then talked briefly on each project throughout the county that this grant would impact.

MOTION

Commissioner House motioned to give consent for expenditure of \$1,584,389.00 from the DCTB Restricted Fund, Line Item 4999.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

Chairman Woodard expressed that he believes that it is critical that the public be aware of what the Visitors Bureau is doing with the money and how much of it goes back into all of the municipalities and not just unincorporated Dare County.

Commissioner Ross inquired if the Tourism Board has received requests on constructing more sports courts and could those fall under the umbrella of tourism related investments? Mr. Nettles responded that he feels that the Tourism Board would be open to that, but the

threshold for the grant is that the programs and services are needed due to the impact of tourism, which he feels is an easy requirement to satisfy.

ITEM 9 – REQUEST TO AMEND ORDINANCE 91.056 REDEMPTION; ADOPTION

Mr. Coleman explained that the proposed amendment will adjust the stray hold time from eight days to a minimum of 72 hours (three days). Animals will be held longer if there are signs of ownership or for other reasons. The SPCA will continue pursuing the owners for all strays and this change will be consistent with the state regulations and other shelters.

MOTION

Commissioner Bateman motioned to schedule a Public Hearing for December 4th, 2023 at 9:00 a.m.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

Dorothy Hester, Public Information Officer, left the room at 10:29 a.m., she returned at 10:32

ITEM 10 – KENRICK ALBAUGH STORAGE WAREHOUSE GROUP DEVELOPMENT – SUP #6-2023

Due to the applicant not being present, SUP #6-2023 was not presented.

ITEM 11 – A REQUEST TO CLOSE A PORTION OF THE G A KOHLER COURT RIGHT-OF-WAY (Att. 3)

Mr. Gillam stated that the property owners of Rodanthe by the Sea Subdivision are requested that a portion of 60-foot Right-of-Way of G A Kohler Court in Rodanthe be permanently closed pursuant to the requirements of North Carolina General Statute 153A-241. This will allow the ocean front property owners the ability to move their houses westward on their lots to mitigate damages from erosion and storm events.

MOTION

Commissioner Couch motioned to adopt the resolution as required by G.S. 153A-241 and to schedule a Public Hearing on the Matter December 4, 2023 at 9:00 a.m.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

ITEM 12 – AMENDMENT TO DREDGE CONTRACT

Mr. Outten explained that back in September the Board approved the First Amendment to the Dredge Contract with EJE Dredging to change the language so that the rates paid to EJE followed the Corps rates, no matter when the corps changed rates. For clarification concerning calculation of cost savings only (no impact on sums paid to EJE by Dare), EJE has asked that we add the following language: "For the sole purpose of calculating dredge savings from October 1, 2022, until the effective date of this amendment only, this section is effective retroactively to October 1, 2022. This section is not intended to and shall not change any sums paid or due to EJE prior to the approval of this amendment."

MOTION

Commissioner House motioned to approve the amendment to the Dredge Contract.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

ITEM 13 – CAPITAL PROJECT ORDINANCE AMENDMENT

Mr. Outten explained that for the KDH EMS Station 1 project, Owner Contingency funds are needed to offset the cost of a design change to the waste water treatment pump station. \$80,722 will need to be moved from Owner Contingency to Barnhill's GMP. We talked with them to not have to pay the additional cost, but it is more cost effective to have them install it.

MOTION

Vice-Chairman Overman motioned to approve the Capital Project Ordinance Amendment. Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 14 – EMS STATION #1 CHANGE ORDER PROPOSAL

Mr. Outten stated that there is a need for a design change to the wastewater treatment pump station for the EMS Station #1 in Kill Devil Hills. The cost for the updated design is \$80,722.00. There are contingency funds available within the project budget to offset this change order proposal.

MOTION

Vice-Chairman Overman motioned to approve the Change Order Proposal. Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 15 – CONSENT AGENDA

The Manager announced the items as they were visually displayed in the meeting room.

MOTION

Commissioner Bateman motioned to approve the Consent Agenda:

- 1) Approval of Minutes (10.02.23) (**Att. #4**)
- 2) Tax Collector's Report
- 3) Schedule of Meeting Dates – 2024 (**Att. #5**)
- 4) Brightspeed Contract for Internet and Network Services
- 5) Late Applications for Property Tax Exemptions - 2023
- 6) Service Agreement with Maximus US Services, Inc.
- 7) Resolution for the Conveyance of Surplus Property (**Att. #6**)
- 8) Budget Amendment for Dredge Loan Forgiveness
- 9) Budget Amendment for State and Local Cybersecurity Grant Program
- 10) Opioid Settlement Funds Resolution (**Att. #7**)
- 11) DHHS – Public Health Charles W Gaddy & Lucy Finch Gaddy Endowment Fund NC Community Foundation
- 12) DocRouter Plus User Agreement – Register of Deeds

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

ITEM 16 – BOARD APPOINTMENTS

- 1) Commission for Working Waterman

Commissioner House motioned to appoint Sean Darsee.

VC Overman seconded the motion.

VOTE: AYES unanimous

2) Upcoming Board Appointments

The upcoming Board appointments for December 2023, January 2024, and February 2024 were announced.

ITEM 17 – COMMISSIONERS’ BUSINESS & MANAGER’S/ATTORNEY’S BUSINESS

Following is a brief summary outline of the items mentioned by Commissioners and the County Manager during this segment:

MANAGER’S/ATTORNEY’S BUSINESS

Mr. Outten

- Stated that costs are continuing to elevate instead of leveling out which will generate changes in Phase II when the bidding process begins in the beginning of the year. This will also make us review Phase III to see if the timing and planning of those projects will change.
- Explained that the irrigation system at First Flight Middle school needs to be replaced. He stated that it can be hooked into the County’s distribution system and the cost is about \$72,000, which will be taken out of contingency. He also informed the Board that there will be additional costs on this field in the future.
- Announced that the United States Board on Geographic Names sent Dare County a request asking for the Board’s approval of the naming of Gray’s Creek in Buxton.

MOTION:

Vice-Chairman Overman motioned to approve the Board’s approval of the naming of Gray’s Creek.

Seconded by Commissioner Bateman.

VOTE: AYES unanimous

Commissioner Bateman

- Referenced Doughs Creek and the projects in Kitty Hawk that were completed last year. He asked if there was anything that could be sent to Soil and Water to get something started. Mr. Outten stated that it is in the works as he speaks.
- Stated that Allen Poole sent the Board information on the Legislatures appropriated \$54.9 million for multi-use paths throughout the state of North Carolina. He stated that he had addressed Vice-Chairman about a potential multi-use path on Driftwood Road, and then possibly a multi-use path on Airport Road, or on Hatteras Island. Mr. Outten stated that he had sent the information over to Spencer Gregory to look into it for the path that goes through the Coastal Studies Institute, but he will add Driftwood Road and Airport Road.
- Stated that last year the Storm Soccer League and a non-profit league were discussing approaching the Tourism Board for funds for their soccer fields, he expressed he was unaware if they proceeded or not. He then asked the County Manager if that was something they could do. Mr. Outten explained that Lee Nettles indicated that it could be possible, but the issue is what are we using the fields for. If we are using them for the Parks and Recreation program then it is not eligible, there has to be a tourism nexus that draws out of town tourists.

Commissioner Couch

- Recognized the passing of three individuals from the Hatteras Community: Hilton Rollinson, Sarah Austin, and Captain Johnny Williams Sr.

- Referenced the exemplary soccer programs within the county, and that basketball season is approaching. He believes there will be multiple high achieving basketball teams this year.
- Stated that Coaches vs. Cancer program is beginning to receive nationwide attention.
- Expressed that we are beginning to lose a lot of citizens from the greatest generation and he is concerned about the future of this country.

Commissioner Ross

- Attended one of the Saving Lives Task Force Meetings and expressed he is majorly concerned for the upcoming generations.
- Recognized that Veterans Day is approaching and announced that on November 8th there is a Veterans luncheon at the Virginia Tillett Community Center.
- November 14th at 2:30 p.m.: The Wall that Heals will be arriving where people will be welcoming the memorial by lining the streets.
- November 14th at 4:00 p.m.: There will be a Ribbon Cutting event at the Animal Shelter for the new emergency surgery center.
- November 16th 10:00 a.m.: The Wall that Heals Opening Ceremony.
- November 17th at 6:00 p.m.: Candlelight ceremony to honor the Veterans.
- Announced that he had spoken to Commissioner Couch and the County Manager about a safety concern that had been received in regards to a fully bulk headed retention pond located on an old abandoned golf course in Frisco. He formally asked that the issue be looked into and a remedy to the safety concerns be created.

Commissioner House

- Asked that the masks and social distancing requirement be removed from the Public Comment title page summary.
- Recognized the life of Commissioner Jim Tobin, expressed that himself and the Board deeply mourn his loss.
- Expressed his gratitude to Chairman Woodard for recognizing his father-in-law, who was a 30-year United States Marine Corps Marine Master Gunnery Sergeant.
- Stated that he will be following behind Chairman Woodard in his Jeep escorting in The Wall That Heals.
- Our Day in History: 1860 Abraham Lincoln was elected President of the United States.
- Pet of the Week: Cletis, a cat, is available for adoption at the SPCA.

Vice-Chairman Overman

- Recognized Service Pin Receipts and the Employee of the Month, John Morris.
- November 14th: The Wall that Heals will arrive. He asked for individuals to line the sidewalks and wave American Flags to show support.
- November 15th: The Wall that Heals will be set up with a soft opening that afternoon.
- November 16th at 10:00 a.m.: Opening Ceremony with an Admiral speaking as well as several other Vietnam Veterans and Chairman Woodard.
- November 17th: The Candlelight Ceremony will be held.
- Announced that the Wall will be open 24 hours a day and that transportation will be provided, particularly from Hatteras Island, on Thursday, Friday, & Saturday. He stated

that people can contact Dare County Transportation at 252-475-5640 if they are interested. The shuttle will run twice a day and one of the vans is wheelchair accessible.

- November 18th: Veterans Walk to the Wall that begins at 11:00 a.m. at the event site where Veterans will gather and proceed out to the Wall.
- Thursday Oct 26th: The Fourth Saving Lives Task Force Summit was held at St. Andrews by the Sea. He stated that it was very well attended program and there were great speakers on substance abuse.

Chairman Woodard expressed that the amount of people and talent on the Saving Lives Task Force is incredible.

Dorothy Hester – None

Dave Clawson – Announced that the first bid opening for the Phase II EMS Bid is November 28th and the second bid opening is December the 12th.

At the conclusion of the meeting, Chairman Woodard asked for a motion to adjourn.

MOTION

Commissioner House motioned to adjourn the meeting.

Commissioner Bateman and Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

At 11:15 a.m., the Board of Commissioners adjourned until 9:00 a.m. December 4th, 2023.

Respectfully submitted,

[SEAL]

By: _____
Skyler Foley, Clerk to the Board

APPROVED: By: _____
Robert Woodard, Sr., Chairman
Dare County Board of Commissioners

Note: Copies of attachments (Att.), ordinances, resolutions, contracts, presentations, and supporting material considered by the Board of Commissioners at this meeting are on file in the office of the Clerk. Attempts have been made to accurately spell each podium speaker.



Tax Collector's Report

Description

October 2023 Discoveries over \$100
October 2023 Releases over \$100
October 2023 NCVTS Refunds over \$100

Board Action Requested

Approved

Item Presenter

Becky Huff, Tax Collector

Discovery Report for Real Estate and Personal Property

(Discoveries over \$ 100)

MONTH: OCTOBER

DATE RANGE: 10/1/2023 - 10/31/2023

Submitted By: Becky Huff

Taxpayer Name	Parcel	Bill Yr	AR	Reason	Value Discovered	Tax Discovered
ISLAND SMOOTHIE CAFE	985099000	2023	25	Late Listed	\$ 132,151.00	\$ 901.99
SANDALWOOD CONST INC	971007000	2023	25	Late Listed	\$ 38,835.00	\$ 284.28
R L MUSICK CONCRETE	973885000	2023	25	Late Listed	\$ 47,615.00	\$ 312.32
ODEN BROTHERS, INC	973010002	2023	25	Late Listed	\$ 429,006.00	\$ 3,036.73
					\$ 647,607.00	\$ 4,535.32

Release Report for REAL ESTATE and PERSONAL PROPERTY
(Releases over \$ 100)

MONTH: OCTOBER

DATE RANGE: 10/1/2023 - 10/31/2023

Submitted By: Becky Huff

Taxpayer Name	Parcel #	Bill Year	AR	Reason	Released Value	Released Tax
MORRIS RV SVC INC	981854000	2023	25	Amended Filing	\$ (66,799.00)	\$ (443.95)
ATLANTIC COAST CAFE	983461000	2023	25	Business sold in 2022	\$ (25,264.00)	\$ (170.30)
LL FLOORING INC	978091000	2023	25	Duplicate bill	\$ (91,561.00)	\$ (760.91)
Totals:					\$ (183,624.00)	\$ (1,375.16)



North Carolina Vehicle Tax System

NCVTS Pending Refund report

OCTOBER 2023

Payee Name	Address 1	Address 3	Bill #	Transaction #	Levy Type	Change	Interest Change	Total Change
DUNN, CYNTHIA SUE	3215 BAY DR	KILL DEVIL HILLS, NC 27948	0074161410	195230984	Tax	(\$120.06)	\$0.00	(\$120.06)
					Tax	(\$106.42)	\$0.00	(\$106.42)
					Refund			\$226.48
GRANT, ROBERT THADDEUS	28 HAMMOCK DR	MANTEO, NC 27954	0053230218	194704350	Tax	(\$54.34)	\$0.00	(\$54.34)
					Tax	(\$46.88)	\$0.00	(\$46.88)
					Refund			\$101.22
HEATON, KAITLYN MARIE	7049 CURRITUCK RD	KITTY HAWK, NC 27949	0064314756	291878130	Tax	(\$73.23)	\$0.00	(\$73.23)
					Tax	(\$8.85)	\$0.00	(\$8.85)
					Tax	(\$18.28)	\$0.00	(\$18.28)
Refund			\$100.36					
HICKS, JEREMY STEPHEN	PO BOX 125	HATTERAS, NC 27943	0074734445	488449205	Tax	(\$162.19)	\$0.00	(\$162.19)
					Tax	(\$21.99)	\$0.00	(\$21.99)
					Tax	(\$3.40)	\$0.00	(\$3.40)
					Tax	(\$44.55)	\$0.00	(\$44.55)
					Tax	(\$28.47)	\$0.00	(\$28.47)
Refund			\$260.60					
NIEMAN, THOMAS WAYNE	136 W WATERSIDE LN	NAGS HEAD, NC 27959	0067190826	194963416	Tax	(\$128.53)	\$0.00	(\$128.53)
					Tax	(\$92.27)	\$0.00	(\$92.27)
					Refund			\$220.80
ROBERSON, CHRISTIE SUSANNE	212 W ATLANTIC BLVD	ATLANTIC BEACH, NC 28512	0073416990	488450370	Tax	(\$267.03)	\$0.00	(\$267.03)
					Tax	(\$130.48)	\$0.00	(\$130.48)
					Tax	(\$56.87)	\$0.00	(\$56.87)
					Tax	(\$5.60)	\$0.00	(\$5.60)
					Tax	(\$73.34)	\$0.00	(\$73.34)
Refund			\$533.32					
							Refund Total	\$1442.78



Budget Amendment for the closeout of the Colington Road Waterline Betterment

Description

The final cost, per NCDOT, for the Colington Road Water Line Betterment Project is \$423,508.31. The project was originally budgeted in fiscal year 2019 at \$310,045. An additional \$113,464 is being requested for the difference between the 2019 estimate and the actual cost of the project.

Board Action Requested

Approval of the additional \$113,464 so payment can be issued to NCDOT for the Colington Waterline Betterment.

Item Presenter

William Nash, Utilities Director

**County of Dare, North Carolina
Capital Project Ordinance
for
Approved FY 2024 Water CIP Projects**

BE IT ORDAINED by the Board of Commissioners of the County of Dare, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is adopted:

Section 1 The project authorized is for the final amount per NCDOT for the Colington Road Water Line Betterment Project, originally budgeted in fiscal year 2019 at \$310,045.

Section 2 The following budget shall be conducted within the Water Capital Projects Fund (fund #38).

Section 3 The following amounts are appropriated for the projects:

Colington Road Betterment	385815-737010-38051	\$113,464
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Section 4 The following revenues are anticipated to be available to complete the projects:

Transfer from Water Fund (E&R)	383090-473600-738051	\$113,464
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Section 5 The Finance Officer is directed to report the financial status of the project as a part of the normal monthly reporting process.

Section 6 Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Board of Commissioners.

Adopted this 4th day of December, 2023.

Chairman, Board of Commissioners

[SEAL]

Skyler Foley, Clerk to the Board of Commissioners

DARE COUNTY

BUDGET AMENDMENT

F/Y 2023-2024

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Water Fund					
Revenues:					
Appropriated fund balance	363800	499900	38051	\$113,464	
Expenditures:					
Transfer to Water Capital Projects Fund	364815	590100	38051	\$113,464	

Explanation:

To increase capital project budget for final amounts per NCDOT
For Colington Road water line betterment project

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



*North Carolina Governors Highway Safety Program (GHSP)
Local Government Resolution*

Description

The Dare County Sheriff's Office requests to be approved to receive an award for the 2024 fiscal year for the Local Law Enforcement Liaison Traffic Safety Grant.

Board Action Requested

Approval

Item Presenter

Sheriff J. D. "Doug" Doughtie



State of North Carolina North Carolina Department of Transportation Governor's Highway Safety Program

The North Carolina Governor's Highway Safety Program (GHSP) will award federal assistance in support of the project described below. The grantee affirms this GHSP award and enters into this grant agreement with GHSP. This grant period is October 1, 2023 through September 30, 2024.

The following documents are incorporated by reference and made part of this pending grant agreement:

- (1) Governor's Highway Safety Program's approved grant application;
- (2) The signed Agreement of Conditions that the grantee signed and provided to GHSP;
- (3) Resolution form that the grantee signed and provided to GHSP, and;
- (4) Any award notifications containing special conditions or requirements, if issued.

This agreement is not valid until the date the authorized NC Department of Transportation (NCDOT), Governor's Highway Safety Program (GHSP) official's electronic signature is entered for this grant agreement.

NCDOT GHSP Award

Upon the Execution of this grant agreement by the grantee named below, GHSP will award a federal grant as follows:

Project Number: PT-24-06-12

Grantee: 1000001031 / DARE COUNTY

Application Number: 1000017410

Agreement Number: 2000070678

CFDA Number: 600

Total Eligible Cost (in U.S. Dollars): 30,000.00

Federal Percentage of Total Eligible Cost (in U.S. Dollars): 100.00000

Local Percentage of Total Eligible Cost (in U.S. Dollars): 0.00000

Effective Date: October 1, 2023

Maximum Percentage (s) of GHSP Participation: Percentages of Federal participation are based on amounts included in the approved project budget, modified as set forth in the text following the project description.

Project Description: The Project Description includes information describing the Project within the Project Application submitted to GHSP and the approved project budget, modified by any additional statements displayed in this Grant Agreement and, to the extent GHSP concurs, statements in other documents including attachments entered in the grants management system.

The Grantee, by executing this grant agreement, affirms intent to accept this GHSP award; adopts and ratifies all statements, representations, warranties, covenants and materials it has submitted to GHSP; consents to this GHSP award; and agrees to all terms and conditions set forth in this Grant Agreement. By executing this Grant Agreement, I am simultaneously executing any Supplemental Agreement that may be required to effectuate this Grant Agreement.

Awarded by: NC Department of Transportation-GHSP

Executed by: Mark Ezzell, Director

Awarded to: DARE COUNTY

Executed by: Edward J Scarborough

North Carolina Governor's Highway Safety Program LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Dare County Sheriff's Office (herein called the "Agency")

(The Applicant Agency)

has completed an application contract for traffic safety funding; and that Dare County Board of Commissioners (herein called the "Governing Body") has thoroughly considered the problem

(The Governing Body of the Agency)

identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Dare County Board of Commissioners IN OPEN MEETING ASSEMBLED IN THE CITY OF Manteo, NORTH CAROLINA,

(Governing Body)

THIS ____ DAY OF _____, 20 ____, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Edward Jack Scarborough is authorized to file, on behalf of the Governing Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$ 30,000 to be made to the Governing Body to assist in defraying the cost of the project described in the contract application; and
(Name and Title of Representative)
(Federal Dollar Request)
3. That the Governing Body has formally appropriated the cash contribution of \$ 0.0 as required by the project contract; and
(Local Cash Appropriation)
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by _____ (Chairperson/Mayor)

ATTESTED BY _____ (Clerk)

SEAL

DATE _____

DARE COUNTY

BUDGET AMENDMENT

F/Y 2023- 2024

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department: Sheriff's Office</u>					
<u>Revenues:</u>					
Grant Proceeds-GHSP	103510	422130	00030	30,000	
<u>Expenditures:</u>					
Misc Equipment-GHSP Grant	104510	513325	00030	30,000	

Explanation:

Local Law Enforcement Liaison Traffic Safety Grant.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



Amendment to Brightspeed Contract

Description

To amend Brightspeed contract to remove 3 service locations and adjust service level of one location.

Board Action Requested

Approve the amendment and authorize the County Manager to re-approve the contract.

Item Presenter

Matthew Hester - IT Director

BRIGHTSPEED PUBLIC SECTOR MASTER SERVICES AGREEMENT

comply with all applicable laws, rules and regulations associated respectively with Brightspeed's delivery or Customer's use of the Service under the Agreement. This Agreement, including any Service Attachments, constitutes the entire and final agreement and understanding between the parties with respect to the Service and supersedes all prior agreements relating to the Service. Brightspeed is not subject to any obligations that are not explicitly identified in this Agreement. This Agreement may only be modified or supplemented by an instrument executed by an authorized representative of each party. No failure by either party to enforce any right(s) under this Agreement will constitute a waiver of such right(s).

15.8 Relationship and Counterparts. The relationship between the parties is not that of partners, agents, or joint venturers. This Agreement may be executed in one or more counterparts, all of which taken together will constitute one instrument. Digital signatures and electronically exchanged copies of signed documents will be sufficient to bind the parties to this Agreement.

Brightspeed Broadband, LLC

Dare County

Authorized Signature

Authorized Signature

Name Typed or Printed

Name Typed or Printed

Title

Title

Date

Date

Customer's Address for Notice:
Person designated for notices:

BRIGHTSPEED PUBLIC SECTOR MASTER SERVICES AGREEMENT

Pricing Attachment

Metro Ethernet pricing set forth in table below:

Address	City	State	Zip	Bandwidth	Term (Months)	MRC	NRC
370 Airport Rd	Manteo	NC	27954	10G	60	\$1,709	\$0
954 Marshall C Collins Dr	Manteo	NC	27954	10G	60	\$1,709	\$0
107 Exeter St	Manteo	NC	27954	500M	60	\$850	\$0
1632 N Croatan Hwy	Kill Devil Hills	NC	27948	200M	60	\$539	\$0
2089 Colington Road	Kill Devil Hills	NC	27948	200M	60	\$539	\$0
23679 NC Highway 12	Waves	NC	27982	200M	60	\$539	\$0
2514 S Croatan Hwy	Nags Head	NC	27959	200M	60	\$539	\$0
2601 N Croatan Highway	Kill Devil Hills	NC	27948	200M	60	\$539	\$0
300 S Mustian Street	Kill Devil Hills	NC	27948	200M	60	\$539	\$0
359 Water Plant Road	Manteo	NC	27954	200M	60	\$539	\$0
46830 NC-12	Buxton	NC	27920	200M	60	\$539	\$0
50225 Water Associate Rd	Frisco	NC	27936	200M	60	\$539	\$0
50347 NC-12	Frisco	NC	27936	200M	60	\$539	\$0
600 S Mustian Street	Kill Devil Hills	NC	27948	200M	60	\$539	\$0
138 California Ln S	Manteo	NC	27954	200M	60	\$539	\$0
24297 Atlantic Drive	Rodanthe	NC	27968	200M	60	\$539	\$0
28 E Dogwood Trail	Kitty Hawk	NC	27949	200M	60	\$539	\$0
47013 Buxton Back Rd	Buxton	NC	27920	200M	60	\$539	\$0
515 Bowsertown Road	Manteo	NC	27954	200M	60	\$539	\$0
5314 S Croatan Hwy	Nags Head	NC	27959	200M	60	\$539	\$0
6677 Hwy 64/264	Manns Harbor	NC	27953	200M	60	\$539	\$0
715 Us Highway 64	Manteo	NC	27954	200M	60	\$539	\$0
97 U.S. 264	Stumpy Point	NC	27978	200M	60	\$539	\$0
98 Bayview Drive	Stumpy Point	NC	27978	200M	60	\$539	\$0
1603 Cub Rd	Manns Harbor	NC	27935	200M	60	\$539	\$0

Pricing Notes:

- The five (5) year Service Term set forth above for each site starts upon the commencement of Service provided to such site.
- The pricing set forth in the table above applies only if Brightspeed provides Service to all sites enumerated in such table.
- At any point during the applicable Service Term, Customer has the option to convert from the Metro Ethernet Service to Dedicated Internet Access (DIA) Service at any or all of the sites set forth in the above table. The early termination charges set forth in Section 4(b) of the Agreement will not apply with regard to such conversions as long as the DIA Service pricing for

BRIGHTSPEED PUBLIC SECTOR MASTER SERVICES AGREEMENT

each converted site is at an amount equal to or greater than the amounts set forth in the table above. DIA Service pricing will be provided to Customer on a site-by-site basis. Customer will be responsible for charges related to the conversion of Service, if any.

- Customer may add Service to sites in addition to those set forth in the table above at like-for-like bandwidth pricing. If such an addition is linked to the termination of Service on a site set forth on the table above, the terminated Service will not be subject to the early termination charges set forth in Section 4(b) of the Agreement. The Customer will be obligated to pay Brightspeed for any special construction and similar charges, if any, associated with installation of an added site.



Dare County Information Technology Sole Source Resolution

Description

Dare County IT was awarded a federal grant in the amount of \$21,000 for the purchase of a Security Onion Solutions SN7200 networking monitoring appliance that will strengthen the County's cybersecurity posture. Because the grant application specifically called for a Security Onion Solutions product and because Security Onion Solutions is the only company to make this specific appliance, a sole source purchase is needed to move forward.

Board Action Requested

Approve the Sole Source resolution and authorize the County Manager to sign the contract.

Item Presenter

Dustin Peele - Project and Procurement Manager



RESOLUTION AUTHORIZING THE USE OF A SOLE SOURCE PURCHASE PURSUANT TO G.S. 143-129(e)(6) and FEDERAL UNIFORM GUIDANCE 2 C.F.R 200.320

WHEREAS, the County of Dare desires to purchase a Security Onion Solutions SN7200 network monitoring appliance and 1 year of support; and

WHEREAS, the purchase of Security Onion Solutions SN7200 network monitoring appliance is critical to strengthen the cybersecurity posture of Dare County ; and

WHEREAS, North Carolina General Statute 143-129(e)(6) and Federal Uniform Guidance 2 C.F.R 200.320 authorizes a unit of local government to purchase from a sole source when a product is only available from a Single Source resulting in inadequate competition; and

WHEREAS, the Dare County Information Technology Department has performed an evaluation and determined that SOS SN7200 Appliance, which will be built to specification, are needed.

NOW, THEREFORE BE IT RESOLVED, by the Dare County Board of Commissioners that:

1. The County of Dare is authorized to enter into a contract in the amount of \$38,449.00 with Security Onion Solutions for the sole source purchase of SN7200 appliance and 1 year of support.
2. The County Manager is authorized to execute the agreement with Security Onion Solutions and is directed to take all steps necessary to place the appliance on order.
3. This Resolution shall be effective upon its adoption.

This the 4th day of December, 2023.

Robert Woodard, Sr., Chairman

Attest:

Skyler Foley, Clerk to the Board



Security Onion Solutions
 5121 Washington Rd. Ste. 2 #223
 Evans, GA 30809

Quote Name 20231122-DareCounty001
 Account Name Dare County
 Contact Name Matthew Hester
 Phone 252.475.5832
 Email matthew.hester@darenc.gov

Created Date 11/22/2023
 Expiration Date 12/22/2023

Bill To Name Dare County
 Bill To P.O. Box 1000
 Manteo, North Carolina 27954
 United States

Prepared By Karen Long
 Send Orders To sales@securityonionsolutions.com

Payment Terms Net 30
 Ship To Name Dare County
 Ship To North Carolina
 United States

Product Code	Product	Quantity	Sales Price	Total Price
SOS-SN7200-NT-DE01	SOS SN7200 Appliance NT	1.00	\$32,500.00	\$32,500.00
SOS-SPT-1Y-8X5	Support - NBD 8x5 - 1 year	1.00	\$5,850.00	\$5,850.00

Total Price \$38,350.00
 Shipping and Handling \$99.00
 Grand Total \$38,449.00

Special Terms

Support business hours are 8 AM to 7 PM Eastern Standard Time, Monday - Friday. Support requests received after business hours will be answered on the next business day. Support is engaged by emailing support@securityonionsolutions.com. Phone and/or remote desktop support will be used when deemed necessary by Security Onion Solutions. Onsite hardware service and Advance Replacement with Next Business Day shipping are included with hardware located in the US only. For full terms, please see Security Onion Solutions Hardware Terms and Conditions. Hardware and software support is subject to usage limits during the support term.

Prices do not include applicable sales tax.

Dare County Accepted: _____

Vendor Accepted: Philip R. [Signature]

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

Sally DeLoose 11/28/23

Federal Contracting Requirements

This *Document (Attachment A)* is incorporated into the Service Contract between the County and the Contractor. Capitalized terms not defined in this Attachment shall have the meanings assigned to such terms in the Contract. All references to the "Contractor" or "Company" or "Vendor" or "Provider" shall be deemed to mean the Contractor.

This Contract will be funded in whole or in part with federal funding. As such, federal laws, regulations, policies and related administrative practices apply to this Contract. The most recent of such federal requirements, including any amendments made after the execution of this Contract shall govern the Contract, unless the federal government determines otherwise. This *Document* identifies the federal requirements that may be applicable to this contract. The Contractor is responsible for complying with all applicable provisions, updates or modifications that occur in the future relating to these clauses.

To the extent possible, the federal requirements contained in the most recent version of the Uniform Administrative Requirements for federal awards (Uniform Rules) codified at 2.CFR Part 200, including any certifications and contractual provisions required by any federal statutes or regulation referenced therein to be included in this contract are deemed incorporated into this contract by reference and shall be incorporated into any subagreement or subcontract executed by the Contractor pursuant to its obligations under this Contract. The Contractor and its sub-contractors, if any, hereby represent and covenant that they are have complied and shall comply in the future with the applicable provisions of the original contract then in effect and with all applicable federal, state, and local laws, regulations, executive orders, and rules and local policies and procedures, as amended from time to time, relating to Work to be performed under this contract.

Drug Free Workplace Requirements

Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub 100-690, Title V, Subtitle D). All contractors entering into federal funded contracts over \$100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.

Contractor Compliance

The Contractor shall comply with all uniform administrative requirements, cost principles, and audit requirement for federal awards.

Conflict of Interest

The Contractor must disclose in writing any potential conflict of interest to the County of Onslow or pass through entity in accordance with federal policy.

Mandatory Disclosures

The Contractor must disclose in writing all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.

Energy Conservation

The Contractor and Subcontractors agrees to comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. § 6321, et seq.

Federal Water Pollution Control Act

For contracts in excess of \$150,000, the Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et

seq.

The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA."

Clean Air Act (Applies to contracts in excess of \$150,000)

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. and the Federal Water Pollution Act as amended (33 USC § 1251-1387).

The Contractor agrees to report any violation to the County immediately upon discovery. The Contractor understands and agrees that the County will, in turn, report each violation as required to assure notification to the County, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency (EPA) Regional Office. Contractor must include this requirement in all subcontracts that exceed \$150,000.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Access to Records and Reports (Applies to all contracts regardless of contract amount)

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the County, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any technical specifications, books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

All Contractors and their successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing Department and FEMA access to records, accounts, documents, information, facilities, and staff.

No Obligation by Federal Government (Applies to all contracts regardless of contract amount)

The County and the Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the County, the Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Program Fraud and False or Fraudulent Statements or Related Acts
(Applies to all contracts regardless of contract amount)

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the Federally assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance. It is further agreed that the clauses shall not be modified, except to identify the sub-contractors who will be subject to the provisions.

Changes (Applies to all contracts regardless of contract amount)

Any change in the contract cost, modification, change order, or constructive change must be allowable, allocable, within the scope of its funding, grant or cooperative agreement, and reasonable for the completion of project scope. All changes and/or amendments to the contract will be outlined in detail, formalized in writing, and signed by the authorized representative of each party. Contractor's failure to do so shall constitute a material breach of the contract.

Termination (Applies to all contracts above \$10,000)

Termination Without Cause. The County may immediately terminate this Agreement at any time without cause by giving written notice to the Contractor.

Termination for Default by Either Party. By giving written notice to the other party, either party may terminate this Agreement upon the occurrence of one or more of the following events:

The other party violates or fails to perform any covenant, provision, obligation, term or condition contained in this Agreement, provided that, unless otherwise stated in this Agreement, such failure or violation shall not be cause for termination if both of the following conditions are satisfied: (i) such default is reasonably susceptible to cure; and (ii) the other party cures such default within thirty (30) days of receipt of written notice of default from the non-defaulting party; or

The other party attempts to assign, terminate or cancel this Agreement contrary to the terms hereof; or

The other party ceases to do business as a going concern, makes an assignment for the benefit of creditors, admits in writing its inability to pay debts as they become due, files a petition in bankruptcy or has an involuntary bankruptcy petition filed against it (except in connection with a reorganization under which the business of such party is continued and performance of all its obligations under this Agreement shall continue), or if a receiver, trustee or liquidator is appointed for it or any substantial part of other party's assets or properties.

Any notice of default pursuant to this Section shall identify and state the party's intent to terminate this Agreement if the default is not cured within the specified period.

Additional Grounds for Default Termination by the County. By giving written notice to the Contractor, the County may also terminate this Agreement upon the occurrence of one or more of the following events (which shall each constitute grounds for termination without a cure period and without the occurrence of any of the other events of default previously listed):

The Contractor makes or allows to be made any material written misrepresentation or provides any materially misleading written information in connection with this Agreement, Contractor's Proposal, or any covenant, agreement, obligation, term or condition contained in this Agreement; or

The Contractor takes or fails to take any action which constitutes grounds for immediate termination under the terms of this Agreement, including but not limited to failure to obtain or maintain the insurance policies and endorsements as required by this Agreement, or failure to provide the proof of insurance as required by this Agreement.

Cancellation of Orders and Subcontracts. In the event this Agreement is terminated by the County for any reason prior to the end of the term, the Contractor shall upon termination immediately discontinue all service in connection with this Agreement and promptly cancel all existing orders and subcontracts, which are chargeable to this Agreement. As soon as practicable after receipt of notice of termination, the Contractor shall submit a statement to the County showing in detail the services performed under this Agreement to the date of termination.

No Effect on Taxes, Fees, Charges, or Reports. Any termination of the Agreement shall not relieve the Contractor of the obligation to pay any fees, taxes or other charges then due to the County, nor relieve the Contractor of the obligation to file any daily, monthly, quarterly or annual reports covering the period to termination nor relieve the Contractor from any claim for damages previously accrued or then accruing against the Contractor.

Obligations Upon Expiration or Termination. Upon expiration or termination of this Agreement, the Contractor shall promptly (a) return to the County all computer programs, files, documentation, data, media, related material and any other recording devices, information, or compact discs that are owned by the County; (b) deliver to the County all Work Product; (c) allow the County or a new vendor access to the systems, software, infrastructure, or processes of the Contractor that are necessary to migrate the Services to a new vendor; and (d) refund to the County all pre-paid sums for Products or Services that have been cancelled and will not be delivered.

No Suspension. In the event that the County disputes in good faith an allegation of default by the Contractor, notwithstanding anything to the contrary in this Agreement, the Contractor agrees that it will not terminate this Agreement or suspend or limit the delivery of Products or Services or any warranties or repossess, disable or render unusable any Software supplied by the Contractor, unless (i) the parties agree in writing, or (ii) an order of a court of competent jurisdiction determines otherwise.

Authority to Terminate. The County Manager or their designee is authorized to terminate this Agreement on behalf of the County.

Audit. During the term of the Agreement and for a period of one (1) year after termination or expiration of this Agreement for any reason, the County shall have the right to audit, either itself or through a third party, all books and records (including but not limited to the technical records) and facilities of the Contractor necessary to evaluate Contractor's compliance with the terms and conditions of the Agreement or the County's payment obligations. The County shall pay its own expenses, relating to such audits, but shall not have to pay any expenses or additional costs of the Contractor. However, if non-compliance is found that would have cost the County in excess of \$5,000 but for the audit, then the Contractor shall be required to reimburse the County for the cost of the audit.

Remedies (Applies to contracts above the simplified acquisition threshold (currently \$250,000))

Liquidated Damages: The County and the Contractor acknowledge and agree that the County may incur costs if the Contractor fails to meet the delivery times set forth in the Request for Proposal for the Products and Services. The parties further acknowledge and agree that: (a) the County may be damaged by such failures, including loss of goodwill and administrative costs; but that (b) the costs that the County might reasonably be anticipated to accrue as a result of such failures are difficult to ascertain due to their indefiniteness and uncertainty. Accordingly, the Contractor agrees to pay liquidated damages at the rates set forth in the Request for Proposal (if applicable). The parties agree that the liquidated damages set forth in the Request for Proposal shall be the County's exclusive remedy for loss of goodwill and administrative costs, attributable to a failure by the Contractor to meet such delivery times but shall not be the remedy for the cost to cover or other direct damages.

Right to Cover: If the Contractor fails to meet any completion date or resolution time set forth in this Agreement (including the Exhibits), and it fails to cure such default within one (1) business day after receiving written notice from the County of such failure, the County may take any of the following actions with or without terminating this Agreement, and in addition to and without limiting any other remedies it may have:

Employ such means as it may reasonably deem advisable and appropriate to perform itself or obtain the Services from a third party until the matter is resolved and the Contractor is again able to resume performance under this Agreement; and

Deduct any and all reasonable expenses incurred by the County in obtaining or performing the Services from any money then due or to become due the Contractor and, should the County's reasonable cost of obtaining or performing the services exceed the amount due the Contractor, collect the difference from the Contractor.

Right to Withhold Payment. If the Contractor materially breaches any provision of this Agreement, the County shall have a right to withhold all payments due to the Contractor with respect to the services that are the subject of such breach until such breach has been fully cured.

Specific Performance and Injunctive Relief. The Contractor agrees that due to the potential impact on public health, monetary damages may not be an adequate remedy for the Contractor's failure to provide the Services required by this Agreement, and monetary damages may not be the equivalent of the performance of such obligation. Accordingly, the Contractor hereby agrees that the County may seek an order granting specific performance of such obligations of the Contractor in a court of competent jurisdiction within the State of North Carolina. The Contractor further consents to the County seeking injunctive relief (including a temporary restraining order) to assure performance in the event the Contractor breaches the Agreement in any material respect.

Setoff. Each party shall be entitled to setoff and deduct from any amounts owed to the other party pursuant to this Agreement all damages and expenses incurred as a result of the other party's breach of this Agreement, following any applicable cure periods, and provided such party has given notice of its intention to apply a setoff prior to making the payment deduction, together with documentary evidence demonstrating that such party has actually incurred the damages and/or expenses being setoff.

Other Remedies. Except as specifically set forth in the main body of this Agreement, the remedies set forth above shall be deemed cumulative and not exclusive and may be exercised successively or concurrently, in addition to any other available remedy

Debarment and Suspension (Applies to ALL contracts and subcontracts regardless of contract amount)

A contract award (see CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Contractor shall certify compliance.

This contract is a covered transaction for purposes of 2 CFR Part 180 and 2 CFR Part. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 CFR § 180.995), or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR§ 180.940) or disqualified (defined at 2 CFR § 180.935).

The Contractor is required to comply with 2 CFR Part 180, Subpart C and 2 CFR Part 3000, Subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder or proper certifies that:

This certification in this clause is a material representation of fact relied upon by the County. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available by the County, the federal government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 CFR Part 180, Subpart C and 2 CFR Part 3000, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

Equal Employment Opportunity (Applies to ALL federally assisted CONSTRUCTION Contracts regardless of contract amount)

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
3. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by executive Order 11375, and with the rules, regulations, and relevant orders of the Secretary of Labor.

5. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Davis-Bacon Requirements (Applies to all CONSTRUCTION contracts above \$2,000 It does not apply to other FEMA grant and cooperative agreement program, including the Public Assistance Program.

If applicable to this contract, the Contractor agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-348).

1. Minimum Wages.

(i) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalent thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: *Provided* that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under (1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Contractor and its sub-contractors at the site of the work in a prominent and accessible place where it can easily be seen by the workers.

(ii)(A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination;

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the Contractor, the laborers, or mechanics to be employed in the classification, or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii) (B) or (C) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program: *Provided* that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside assets, in a separate account, for the meeting of obligations under the plan or program.

2. *Withholding.*

The County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the Contractor under this contract or any other Federal contract with the same prime Contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any sub-contractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of work, all or part of the wages required by

the contract, the Sponsor may, after written notice to the Contractor, Sponsor, Applicant, or Owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

3. *Payrolls and Basic Records.*

(i) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker; his or her correct classification; hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in 1(b)(2)(B) of the Davis-Bacon Act); daily and weekly number of hours worked; deductions made; and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records that show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and that show the costs anticipated or the actual costs incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The Contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the Sponsor if the agency is a party to the contract, but if the agency is not such a party, the Contractor will submit the payrolls to the applicant, Sponsor, or Owner, as the case may be, for transmission to the Sponsor. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g. the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at www.dol.gov/whd/forms/wh347instr.htm or its successor site. The prime Contractor is responsible for the submission of copies of payrolls by all sub-contractors. Contractors and sub-contractors shall maintain the full social security number and current address of each covered worker and shall provide them upon request to the Sponsor if the agency is a party to the contract, but if the agency is not such a party, the Contractor will submit them to the applicant, sponsor, or Owner, as the case may be, for transmission to the Sponsor, the Contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime Contractor to require a sub-contractor to provide addresses and social security numbers to the prime Contractor for its own records, without weekly submission to the sponsoring government agency (or the applicant, Sponsor, or Owner).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the Contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) The payroll for the payroll period contains the information required to be provided under 29 CFR § 5.5(a)(3)(ii), the appropriate information is being maintained under 29 CFR § 5.5 (a)(3)(i), and that such information is correct and complete;

(2) Each laborer and mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations 29 CFR Part 3;

(3) Each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the Contractor or sub-contractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

(iii) The Contractor or subcontractor shall make the records required under paragraph (3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the sponsor, the Sponsor, or the Department of Labor and shall permit such representatives to interview employees during working hours on the job. If the Contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the Contractor, Sponsor, applicant, or Owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. *Apprentices and Trainees.*

(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency recognized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the Contractor to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a Contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or sub-Contractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a State Apprenticeship Agency recognized by the Bureau, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training

Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination that provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate that is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal Employment Opportunity. The utilization of apprentices, trainees, and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

5. Compliance with Copeland Act Requirements.

The Contractor shall comply with the requirements of 29 CFR Part 3, which are incorporated by reference in this contract.

6. Subcontracts.

The Contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR Part 5.5(a)(1) through (10) and such other clauses as the Sponsor may by appropriate instructions require, and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR Part 5.5.

7. Contract Termination; Debarment.

A breach of the contract clauses in paragraph 1 through 10 of this section may be grounds for termination of the contract, and for debarment as a Contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act Requirements.

All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.

9. Disputes Concerning Labor Standards.

Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

10. Certification of Eligibility.

(i) By entering into this contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 USC 1001.

Copeland "Anti-Kickback" Act (Applies to all CONSTRUCTION contracts above \$2,000)

Contractor. The Contractor must comply with the requirements of the Copeland "Anti-Kickback" Act (18 U.S.C. § 874 and 40 U.S.C. § 3145) and the requirements of 29 CFR Part 3 *as may be applicable*, which are incorporated by reference into this contract.

Contractor and subcontractors are prohibited from inducing, by any means, any person employed on the project to give up any part of the compensation to which the employee is entitled. The Contractor and each subcontractor must submit to the Owner, a weekly statement on the wages paid to each employee performing on covered work during the prior week

Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a Contractor and subcontractor as provided in 29 CFR § 5.12."

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Applies to all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

1. Overtime requirements. No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
3. Withholding for unpaid wages and liquidated damages. The Owner shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

4. Subcontractors. The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontracts to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for compliance by any sub-contractors or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section."

Rights to Inventions Made Under a Contract or Agreement

Patent and Rights in Data

(Applies only to Contracts involving Experimental, Developmental or Research Work)

Rights in Data - The following requirements apply to each contract involving experimental, developmental or research work:

The term "subject data" used in this clause means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the contract. The term includes graphic or pictorial delineation in media such as drawings or photographs; text in specifications or related performance or design-type documents; machine forms such as punched cards, magnetic tape, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to contract administration.

The following restrictions apply to all subject data first produced in the performance of the contract to which this Attachment has been added:

Except for its own internal use, the Purchaser or Contractor may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the Purchaser or Contractor authorize others to do so, without the written consent of the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public; this restriction on publication, however, does not apply to any contract with an academic institution.

In accordance with 49 CFR § 18.34 and 49 CFR § 19.36, the Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for "Federal Government purposes," any subject data or copyright described in subsections (2)(b)(i) and (2)(b)(ii) of this clause below. As used in the previous sentence, "for Federal Government purposes," means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not extend its Federal license to any other party.

Any subject data developed under that contract, whether or not a copyright has been obtained; and

Any rights of copyright purchased by the Purchaser or Contractor using Federal assistance in whole or in part.

When federal assistance is awarded for experimental, developmental, or research work, it is the general intention to increase knowledge available to the public rather than to restrict the benefits resulting from the work to participants in that work. Therefore, unless determined otherwise, the Purchaser and the Contractor performing experimental, developmental, or research work required by the underlying contract to which this Attachment is added agree to make available to the public, either the license in the copyright to any subject data developed in the course of that contract or a copy of the subject data first produced under the contract for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of the underlying contract, is not completed for any reason whatsoever, all data developed under that contract shall become subject data as defined in subsection (a) of this clause and shall be delivered as the Federal Government may direct. This subsection (c), however, does not apply to

adaptations of automatic data processing equipment or programs for the Purchaser or Contractor's use whose costs are financed in whole or in part with Federal assistance.

Unless prohibited by state law, upon request by the Federal Government, the Purchaser and the Contractor agree to indemnify, save, and hold harmless the Federal Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Purchaser or Contractor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under that contract. Neither the Purchaser nor the Contractor shall be required to indemnify the Federal Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Federal Government.

Nothing contained in this clause regarding rights in data shall imply a license to the Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Federal Government under any patent.

Data developed by the Purchaser or Contractor and financed entirely without the use of Federal assistance that has been incorporated into work required by the underlying contract to which this Attachment has been added is exempt from the requirements of subsections (b), (c), and (d) of this clause, provided that the Purchaser or Contractor identifies that data in writing at the time of delivery of the contract work.

Unless determined otherwise, the Contractor agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance.

Unless the Federal Government later makes a contrary determination in writing, irrespective of the Contractor's status (i.e., a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual, etc.), the Purchaser and the Contractor agree to take the necessary actions to provide those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 CFR Part 401.

The Contractor also agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance.

Patent Rights - The following requirements apply to each contract involving experimental, developmental, or research work:

General - If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under the contract to which this Attachment has been added, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the Purchaser and Contractor agree to take actions necessary to provide immediate notice and a detailed report to the party at a higher tier.

Unless the Federal Government later makes a contrary determination in writing, irrespective of the Contractor's status (a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual), the Purchaser and the Contractor agree to take the necessary actions to provide those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 CFR Part 401.

The Contractor also agrees to include the requirements of this clause in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance.

Procurement of Recovered Materials (Applies to procurement of both prime and sub contracts)

Contractor and subcontractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR Part 247. In the performance of this contract and to the extent practicable, the Contractor and subcontractors are to use products containing the highest percentage of recovered materials for items designated by the Environmental Protection Agency (EPA) under 40 CFR Part 247 whenever:

1. The contract requires procurement of \$10,000 or more of a designated item during the fiscal year; or
2. The Contractor has procured \$10,000 or more of a designated item using Federal funding during the previous fiscal year.

Section 6002(c) establishes exceptions to the preferences for recovery EPA-Designed products if the Contractor can demonstrate the item is:

- Not reasonably available within a timeframe providing for compliance with the contract performance schedule;
- Fails to meet reasonable contract performance requirements; or
- Is only available at an unreasonable price.

Information about this requirement, along with the list of EPA- designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>."

Socioeconomic Contracting: Prime contractors must affirmative steps regarding socioeconomic contracting per 2 C.F.R. 200.321(b)(6).

Safeguarding Personal Identifiable Information:

Contractor will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable federal, state, and/or local laws regarding privacy and obligations of confidentiality.

DHS Seal, Logo, and Flags

The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without pre-approval by the specific federal agency.

Domestic Preference Procurement Clause (C.F.R. 200.322)

- (1) For the purchase of any goods during the term of this contract, the contractor, when applicable, must provide a preference for products, goods, and/or materials made in the United States.

Prohibition of certain telecommunications and video surveillance services equipment (C.F.R 200.216)

(a) Recipients and sub recipients are prohibited from obligating or expending loan or grant funds to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any

system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

CERTIFICATION REGARDING LOBBYING

"Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

(Applies to Contracts above \$100,000)

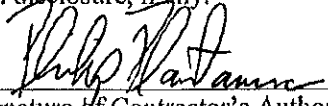
This certification requirement applies to all FEMA grant and cooperative agreement programs. Contractors that apply or bid for an award of \$100,000 or more shall file the required certification required by 49 C.F.R. part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose the name of any registrant under the Lobby Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-federal funds with respect to that federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the County.

The offeror, by signing its offer, hereby certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Security Onion Solutions, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Philip Plantamura, COO

Printed Name and Title of Contractor's Authorized Official

Date: 11/27/2023



Dare County Transportation - Title VI Policy Update

Description

NCDOT has requested that Dare County Transportation update our Title VI anti-discrimination plan to be in compliance with Federal Transit Administration (FTA) requirements of updating the Policy once every three years. The last Policy update was signed on 12/7/2020.

Board Action Requested

Policy to be adopted by the Dare County Board of Commissioners.

Item Presenter

Radcliff Hester, Transportation Program Supervisor

Dare County Transportation System



Date Adopted
12/04/2023

Title VI Program Plan



TITLE VI PLAN REVIEW AND ADOPTION

On behalf of the Dare County Transportation System (DCTS), I hereby acknowledge receipt of the Title VI Nondiscrimination Plan. We, the Dare County Board of Commissioners, have **reviewed and hereby adopt** this Plan. We are committed to ensuring that all decisions are made in accordance with the nondiscrimination guidelines of this Plan, to the end the no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Dare County Transportation System services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal Transit Administration.

Signature of Authorizing Official

12/04/2023
DATE

Table of Contents

Title VI Nondiscrimination Agreement	6
1.0 Introduction	7
2.0 Description of Programs and Services	7
2.1 Program(s) and Services Administered	7
2.2 Funding Sources / Tables.....	7
2.3 Decision-Making Process.....	8
2.4 Title VI Coordinator	9
2.5 Change of Title VI Coordinator and/or Head of Decision-making Body.....	9
2.6 Organizational Chart.....	9
2.7 Subrecipients	9
3.0 Title VI Nondiscrimination Policy Statement	10
4.0 Notice of Nondiscrimination	11
5.0 Procedures to Ensure Nondiscriminatory Administration of Programs and Services	12
6.0 Contract Administration	13
6.1 Contract Language.....	13
6.2 Nondiscrimination Notice to Prospective Bidders	14
7.0 External Discrimination Complaint Procedures	15
Discrimination Complaint Form	17
Discrimination Complaints Log.....	19
Investigative Guidance	20
SAMPLE Investigative Report Template.....	21
8.0 Service Area Population Characteristics	22
8.1 Race and Ethnicity	22
8.2 Age & Sex.....	22
8.3 Disability	23
8.4 Poverty	24
8.5 Household Income.....	24
8.6 Limited English Proficiency Populations.....	25
8.7 Population Locations	25
9.0 Title VI Equity Analyses (and Environmental Justice Assessments)	25
10.0 Public Involvement	26
10.1 Introduction.....	26
10.2 Public Notification	26

10.3 Dissemination of Information	26
10.4 Meetings and Outreach.....	27
10.5 Limited English Proficiency.....	28
10.6 Demographic Requests.....	31
10.7 Key Community Contacts	32
10.8 Summary of Outreach Efforts Since the Last Title VI Program Submission	32
11.0 Staff Training.....	32
12.0 Nonelected Boards and Committees – By Race and Gender	33
13.0 Record-Keeping and Reports.....	33
14.0 Transit Providers.....	34
14.1 Service Standards	34
14.2 Service Policies	34
Appendices.....	36
Appendix A – Applicable Nondiscrimination Authorities	
Appendix B – Organizational Chart	
Appendix C– NCDOT’s Transit Review Checklist	
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**TITLE VI NONDISCRIMINATION AGREEMENT
BETWEEN
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
AND
DARE COUNTY TRANSPORTATION SYSTEM**

In accordance with DOT Order 1050.2A, Dare County Transportation System (DCTS) assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of **race, color, national origin, sex, creed, age, or disability**, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by Dare County Transportation System.

Further, Dare County Transportation System hereby agrees to:

1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Transportation Planner of the organization.
2. Issue a policy statement, signed by the Transportation Planner of the organization, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of Transportation Planner.
3. Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization. Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.
4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.
5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.
6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's subrecipients.
7. Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by NCDOT.
8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

THIS AGREEMENT is given in consideration of, and for the purpose of obtaining, any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding.

Authorized Signature

12/04/2023

Date

Robert Woodard, Dare County Board of Commissioners
Chairman

1.0 INTRODUCTION

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d provides that: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, creed (religion), and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal-aid recipients, subrecipients, and contractors, including those that are not federally-funded (see Appendix A – Applicable Nondiscrimination Authorities).

Dare County Transportation System is a recipient of Federal Transit Administration (FTA) funds from the North Carolina Department of Transportation (NCDOT). DCTS establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined within the FTA Certifications & Assurances, "Nondiscrimination Assurance." This document details the nondiscrimination program, policies, and practices administered by Dare County Transportation System, and will be updated periodically to incorporate changes and additional responsibilities as they are made. This Plan will be submitted to NCDOT or FTA, upon request.

2.0 DESCRIPTION OF PROGRAMS AND SERVICES

2.1 PROGRAM(S) AND SERVICES ADMINISTERED

Dare County Transportation System staff consists of a Transportation Supervisor, Transportation Scheduler/Dispatcher, Lead Driver, two Full-Time Drivers, and approximately 18 part time drivers.

Dare County Transportation System provides a fleet of 10 passenger and wheelchair equipped vans. Vans are operated by funding provided through NCDOT Grants 5310 and 5311, Local Funds, Fare Revenues, and Donations. may not operate in competition with private transportation services such as same day service providers like Taxi and Shuttle Van services. All Transportation appointments are required to be scheduled a minimum of 48 hours in advance. All appointments are scheduled on a first come first-serve basis. DCTS has limited space on its schedules so transportation appointments should be made as far in advance as possible by calling reservations at 252/473-5640, between the hours of 7:30 a.m. and 5 p.m. Monday through Friday, closed all County Holidays.

Type of Service	Days of week	Times	Fare (if applicable)
In-County trips	M-F	7:30 -5:00	\$3 one way/\$6 round trip
Out-of-County - Elizabeth City, NC - Chesapeake, VA - Norfolk, VA - Virginia Beach, VA -	Tu and Th	7:30 – 5:00 *Appointment times for all out of county trips between 8 a.m. and 12 noon	\$7 one way/\$14 round trip
Out of County - Greenville, NC	2 nd and 4 th Wednesdays of month	7:30 - 5:00	\$7 one way/\$14 round trip
Out of County - Durham, NC - Chapel Hill, NC	3 rd Wednesday of month	7:30 - 5:00	\$7 one way/\$14 round trip

2.2 FUNDING SOURCES / TABLES

For the purpose of federally assisted programs, "federal assistance" shall include:

1. grants and loans of Federal funds;
2. the grant or donation of Federal property and interest in property;
3. the detail of Federal personnel;
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
5. any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Each FTA Formula Grant received by our system during the past year, and whether the funds were received through NCDOT or directly from FTA, is checked below.

Grant Title	NCDOT	FTA	Details (i.e., purpose, frequency, and duration of receipt)
5310 (Transportation for Elderly Persons and Persons with Disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Grant Application
5311 (b)(3) (Rural Transit Assistance)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Grant Application

2.3 DECISION-MAKING PROCESS

The Dare County Board of Commissioners (BOC) is the governing board for Dare County Transportation and makes the final decisions on adopting program documents. The seven member board votes at one of the monthly meetings on the first Monday of the month. Permission is granted to be on the agenda. Various Plans/Policies/documents are required to be adopted by the BOC, Local Coordinated Plan (LCP) must be approved every four years, the Substance Abuse Policy (amended as needed). Title VI Plan amended as needed or every 3 years. The BOC approves by vote. A Resolution granting permission for Dare County to apply and receive the annual CTP funds must be passed by the BOC.

Any documents that do not need the Commissioners approval will be brought before the Dare County Transportation Advisory Board (TAB) at a quarterly meeting. Members of the TAB are appointed by the Board of Commissioners and serve a three-year term. The BOC and TAB must approve any rate changes with a minimum of thirty days written notice.

Board or Committee Name	Appointed	Elected	# of Members
Transit Advisory Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10
Dare County Board of Commissioners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7

2.4 TITLE VI COORDINATOR

The individual below has been designated as the Title VI Coordinator for Dare County Transportation System, and is empowered with enough authority and responsibility to implement the Title VI Nondiscrimination Program:

Radcliff Hester
 Dare County Transportation Supervisor / Title VI Coordinator
 954 Marshall C. Collins Drive
 Manteo, NC 27954

252/475-5641
252/473-3471 (Fax)
radcliff.hester@darenc.gov

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT or any other regulatory agency.
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Training internal staff and officials on their Title VI nondiscrimination obligations.
- Disseminating Title VI information internally and to the general public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income, and other underserved groups are included and not discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.
- Implementing procedures for prompt processing (receiving, logging, investigating and/or forwarding) of discrimination complaints.
- Coordinating with, and providing information to, NCDOT and other regulatory agencies during compliance reviews or complaint investigations.
- Promptly resolving areas of deficiency to ensure compliance with Title VI nondiscrimination requirements.

2.5 CHANGE OF TITLE VI COORDINATOR AND/OR EXECUTIVE DIRECTOR

If Title VI Coordinator or Executive Director changes, this document and all other documents that name the Coordinator, will immediately be updated, and an updated policy statement will be signed by the new Executive Director.

2.6 ORGANIZATIONAL CHART

Dare County Transportation System currently employs staff which consist of the following job categories:

- Executive Director (1)
- Operations Coordinator
- Finance Coordinator
- Administrative Assistants (1)
- Lead Dispatcher (1)
- Dispatchers (2)
- Scheduler (1)
- Lead Driver (1)
- Drivers (16)


An organizational chart showing the Title VI Coordinator's place within the organization is in **Appendix B**.

2.7 SUBRECIPIENTS

Dare County Transportation System does not have pass through funds to any other organizations and, therefore, does not have any subrecipients.

3.0 TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of Dare County Transportation System (DCTS), as a federal-aid recipient, to ensure that no person shall, on the ground of **race, color, national origin, sex, creed (religion), age or disability**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all other related nondiscrimination laws and requirements.

Signature 

Radcliff Hester, Dare County Transportation System, Title VI Coordinator

11/20/2023

Date

Title VI and Related Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d) provides that, “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The 1987 Civil Rights Restoration Act (P.L. 100-259) clarified and restored the original intent of Title VI by expanding the definition of “programs and activities” to include all programs and activities of federal-aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not.

Related nondiscrimination authorities include, but are not limited to: U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act”; 49 U.S.C. 5332, “Nondiscrimination (Public Transportation)”; FTA Circular 4702.1B - Title VI Requirements and Guidelines for Federal Transit Administration Recipients; DOT Order 5610.2a, “Actions to Address Environmental Justice in Minority Populations and Low-Income Populations”; FTA C 4703.1 - Environmental Justice Policy Guidance For Federal Transit Administration Recipients; Policy Guidance Concerning (DOT) Recipient’s Responsibilities to Limited English Proficient (LEP) Persons, 74 FR 74087; The Americans with Disabilities Act of 1990, as amended, P.L. 101-336; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790; Age Discrimination Act of 1975, as amended 42 U.S.C. 6101; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601; Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d

Implementation

- This statement will be signed by the Transportation Planner of the Dare County Transportation System and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist's desk, in meeting rooms, at transit stops, inside vehicles, and disseminated within brochures and other written materials.
- The *core* of the statement (signature excluded) will circulate *internally* within annual acknowledgement forms.
- The statement will be posted or provided in languages other than English, when appropriate.

4.0 NOTICE OF NONDISCRIMINATION

- Dare County Transportation System operates its programs and services without regard to **race, color, national origin, sex, creed (religion), age, and disability** in accordance with Title VI of the Civil Rights Act and related statutes. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with Dare County Transportation System.
- For more information on Dare County Transportation System civil rights program, and the procedures to file a complaint, contact 252/475-5641; email radcliff.hester@darenc.gov; or visit our administrative office at P.O. Box 1000, 954 Marshall C. Collins Drive, Manteo, NC 27954. For more information, visit www.darenc.gov/transportation.
- If information is needed in another language, contact 252/475-5516.
- A complainant may file a complaint directly with the North Carolina Department of Transportation by filing with the Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511, Attention: Title VI Nondiscrimination Program; phone: 919-508-1808 or 800-522-0453, or TDD/TTY: 800-735-2962.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Implementation

- This statement will be signed by the Transportation Supervisor of the Dare County Transportation System, and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist's desk, in meeting rooms, inside vehicles, and disseminated within brochures and other written material.
- The notice will be posted in our offices and inside our vehicles.
- The statement will be posted or provided in languages other than English, when appropriate.
- See **Appendix C** for Spanish and French versions of this notice.

5.0 PROCEDURES TO ENSURE NONDISCRIMINATORY ADMINISTRATION OF PROGRAMS AND SERVICES

We are committed to nondiscriminatory administration of our programs and services, organization wide. Dare County Transportation System will remind employees of Title VI nondiscrimination obligations through staff training and use of the **Annual Education and Acknowledgment Form** below. The Title VI Coordinator will periodically assess program operations to ensure this policy is being followed.

Annual Education and Acknowledgement Form

Title VI Nondiscrimination Policy

(Title VI and related nondiscrimination authorities)

No person shall, on the grounds of race, color, national origin, sex, age, creed, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of Dare County Transportation System are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Radcliff Hester at 252-475-5641.

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

Acknowledgement of Receipt of Title VI Program

I hereby acknowledge receipt of Dare County Transportation Service Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program and I am committed to ensuring that no person is excluded from participation in or denied the benefits of Dare County Transportation Service programs, policies, services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

Signature

Date

Implementation

- Periodically, but not more than once a year, employees and representatives will receive, review and certify commitment to the Title VI Program.
- New employees shall be informed of Title VI provisions and expectations to perform their duties, accordingly, asked to review the Title VI Program, and required to sign the acknowledgement form.
- Periodic review of operational practices and guidelines by the Title VI Coordinator to verify compliance with the Title VI Program. Maintain documents of each review on file.
- Signed acknowledgement forms and records of internal assessments will remain on file for at least three years.

6.0 CONTRACT ADMINISTRATION

Dare County Transportation System (DCTS) ensures all contractors will fulfill their contracts in a nondiscriminatory manner. While contractors are not required to prepare a Title VI Program, they must comply with the nondiscrimination requirements of the organization to which they are contracted. Dare County Transportation System and its contractors will not discriminate in the selection and retention of contractors (at any level) or discriminate in employment practices in connection with any of our projects.

6.1 CONTRACT LANGUAGE

I. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Transit Administration (FTA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FTA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FTA, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-

discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

(6) Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FTA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

II. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);

- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

*The Contractor has read and is familiar with the terms above:

Contractor's Initials

Date

Implementation

- The nondiscrimination language above (**with** initials line) will be appended to any *existing* contracts, purchase orders, and agreements that do not include it, and initialed by the responsible official of the other organization.
- The nondiscrimination language above (**without** initials line) will be incorporated as standard language before the signature page of our standard contracts, purchase orders, and agreements.
- The Title VI Coordinator will review *existing* contracts to ensure the language has been added.

6.2 NONDISCRIMINATION NOTICE TO PROSPECTIVE BIDDERS

Dare County Transportation System, in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities, and Title 49 Code of Federal Regulations, Parts 21 and 26, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority and women business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, creed, limited English proficiency, low-income, or disability in consideration for an award.

Implementation

- The nondiscrimination language above will be included in all solicitations for bids for work or material and proposals for negotiated agreements to assure interested firms that we provide equal opportunity and do not discriminate.

- Outreach efforts will be made to minority and women-owned firms that work in requested fields and documented.
- Unless specifically required under Disadvantaged Business Enterprise (DBE) or Affirmative Action programs, all contractors will be selected without regard to their race, color, national origin, or sex.

7.0 EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

These discrimination complaint procedures outline the process used by Dare County Transportation System to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to Dare County Transportation System programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

FILING OF COMPLAINTS

1. **Applicability** – These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
2. **Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, sex, age, national origin, creed (religion) or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative and must be in writing.
3. **Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:
 - The date of the alleged act of discrimination; or
 - The date when the person(s) became aware of the alleged discrimination; or
 - Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- **Dare County Transportation System, ATTN:** Executive Director, PO Box 1000, Manteo, NC 27954
 - **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453
 - **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
 - **Federal Transit Administration**, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg. 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
 - **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228
4. **Format for Complaints** – Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant's name, address, and telephone number. Complaints received by fax or e-mail **will** be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
 5. **Discrimination Complaint Form** – The Discrimination Complaint Form is consistent with the FTA Certifications & Assurances, "Nondiscrimination Assurance."
 6. **Complaint Basis** – Allegations must be based on issues involving race, color, national origin, sex, age, creed (religion) or disability. The term "basis" refers to the complainant's membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations FTA
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 49 U.S.C. 5332(b); FTA Circular 4702.1B
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin	Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	49 U.S.C. 5332(b); Title IX of the Education Amendments of 1972
Age	Persons of any age	21 year old person	Age Discrimination Act of 1975
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, para-amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Creed	Religion.	Muslim, Christian, Hindu, Atheist	49 U.S.C. 5332(b)

Complaint Processing

1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).
3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has enough merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

Complaint Log

1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information and assigned a **Case Number**. (Note: All complaints must be logged).
2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also be request the complaints log during pre-grant approval processes).
3. The **Log Year(s)** since the last submittal will be entered (e.g., 2015-2018, 2017-2018, FFY 2018, or 2018) and the complaints log will be signed before submitting the log to NCDOT.
4. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.

Dare County Transportation System
DISCRIMINATION COMPLAINT FORM

Any person who believes that he/she has been subjected to discrimination based upon race, color, creed, sex, age, national origin, or disability may file a written complaint with Dare County Transportation System within 180 days after the discrimination occurred.

Last Name:		First Name:		<input type="checkbox"/> Male
				<input type="checkbox"/> Female
Mailing Address:		City	State	Zip
Home Telephone:	Work Telephone:	E-mail Address		

Identify the Category of Discrimination:

<input type="checkbox"/> RACE	<input type="checkbox"/> COLOR	<input type="checkbox"/> NATIONAL ORIGIN	<input type="checkbox"/> SEX
<input type="checkbox"/> CREED (RELIGION)	<input type="checkbox"/> DISABILITY	<input type="checkbox"/> LIMITED ENGLISH PROFICIENCY	<input type="checkbox"/> AGE

**NOTE: Title VI bases are race, color, national origin. All other bases are found in the "NonDiscrimination Assurance" of the FTA Certifications & Assurances.*

Identify the Race of the Complainant

<input type="checkbox"/> Black	<input type="checkbox"/> White	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian American
<input type="checkbox"/> American Indian	<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Other _____

Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.

Names of individuals responsible for the discriminatory action(s):

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary).

The law prohibits intimidation or **retaliation** against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).

Name	Address	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

DISCRIMINATION COMPLAINT FORM

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- NC Department of Transportation _____
- Federal Transit Administration _____
- US Department of Transportation _____
- US Department of Justice _____
- Federal or State Court _____
- Other _____

Have you discussed the complaint with any Dare County Transportation System representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

****WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

COMPLAINANT'S SIGNATURE

DATE

MAIL COMPLAINT FORM TO:

Dare County Transportation System
 PO Box 1000
 Manteo, NC 27954
 radcliff.hester@darenc.gov
 252-475-5641

FOR OFFICE USE ONLY

Date Complaint Received: _____

Processed by: _____

Case #: _____

Referred to: NCDOT FTA Date Referred: _____

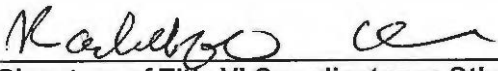
DISCRIMINATION COMPLAINTS LOG

Log Year(s): 2020-2023

CASE NO.	COMPLAINANT NAME	RACE/ GENDER	RESPONDENT NAME	BASIS	DATE FILED	DATE RECEIVED	ACTION TAKEN	DATE INVESTIG. COMPLETED

No Complaints or Lawsuits

I certify that to the best of my knowledge, the above described complaints or lawsuits alleging discrimination, or **no.com** alleging discrimination, have been filed with or against **Dare County Transportation System** since the previous Title V NCDOT.


Signature of Title VI Coordinator or Other Authorized Official

11/6/2023
Date

Radcliff Hester/Supervisor
Print Name and Title of Authorized Official

INVESTIGATIVE GUIDANCE

- A. Scope of Investigation** – An investigation should be confined to the issues and facts relevant to the allegations in the complaint, unless evidence shows the need to extend the issues.
- B. Developing an Investigative Plan** – It is recommended that the investigator prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:
1. Complainant(s) Name and Address (Attorney name and address if applicable)
 2. Respondent(s) Name and Address (Attorney for the Respondent(s) name and address)
 3. Applicable Law(s)
 4. Basis/(es)
 5. Allegation(s)/Issue(s)
 6. Background
 7. Name of Persons to be interviewed
 - a. Questions for the complainant(s)
 - b. Questions for the respondent(s)
 - c. Questions for witness(es)
 8. Evidence to be obtained during the investigation
 - a. Issue – e.g., Complainant alleges his predominantly African American community was excluded from a meeting concerning a future project which could affect the community.
 - i. Documents needed: e.g., mailing list which shows all physical addresses, P.O. Box numbers, property owner names, and dates when the meeting notification was mailed; other methods used by the RPO to advertise the meeting.
- C. Request for Information** – The investigator should gather data and information pertinent to the issues raised in the complaint.
- D. Interviews** – Interviews should be conducted with the complainant, respondent, and appropriate witnesses during the investigative process. Interviews are conducted to gain a better understanding of the situation outlined in the complaint of discrimination. The main objective during the interview is to obtain information that will either support or refute the allegations.
- E. Developing an Investigative Report** – The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each issue. A sample investigative report is provided below.

Dare County Transportation System Investigative Report

- I. COMPLAINANT(S) NAME**
- II. RESPONDENT(S)**
- III. APPLICABLE LAW/REGULATION**
- IV. COMPLAINT BASIS/(ES)**
- V. ISSUES/ALLEGATIONS**
- VI. BACKGROUND**
- VII. INVESTIGATIVE PROCEDURE**
- VIII. ISSUES / FINDINGS OF FACT**
- IX. CONCLUSION**
- X. RECOMMENDED ACTIONS**

APPENDIX

8.0 SERVICE AREA POPULATION CHARACTERISTICS

To ensure that Title VI reporting requirements are met, we will collect and maintain population data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service area. This data provides context for the Title VI Nondiscrimination Program and will be used to ensure nondiscrimination in public outreach and delivery of our programs and services.

8.1 RACE AND ETHNICITY

The following table was completed using data from Census Table QT-P3, Race and Hispanic or Latino Origin: 2010:

Race and Ethnicity	Number	Percent
Total Population	36915	100
White	31920	86.5%
Black or African American	678	1.8%
American Indian or Alaska Native	99	0.3%
Asian	260	0.7%
Native Hawaiian and Other Pacific Islander	10	0.03%
Some other Race	140	0.38%
Two or More Races	1253	3.4%
HISPANIC OR LATINO (of any race)	2720	7.4%
Mexican	1255	3.4%
Puerto Rican	233	0.6%
Cuban	76	0.2
Other Hispanic or Latino	1156	3.13

8.2 AGE & SEX

The following table was completed using data from Census Table QT-P1, Age Groups and Sex: 2010

Age	Number			Percent		
	Both sexes	Male	Female	Both sexes	Male	Female
Total Population	36,718	18,460	18,258	100%	50%	50%
Under 5 years	1492	850	642	8.1%	4.6%	3.5%
Under 18 years	6863	3718	3145	37.3%	20.1%	17.2%
18 to 64 years						
65 years and over	8049	3881	4168	11930	21.0%	22.8%
Median Age	48.3	47.8	48.8			

8.3 DISABILITY

The following table was completed using data from Census Table S1810, Disability Characteristics:

Subject	Total		With a Disability		Percent with a Disability	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Total civilian noninstitutionalized population	36507	103	3941	453	10.8%	1.2
Population under 5 years	1492	148	0	28	0.0	2.6
Population 5 to 17 years	5367	156	26	44	0.5	0.8
Population 18 to 64 years	21,657	153	258	94	1.2	0.4
Population 65 years and over	7991	133	803	120	10.0	1.5
SEX						
Male	18293	214	2049	292	11.2	1.6
Female	18214	208	1892	283	10.4	1.5
RACE AND HISPANIC OR LATINO ORIGIN						
White	32454	400	3456	400	10.6	1.3
Black or African American	1322	233	74	83	5.6	6.1
American Indian and Alaska Native	58	67	1	3	1.7	5.2
Asian	179	89	33	42	18.4	22.2
Native American and Other Pacific Islander	10	15	0	28	0.0	100.0
Some other Race	1056	322	157	90	14.9	7.3
Two or more races	1428	404	22	85	15.4	6.6
Hispanic or Latino	2771	15	224	108	8.1	3.9

8.4 POVERTY

The following table was completed using data from Census Table S1701, Poverty Status in the Past 12 Months:

Subject	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	36454	152	2483	567	6.8	1.6
AGE						
Under 18	6744	137	723	321	10.7	4.7
18 to 64	21857	133	1939	420	8.9	1.9
65 years and over	7991	133	313	132	3.9	1.7
SEX						
Male	18352	207	1428	400	7.8	2.2
Female	18102	198	1055	259	5.8	1.4
RACE AND HISPANIC OR LATINO ORIGIN						
White	32412	412	1831	386	5.6	1.2
Black or African American	1314	234	442	364	33.6	23.8
American Indian and Alaska Native	58	67	0	28	0.0	43.2
Asian	178	89	0	28	0.0	20.0
Native American and Other Pacific Islander	10	15	0	28	0.0	100.0
Some other Race	1056	322	199	118	11.3	12.3
Two or more races	1426	404	91	70	6.4	4.7
Hispanic or Latino	2693	120	396	255	14.7	9.3
RACE AND HISPANIC OR LATINO ORIGIN						
All individuals below:						
50 percent of poverty level	1229	407				
125 percent of poverty level	4096	795				
150 percent of poverty level	5270	861				
185 percent of poverty level	7331	936				
200 percent of poverty level	8264	964				

8.5 HOUSEHOLD INCOME

The following table was completed using data from Census Table S1901, Income in the Past 12 Months (In 2013 Inflation-Adjusted Dollars):

Subject	Households	
	Estimate	Margin of Error +/-
Total	5616	463
Less than \$10,000	5.5%	2.6
\$10,000 to \$14,999	5.7%	12.6
\$15,000 to \$24,999	11.1%	3.5
\$25,000 to \$34,999	14.2%	4.3
\$35,000 to \$49,999	21.2%	3.9
\$50,000 to \$74,999	18.8%	3.8
\$75,000 to \$99,999	11.3%	3.2
\$100,000 to \$149,999	8.0%	2.7
\$150,000 to \$199,999	1.3%	0.8
\$200,000 or more	2.7%	1.4
Median income (dollars)	43385	3360
Mean income (dollars)	58513	5148

8.6 LIMITED ENGLISH PROFICIENCY POPULATIONS

Label	Estimate	Margin of Error
Total:	35,226	148
Speak only English	31967	591
Spanish or Spanish Creole	2496	422
Speak English "very well"	1702	382
Speak English less than "very well"	794	289

8.7 POPULATION LOCATIONS

Federal-aid recipients are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. We will document this narratively or through maps that overlay boundaries and demographic features on specific communities, and provide this information to NCDOT, upon request.

9.0 TITLE VI EQUITY ANALYSES (AND ENVIRONMENTAL JUSTICE ASSESSMENTS)

Title VI Equity Analyses. In accordance with FTA Circular 4702.1B, a Title VI equity analysis will be conducted whenever we construct a facility, such as a vehicle storage facility, maintenance facility, or operation center. The equity analysis will be conducted during the planning stage, with regard to the location of the facility, to determine if the project could result in a disparate impact to minority communities based on race, color or national origin. Accordingly, we will look at various alternatives before selecting a site for the facility. Project-specific demographic data on potentially affected communities and their involvement in decision-making activities will be documented. Title VI Equity Analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

Environmental Justice Analyses. As required by FTA C 4703.1, environmental justice (EJ) analyses will be conducted to determine if our programs, policies, or activities will result in disproportionately high and

adverse human health and environmental effects on minority populations and low-income populations. EJ applies to our projects, such as when we construct or modify a facility, and our policies, such as when there will be a change in service, amenities or fares. Thus, we will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document their involvement in the decision-making process. EJ analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

10.0 PUBLIC INVOLVEMENT

10.1 INTRODUCTION

Effective public involvement is a key element in addressing Title VI in decision-making. This **Public Participation Plan** describes how Dare County Transportation System will disseminate vital agency information and engage the public. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

General public involvement practices will include:

- Expanding traditional outreach methods. Think outside the box: Go to hair salons, barbershops, street fairs, etc.
- Providing for early, frequent and continuous engagement by the public.
- Use of social media and other resources as a way to gain public involvement.
- Coordinating with community- and faith-based organizations such as the Hispanic Liaison, educational institutions, and other entities to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP persons could also include audio programming available on podcasts.

10.2 PUBLIC NOTIFICATION

Passengers and other interested persons will be informed of their rights under Title VI and related authorities with regard to our program. The primary means of achieving this will be posting and disseminating the policy statement and notice as stipulated in Sections 3.0 and 4.0, respectively. Additional measures may include verbally announcing our obligations and the public's rights at meetings, placing flyers at places frequented by targeted populations, and an equal opportunity tag-on at the end of radio announcements. The method of notification will be determined through an initial screening of the area.

10.3 DISSEMINATION OF INFORMATION

Information on Title VI and other programs will be crafted and disseminated to employees, contractors and subrecipients, stakeholders, and the general public. Public dissemination efforts may vary depending on factors present, but will generally include: posting public statements setting forth our nondiscrimination policy in eye-catching designs and locations; placing brochures in public places, such as government offices, transit facilities, and libraries; having nondiscrimination language within contracts; including nondiscrimination notices in meeting announcements and handouts; and displaying our Notice of Nondiscrimination at all our public meetings.

At a minimum, nondiscrimination information will be disseminated on our website and on posters in conspicuous areas at our office(s). Project-related information and our most current Title VI-related information will be maintained online.

10.4 MEETINGS AND OUTREACH

There is no one-size-fits-all approach to public involvement. A variety of comprehensive and targeted public participation methods will be used to facilitate meaningful public involvement. Methods for engaging stakeholders and target audiences, including traditionally underserved and excluded populations (i.e., minorities, youth, low-income, the disabled, etc.) will include the following:

Public Relations and Outreach

Public relations and outreach (PRO) strategies aim to conduct well-planned, inclusive and meaningful public participation events that foster good relations and mutual trust through shared decision-making with the communities we serve.

- We will seek out and facilitate the involvement of those potentially affected.
- Public events will aim to be collaborative, fun, and educational for all, rather than confrontational and prescriptive.
- Media plans will typically involve multiple channels of communication like mailings, radio, TV, and newspaper ads.
- Abstract objectives will be avoided in meeting announcements. Specific "attention-grabbing" reasons to attend will be used, such as "Help us figure out how to relieve congestion on [corridor name]" or "How much should it cost to ride the bus? Let us know on [date]."
- Efforts will be made to show how the input of participants can, or did, influence final decisions.
- We will do our best to form decision-making committees that look like and relate to the populations we serve.
- We will seek out and identify community contacts and partner with local community- and faith-based organizations that can represent, and help us disseminate information to, target constituencies.
- Demographic data will be requested during public meetings, surveys, and from community contacts and committee members.

Public Meetings

"Public meeting" refers to any meeting open to the public, such as hearings, charrettes, open house and board meetings.

- Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
- Meeting materials will be available in a variety of predetermined formats to serve diverse audiences.
- An assortment of advertising means may be employed to inform the community of public meetings.
- Assistance to persons with disabilities or limited English proficiency will be provided, as required.

Small Group Meetings

A small group meeting is a targeted measure where a meeting is held with a specific group, usually at their request or consent. These are often closed meetings, as they will typically occur on private property at the owner's request.

- If it is determined that a targeted group has not been afforded adequate opportunities to participate, the group will be contacted to inquire about possible participation methods, including a group meeting with them individually.
- Unless unusual circumstances or safety concerns exist, hold the meeting at a location of the target group's choosing.
- Share facilitation duties or relinquish them to members of the target group.
- Small group discussion formats may be integrated into larger group public meetings and workshops. When this occurs, the smaller groups will be as diverse as the participants in the room.

Community Surveying

- Opinion surveys will occasionally be used to obtain input from targeted groups or the general public on their transportation needs, the quality or costs of our services, and feedback on our public outreach efforts.
- Surveys may be conducted via telephone, door-to-door canvassing, at community fairs, by placing drop boxes in ideal locations, or with assistance from other local agencies like social services.
- Surveys will be translated into languages other than English, when appropriate.

10.5 LIMITED ENGLISH PROFICIENCY

Limited English Proficient (LEP) persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. These individuals reported to the U.S. Census Bureau that they speak English less than very well.

To comply with USDOT’s LEP Policy Guidance and Executive Order 13166, this section of our Title VI Plan outlines the steps we will take to ensure meaningful access by LEP persons to all benefits, services and information provided under our programs and activities. A four-factor analysis was conducted to determine the LEP language groups present in our planning area and the specific language services that are needed.

Four Factor Analysis

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people’s lives; and
- (4) The resources available to the recipient and costs.

Factor #1: *The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.*

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
Total (population 5 years and over):	35,226	+/- 148	100%	(X)
Speak only English	31,967	+/- 591	90.7%	+/- 1.8%
Spanish or Spanish Creole:	2,496	+/- 422	7.1%	+/- %
Speak English "very well"	1,702	+/- 372	68.2%	+/- 12.2%
Speak English less than "very well"	794	+/- 289	39.3%	+/- 12.2%

The US Census Bureau-American Fact Finder reports that 9.3% of the population speaks a language other than English in Dare County. After English, the second largest language group is Spanish.

The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less) Dare County Transportation System must provide translation of vital documents in written format for non-English speaking persons. Dare County has 794 Spanish-speakers who speak English less than "very well", which meets the safe harbor threshold. No other language groups meet the 5% or the 1,000 persons threshold.

Dare County Transportation System currently provides written translation of vital documents in Spanish. Furthermore, Dare County Transportation System utilizes one staff member to help translate call from Spanish speaking individuals who speak limited English. Dare County Transportation Service also utilizes a translator service that is provided by a Dare County Translator(s).

Factor #2: *The frequency with which LEP individuals come in contact with the program.*

Dare County Transportation System encounters LEP individuals several times a day utilizing transportation routes and calling into our office. Contact is made via ridership surveys and public meetings on a quarterly basis.

Factor #3: The nature and importance of the program, activity, or service provided by the recipient to people's lives.

The Dare County Transportation System understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, or access to employment. A transportation system is a key link to connecting LEP person to these essential services.

The Dare County Transportation System's assessment of what programs, activities and services are most critical include contact with community organization(s) that serve LEP persons, as well as contact with LEP person themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

Dare County Transportation System will annually distribute a questionnaire printed in English or Spanish languages in an attempt to assist in determining assessment. The following questions will be asked:

- Is Dare County Transportation System important to you?
- If so for which destination? Ex. (employment, shopping, medical appointments, social activities.)

Factor #4: The resources available to the recipient and costs.

Even though the Dare County Transportation System does not have a separate budget for LEP outreach, it will work to implement low cost methods of reaching LEP populations meeting the Safe Harbor threshold. Dare County has a full-time Spanish interpreter who is available to assist with LEP outreach. There is no associated cost for this service to Dare County Transportation System interpretation services. Dare County Transportation System will utilize the services of the Dare County Interpreter line: 252-475-5500.

LANGUAGE ASSISTANCE PLAN

Dare County Transportation System reviews its plans on an annual basis or more frequently as needed. In particular, Dare County Transportation System will evaluate the information collected during encounters with LEP persons, as well as public outreach efforts, to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.

Language Assistance Measures

The following general language assistance measures are reasonable and achievable for our organization at this time:

- Translating public notices posted in the local paper and at stations, stops, and in vehicles into **any languages that meet the safe harbor threshold in Factor 1.**
- Vital documents—such as brochures with service times and routes—are translated into Spanish across the entire service area, and available in our facilities, doctor's offices and shopping centers.
- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Posting vital bulletin board information and disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through small group meetings.

- Spanish line translation services at our call center.
- Where possible, utilizing or hiring staff who speak a language other than English and can provide competent language assistance.
 - Note: We will not ask community-based organizations (CBO) to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethical concerns. If a CBO decides (on its own) to translate any materials for its constituents, or bring interpreters it trusts to our meetings, we will not object. That is their right.
- Using language identification flashcards to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures.
- Spanish: Dare County Transportation System provides materials in Spanish and conference calls in with Dare County Interpreter Services for translation services.

Written Translation and Oral Interpretation

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only, and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document^{5/} will be communicated orally in the appropriate language.

In the event that the 5% trigger is reached for a LEP language group that is fewer than 50 persons, written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or door hangers, will be determined in consideration of the circumstances on the ground and in coordination with LEP community contacts.

Staff Support for Language Assistance

- Agency staff (including call center staff) will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Officer and any outside consultant contracted to provide language services. This list will be updated as needed to remain current.
- All main offices and vehicles will have on hand a supply of language assistance flashcards and materials translated into the languages of the largest LEP language groups. When encountered by an LEP person, staff (including drivers) should present the individual with an iSpeak flashcard and let them choose the language. Do not assume you know their preferred language. Drivers are permitted to seek volunteer assistance from other passengers before contacting a referral resource. Document the encounter and report it to the Title VI Coordinator.
- Training: All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in person will receive annual refresher training. All other employees will be reminded of LEP through annual Title VI program acknowledgements (Section 5.0) and basic Title VI trainings (Section 11.0).

Project-Specific LEP Outreach

A project-specific four factor analysis will be conducted for any project or outreach event limited to a specific geographical area (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

Monitoring and Updating the LAP

Monitoring of daily interactions with LEP persons will be continuous, thus language assistance techniques may be refined at any time. This Plan will be periodically reviewed—at least annually—to determine if our assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and observing how agency staff responds to requests, including observing drivers or surveying riders. To the best of our ability, we will attempt to never eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

10.6 DEMOGRAPHIC REQUEST

The following form was used to collect required data on Key Community Contacts and nonelected committee members.

Dare County Transportation System is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

<p>Race/Ethnicity:</p> <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other (please specify): _____	<p>National Origin: (if born outside the U.S.)</p> <input type="checkbox"/> Mexican <input type="checkbox"/> Central American: _____ <input type="checkbox"/> South American: _____ <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean <input type="checkbox"/> Other (please specify): _____
<p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>Age:</p> <input type="checkbox"/> Less than 18 <input type="checkbox"/> 45-64 <input type="checkbox"/> 18-29 <input type="checkbox"/> 65 and older <input type="checkbox"/> 30-44
<p>Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>I choose not to provide any of the information requested above: <input type="checkbox"/></p>	

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact the Dare County Transportation System at 252-475-5641 or by email at radcliff.hester@darenc.gov

Please sign below acknowledging that you have completed this form.

Thank you for your participation!

Name (print): _____

Signature: _____

Implementation

- Forms will be completed prior to NCDOT Title VI reviews and remain on file for three years.
- All new and existing members of appointed decision-making boards or committees will be **required** to complete this form for reporting purposes.

- If a member, for whatever reason, selects “I choose not to provide any of the information requested above,” this will be accepted as a **completed** form.
- If a member chooses not to provide any of the information on the form, the Title VI Coordinator will be permitted to indicate that member's race and gender, based on the Coordinator's best guess.
- Data from these forms will be used to complete the Demographic Request Table.
- Once a new member submits this form, the Demographic Request Table for the associated committee will be updated.

10.7 KEY COMMUNITY CONTACTS

Contact Name	Community Name	Interest or Affiliation	Also a Committee Member? (Y/N)
Mariana Estrada	Dare County	Hispanic Liaison	No
Erick Portilla	Dare County	Hispanic Liaison	No
Nely Mendoza	Dare County	Hispanic Liaison	No

Contact information for key community contacts is not public information and is maintained outside of this document. Any staff member who wishes to contact any individual listed above must request that information from the Title VI Coordinator.

10.8 SUMMARY OF OUTREACH EFFORTS MADE SINCE THE LAST TITLE VI PROGRAM SUBMISSION

The following format is used to document URTS outreach efforts in reports to NCDOT. All meetings and disseminations of information capture information for the table below:

Meeting Date	Meeting Time	Meeting Purpose	Target Audience	Information Disseminated
5/15/2023	0830 -1200	Healthy Living Fair	Spanish Speaking Residents	How to utilize Dare County Transportation Services
11/18/2022	1200-1400	Pathways to improve economic disparities	Spanish Speaking Residents	How to utilize Dare County Transportation Services

11.0 STAFF TRAINING

All employees will receive basic Title VI training at least once every three years. New hires will receive this training within 15 days of their start date. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized training on how Title VI applies to their specific work areas. Those who routinely encounter the public, such as office personnel, call center staff, and vehicle drivers, will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings, such as agendas, sign-in sheets, copies of calendars, and certificates, will remain on file for at least three years (and in personnel files).

12.0 NONELECTED BOARDS AND COMMITTEES – BY RACE AND GENDER

The table below depicts race and gender compositions for each of our nonelected (appointed) decision-making bodies. Member names and full demographics for each committee are available, upon request.

Body	Male %	Female %	Caucasian %	African American %	Asian American %	Native American %	Other %	Hispanic %
Service Area Population	49.8%	50.2%	86.9%	2.8%	1.0%	0.7%	0.9%	7.7%
Transit Advisory Board	65%	35%	75%	25%	0	0	0	0

Strategies for Representative Committees

Diversification goals will be provided to our nonelected boards and committees to help ensure that their membership mirrors our service area demographics, as adequately as possible. We will provide periodic updates on our outreach efforts at meetings. When there is an opening on a board or committee, we will ensure the following:

- Current members will be made aware of diversity goals and polled for nominees.
- Officials from local minority groups will be made aware of the diversity goals and polled for nominees.
- Key Contacts from LEP groups will be contacted and polled for nominees.
- A recruitment notice for a Board Member opening will be posted on our website.
- An advertisement of recruitment notice for a Board Member will be placed with the local newspaper and other publications popular with minorities and other protected groups.

13.0 RECORD-KEEPING AND REPORTS

As a subrecipient of FTA funds through NCDOT, we are required to submit a Title VI Program update to NCDOT every three years, on a schedule determined by NCDOT. Records will be kept to document compliance with the requirements of the Title VI Program. Unless otherwise specified, Title VI-related records shall be retained indefinitely. These records will be made available for inspection by authorized officials of the NCDOT and/or FTA. Reports on Title VI-related activities and progress to address findings identified during Title VI compliance reviews may also be provided, upon request. It will occasionally be necessary to update this Title VI Plan or any of its components (e.g., complaints, Public Involvement, and LEP). Updates will be submitted to NCDOT for review and approval and adopted by our Board when required.

In addition to items documented throughout this Plan, records and reports due at the time of compliance reviews or investigations may include:

Compliance Reviews

- Title VI Program Plan
- List of civil rights trainings provided or received
- Summaries from any *internal* reviews conducted
- Ads and notices for specific meetings
- Findings from reviews by any other *external* agencies
- Title VI equity analyses and EJ assessments
- Discrimination Complaints Log

Complaint Investigations

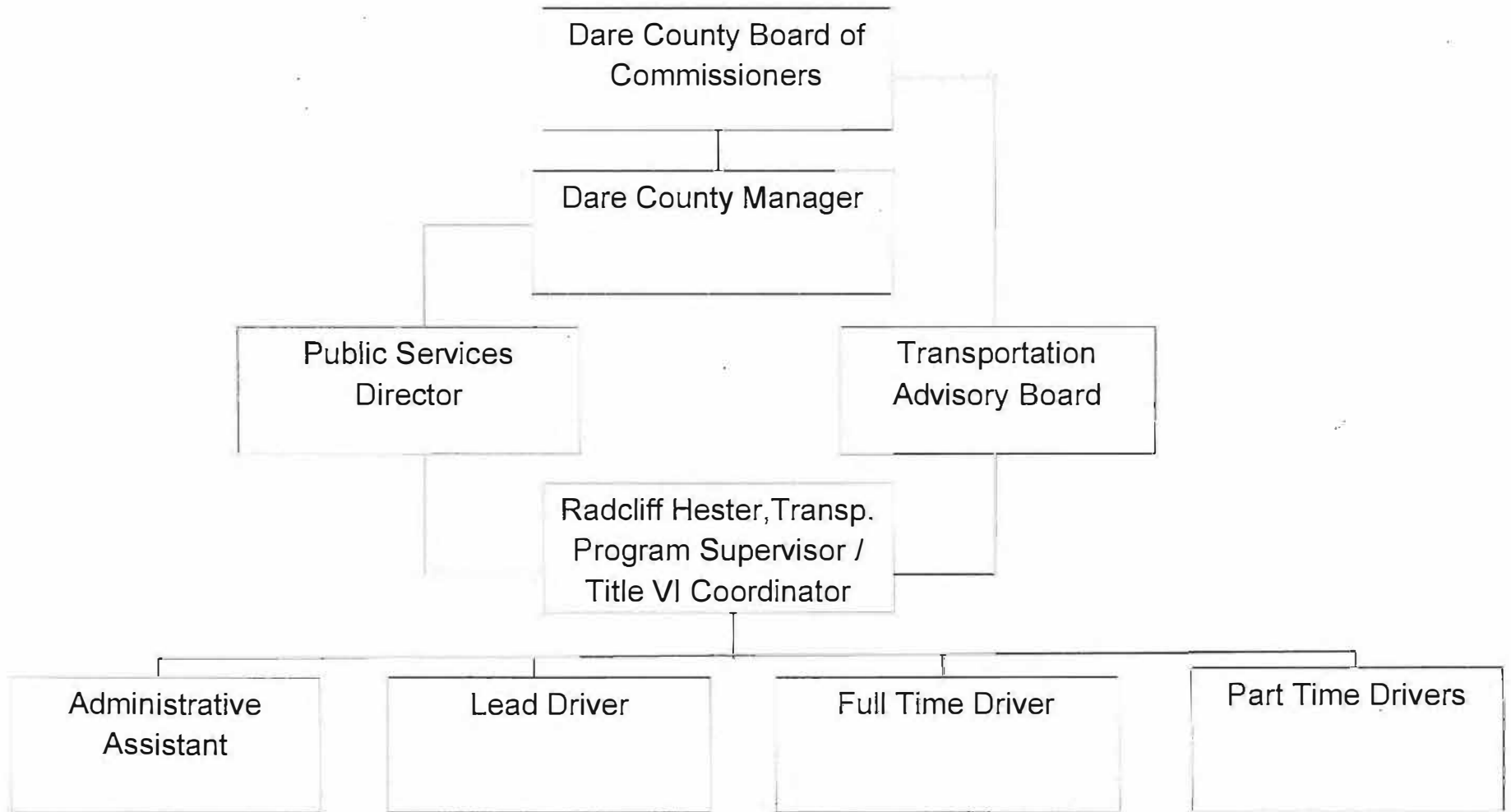
- Investigative Reports
- Discrimination complaint, as filed
- List of interviewees (names and affiliations)
- Supporting Documentation (e.g., requested items, photos taken, dates and methods of contact, etc.)

Appendix A Applicable Nondiscrimination Authorities

During the implementation of this Title VI Program, the organization, for itself, its assignees and successors in interest, is reminded that it has agreed to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*, Pub. L. 88-352), (prohibits employment discrimination on the basis of race, color, creed (religion), sex, or national origin);
- 49 CFR Part 26, regulation to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed (religion), color, national origin, or sex);
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

**Appendix B
Organizational Chart**



Appendix C
NCDOT's Compliance Review Checklist for Transit

I. Program Administration (General Requirements)

Requirement: FTA C 4702.1B – Title VI Requirements and Guidelines for FTA Recipients, Chapter III – General Requirements and Guidelines.

Note: Every NCDOT subrecipient receiving any of the FTA Formula Grants listed above must complete this section.

Requested Items (Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	Completed
1. A copy of the recipient's <i>signed</i> NCDOT's Title VI Nondiscrimination Agreement	<input type="checkbox"/>
2. Title VI Policy Statement (<i>signed</i>)	<input type="checkbox"/>
3. Title VI Notice to the Public, including a list of locations where the notice is posted	<input type="checkbox"/>
4. Type the name and title of your Title VI Coordinator and attach a list of their Title VI duties Name/Title:	<input type="checkbox"/>
5. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)	<input type="checkbox"/>
6. Title VI Complaint Form	<input type="checkbox"/>
7. List of transit-related Title VI investigations, complaints, and lawsuits (i.e., discrimination complaints log)	<input type="checkbox"/>
8. Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, limited English proficient populations (LEP), low-income, disabled), as well as a summary of outreach efforts made since the last Title VI Program submission	<input type="checkbox"/>
9. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses	<input type="checkbox"/>
10. A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees	<input type="checkbox"/>
11. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions <i>reviewed and approved</i> the Title VI Program	<input type="checkbox"/>
12. A description of the procedures the agency uses to ensure nondiscriminatory administration of programs and services	<input type="checkbox"/>
13. If you pass through FTA funds to other organizations , include a description of how you monitor your subrecipients for compliance with Title VI, and a schedule for your subrecipients' Title VI Program submissions. > No Subrecipients <input type="checkbox"/>	<input type="checkbox"/>
14. A Title VI equity analysis if you have constructed or conducted planning for a facility , such as a vehicle storage facility, maintenance facility, operation center, etc. > No Facilities Planned or Constructed <input type="checkbox"/>	<input type="checkbox"/>
15. Copies of environmental justice assessments conducted for any construction projects during the past three years and, if needed based on the results, a description of the program or other measures used or planned to mitigate any identified adverse impact on the minority or low-income communities > No Construction Projects <input type="checkbox"/>	<input type="checkbox"/>

16. If the recipient has undergone a Title VI Compliance Review in the last 3 years, please indicate the year of the last review and who conducted it. **Year/Agency:**

II. Transit Providers

Requirement: FTA C 4702.1B, Chapter IV – Requirements and Guidelines for Fixed Route Transit Providers.

Note: All NCDOT subrecipients that provide fixed route public transportation services (e.g., local, express or commuter bus; bus rapid transit; commuter rail; passenger ferry) must complete this section.

➤ **Not Applicable** (Check this box if you do not provide fixed route services, and skip questions 17 and 18. This section does not apply to you if you *only* provide demand response services.)

Requested Items (Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	Completed
<p>17. Service standards (quantitative measures) developed for <i>each specific fixed route mode</i> that the recipient provides (standards may vary by mode) must be submitted for each of the following indicators:</p> <ul style="list-style-type: none"> • Vehicle load for each mode (Can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees.) <input type="checkbox"/> • Vehicle headway for each mode (Measured in minutes (e.g., every 15 minutes), headway refers to the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Service frequency is measured in vehicles per hour (e.g., 4 buses per hour).) <input type="checkbox"/> • On time performance for each mode (Expressed as a percentage, this is a measure of runs completed as scheduled. The recipient must define what is considered to be "on time." Performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along a route.) <input type="checkbox"/> • Service availability for each mode (Refers to a general measure of the distribution of routes within a transit provider's service area, such as setting the maximum distance between bus stops or train stations, or requiring that a percentage of all residents in the service area be within a one-quarter mile walk of bus service.) <input type="checkbox"/> 	
<p>18. Service policies (system-wide policies) adopted to ensure that service design and operations practices do not result in discrimination on the basis of race, color or national origin, must be submitted for each of the following:</p> <ul style="list-style-type: none"> • Transit amenities for each mode (e.g., benches, shelters/canopies, printed materials, escalators/elevators, and waste receptacles. NOTE: Attach this information <u>only</u> if you have decision-making authority over siting transit amenities or you set policies to determine the siting of amenities.) <input type="checkbox"/> • Vehicle assignment for each mode (Refers to the process by which transit vehicles are placed into service throughout a system. Policies for vehicle assignment may be based on the type or age of the vehicle, where age would be a proxy for condition, or on the type of service offered.) <input type="checkbox"/> 	



Board Appointments

Description

The following Boards have appointments or actions this month:

1. Stumpy Point Community Center Board
2. Juvenile Crime Prevention Council
3. Transportation Advisory Board
4. Special Motor Vehicle Valuation Review Board
5. Board of Evaluation and Review
6. Parks and Recreation Advisory Council
7. Older Adult Services Board
8. Tourism Board

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager



Stumpy Point Community Center Board

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

December, 2023

Stumpy Point Community Center Board
(Three Year Term)

The Stumpy Point Community Center Board recommends Dabni Shelton to be appointed to fill the vacancy.

Applications on file: Charles Peter Herold, Dabni Shelton

Other Members:
See attached list

STUMPY POINT COMMUNITY CENTER

(Three Year Term)

This Board operates and maintains the Stumpy Point Community Center facility and amenities for the use and benefit of all members of the Stumpy Point community.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Johnny Midgett 136 Bayview Dr. Stumpy Point, NC 27978 midgetttoni@yahoo.com 252-216-6830	8-25	Apptd. 3/19 Reapptd 8/19 1/23
VACANT		
Tammi Perry-Inscore. 143 Bayview Drive Stumpy Point, NC 27978 mailto:tammie@obhotline.org 252-261-8164 business	8-25	Apptd. 01/22 Reapptd 1/23
Naomi Midgett 178 Bayview Dr. Stumpy Point, NC 27978 windybayhorsegirl@gmail.com 252-473-1641	8-25	Apptd. 10/00 Reapptd. 8/01, 04,07,10,13,16 19,23
Jeff Griffith 212 Bayview Dr. Stumpy Point, NC 27978 252-473-3390	8-25	Apptd. 10/00 Reapptd. 8/01, 04,07,10,13,16, 19, 23

MEETING INFO: No set date, meet as needed

CONTACT INFO: Johnny Midgett

MEMBERS COMPENSATED: NO

County Attorney informed 12-5-86 that this Board has a three year term rather than the two year term listed in the Board file. This is according to the 1965 Session Laws of Dare County.

Dick Best resigned 1988., Ginger Midgett and H.O. Golden were replaced 8/86.

Douglas Hooper was not reappointed 8/89, Calvin Gibbs replaced Ben Barbee 4/91.

John Calvin Midgett was reappointed 8/89, but did not wish to serve. He was replaced by John Receveur.

Calvin Gibbs resigned, replaced by Jim Meekins, Sr.

Roger Best did not wish to serve again, replaced by Roy Midgett.

Roger Best filled unexpired term of Roy Midgett and Jeff Griffith filled unexpired term of John Receveur 10/00.

Linda Barbee filled unexpired term of Louise Hooper 3/07.

Shelia Golden filled unexpired term of Linda Barbee 10/09.

Johnny Midgett filled unexpired term of Roger Best who passed away 3/19.

Sheila Golden, Jeff Griffith, Johnny Midgett and Naomi Midgett all reappointed 08/19.

David Midgett moved out of state leaving a vacancy 2021; Sheila Golden resigned (12/21)

Tammy Perry-Inscore appointed to fulfill term of resigning Sheila Golden (01/22)

Johnny Midgett, Tammi Perry-Inscore, Naomi Midgett and Jeff Griffith reappointed (01/23)

REVISED 01/23



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Stumpy Point Community Center Board
2nd Choice Stumpy Point Community Center Board
3rd Choice Stumpy Point Community Center Board
Name Charles Peter Herold
Address 259 Bayview Dr
City/State/Zip Stumpy Point, North Carolina, 27978
Email pedroherold@gmail.com
Personal Phone (717)645-7122
Business Phone
Business Address
Occupation Retired Naval Officer and Department of the Navy Civilian
Dare County Resident YES NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background Bachelor's degree is Business and Accounting Salsbury University, Salisbury MD. Master's Degree in Business Administration, Chapman University, Orange County CA. Completed Internal Controls and Management Accounting, Naval Post Graduate School, Monterey CA.

Business and civic experience and skills Lead numerous divisions, departments and organizations on shore commands, ships and submarines. Prior to retirement was deputy director for NAVSUP Naval Logistics Center responsible for the global management and positioning of all Navy and Marine Corps Air to Air and Air to Ground munitions valued at \$46B. Until April 2023 was Chair of the Leadership Council and Financial director for Grace United Methodist Church, Mechanicsburg, PA.

Other boards, Committees, Commissions on which you presently serve Retired in Central Pennsylvania April 2023 and moved to Stumpy Point North Carolina in May 2023. I transitioned all responsibilities in Pennsylvania and I'm currently not a part of any boards or commissions. I am active in the Stumpy Point Station 19 volunteer fire company.

REFERENCE #1

Name Phil York
Business Retired
Address 286 Bayview Dr. Stumpy Point, North Carolina, 27978

Phone (704)677-3176

REFERENCE #2

Name Mr. R. D. Price

Business Retired

Address 290 Bayview Dr. Stumpy Point, North Carolina, 27978

Phone (252)473-3357

REFERENCE #3

Name Mrs. Martha Keener

Business Retired

Address 263 Bayview Dr. Stumpy Point, North Carolina, 27978

Phone (828)342-4235

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Charles P. Herold

Date 10/5/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Stumpy Point Community Center Board

2nd Choice

3rd Choice

Name Dabni Shelton

Address 291 Bayview Drive

City/State/Zip Stumpy Point, NC 27978

Email Stumpypointds@gmail.com

Personal Phone (252)216-6540

Business Phone

Business Address

Occupation Retired

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I am a High School Graduate. Throughput my career I have held multiple certifications with Parks and Recreation, Planning Land Use, FEMA and the Division of Coastal Management

Business and civic experience and skills I am proud to have served as an employee of Dare County Parks and Recreation from 1991-1999. Transferred to DC Planning from 1999-2006. Spent 2006-14 with Nags Head Planning and retired after serving Southern Shores Planning from 2014-20. Public service is my passion and each community I've resided in Dare County; I have been involved in community services. AVFD Womens Auxiliary, DC Emergency Management, Stumpy Point Civic Club and others.

Other boards, Committees, Commissions on which you presently serve Since retiring I have devoted my dedication to being a member of the Stumpy Point Civic Club.

REFERENCE #1

Name Bonnie Swain

Business Town of Southern Shores, Human Resources/Finance Officer

Address 5375 N Virginia Dare Trail, Southern Shores, NC 27949

Phone (252)261-2394

REFERENCE #2

Name Cliff Ogburn

Business Town of Southern Town Manager

Address 5375 N Virginia Dare Trail, Southern Shores, NC 27949

Phone (252)261-2394

REFERENCE #3

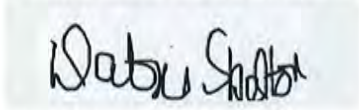
Name Bobby Owens

Business Town of Manteo Mayor

Address 407 Budleigh Street, Manteo, NC 27954

Phone (252)473-2133

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

A handwritten signature in black ink, appearing to read "Bobby Owens", is centered within a light gray rectangular box.

Date 10/5/2023



Juvenile Crime Prevention Council

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

JUVENILE CRIME PREVENTION COUNCIL

(Two Year Term)

As outlined and funded by the Juvenile Justice Reform Act of 1998, the Juvenile Crime Prevention Council assumes responsibility for assessing needs, funding community-based alternatives for troubled youth who enter the courts, and supporting prevention programs.

Tim White resigned from his position (Representative/Parks & Rec.) on October 1, the Council recommends Spencer Gregory to fill his unexpired term.

The Council recommends that Martin Dalton be appointed to fill the vacant At-Large Seat.

(Applications follow from George Carver, Martin Dalton, Spencer Gregory, Amber Nibe, Jennifer Reardon, Steven Vanover, and Robin Vermillion)

Other Members: See attached list

JUVENILE CRIME PREVENTION COUNCIL
(Two Year Term)

**As outlined and funded by the Juvenile Justice Reform Act of 1998,
the Juvenile Crime Prevention Council assumes responsibility for assessing
needs, funding community-based alternatives for troubled youth who enter
the courts, and supporting prevention programs.**

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Robert Trivette P.O. Box 888 Kitty Hawk, NC 27949 261-9727 (H), 305-3739 (W) (District Court Judge/Co. Comm. Appt.)	6/25	Apptd. 1/12 Reapptd. 6/13,15,17,19, 21, 23
Robin Vermillion 120 Dot Sears Dr. Grandy, NC 27939 252-489-9323 vermillionro@daretolearn.org (School Supt. or designee)	6/25	Apptd. 10/23 (to fill unexpired term)
Vance Haskett P.O. Box 246 Manteo, NC 27954 252-473-2069 (Police Chief or designee)	6/25	Apptd. 1/08 Reapptd. 7/09,11,13,15, 17, 19, 21, 23
Gail Hutchison 6115 Hwy 64 Manns Harbor, NC 27953 252-216-8337 (Local Sheriff or designee)	6/25	Apptd. 6/13 Reapptd. 6/15,17,19,21 23
Amber Younce 205 E. Archdale Street Kill Devil Hills, NC 27849 252-475-5267 (Asst. Dist. Atty. or designee)	5/25	Apptd. 3/22 Reapptd. 4/23
Eva Anderson 209 Run Swamp Rd. Camden, NC 27921 252-331-9211 / 252-562-9421 eva.anderson@ncdps.gov (Chief Court Counselor or designee)	10/25	Apptd. 10/23
Stephanie Webb 3808 Palmer Drive, Unit A Greenville, NC 27858 336-935-6613 (Director AMH/DD/SA or designee)	6/25	Apptd. 3/22 Reapptd. 4/23
Shannon T. Glaser, Treas. 706 Canal Drive	10/25	Apptd. 10/19 Reapptd. 9/21, 10/23

Kill Devil Hills, NC 27948
252-475-5753 (W)
(County Manager or designee)

Melinda Mogowski
P.O. Box 3707
Kill Devil Hills, NC 27948
252-441-3536
(Substance Abuse Professional)

6/24

Apptd. 1/99
Reapptd. 1/01,03,
10/04,06,08, 6/10
12, 14, 16, 18, 20, 22

Stephen Wescott
P.O. Box 2148
Manteo, NC 27954
252-216-6358
(Member of Faith Community)

6/24

Apptd. 11/11
Reapptd. 6/12,14,16
6/18, 20, 22

Steve House
288 N. Dogwood Trail, PO Box 1093
Southern Shores, NC 27949
216-8985 (C); 305-9258 (H)
steve.house@darenc.gov
(County Commissioner)

6/25

Apptd. 6/17
Reapptd. 6/19, 21, 23

Vacant
(Juvenile Defense Attorney)

Vacant
(At Large)

Jennifer Alexander
116 Tall Pines Court
Kill Devil Hills, NC 27948
252-202-2777
jinicolealexander@yahoo.com
(Member of Business Community)

6/24

Apptd. 1/19
Reapptd. 6/20, 6/22

Maddox Cromwell
47220 Crossway Drive
Buxton, NC 27920
24cromwell09@daretolearn.org
(Student Representative)

1/25

Appt. 12/22

Jamie Koch
1712 Virginia Ave
Kill Devil Hills, NC 27948
252-339-3516
(Non-profit)

4/24

Apptd. 04/21
Reapptd. 9/21, 10/23(to
fill unexpired term)

Sara Sampson
534 Ananias Dare St
Manteo, NC 27954
252-256-2073
(At Large)

6/25

Apptd. 6/21
Reapptd., 4/23

Shelia Davies P.O. Box 669 Manteo, NC 27954 252-475-5500 sheila.davies@darenc.gov (Director-Health & Human Services)	6/25	Apptd. 1/03 Reapptd. 04,05,07,09 09,11,13,15,17,19, 21
Katherine Irby P.O. Box 1000 Manteo, NC 27954 252-473-4290 (4-H/SOS-At Large)	6/25	Apptd. 1/03 Reapptd. 10/04,05,07 09,11,13,15, 17,19, 21 23
Marcus Hester-Smith 935 Hwy 64/264 Manteo, NC 27954 252-489-0838(H) 252-473-4800(B) Hestersmithobx@gmail.com (At Large)	6/25	Apptd. 6/19 Reapptd. 6/21, 23
Tim White P.O. Box 1000 Manteo, NC 27954 252-475-5916 timw@darenc.gov (Director, Parks & Rec.)	6/24	Apptd. 6/08 Reapptd.6/10,12,14,16 6/18, 20, 22
Paul William Pollock 129 Swanview Drive Kill Devil Hills, NC 27954 252-475-4772 (At Large)	10/25	Apptd., 10/21 Reappt., 10/23
Lora M. Gilreath 102 Town Hall Dr., P.O. Box 1605 Kill Devil Hills, NC 27948 (At Large)	10/25	Apptd., 10/21 Reapptd. 10/23
Marsha Riibner-Cady 103 Weir Point Drive Manteo, NC 27954 252-473-3094 (At Large)	6/24	Apptd. 6/10 Reapptd. 6/12,14,16 6/18, 20, 22
Jennifer Wooten 505 Dora Drive Manteo, NC 27954 252-475-5754 j.m.wooten@charter.net (Person under 21, or a member of the public representing the interests of families of at-risk juveniles)	4/25	Apptd. 5/23

NOTES:

MEETING INFO. - 2nd Tues. each month at 12:30 p.m., Rm. 238, Admin. Bldg.

CONTACT INFO: Shannon Glaser, Friends of Youth

MEMBERS COMPENSATED: No

Doug Oberbeck replaced Dave Cheesman 7/07.
 Tom Waite replaced Tim Hill, Jane Midgett replaced Betty Selby 7/07.
 Renee Welch replaced Amy Wells and Richard Martin replaced DuWayne Gibbs 7/07.
 Katie Lee and Kasey Rollinson filled vacant youth rep. positions 11/07.
 Vance Haskett appointed to fill unexpired term of Francis D'Ambra 1/08.
 Winfield Bevins replaced Jim Southern and Tim White replaced Cliff Ogburn 6/08.
 Sarah Massey filled unexpired term of Tom Waite 10/08.
 Tom Williamson filled term of Jane Midgett and Melinda Maher filled term of Renee Welch 12/08.
 Sara Gist filled vacant at large student rep 12/08.
 Richard Martin replaced Nancy Griffin and Jennifer Karpowicz replaced Kimberly Pellini 7/09.
 Kevin Brunk filled unexpired term of Winfield Bevins 7/09.
 Lora Vann filled unexpired Sarah Massey 11/09.
 Lora Gilreath filled term of Cole Beasley and Marsha Ribner-Cady filled vacant at large seat 6/10.
 Ron Bennett appointed to fill unexpired term of Eddie Lynch 1/11.
 Tripp Hobbs replaced Richard Martin and Jeff Deringer replaced Doug Oberbeck 6/11.
 Richard Martin replaced Edgar Barnes and Lynette Ford replaced Thomas Williamson 6/11.
 Tony Gray replaced Melinda Maher 6/11.
 Sheila Davies filled term of Tony Gray and Stephen Wescott filled term of Kevin Brunk 11/11.
 Kara Rap filled unexpired term of Elise Quidley & Wes Rawles filled term of David Spruill 11/11.
 Matthew Schofield filled unexpired term of Lynette Ford 6/12.
 Natalie Evans filled term of Matthew Schofield & Malinda Lathan filled term of Shelia Davies 2/13.
 Teresa Twyne filled unexpired term of Tripp Hobbs 10/13.
 Bobbie Lowe filled unexpired term of Sarah Massey 4/14.
 Adam Leggett filled Bobbie Lowe term & Margarette Umphlett filled term of Virginia Tillett 12/14.
 Appointment for Health Depart. combined with appointment for Social Services, 2014.
 Laura Twichell replaced Natalie Evans and Nancy Griffin replaced Lora Gilreath 6/15.
 Alejandra Monica-Sanchez appointed to fill unexpired term of Austin Banks 11/15.
 Joshua Tolson appointed to fill unexpired term of Abby Haywood 11/15.
 John Gardner filled term of Ron Bennett and Keith Letchworth filled term of Adam Leggett 1/16.
 Ryan Henderson filled vacant at large seat 1/16.
 Michael Lewis filled unexpired term of Lynn Bryant 2/16.
 LaQreshia Bates-Harley filled unexpired term of Sherri Ellington 6/16.
 Lionel Robinson replaced Malinda Lathan and Steve House replaced Margarette Umphlett 6/17
 Mollee Sinks appointed to fill unexpired term of Alejandra Monica-Sanchez 9/17
 Josh Houston appointed to fill unexpired term of Joshua Tolson 11/17
 Molly McGinnis appointed to fill unexpired term of Teresa Twyne 3/18
 John Gardner did not want to be reappointed, his replacement was deferred to later 6/18
 Edward Hall, Jr. filled unexpired term of LaQreshia Bates-Harley 6/18
 Jennifer Alexander was appointed to fill the vacancy for member of the Business Community 1/19
 Melanie Gonzalez appointed to fill the vacant student representative seat 1/19
 Marcus Hester-Smith filled the At-Large seat held by Lionel Ray Robinson 6/19
 Craig Albert appointed to fill the At-Large seat held by Ryan Henderson 6/19
 Chelsea Artzt appointed to replace Melanie Gonzalez as student representative 6/19
 Lara Cate Wright appointed as student representative and Bonnie Bennett retired 8/19
 Richard J. Martin retired 9/19
 Shannon Glaser replaced Bonnie Bennett and Todd Heineche replaced Richard J. Martin 10/19
 Jamie Koch appointed to fill unexpired term of Todd Heineche 4/21
 Nancy Griffin resigned & Sara Sampson apptd. to serve 6/21
 Matt McGough apptd. to fill term of Molly McGinnis; Paul Pollock apptd. to serve At-Large position; Jennifer Bland resigned & Laura Twichell apptd. to serve; Lora Gilreath apptd. to serve At-Large position 10/21
 Laura Twichell resigned & Amber Younce apptd., Keith Letchworth resigned and Stephanie Webb apptd. Heather Chavez appointed to fill "other non-profit" vacancy.
 Marsha Riibner-Cady, Jennifer Alexander, Stephen Wescott, Time White, & Melinda Mogowski were all reappointed. 5/2022

Maddox Cromwell apptd. as student rep. and Stephanie Baker apptd. to fill term of Heather Chavez 12/22

Robert Trivette, Vance Haskett, Gail Hutchison, Amber Younce, Stephanie Webb, Steve House, Sara Sampson, Sheila Davies, Katherine Irby and Marcus Hester-Smith reappointed. Michael McGouch resigned and Amber Nibe appointed. Jennifer Wooten apptd. as a member of public to represent interests of families of at-risk juveniles. Ed Hall resigned. 5/1/23

-Paul Pollock, Lora Gilreath, & Shannon Glaser all reappointed. 10/23

Stephanie Baker & Amber Nibe resigned. Jamie Koch & Robin Vermillion to fill their unexpired terms. 10/23

Eva Anderson appointed to fill vacant Chief Court Council seat. 10/23

REVISED 10/23



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Juvenile Crime Prevention Council (JCPC)

2nd Choice ABC Board

3rd Choice Library Board - East Albemarle Region

Name George Carver

Address PO Box 2545

City/State/Zip Manteo, NC 27954

Email domehomes3951@gmail.com

Personal Phone (252)564-5140

Business Phone

Business Address

Occupation Executive Director/Business Owner

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I completed my secondary education at Manteo High in 1998. I pursued higher education in computer science at North Carolina Central University from 1998 to 2000, and later continued my studies at Piedmont Community College. Additionally, I broadened my academic horizons by studying marine science at the College of the Albemarle. Apart from formal education, I engage in personal research on various subjects in science, economy, and

Business and civic experience and skills I possess diverse experiences in business, civic service and social justice activism. As a member of Manteo Rotary and "LOBX" Leadership OBX alumni, I demonstrate a commitment to community service, leadership and personal growth. I am also a founding member and Exe. Dir of "DMC" Dare Minority Coalition. Directed the largest non-violent demonstration against police brutality to George Floyd. My passion for activism, advocacy and event coordination

Other boards, Committees, Commissions on which you presently serve I am presently serving on multiple boards in diverse fields. As a member of Dare County Board of Transportation, I have worked towards improving transportation infrastructure and accessibility in the region. Additionally, as the Executive Dir. of "DMC" Dare Minority Coalition Inc. I lead an org. that strives to empower and uplift marginalized communities. CEO/Founder of Georges Dome Homes Inc. specializes in innovative and sustainable housing.

REFERENCE #1

Name Lavarn Brookes

Business Retired " Former Utility Billing Specialist for Dare County Water Dept.
Address Manteo, NC
Phone (252)305-4598

REFERENCE #2

Name David Shufflebarger
Business Senior partner "Alexander Hass" Member of Outer Banks Community Foundation
Address Kill Devil Hill, NC
Phone (404)451-0256

REFERENCE #3

Name Al Friedman
Business Real Estate broker "Sun Realty Real Estate"
Address Nags Head, NC
Phone (410)353-3927

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.



Date 2/15/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Juvenile Crime Prevention Council (JCPC)

2nd Choice

3rd Choice

Name Martin Dalton

Address 197 Watersedge

City/State/Zip Kill Devil Hills

Email s.martindalton@gmail.com

Personal Phone (704)813-1567

Business Phone

Business Address

Occupation Business Development, Technology Industry

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I went to NC State University for my undergraduate degrees — BS in Economics & BA in International Studies. I also attended Duke University's Fuqua School of Business for a Masters in Management Studies (MMS).

Business and civic experience and skills My career began in finance at Cisco Systems, where I was lucky enough to travel the world auditing their various business units. After a stint in finance, I rotated into a leadership program where I spent 5 years progressively growing a book of business for Cisco — eventually managing over \$35M in a given fiscal year. Throughout my time in the corporate world, I have always given 40 hours+ to various civic duties.

Other boards, Committees, Commissions on which you presently serve I currently serve on 2 committees within Kill Devil Hills: 1) Community Appearance Commission and 2) Street Improvement and Special Projects Committee. However, I have just this week had to submit my resignation because we are moving to our home which is outside of the Town of Kill Devil Hills. I have also just completed a year serving as Director of Development for a San Francisco based startup, "BridgingTech".

REFERENCE #1

Name John Windley

Business Walgreens and KDH Board of Commissioner

Address 102 Town Hall Dr, Kill Devil Hills, NC 27948

Phone (252)902-4345

REFERENCE #2

Name Greg Aiken

Business VMware

Address 2 Ave de Lafayette, Boston, MA 02111

Phone (617)850-2625

REFERENCE #3

Name Stephen Billings

Business BrightHouse Financial

Address 11225 N Community House Rd, Charlotte, NC 28277

Phone (704)813-9429

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Martin Dalton

Date 4/13/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Juvenile Crime Prevention Council (JCPC)

2nd Choice

3rd Choice

Name Spencer Gregory
Address 122 Sherwood Drive
City/State/Zip Manteo, NC 27954
Email spencer@darenc.gov
Personal Phone (252)305-3227
Business Phone (252)475-5916
Business Address PO Box 1000, Manteo NC 27954
Occupation Public Services Director
Dare County YES
Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background Bachelor of Recreation Administration from University of Georgia-2000

Business and civic experience and skills 23 years experience working for Dare County Parks and Recreation. Recently hired Public Services Director for Dare County. Applying to fill retired Tim White's seat by request.

Other boards, Committees, Commissions on which you presently serve Public Services Director for Dare County. Applying to fill retired Tim White's seat.

REFERENCE #1

Name Bobby Outten
Business Dare County
Address Po Box 1000
Phone (252)475-5811

REFERENCE #2

Name Shannon Glaser
Business Dare County
Address Po Box 1000
Phone (252)475-5753

REFERENCE #3

Name Elizabeth Reilly
Business Dare County
Address PO Box 1000
Phone (252)475-5823

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Spencer Gregory

Date 10/31/2023



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Advisory Board or Committee interested in:

1st choice: Juvenile Crime Prevention Council (JCPC)

2nd choice:

3rd choice:

Name: AMBER NIBE

Address: 405 TRUXTON ST

City/State/Zip: KILL DEVIL HILLS NC 27948

Email Address: nibeam@daretolearn.org

Telephone: Home: (910)591-6484 Business: (252)489-7707

Resident of Dare County: YES

Occupation: FAMILY LIAISON

Business Address: 405 TRUXTON ST

Educational background:

BA in psychology from Campbell University and an MED in school counseling from Campbell university.

Business and civic experience and skills:

I have worked in education since 1999 as a school counselor and a school social worker.

Other Boards/Committees/Commissions on which you presently serve:

Currently I work as a family liaison with DCS and in that position I serve on Dare Community Collaborative, Saving Lives Task Force, and the DCS Attendance Council

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	ASHLEY JACKSON
Business/Occupation	DARE COUNTY SCHOOLS
Address	3020 S WRIGHTSVILLE AVE NAGS HEAD
Telephone	(252)489-6644

Name	REIDA ROBERTS
Business/Occupation	DARE COUNTY SCHOOLS
Address	3020 S WRIGHTSVILLE AVE NAGS HEAD
Telephone	(252)489-8006



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name L'TONYA MURRAY
Business/Occupation DARE COUNTY SCHOOLS
Address 3020 S WRIGHTSVILLE AVE NAGS HEAD
Telephone (252)423-1104

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Signature of applicant:

Amber Nibe

Date: 3/15/2023



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Advisory Board or Committee interested in:

- 1st choice: Juvenile Crime Prevention Council (JCPC)
2nd choice: Jury Commission
3rd choice: Veterans Advisory Council

Name: JENNIFER REARDON

Address: 180 S DOGWOOD TRL

City/State/Zip: KITTY HAWK NC 27949

Email Address: jlynnereardon@gmail.com

Telephone: Home: (252)469-0692 Business:

Resident of Dare County: YES

Occupation: PRIOR US ARMY PARALEGAL

Business Address:

Educational background:

My bachelors education is in criminal justice from NC Wesleyan Univeristy in Rocky Mount, NC with heavy emphasis on leadership training and teaching

Business and civic experience and skills:

My business experience is in active duty and National Guard military justice as a criminal justice paralegal preparing documents for commanders, trial judges and courts-martials. I also served as a claims analyst in Iraq and an English language instructor with a heavy emphasis on cultural immersion with Romanian Air Force.

Other Boards/Committees/Commissions on which you presently serve:

I am not currently or actively serving on a board/Committee/Commission.

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	KELLI REARDON
Business/Occupation	CVS
Address	180 S DOGWOOD TRL KITTY HAWK NC 27949
Telephone	(252)883-8722



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name LISA JOHNSON
Business/Occupation
Address
Telephone (334)524-7090

Name JACQUE WADE
Business/Occupation
Address
Telephone (910)619-9809

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Signature of applicant:

Date: 5/2/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Juvenile Crime Prevention Council (JCPC)

2nd Choice Health and Human Services Board

3rd Choice Game and Wildlife Commission

Name steven vanover

Address 100 Dunn St.

City/State/Zip Nags Head, NC 27959

Email steven@ob hotline.org

Personal Phone (828)490-5548

Business Phone (252)216-6323

Business Address

Occupation Human services

Dare County Resident YES

NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background Western Carolina, criminal Justice/ Psychology, B.L.E.T and numerous trainings in the law enforcement, and fire/rescue field. also worked with at risk youth thru Buncombe county school system [SRO]

Business and civic experience and skills worked with at risk youth in school system

Other boards, Committees, Commissions on which you presently serve LVA for Joint Task Force on HT

REFERENCE #1

Name Sgt. Brian Tucker

Business NCSHP

Address S.C

Phone (828)777-4049

REFERENCE #2

Name Jerry Leatherwood
Business Buncombe County Fire Marshal
Address Weaverville, NC
Phone (828)230-1159

REFERENCE #3

Name Reggie Ray
Business Deputy Sheriff
Address Weaverville, NC
Phone (828)216-1759

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Steven L. Vanover

Date 10/10/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Juvenile Crime Prevention Council (JCPC) ▼

2nd Choice ▼

3rd Choice ▼

Name Robin Vermillion

Address 120 Dot Sears Dr

City/State/Zip Grandy NC 27939

Email vermillionro@daretolearn.org

Personal Phone (252)489-9323

Business Phone (252)489-9323

Business Address 3020 Wrightsville Ave Nags Head NC 27959

Occupation Dare County School Social Worker

Dare County Resident YES

NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background

Bachelors in Social Work

Business and civic experience and skills Currently employed as a School Social Worker in Dare County.

Other boards, Committees, Commissions on which you presently serve n/a

REFERENCE #1

Name L'Tanya Murray
Business Dare County School
Address 3020 Wrightsville Ave Nags Head NC 27959
Phone (252)449-7000

REFERENCE #2

Name Ashley Jackson
Business Dare County School
Address 3020 Wrightsville Ave Nags Head NC 27959
Phone (252)489-6644

REFERENCE #3

Name Jennifer Smith
Business Jen Smith Counseling

Address 110 W Woodhill Dr Nags Head NC 27959

Phone (252)216-4462

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Robin Vermillion

Date 8/29/2023

Comments

2000 characters left

Reviewed



Dare County Transportation Advisory Board

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

December, 2023

DARE COUNTY TRANSPORTATION ADVISORY BOARD

(Four Year Term)

George Carver's term has expired.

The Transportation Advisory Board recommends George Carver to be reappointed.

Applications on file:
Thomas Davis Rust

Other Members: See attached list

DARE COUNTY TRANSPORTATION ADVISORY BOARD

(Staggered Terms/Four Year Term)

The Dare County Transportation System is required by the State's Community Transportation Program to have a local Transportation Advisory Board. This Board is expected to maintain a minimum level of coordinated transportation service and to maintain ongoing communications as a means of seeking public involvement and ongoing administrative oversight.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Jenna Wienert 605 West Third Street Kill Devil Hills, NC 27948 252-475-5636 jenna.wienert@darenc.gov Older Adult Services (Government Sector)	6-27	Apptd. 6/23
Chuck Lycett P.O. Box 1000 Manteo, NC 27954 475-5526 Health & Human Services (Government Sector)	6-26	Apptd. 6/98 Reapptd. 7/02,06,10,14, 18, 5/22
George Carver, Jr. 110 Scarborough Street Manteo, NC 27954 305-86-71 home Dareminoritycoalition1@gmail.com (Public Business Sector)	12-23	Apptd. 12/19
Thomas Maher 170 Dogwood Trl. Manteo, NC 27954 C: 252-305-5844 W:252-473-2300 Tmaher1962@gmail.com (Government Sector)	09/27	Apptd. 09/23
Vacant (Human Services Sector)		
Nessie Siler 146 Airport Rd. Manteo, NC 27954 473-3376 User with a Disability (Public/Business Sector)	6-26	Apptd. 6/14 Reapptd. 6/18, 5/22
John B. Rafferty 205 W. Kitty Hawk Road Kitty Hawk, NC 27949 678-908-6241 (Public/Business Sector)	9/26	Apptd. 9/22

Steve House 6/27 Apptd. 6/23
147 S. Dogwood Trail
Southern Shores, NC 27949
Steve.House@darenc.gov
216-8985
Dare County Commissioner
(Government Sector)

Alex Chandler 6/26 Apptd. 6/18, 5/22
1229 Burnside Road
Manteo, NC 27954
216-6058 (H)
473-3717 (W)
chandleral@daretolearn.org
Education Institution
(Government Sector)

Tiffanie Herring 3/26 Apptd. 11/22
201 W 1st Street
Greenville, NC 27834
tiffanie.herring@trilliumnc.org
Hospital Rep
(Human Services Sector)

Vacant
(Public/Business Sector)

Eleen Bryant
P.O. Box 2085
Manteo, NC 27954
eeleenbryant@gmail.com 9/27 Appt. 9/23
H: 252-423-1305
W: 252-423-1305

NOTES:

CONTACT INFO: Radcliff Hester, Transportation Director - 475-5641

MEETING DATE: Quarterly, Dare Co. Admin. Center, 8:30 a.m.

Stuart Bell appointed to fill unexpired term of Dick Wood 2/99.
Warren Judge replaced Stuart Bell 7/99. Doug Tutwiler replaced John Xenakis 7/99.
Randy Hemmis filled unexpired term of Al Valentino and Bryan Shaw filled unexpired term of Ward Barnett 1/00; Richard Wescoat appointed to fill unexpired term of Al Forman 2/00.
Donnie Just apptd. to fill unexpired term of Doug Tutwiler & Ray Seiwel filled unexpired term of Randy Hemmis 2/00; Trish Blacmon appointed to fill unexpired term of Wilson Shearin 6/00.
Christan Zdanski replaced Uli Bennewitz 6/00.
Oral Ali replaced Lani Goodwin 6/00; Dawn Enochs replaced Warren Judge 6/00.
David Hoare appointed to fill unexpired term of Richard Wescoat 10/00.
Curtis Creech appointed to fill unexpired term of Chris Zdanski 12/00.
Comm. Geneva H. Perry filled unexpired term of outgoing Comm. Cheryl Byrd 1/01.
Kim Bailey replaced Ann Laughlin 7/01; David Quidley replaced Bryan Shaw 7/01.
Jeff Tack filled unexpired term of Dawn Enoch 7/01; Eric Spears filled unexpired term of Donnie Just 7/01.
Kermit Skinner filled unexpired term of the late Curtis Creech 6/02.
DCBC eliminated seat for Cancer Support Group 7/1/02.
Jody Crosswhite filled unexpired term of Trish Blackmon 12/02.

Comm. Cheryl Byrd appointed to fill unexpired term of outgoing Comm. Geneva Perry 2/03.
Margie Midgett appointed to fill unexpired term of Dell Collins 3/03.
Doug Seay replaced Jeff Tack and Sandy Morrison apptd. to fill term of David Hoare 6/03.
Pete Groom replaced Alex Risser 6/04; Pat Morrissey replaced Kermit Skinner, 6/04.
Kenny Kee replaced Jimmy Perry 6/04; Megan Gregory replaced David Quidley 1/05.
Robert Woodard apptd. to fill unexpired term of Doug Seay 2/05.
Amy Etheridge apptd. to fill unexpired term of Kim Bailey 2/05.
Ben Sproul apptd. to fill vacant OB Rest. Assoc. seat 4/05.
Andy Szakos filled term of Sandy Morrison & Michelle Pharr filled term of Bob Woodard 3/06
Tim Shearin filled unexpired term of Pat Morrissey 4/06.
David Kleinschuster apptd. to fill unexpired term of Amy Etheridge 6/06.
Comm. Jack Shea apptd. to fill unexpired term of Cheryl Byrd 1/07.
Amy Montgomery filled unexpired term of Gina Scarborough 9/11.
Kristen Parrino filled vacant Hatteras Island seat 4/15.
Apptd. Ginny Zdanski to fill vacant Public Human Service Agency seat 11/16.
Apptd. Mandy Earnest to fill Human Services Sector seat 10/17.
Alex Chandler appointed to replace John Winston, Jr. 6/18
Chuck Lycett replaced Jay Burrus who retired 9/18; Jim Tobin replaced Jack Shea 1/19
Mandy Earnst removed from list, never attended meetings per Don Cabana 1/19
Mayte Hernandez-Beacham apptd. 10/19; Maria Heifferon resigned 10/19
George Carver, Jr. apptd. 12/19
Lorenzo Foster and Amanda Hooper apptd. 2/21
Stephanie Webb apptd. to serve in Human Services Sector seat. 3/22
Brandi Bohanan, Chuck Lycett, Nessie Siler, and Alex Chandler were reappointed. Kenny Kee
did not want to be reappointed. 5/22
John B. Rafferty appointed for Public/Business Section 9/22
Tiffanie Herring appointed to complete term of Stephanie Webb 11/22
Brandi Bohanan retired 03/2023; Lorenzo Foster removed from Board for attendance 5/4/23
Jenna Wienert appointed to replace Brandi Bohanan and Commissioner Steve House appointed
to temporarily replace Commissioner Jim Tobin. Lorenzo Foster removed for attendance 6/23
Thomas Maher was appointed to fill the Vacant Government Sector seat, Eleen Bryant was
appoint to fill the vacant At-Large seat. 9/23
Mayte Hernandez-Beacham did not wish to be reappointed & Amanda Hooper resigned. 10/23

REVISED 10/23



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Planning Board

2nd Choice Transportation Advisory Board

3rd Choice Albemarle Commission

Name Thomas Davis Rust

Address 7056 Currituck Road

City/State/Zip Kitty Hawk, NC 27949

Email trust@pennoni.com

Personal Phone 7035178178

Business Phone 7035178178

Business Address 1900 Market Street Philadelphia, PA (semi-retired)

Occupation Registered Professional Engineer and Certified Planner, Fellow in the American Institute of Certified Planners

Dare County Resident YES
 NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I am a graduate of Virginia Tech (VT) with a Bachelor of Science in Civil Engineering. I also hold a Master of Science (in Public Works) from George Washington University as well as a Master in Planning from the University of Virginia (UVA).

Business and civic experience and skills I am a Registered Professional Engineer and a Fellow in the America Institute of Certified Planners. In Herndon, VA I was on the Planning Commission, Town Council, and was Mayor. I retired from the Virginia General Assembly where I chaired Transportation as well as Science and Technology Committees. I was on the Education and Labor Committees. I served on the Board of Visitors for VT and Longwood University.

Other boards, Committees, Commissions on which you presently serve I serve on the Stewardship Committee at All Saints Episcopal Church. I am Vice-President of the Outer Banks Forum for the Lively Arts and am a member of the First Flight Rotary Club as a Paul Harris Fellow. At Pennoni, I am Vice-Chairman of the Board, Chairman of the Diversity, Equity, and Inclusion Committee and a member of the ESOP Committee. I am a board member of the VT Corps of Cadets Alumni Association.

REFERENCE #1

Name Mr. Chris Sawin

Business Outer Banks Community Foundation

Address 1003 9th Avenue Kill Devil Hills, NC 27948

Phone 2522618839

REFERENCE #2

Name Mr. Carl Curnutte III

Business Twiddy & Co

Address 255 Mother Vineyard Road Manteo, NC 27959

Phone 7578807847

REFERENCE #3

Name Mr. Chuck Pennoni PE

Business Pennoni

Address 1900 Market Street, Suite 300 Philadelphia PA 19103

Phone 2157968389

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

THOMAS DAVIS PUST

Date 10/30/2023



Special Motor Vehicle Valuation Review Board

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

December, 2023

BOARD APPOINTMENTS

SPECIAL MOTOR VEHICLE VALUATION REVIEW BOARD

(One Year Term)

The following have terms to expire in December:

Danny Couch

(Current Term 12/22 - 12/23)

(Originally Apptd. 06/17)

Dock Sawyer

(Current Term 12/22 – 12/23)

(Originally Apptd. 1/93)

David Light

(Current Term 12/22 – 12/23)

(Originally Apptd. 1/18)

All would like to be reappointed

No applications have been received.

Other Members:

None

SPECIAL MOTOR VEHICLE VALUATION REVIEW BOARD
(One Year Term)

The Special Motor Vehicle Valuation Review Board hears and reviews appeals of listings and valuations placed upon taxable motor vehicles located within Dare County.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Danny Couch 47297 Dippin Vat Road P.O. Box 1001 Buxton, NC 27920 dannyc@darenc.gov 252-216-7383	12/23	Apptd. 06/17 Reapptd. 12/17,18, 19,20,21 22
Dock Sawyer P.O. Box 1292 Manteo, NC 27954 252-475-8803	12/23	Apptd. 01-93 Reapptd. 12-93,94,95,96, 97,98,99,00-21, 22
David Light P.O. Box 721 Wanchese, NC 27981 obxilight@embargmail.com 252-305-2678 (home) 252-473-2678 (business)	12/23	Apptd. 1-18 Reapptd. 12/18,19-21, 22

NOTES:

MEETING INFO: As needed

CONTACT INFO: Michael Elliott, 475-5854

MEMBERS COMPENSATED: No

Richard Johnson replaced Shirley Hassell 12/98.
Jack Gregory replaced Mike Hedrick 1-02.
Lori Hageman replaced Jack Gregory 12/07.
Wally Overman filled unexpired term of Richard Johnson 10/13
Danny Couch filled unexpired term of Wally Overman 6/17
Unable to contact Lori Hageman, she was not reappointed 12/17
David Light replaced Lori Hageman 1/18
Danny Couch, Dock Sawyer and David Light reappointed 12/19, 12/20, 11/21 & 11/22

REVISED 11/22



Board of Equalization and Review

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

December, 2023

BOARD OF EQUALIZATION AND REVIEW

(One Year Term)

The following have terms to expire in December, 2023.

Nelson V. "Skip" Jones

(Originally Apptd. 2/08)

Jonathan Waddill

(Originally Apptd. 2/16)

Jeffrey Scott

(Originally Apptd. 2/16)

Terry Gore

(Originally Apptd. 4/14)

Charles Evans

(Originally Apptd. 2/16)

All would like to be reappointed.

Application has been received from Kenneth P. Scott, III, and Eddie Twyne

BOARD OF EQUALIZATION AND REVIEW
(One Year Term)

The Board of Equalization and Review is a local citizen review board that hears property tax appeals from property owners in Dare County. Under North Carolina law, each county must have an Equalization and Review Board to hear appeals of property values.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Nelson V. "Skip" Jones 1508 Captains Lane Kill Devil Hills, NC 27948 252-441-7882	12-23	Apptd. 2/08 Reapptd. 12/08,09,10,11,12, 13,14,15,16,1/18, 12/18,19, 20, 21, 22
Jonathan Waddill 1322 N. Hwy 64 Manteo, NC 27954 252-564-4319 (H) 252-986-6392 (O)	12-23	Apptd. 2/16 Reapptd. 12/16, 1/18, 12/18 19, 20, 21, 22
Jeffrey Scott 4317 Shady Lane Kitty Hawk, NC 27949 252-261-3777 (H) 252 261-1500 (O)	12-23	Apptd. 2/16 Reapptd. 12/16, 1/18, 12/18 19, 20, 21, 22
Terry Gore 140 Fearing Place Manteo, NC 27954 252-347-6710 (H)	12-23	Apptd. 4/14 Reapptd. 12/14,15,16,1/18 19, 20, 21, 22
Charles Evans P.O. Box 2239 Manteo, NC 27954 252-473-2055 (H) 252-473-2171 (O)	12-23	Apptd. 2/16 Reapptd. 12/16, 1/18, 12/18 19, 20, 21, 22

NOTES:

MEETING INFO: As needed

CONTACT INFO: Hosea Wilson, III, Tax Assessor

MEMBERS COMPENSATED: \$50 per meeting

John Receveur replaced Judy Johnson and Myra Ladd replaced Carl Parrot 1/93.
Alvin S. Hibbs replaced Keith Fearing 2/93; Barbara Britt replaced Myra Ladd 1/95.
Curtis Creech replaced Ron Tillett 1/98; Michael Davenport replaced Alvin Hibbs 12/01.
Bo Taylor replaced the late Curtis Creech 12/02; Kerwin Hoy replaced Bo Taylor 4/06.
Skip Jones filled unexpired term of John Receveur 2/08.
Talmadge Jones filled unexpired term of Kerwin Hoy 3/08.
Terry Gore filled unexpired term of Barbara Britt 4/14.
Jonathan Waddill replaced Bette Gray and Jeffrey Scott replaced Talmadge Jones 2/16.
Charles Evans replaced Michael Davenport 2/16.
Nelson Jones, Jonathan Waddill, Jeffrey Scott, Terry Gore and Charles Evans were reapptd.
12/19, 12/20, 11/21 and 11/22

REVISED 11/22



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Advisory Board or Committee interested in:

- 1st choice: A.B.C. Board
2nd choice: Equalization and Review Board
3rd choice: Tourism Board

Name: EDDIE TWYNE

Address: 143 RALEIGH WOOD DRIVE / POB 11

City/State/Zip: MANTEO / NC / 27954

Email Address: etwyne@yahoo.com

Telephone: Home: (252)305-2291 Business: (252)473-4272

Resident of Dare County: YES

Occupation: RETIRED TEACHER / REAL ESTATE BROKER / OWNER

Business Address: 516 S HWY / POB 130 / MANTEO / NC / 27954

Educational background:

I graduated from Manteo High School in 1980 and attended Fork Union Military Academy on a football Scholarship in 1981. Attended Chowan College then graduated from ECSU in 1987 with a BS in Health and Physical Education. I am currently in graduate school at East Carolina University in the COB pursuing a leadership certificate and expect to graduate in May of 2023.

Business and civic experience and skills:

I am a North Carolina licensed Teacher, and North Carolina a licensed Real Estate Broker. I have the following certificates and designations in real estate; Graduate Realtor Institute (GRI), Workforce Housing, Diversity and Resort, and Second Homes. I have an OUPV 6-Pack captains license.

Other Boards/Committees/Commissions on which you presently serve:

I am currently a lifetime member of the NC High School Coaches Association. I am currently on the Dare County Parks and Recreation Board.

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	RV OWENS
Business/Occupation	2522168079
Address	361 MOTHER VINEYARD ROAD, MANTEO, NC 27954
Telephone	(252)202-4963



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name ERVIN BATEMAN
Business/Occupation
Address 4148 POOR RIDGE RD, KITTY HAWK, NC 27949
Telephone (252)441-4963

Name BROWNY DOUGLAS
Business/Occupation 2524734272
Address 112 LYDIA LANE, MANTEO, NC 27954
Telephone (252)216-8294

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Signature of applicant:

Eddie Twyne

Date: 3/2/2023

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1st choice Dare County Waterways

2nd choice Hatteras Village Tax District

3rd choice _____

Name Kenneth P Scott III "KP"

Address P.O. Box 361

City/State/Zip Hatteras NC 27943

Email Address natandkp@icloud.com

Telephone Home (252) 986-2877

Business: (252) 986-2365

Resident of Dare County: yes no

Occupation: owner operator, Miss Hatteras, Scott Fisheries Inc

Business Address: 57155 C. Deening Ridge Road

Educational background:

B.A. English, Virginia Military Institute (V.M.I.)

Business and civic experience and skills:

Hatteras Village Civic Assoc 2008-2019

Secretary Hatteras Village Civic Assoc 2012-2014

Other Boards/Committees/Commissions on which you presently serve:

N/A

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Dan Oden</u>	<u>Oden Brothers</u>	<u>57878 Hwy 12</u>	<u>Hatteras (252) 305 2555</u>
<u>Steve Coulter</u>	<u>Sea Creature Sportfishing</u>	<u>252 996-0274</u>	
<u>Ernie Foster (Retired)</u>	<u>Albatross Sportfishing</u>	<u>252 619-0135</u>	

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 6/19/2021 Signature of applicant: Kenneth R. [Signature]

FOR OFFICE USE ONLY:

Date received: 6/23/2021



Parks and Recreation Advisory Council

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

PARKS AND RECREATION ADVISORY COUNCIL
(Three Year Term)

The Parks and Recreation Advisory Council reviews and advises the Parks and Recreation Department in its efforts to promote, organize, plan and coordinate activities and programs for youth and adults in Dare County.

Missy McPherson's term has expired.

The Council recommends Missy McPherson be reappointed for another term.

Applications have been received from:

Scott Garber, Molly Garavito, Ivy Ingram, Scott Morton, Chelsea Tillett, Cheri L. Peele, and
Christopher Williams

Other Members: See attached list

PARKS AND RECREATION ADVISORY COUNCIL

(Three Year Term)

This Advisory Council reviews and advises the Department of Parks and Recreation in its efforts to promote, organize, plan, and coordinate activities and programs for youth and adults in Dare County.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Anita Bills P.O. Box 608 Frisco, NC 27936 995-7892(H), 202-1412(O)	7-24	Apptd. 7/11 Reaptd. 7/14, 18, 8/ 21
Willer Spencer P.O. Box 1495 Manteo, NC 27954 256-2880	7-24	Apptd. 7/15 Reaptd. 7/18, 8/21
Amanda Hooper Walters 1202 9 th Avenue Kill Devil Hills, NC 27948 202-9923 Manda.hooper@icloud.com	7-24	Apptd. 7/18, 8/21
Missy McPherson 119 Margaret Court Manteo, NC 27954 473-6831 (H) 216-6831 (C)	12-23	Apptd. 7/16 Reaptd, 12/17, 12/20
Helen Furr 305 Soundview Drive Kill Devil Hills, NC 27948 441-4590(H), 449-4444(O)	7-24	Apptd. 8/21
George Barr 107 N. Budleigh Street PO Box 564 Manteo, NC 27954 sailcamaraderie@yahoo.com 804-387-4995	7-24	Apptd. 8/18, 21
Deon Simmons 222 Brakewood Dr. Manteo, NC 27954 475-1627 (H), 202-9737 (O)	7-25	Apptd. 7/13 Reaptd. 7/16, 19 8/22
Cindy Perry P.O. Box 2441 Kitty Hawk, NC 27949 252-202-3458 c.cindy18@gmail.com	3-25	Apptd. 3/22

Robert Parrish 4416 Seascape Drive Kitty Hawk, NC 27949 252-333-9476 Robert@parrishinsure.com	7-24	Apptd. 7/18 Reapptd. 8/21
Eddie Twyne P.O. Box 11 Manteo, NC 27954 305-2291	7-24	Apptd. 7/15 Reapptd. 7/18, 8/21
Megan Vayette 47520 Lost Tree Trail Buxton, NC 27920 252-216-7176 mvayette@gmail.com	7-24	Apptd. 8/22
Thomas Floyd 2804 S Pamlico Avenue Nags Head, NC 27959 252-473-2131 thommy.floyd@gmail.com	7-24	Apptd. 3/22
Ervin Bateman 4148 Poor Ridge Road PO Box 1127 Kitty Hawk, NC 27949 ervin.bateman@darenc.gov 252-216-1526		Apptd. 1/19
Justin Bateman 72 Cudworth Cemetery Rd Wanchese, NC 27981 252-256-3252 Justin@wcms.com	8-25	Apptd. 8/19 Reapptd. 8/22
B. Allen Poole 120 Roanoke Trail Manteo, NC 27954 252-473-5421 allenobx@aol.com	8-25	Apptd. 8/19 Reapptd. 8/22

NOTES:

MEETING INFO: Meets four times a year at 6:00 p.m. as designated by the Board
One meeting at Fessenden Center, two at Family Recreation Park, and one at Lions Club.

CONTACT INFO: Spencer Gregory, Public Services Director, 252-475-5916

MEMBERS COMPENSATED: No

Bob Wells replaced Steve Evans 2/90.
Ray Hollowell replaced Andy Meekins 2/90; Peg Casey replaced Mike Leffler 2/90.
Jake McCleave replaced Peg Casey.

On October 21, 1991, DCBOC moved to have a seven-member board.

Lisa Wheless replaced Glenn Lucas 3/92.

David Stowe replaced Carol Anderson 6/93.

Advisory Council was enlarged from 7 members to 13 members July 19, 1993.

Bill Walker replaced Jake McCleave and Ollie Jarvis filled unexpired term of David Stowe 11/94.

Rex Simpson filled unexpired term of Lisa Wheless 11/94.

Tim White replaced Ollie Jarvis and Bobby Outten replaced Karolyn Quidley 7/95.

DCBOC increased membership from 13 to 14 8/7/95.

Ollie Jarvis reapptd. For 1 year; Andy Ward filled unexpired term of Ron Bennett 10/95.

Jeff Absher replaced Tim White 7/96; Kyle O'Neal replaced Belinda Willis 4/98.

Mitchell Bateman replaced Rex Simpson 8/98; Dan Ottavio filled term of Debi DesRoches 4/99.

Mike France filled term of Ray Hollowell 4/99; Wilhelmina McCleave filled term of Mary Pendill 4/99.

Bo Taylor and Jeff Absher will be replaced in September 1999.

Susan Boncek replaced Bo Taylor 12/99; Charlena Davenport replaced Jeff Absher 12/99.

Ray Evans fill unexpired term of Wilhelmina McCleave 12/99.

Timmy Midgett replaced Andy Ward 10/00.

Mel Covey apptd. to fill unexpired term of Kyle O'Neal 12/01.

Samantha DeLucia appointed to fill unexpired term of Bobby Outten 5/02.

Crystal Blackmon replaced Charlena Davenport 11/02.

Ben Whitehurst apptd. to fill unexpired term of Mike France 1/04.

Jimmy P. Brown fill term of Ray Evans 4/04; Allen Forman apptd. to fill term of Bill Walker 11/04.

Bob Sanders replaced Robert Wells; and Kelleeta Govan replaced Kathy Burrus 7/05.

Ralph Horne replaced Ben Whitehurst and Ed Futtrell replaced Dan Ottavio 7/05.

Tim Cafferty filled unexpired term of Al Forman & Ronnie Roach replaced Samantha DeLucia 6/06.

Kathy Winstead filled unexpired term of Bob Saunders 11/07; April Oden replaced Ollie Jarvis 10/08.

Mel Covey moved to a northern beach representative & filled unexpired term of Ronnie Roach.

Susan Gray filled unexpired term of Mel Covey 10/08; Scott Midgette replaced Pete Hunter 7/09.

Anita Bills replaced April Oden and Tod Clissold replaced Ed Futrell 7/11.

Melinda Maher replaced Ralph Horne (deceased) 7/11.

Jack Painter replaced Crystal Blackmon 4/12; Mel Covey resigned 7/12.

Eddie Twyne replaced Timmy Midgett and Willer Spencer filled vacancy (Tod Clissold) 7/15.

Kelli Harmon filled vacancy (Mel Covey) 7/15.

Missy McPherson appointed to fill vacant seat last held by Susan Boncek 7/16.

George Berry appointed to fill vacant seat last held by Susan Gray 7/16.

Melinda Maher resigned 12/16; Jack Painter resigned 1/17.

Chairman Woodard appointed Danny Couch as Commissioner Appointee 2/17

Jimmy Brown passed away 1/18

Kathy Winstead remarried, her name changed to Kathy Carden 6/18

Robert Parrish replaced Scott Midgette, Stephanie J. Harkness-Moxley replaced

Keletta Govan, Amanda Hooper Walters filled a vacancy 7/18

George Barr appointed 8/18; Tim Cafferty did not wish to be reappointed, the Board will wait to receive a recommendation from staff before filling Mr. Cafferty's seat.

Ervin Bateman replaced Danny Couch 1/19

B. Allen Poole and Justin Bateman apptd. 8/19; Missy McPherson reapptd. 12/20.

Helen Furr appointed to fill vacancy left by Kathy Carden 8/21.

Cindy Perry appointed to replace George Perry, Thomas Floyd appointed to fill unexpired term of Kelli Harmon 3/22

Dean Simmons, Justin Bateman and Allen Poole were reappointed for another term. 8/22

Megan Vayette appointed to fill unexpired term of Stephanie Moxley. 8/22

REVISED 09/22

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1st choice Park & Recreation Advisory Council

2nd choice _____

3rd choice _____

Name Scott Garber

Address 211 Sunset Drive

City/State/Zip KDH, NC 27948

Email Address butterbanks@gmail.com

Telephone Home: 252-423-8512

Business: _____

Resident of Dare County: yes no

Occupation: Retired (work in Broadcast Media)

Business Address: _____

Educational background:

HS - College - Sports - played Basketball
Football - Track - Softball

Business and civic experience and skills:

Ambassador - USAPA Pickleball Assoc.
Umpire HS/College Basketball - Baseball
Referee

Other Boards/Committees/Commissions on which you presently serve:

HOA - Property Mgr - Treasure

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Tim White</u>	<u>DC Park & Rec</u>		<u>252-475-5916</u>
<u>Ann Wellham</u>		<u>Kitty Hawk</u>	<u>301-501-0110</u>
<u>George Barr</u>		<u>Manteo</u>	<u>804-387-4995</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 5-3-21 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 5/3/21



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Parks and Recreation Advisory Council

2nd Choice

3rd Choice

Name Molly Garavito

Address 304 Hillcrest Drive

City/State/Zip Southern Shores, NC 27949

Email molly.garavito@gmail.com

Personal Phone (570)262-8969

Business Phone

Business Address

Occupation Director of Marketing

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I have a bachelor of Arts in Speech Communication and a minor in Public Relations from The Kutztown University of Pennsylvania.

Business and civic experience and skills I have almost 20 years of experience working for Fortune 500 companies and nonprofits on an international, national and local scale. Currently, I manage a marketing and web agency based in Norfolk, Virginia. My background is in marketing, web design, development, communications and public relations. I am a proud mother of 3 boys who all partake in several sports throughout Dare County and have been a soccer coach in Dare County for several years.

Other boards, Committees, Commissions on which you presently serve I currently serve on the Outer Banks Youth Soccer (OBYSA) board, the OBX Storm Board of Directors and on the Currituck Chamber of Commerce Board. Additionally, I am also an Ambassador for the Currituck Chamber. Previously, I served on the Kitty Hawk Elementary School PTA for several years and on the Board for the Outer Banks Children's Museum.

REFERENCE #1

Name Diane Bognich Wehner

Business OBYSA/ Outer Banks Visitors Bureau

Address 312 Villa Dunes Dr., Nags Head, NC 27959

Phone (252)256-0588

REFERENCE #2

Name Charlotte Midgette-Winstead

Business

Address

Phone (252)473-8001

REFERENCE #3

Name Andy Garman

Business

Address

Phone (252)619-0437

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Holly L. Garavito

Date 9/27/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Parks and Recreation Advisory Council

2nd Choice

3rd Choice

Name Ivy Ingram

Address 1002 Swan Street

City/State/Zip Kill Devil Hills, NC 27948

Email ivyraying@gmail.com

Personal Phone 2522560423

Business Phone

Business Address

Occupation Preschool teacher, KDH town commissioner

Dare County Resident YES

NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I have a BS in Early Childhood and Family Studies from the University of NC-Greensboro

Business and civic experience and skills I have been a KDH resident since 2001 and since then have served on various town boards including water quality task force, building heights task force, and the adopt a beach program. I was co chair of the Surfrider Foundation, Outer Banks for 10 years, served as FFES PTO Vice Chair for two years.

Other boards, Committees, Commissions on which you presently serve I am currently serving on the OB Tourism Board (for the last 4 years, appointment expires next month), I serve on the board of Outer Banks Forever, and am serving as co- chair of the Programs Committee for the State of the Child for Dare County. Finally, I am a current KDH commissioner, term expiring but running for re-election. I have a child currently in 8th grade at FFMS and a passion for serving the children in our community.

REFERENCE #1

Name Terry Gray

Business KDH Commissioner

Address 322 Pine Grove Trail Kill Devil Hills

Phone 252-256-1064

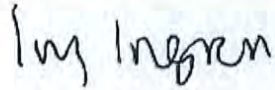
REFERENCE #2

Name Billy Folkes
Business Athletics, FFHS
Address
Phone 2525738977

REFERENCE #3

Name Jessica Sands
Business Dare Arts
Address
Phone 617-943-1776

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.



Date 11/4/2023

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1st choice DEPT OF PARKS & REC. ADV. COUNCIL

2nd choice _____

3rd choice _____

Name SCOTT MORTON

Address 1607 HARBOUR VIEW DR

City/State/Zip KDH, NC 27948

Email Address sfm0098@yahoo.com

Telephone Home: 610 392 9363 CELL

Business: _____

Resident of Dare County: yes no

Occupation: RETIRED - PROJECT MANAGER

Business Address: N/A

Educational background:

B.S. CHEMICAL ENGINEERING

Business and civic experience and skills:

- 1) 30 YRS MANAGING & ESTIMATING INDUSTRIAL PROJECT
- 2) LEADER OF VARIOUS RECREATIONAL CLUBS & ORGANIZATIONS

Other Boards/Committees/Commissions on which you presently serve:

COLINGTON YACHT CLUB PAST COMMODORE

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
GREG FLORENCE	PRINCIPAL	1402 HARBOUR VIEW DR KDH NC 27948	252-489-1238
DAVE NEEDHAM	MEDICAL SALES	146 CROOKED BACK LOOP SOUTHERN SHOES	252-599-2713
ANN WELHAM	ATHLETIC DIRECTOR	PO BOX 1001 KITTY HAWK 27949	301-501-0110

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 5/18/21 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 5/19/21



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Advisory Board or Committee interested in:

1st choice: Parks and Recreation Advisory Council

2nd choice:

3rd choice:

Name: CHELSEA TILLET

Address: 4016 POOR RIDGE ROAD

City/State/Zip: KITTY HAWK

Email Address: chelseancsu@gmail.com

Telephone: Home: (252)305-0839 Business:

Resident of Dare County: YES

Occupation: SELF EMPLOYED- HEAVY EQUIPMENT COMPANY

Business Address:

Educational background:

I graduated from Manteo High School in 2003. I graduated from NC State in 2006 with a bachelors degree in Business Management with a concentration in Marketing.

Business and civic experience and skills:

I have co-owned and operated a successful small business for 20 years. Previously I worked as an office manager/legal assistant/bookkeeper at Aycock & Butler law office. I have been a Dare County Notary Public since 2007. I have four children ages 5-12 in Dare County who play basketball, soccer, dance and baseball.

Other Boards/Committees/Commissions on which you presently serve:

I currently serve on the OBX Baseball League Board as Secretary. I also volunteer with school PTA programs and at Kitty Hawk United Methodist church.

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	JUSTIN BATEMAN
Business/Occupation	RADIO
Address	WANCHESE
Telephone	(252)256-3252



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name PAT HUDSPETH
Business/Occupation ATTORNEY
Address SOUTHERN SHORES
Telephone (252)256-0871

Name CHARLIE AYCOCK
Business/Occupation ATTORNEY
Address NAGS HEAD
Telephone (252)202-7813

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Signature of applicant:

Chelsea Tillett

Date: 12/12/2022



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice College of the Albemarle Board of Trustees

2nd Choice Health and Human Services Board

3rd Choice Parks and Recreation Advisory Council

Name Cheri L Peele

Address 700 Skipjack Lane

City/State/Zip G-10

Email peeel290@gmail.com

Personal Phone (252)473-8192

Business Phone

Business Address 528 NC Hwy 343 North

Occupation Therapist

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background Master of Education from the College of William and Mary with a concentration in Community Counseling. Substance Abuse provider education also completed. Undergraduate degree in Psychology was also obtained from the College of William and Mary.

Business and civic experience and skills Worked with Dare County Cooperative Extension with At-Risk Youth. I have also worked for Dare County as a therapist implementing their Substance Abuse at New Horizons. I was in private practice offering Mental Health and Substance Abuse services on the Outer Banks. In private practice, I did see clients from Dare County government and the Town of Nags Head.

Other boards, Committees, Commissions on which you presently serve Founding member of Outer Banks Mommy and Me. I currently am a board member of emeritus.

REFERENCE #1

Name Ronald Bradshaw

Business Currents Construction, Inc

Address 528 NC Hwy 343 North

Phone (757)650-9926

REFERENCE #2

Name Thea Crane O'Neil

Business

Address Martins Point, Kitty Hawk

Phone (252)207-1771

REFERENCE #3

Name Sarah Palmer

Business

Address Sligo, NC

Phone (757)672-6748

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.



Date 2/11/2022



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Planning Board
2nd Choice Parks and Recreation Advisory Council
3rd Choice
Name Christopher Williams
Address 4006 Smith Street
City/State/Zip 27949
Email christopherwilliams07@gmail.com
Personal Phone (757)287-1104
Business Phone
Business Address
Occupation General Manager
Dare County Resident YES NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I received my B.A. from Randolph-Macon College in 2008 where I majored in International Studies and French. I also minored in International Business.

Business and civic experience and skills Upon graduating I immediately started my career in education at The Winchendon School in Massachusetts. There I taught French and Spanish for 7 years. I was also a dorm parent and coached multiple sports throughout my tenure there. I then moved back to my hometown of Virginia Beach to continue with education at Cape Henry Collegiate. 2 years later I moved to Kitty Hawk in 2017 and currently manage Wave Riding Vehicles surf shop.

Other boards, Committees, Commissions on which you presently serve I do not serve on any boards/committees/commissions at the moment.

REFERENCE #1

Name Chase Vizzier
Business United States Navy
Address 961 Meetinghouse Rd. Jenkintown, PA 19046
Phone (757)642-1300

REFERENCE #2

Name Ryan Willis
Business Charlottesville Department of Utilities
Address 305 4th St. NW Charlottesville, VA 22903
Phone (561)706-9182

REFERENCE #3

Name Sean Duncan
Business The Winchendon School
Address 45 W 34th St. 5th Floor, New York, NY 10001
Phone (401)714-4486

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date 12/2/2022



Older Adult Services Advisory Council

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

December, 2023

Board Appointment
Older Adult Services Advisory Council
(Four Year Term)

Beulah Ashby has resigned from her position. The Council recommends the appointment of Sandra Burgee to complete her term.

Applications on file are attached.

Other Members:
See attached list

DCOAS

Beulah Ashby <beulah.ashby67@gmail.com>

Thu 10/12/2023 1:33 AM

To:Debbie Monday <debbie.monday@darenc.gov>;Mary Pendill <obxmamap@hotmail.com>;Sandy Scarborough <sandyf@darenc.gov>

I would like to thank you all for voting for me to be a board member unfortunately I will be resigning from that position. My sister has a house in Florida and my husband and I will this winter get to stay in her house. With both of us being retired it is a wonderful opportunity. We will also be going on a few trips to Vegas as well as spending ten days in Key West with her time share. My brother in love has also given us a week in Massenuten which is one of my favorites. They have 3 timeshares and we get to use them.

Best Regards,

Beulah Ashby



Skyler Foley <skyler.foley@darenc.gov>

Re: [dcboc] Older Adult Services Board

Beulah Ashby <beulah.ashby67@gmail.com>
To: Skyler Foley <skyler.foley@darenc.gov>

Thu, Nov 16, 2023 at 10:32 PM

I am correcting the name of the board which is the Older Adult Services Board. Sorry to for the confusion. Thank you and best regards.

Beulah Ashby

On Thu, Nov 16, 2023 at 2:03 PM Skyler Foley <skyler.foley@darenc.gov> wrote:

Good afternoon Beulah,

Just for clarification, I have two letters that I have received showing your resignation. One for the VTCC Board and one for the Dare County Older Adult Services Board.

Our records indicate that you hold a seat on the Older Adult Services Board. Can you please confirm that is the Board you are resigning from for me?

Thank you in advance!

On Thu, Nov 16, 2023 at 9:18 AM Beulah Ashby <beulah.ashby67@gmail.com> wrote:

I, am writing to inform you about my decision to leave my position as board member on the Older Adults ServicesBoard effective immediately. I have been given the opportunity to spend the winter in Florida as well as a few trips we have planned. This gives the center the chance to have a new member that will be available to serve and attend meetings. Thank you for the opportunity to serve on such an incredible organization. I have truly valued the opportunity to work with such a strong and dedicated team. I wish the best to you and other board members going forward.

Beulah Ashby

--

Skyler Foley

Clerk to the Board of Commissioners

Assistant to the County Manager

P.O. Box 1000, Manteo, NC 27954

252.475.5700 phone

www.darenc.com



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

OLDER ADULT SERVICES ADVISORY COUNCIL

(Four Year Term)

**This Council advises Dare County in its efforts to promote, organize, plan,
and coordinate services and programs for residents and visitors to
Dare County who are 55 years of age and older.**

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Margaret Reber-Dennis, Vice Chair 176 Swan View Drive Kill Devil Hills, NC 27948 magpie211@yahoo.com 252-489-8394 (C)	04-26	Apptd. 4/22
Mary Pendill, Chair 129 Dogwood Circle Manteo, NC 27954 obxmamap@hotmail.com 252-423-0757 (C), 252-473-3589 (H)	11-26	Apptd. 11/14 Reapptd. 11/18, 11/22
Cynthia Harris 92 S. Dogwood Trail Southern Shores, NC 27949 703-402-6288 cindharris@charter.net	11-25	Apptd. 11/15 Reapptd. 11/17, 10/21
Emily Gould 213 Woodland Drive Kitty Hawk, NC 27949 252-475-5550 (O) ekarr@darenc.gov Social Services Rep.	11-26	Apptd. 11/22
Beulah C. Ashby 105 Jones Circle Manteo, NC 27954 beulahashby67@gmail.com 252-256-0987	01-27	Apptd. 1/23
Don Berg P.O. Box 2822 Kitty Hawk, NC 27949 757-871-6193 dberg790@aol.com	03-24	Apptd. 1/23 to fill term

Isaac Simonsen 4606 S Cobia Way Nags Head, NC 27959 mr.isaacsimonsen@gmail.com 252-333-6986 (H)	04/26	Apptd. 4/22
Barbara Franchi 6053 Martin's Point Road Kitty Hawk, NC 27949 252-261-0164 bafranchi@charter.net	07-24	Appt. 7/20
Claudia Hennessey P.O. Box 740 Avon, NC 27915 252-995-6662	11-25	Apptd. 11/15 Reapptd. 11/17, 10/21
Mary Ellen Holland 23 Spindrift Trail Southern Shores, NC 27949 252-255-5780 maryholland@embarqmail.com	04/26	Apptd. 4/22
Jim Tobin 6951 Pecan Lane PO Box 243 Manns Harbor, NC 27953 jim.tobin@darenc.gov 252-216-7732 DC Commissioner	1-25	Apptd. 6/17 Reapptd. 1/21

NOTE: MEETING INFO: Meetings are held primarily at the Baum Center since meetings are offered virtually.

CONTACT INFO: Jenna Wienert, Dir., Baum Senior Center (252.475.5636)

MEMBERS COMPENSATED: No

Commissioner Byrd replaced Commissioner Perry 9/97; Walter Parker replaced Herb Barr, Josephine Fessler replaced Lovie Midgett and Alpean Midgett apptd. to fill term of Louise Rossiter 11/97. Henry Haywood to fill term Marge Keys and Edna Fehrmann apptd. to fill term of Marge Keys 3/99. Kathy Crowder replaced Jimmy Williams and Marjorie Midgett replaced Roy Midgett 11/99. Grace Fruit replaced Edna Fehrmann 10/00; Cheryl Byrd's appt. tabled til 12/18/00. Geneva H. Perry filled unexpired term of Comm. Cheryl Byrd 1/01. Lovie Midgett apptd. to fill unexpired term of Alpean Midgett 4/01. Shirley Venente replaced Walter Parker and Barbara Brenner replaced Josephine Fessler 1/02. Mary Conway replaced Dell Collins 1/03 and Jonna Midgett replaced Sue Judge 1/03. Virginia Tillet filled unexpired term of outgoing Comm. Geneva Perry 2/03. Joe Rongo replaced "Fritz" Winfree 11/03; Annie Rose Wells filled unexpired term of Gee Fruit 3/04.

Paulette Prodanchek filled term of Barbara Brenner 4/05.
Lynda Hester filled term of Mary Conway 4/07.
Lynn Thomas filled term of Joe Rongo & Georgia Ellis filled term of Annie Rose Wells 8/07.
Judith Link filled unexpired term of Shirley Venente 5/08.
Steve Jennette filled term of Lovie Midgett 12/08; Gisele Mead filled term of Lynda Hester 1/09.
Linda Lengyel filled term of Steve Jennette 3/14.
Lynn Bloomfield filled term of Julia Haywood and David Faudie filled term of Betse Kelly 11/14.
Margarette Umphlett filled unexpired term of Virginia Tillett 12/14.
11/2/15: Cynthia Harris apptd. to South Beach seat, Sandra Clark to Mainland seat & Claudia Hennessey apptd. to Wanchese seat for two-year terms. With no applications from these designated areas, appointments were made from applications that were on hand.
John Clark replaced Georgia Ellis 11/16; Melissa Turnage filled term of Jonna Midgett 12/16.
Jim Tobin appointed to fill term of Margarette Umphlett 6/17
Sandra Clark did not want to be reappointed 11/17. Kenneth Bukantas replaced David Faudie who resigned 1/19. Craig Albert replaced Paulette Prodanchek who resigned 2/19
Amber Jennings apptd., Lynne Bloomfield reapptd. 11/19
Kenneth Bukantas resigned 3/19; Amber Jennings resigned 3/20; Apollonia (Bella) Reber apptd. 3/20
Jim Tobin reappointed 1/21, Cynthia Harris and Claudia Hennessey reappointed 10/21.
Craig Albert moved out of the area, leaving a vacancy.
Lynne Bloomfield and Linda Lengyel resigned 2/22, Lynne Bloomfield withdrew resignation 3/22.
Mary Ellen Holland, Isaac Simonsen and Margaret Reber-Dennis appointed to fill vacancies 4/22.
Mary Pendill was appointed to Chair and Bella Reber was appointed to Vice-Chair 4/22.
Lynne Bloomfield resigned 5/22
Mary Pendill reapptd., Emily Gould to replace Melissa Turnage 11/22
Apollonia (Bella) Reber resigned, Don Berg to complete term, Beulah Ashby to fill vacancy on Board 1/23
Changed Contact Info to Jenna Wienert, new Director of Thomas Baum Senior Center 5/23

REVISED 05/23



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Advisory Board or Committee interested in:

- 1st choice: Nursing Home Community Advisory Council/DC Joint Comm.
Advisory Committee
- 2nd choice: Older Adult Services Advisory Council
- 3rd choice:

Name: SANDRA BURGEE

Address: 3138 BAY DRIVE

City/State/Zip: KILL DEVIL HILLS, NC 27948

Email Address: burgeesf@charrter.net

Telephone: Home: (252)207-4132 Business:

Resident of Dare County: YES

Occupation: RETIRED CLINICAL SOCIAL WORKER

Business Address:

Educational background:

I was awarded a degree as Bachelor of Arts in Sociology and Psychology, McDaniel College in 1966. After two years of study, in 1969, I was awarded a Master of Social Work degree from Howard University. During my employment, I attended numerous conferences and workshops in the area of geriatrics and nursing home regulations.

Business and civic experience and skills:

I was employed at Citizens Nursing Home, Frederick, MD for over 20 years as Director of Social work and Admissions. In addition, I was employed as a Social Work Consultant to several nursing homes in Frederick and Washington counties. I was licensed in Maryland as LCSW-C (licensed certified social worker- clinical).

Other Boards/Committees/Commissions on which you presently serve:

At present, I serve as a board member for the Dare County Master Gardeners. Also, I am serving my second term on the Board of Directors for the Outer Banks Chorus. At Duck Church, I am the Stephen Ministry Leader and a member of the Silver Links committee. I have been trained a Hospice volunteer.

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name LOUISE LYNCH
Business/Occupation RETIRED DAY CARE CENTER DIRECTOR, FREDERICK, MD
Address 6685 ARBOR COURT, FREDERICK, MD
Telephone (301)694-6135

Name TESS JUDGE
Business/Occupation BUSINESS OWNER, INVOLVED IN NUMEROUS CHARITIES.
Address 4016 IVY LANE, KITTY HAWK, NC 27949
Telephone (252)216-6105

Name CHRIS AYDLETT
Business/Occupation PASTOR, DUCK CHURCH
Address P.O. BOX8010, DUCK, NC 27949-4662
Telephone (252)261-1525

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Signature of applicant:

Sandra C. Burgee

Date: 5/23/2023



Dare County Tourism Board

Description

There are multiple terms expiring effective December, 2023. See attached summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

DARE COUNTY TOURISM BOARD

(Two Year Term)

Effective January 1, 1992

The Tourism Board promotes travel to and tourism in Dare County and it's municipalities. Their objective is to promote and encourage tourism in Dare County with the aim of increasing visitation and revenue.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Richard Hess 241 Broadbay Drive Kill Devil Hills, NC 27948 252-256--2112(C) richardhess@sunrealtync.com Outer Banks Chamber of Commerce	12/24	Apptd. 12-22
Mark Ballog 2625 S. Bridge Lane Nags Head, NC 27948 252-573-9756(C) 252-255-5825(O) markballog@aol.com DC Restaurant Assoc.	12-23	Apptd. 12-21
Tonia Cohen 213 Soundview Drive Kill Devil Hills, NC 27948 252-423-0019 (C) tonia.cohen@ramadaplazaobx.com OB Hotel/Motel Assoc.	12-24	Apptd. 11/22
Gray Berryman 37 Skyline Road Southern Shores, NC 27949 Gray@GrayBerryman.com 252.573.9503 OB Assoc. of Realtors	12-23	Apptd. 12/21
Monica Thibodeau 126 Sea Hawk Dr., W. Duck, NC 27949 252-207-7739(H) 252-255-6200(O) Monica.thibodeau@carolinadesigns.com Town of Duck	12-24	Apptd. 12/20 Reapptd. 11/22
Leo L. Holland 23 Spindrift Trail Southern Shores, NC 27949 252-255-5780(H) 252-256-2488(C) Lholland23@embarqmail.com Town of Southern Shores	12-24	Apptd. 1/20 to fill term Reapptd. 12/20, 11/22
David Hines 306 First Flight Run Kitty Hawk, NC 27949 Daviddcoastalncobx.com 252-573-9547 (O) Town of Kitty Hawk	12-23	Apptd. 10/21

Ivy Ingram	12-23	Apptd. 1/6/20 Reapptd. 12/6/21
1002 Swan Street Kill Devil Hills, NC 27948 ivyraying@gmail.com 252-256-0423(H) Town of Kill Devil Hills		

Michael Siers	12-23	Apptd. 12/21
4638 S Blue Marlin Way Nags Head, NC 27959 252.489.3861 mike.siers@nagsheadnc.gov Town of Nags Head		

Tod Clissold	12-24	Apptd. 11/22
221 Compton Street Manteo, NC 27954 252-305-4963 (H) tod.clissold@gmail.com Town of Manteo		

Ervin Bateman	12-23	Apptd. 1/20 Reapptd. 10/21
4148 Poor Ridge Road Kitty Hawk, NC 27949 252-216-1526 (C) Ervin.bateman@darenc.gov DC Commissioner		

Dennis Robinson	12-24	Apptd. 10/21 (to fill term) Reapptd. 11/22
58578 NC Hwy 12/Box 62 Hatteras, NC 27943 252-986-6335 (O) dennisr@midgettrealty.com Hatteras Island/ Member at Large		

Timothy M. Cafferty	12-23	Apptd. 1/20 Reapptd. 10/21
4628 Seascape Drive Kitty Hawk, NC 27949 252-202-9801 (H) 252-255-1220 (C) tim@outerbanksblue.com Member at Large		

NOTES:

MEETING INFO: 3rd Thursday of each month, 9:00 a.m., 1 Visitors Center Circle, Manteo, NC

CONTACT INFO: Lee Nettles, Director, Outer Banks Visitors Center

MEMBERS COMPENSATED: \$125 per meeting-Steering Committee Members, \$100 per meeting-
other members

TERM LIMITS: **Members may only serve 2 consecutive 2-year terms**

Some members were appointed for one year in order to stagger the terms (1992)

Luther Daniels was apptd. 1/92 and resigned 5/92. Gus Granitzki was appointed to fill term.
Stuart Bell replaced RV Owens III 11/92; Terrence Gray replaced Cecil Williams 11/92.
Geneva Perry apptd. to fill term of Ozzie Gray 7/93; Don Bryan replaced Geneva Perry 11/93.
Carl Parrott replaced Paul Pruitt, Lacy McNeil replaced Terrence Gray and Renee Cahoon replaced Don
Bryan for Nags Head rep. 12/93. Geneva H. Perry apptd. to fill term of Robert Williams 11/94.
Myra Ladd replaced Stuart Bell as Ch. of Commerce rep. and Kern Pitts apptd. 12/94.
Seat was left vacant by death of Wayne Gersen and Terry Gray apptd. to fill term of the late Lacy McNeil.

Appt. for Town of Manteo was tabled 12/94. Edward Greene replaced Gus Granitzki 1/95; Dick Woods appointed to fill term of Kern Pitts 3/95. John Woolard replaced Mike Kelly; John Stubbings replaced Robert Middlebrooks & Stuart Bell replaced Don Bryan 12/95. Jimmy Hanks appointed to fill term of Terry Gray 1/96; Cliff Blakely replaced Warren Judge, Lee Tugwell replaced Edward Green, Tim Shearin replaced Mollie Fearing 1/97 & John Robert Hooper replaced Tim Midgett 1/97. Warren Judge replaced John Woolard 1/98; David L. Perrot replaced John Stubbings 1/98. Ken Hollowell replaced Carl Parrott 1/98; Sherry Rollason replaced Jimmy Hanks 1/98. George Farah III replaced Renee Cahoon and Stan White replaced Geneva Perry 1/98. Sterling Webster replaced Myra Ladd, Paul Sutherland replaced Dick Wood and Dawn Enochs replaced Tim Shearin 12/98. Tim Cafferty replaced David Parrott 12/99; Christine Nunemaker replaced Stuart Bell 12/99. Raju Uppalapati replaced Sterling Webster, Jeff Tack replaced Cliff Blakeley 12/00. Tim Midgett replaced John Robert Hooper, Tim Shearin replaced Dawn Enochs and Curtis Creech replaced Lee Tugwell 12/00; Bob Woodard replaced Sherry Rollason; Anna Sadler replaced George Farah III, John Robert Hooper replaced Stan White, Dawn Enoch replaced Christine Nunemaker and Doug Seay replaced Ken Hollowell 12/01; Sammy Moore replaced Warren Judge 2/02; Dellerva Collins appointed to fill term of Curtis Creech 6/02 Eugene Kennedy replaced Paul Sutherland 12/02; Neil Morrison replaced Tim Shearin 12/02. Barbara Connery replaced Tim Cafferty 12/03; Sherry Rollason replaced Bob Woodard & Bob Woodard replaced Dawn Enochs 12/03; Hal Denny filled term of Gene Kennedy 1/04. Lisa Cafferty replaced Raju Uppalapati 12/04; Michelle Pharr replaced Jeff Tack 12/04. Mike Johnson filled term of John Robert Hooper 1/05; Scott Leggat replaced Tim Midgett 1/05. Ervin Bateman replaced Doug Seay 12/05. Ben Sproul replaced Sammy Moore, Chuck Ball replaced Sherry Rollason, Renee Cahoon replaced Anna Sadler 1/06; David Farrow filled term of Dell Collins and Dan Shields apptd. to fill term of Hal Denny 1/06; Tim Shearin replaced Bob Woodard 2/06. Paul Buske apptd. to fill term of Chuck Ball 2/07; Jackie Myers replaced Barbara Connery 1/08. Ralph Buxton replaced Lisa Cafferty, Brian McDonald replaced Dan Shields & Allen Burrus replaced Scott Leggat 12/08; Sterling Webster replaced Michelle Pharr and Dave Wessel replaced Nancy Caviness 1/09; Paul Charron replaced Ben Sproul, Gary Perry replaced Ervin Bateman and Wayne Gray replaced Renee Cahoon 12/09, Mr. Gray declined appointment, Anna Sadler apptd. 1/10; Jack Shea replaced Mike Johnson 12/09; Scott Leggat replaced Tim Shearin 12/09; Monica Thibodeau apptd. to fill term of Dave Wessel & Jamie Daniels apptd. to fill term of David Farrow 1/10; Jodi Hess replaced Brian McDonald 1/11; Robert L. Woodard filled term of Paul Buske 4/11; Donnie King replaced Paul Charron 12/11; Tim Cafferty replaced Jackie Myers 12/11. Ernie Foster replaced Scott Leggat 12/11; Dorie Fuller replaced Ralph Buxton 12/12; Brent Sorensen replaced Sterling Webster 12/12; Natalie Kavanagh replaced Allen Burrus 12/12; Sheila Davies filled term of Robert Woodard 1/13. Ervin Bateman replaced Gary Perry 12/13; Susie Walters replaced Anna Sadler 12/13. Virginia Tillett replaced Jack Shea 12/13; Tonia Cohen filled term of Brent Sorensen 5/14. Nancy Caviness replaced Monica Thibodeau, 12/14; Leo Holland replaced Jodi Hess, Martha Wickre replaced Jamie Daniels and Wally Overman apptd. to fill term of Virginia Tillett 12/14. Bambos Charalambous replaced Donnie King, Stuart Pack replaced Tim Cafferty, Mike Hogan replaced Sheila Davies 12/15 & George Banks III replaced Ernie Foster 12/15; Myra Ladd-Bone replaced Dorie Fuller & Pat Weston replaced Natalie Kavanagh 12/16; Craig Garriss replaced Ervin Bateman 1/18; Christopher Nason filled term of Leo Holland 1/18; William "David" Pergerson replaced Stuart Pack, Webb Fuller replaced Susie Walters, Bobby Owens filled term of Martha Wickre & Jeff Pruitt replaced Craig Garriss who declined appointment 1/18; Chuck Burdick replaced Nancy Caviness and Jamie Chisholm replaced Tonia Cohen 1/19; Karen Loopman-Davis replaced Bambos Charalambous, Douglas R. Brindley replaced William Pergerson & Ervin Bateman replaced Wally Overman 1/20, Timmy M. Cafferty replaced George Banks, III; Leo Holland filled term of Christopher Nason & Ivy Ingram replaced Mike Hogan, 1/20; Bambos Charalambous replaced Myra Ladd-Bone, Monica Thibodeau replaced Chuck Burdick & Donna Peele replaced Pat Weston, 12/20. David Hines apptd. for Kitty Hawk, Dennis Robinson apptd. to serve remaining term of Donna Peele (Hatteras) until 12/22, Ervin Bateman reapptd. for another term and Timothy M. Cafferty reapptd. for another term as member at large. 12/6/21 appts: Mark Ballog for Restaurant Assoc., Gray Berryman for OB Assoc. of Realtors, Ivy Ingram for Kill Devil Hills and Michael Siers for Nags Head. 11/22 appts: Tonia Cohen replaced Jamie Chisholm, Monica Thibodeau and Leo L. Holland reappointed., Tod Clissold replaced Bobby Owens, and Dennis Robinson reappointed. 12/22: Richard Hess replaced Bambos Charalambous.

REVISED 12/22

BOARD APPOINTMENT

TOURISM BOARD

(Two Year Term)

Dare County Restaurant Association

Mark Ballog's term expires in December and he is eligible for reappointment.

The Dare County Restaurant Association recommends his reappointment.



Skyler Foley <skyler.foley@darenc.gov>

Dare County Tourism Board

Andrea <jollyrogerobx@gmail.com>
To: Skyler Foley <skyler.foley@darenc.gov>

Fri, Nov 3, 2023 at 1:24 PM

Good afternoon, Skyler! We believe Mark Ballog is still the man to be on the tourism board.

Thanks for your patience!

Andrea

Sent from [Mail](#) for Windows

[Quoted text hidden]

BOARD APPOINTMENT

TOURISM BOARD

(Two Year Term)

Outer Banks Association of Realtors

Gray Berryman's term expires in December and he is eligible for reappointment.

The Outer Banks Association of Realtors recommends John Head to be appointed.



Skyler Foley <skyler.foley@darenc.gov>

Dare County Tourism Board - Reappointment

Natalie Painter <natalie@homesontheobx.com>

Thu, Oct 26, 2023 at 4:52 PM

To: Skyler Foley <skyler.foley@darenc.gov>

Cc: Willo Kelly <willo@outerbanksrealtors.com>

We elected John Head. Copying Willo Kelly on this email if you have any further questions.

Kind regards from my iPhone,

Natalie Painter
Real Estate Sales Agent serving Outer Banks and Northeastern NC
Howard Hanna Outer Banks Realty
Direct: (252)256-9535

www.homesontheOBX.com

On Oct 26, 2023, at 3:41 PM, Skyler Foley <skyler.foley@darenc.gov> wrote:

[Quoted text hidden]



2023 OFFICERS

Natalie Painter
President

Richard Tolson
President Elect

Doug Brindley
Imm. Past President

Heather Cater
Treasurer

Christi Bryant
Secretary

DIRECTORS

Carrie Bateman
Property Management

Gray Berryman
Tourism Board

Ashley Contristan
Director at Large

Shelley O'Grady
Director at Large

Tammy Aycock
Director at Large

Rosemarie Doshier
Director at Large

Richard Hess
Director at Large

November 27, 2023

Dear Dare County Commissioners,

The Outer Banks Association of REALTORS® recently held their Annual Meeting and election of Officers and Directors.

The membership voted overwhelmingly to have John Head, owner of Colony Realty, serve as our two-year representative on the Dare County Tourism Bureau Board of Directors.

John is a past President of the Association and was honored with the prestigious REALTOR® of the Year Award in 2018 for his outstanding contributions on the local, state, and national REALTOR® Association levels as well as his service to the Outer Banks community.

The Board of Directors unanimously endorses and supports the vote of the membership and asks that you please appoint REALTOR® John Head to the Dare County Tourism Board.

Kindest regards,

Willo Kelly

Chief Executive Officer



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Tourism Board
2nd Choice Tourism Board
3rd Choice Tourism Board
Name John Head
Address 2044 Creek Road
City/State/Zip Kitty Hawk, NC 27949
Email john@colonyrealtycorp.com
Personal Phone 2522167807
Business Phone 2524413051
Business Address 3118 N Croatan Hwy, Ste 103
Occupation Real Estate Sales and Marketing
Dare County Resident YES
 NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I am a graduate of South Range High School in N Lima, Ohio, and started working in the trades after high school to support my family due to some unfortunate circumstances. At the age of twenty-one, I decided to try my hand at sales and have been doing it ever since. After moving to Frisco full-time in 1997, I wanted to try my hand at real estate and hired a real estate coaching firm to help me learn the industry and grow professionally.

Business and civic experience and skills I have been an owner of a Real Estate Firm in Dare County since 2000 and have been actively involved with the Outer Banks Association of Realtors in leadership roles since 2009. And served as President in 2017 and received the 2018 Realtor of The Year. I also served as an Elder/Pastor of 316 Sk8park for 15 years, serving the youth of Hatteras Island.

Other boards, Committees, Commissions on which you presently serve Room In The Inn board of directors for 2023-2026.

REFERENCE #1

Name Natalie Painter
Business Real Estate Broker Howard Hanna OBX, 2023 OBAR President

Address 114 W. Oregon Ave, Kill Devil Hills, NC 27948

Phone 252-256-9535

REFERENCE #2

Name Richard Tolson

Business RT Realty OBX

Address 607 Canal Drive, Kill Devil Hills, NC 27948

Phone 252-202-9199

REFERENCE #3

Name Gray Berryman

Business Carolina Designs Real Estate

Address 1197 Duck Rd, Duck NC 27949

Phone 252-573-9503

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

John F. Head Jr.

Date 11/14/2023

BOARD APPOINTMENT

TOURISM BOARD

(Two Year Term)

Town of Kitty Hawk

David Hines term expires in December and he is eligible for reappointment.

The Town of Kitty Hawk Council Members has designated the following nominees in order of preference for the Town's representative.

**Councilman David Hines
Mayor Craig Garriss (Application follows)
Councilwoman Charlotte Walker**



Skylar Foley <skylar.foley@darenc.gov>

Tourism Board nominations

1 message

Lynn Morris <lmorris@kittyhawktown.net>

Wed, Oct 4, 2023 at 1:33 PM

To: Skylar Foley <skylar.foley@darenc.gov>

Cc: Craig Garriss <cgarriss@kittyhawktown.net>, Melody Clopton <mclopton@kittyhawktown.net>

Hi Skylar,

At their Oct. 2nd meeting, the Kitty Hawk Town Council decided on the following three nominees for the commissioners consideration for the expiring term of Councilman Hines. They are listed in order of preference:

Councilman Hines
Mayor Garriss
Councilwoman Walker

Please let me know if you need anything else.

Regards,
Lynn
Kitty Hawk Town Clerk



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Tourism Board

2nd Choice

3rd Choice

Name Craig Garriss

Address 5204 Birch Lane

City/State/Zip Kitty Hawk, NC 27949

Email cgarriss@kittyhawktown.net

Personal Phone 252-207-1115

Business Phone

Business Address

Occupation Retired, Qualified Assistant/Instructor with College of the Albemarle

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background Graduate of Northampton County High School in Conway, NC. Graduate of Northwestern University School of Police Staff and Command.

Business and civic experience and skills Kitty Hawk Board of Adjustment, Kitty Hawk Planning Board, 8 years on Kitty Hawk Town Council, currently serving 1st term as Kitty Hawk Mayor.

Other boards, Committees, Commissions on which you presently serve Government Education Access Channel Committee (Current TV). Currently serving as Chairman.

REFERENCE #1

Name RV Owens

Business Self Employed

Address Manteo, NC

Phone 252-202-4963

REFERENCE #2

Name Mike Spivey
Business
Address Rock Court, Kitty Hawk, NC
Phone 540-522-0660

REFERENCE #3

Name John Graham
Business
Address
Phone 252-202-7814

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Craig Garriss

Date 11/22/2023

BOARD APPOINTMENT

TOURISM BOARD

(Two Year Term)

Town of Kill Devil Hills

Ivy Ingram's term expires in December and she is not eligible for reappointment.

The representative for the Town of Kill Devil Hills has been tabled until January.

BOARD APPOINTMENT

TOURISM BOARD

(Two Year Term)

Town of Nags Head

Michael Siers term expires in December and is eligible for reappointment.

The Town of Nags Head recommends his reappointment.



Skyler Foley <skyler.foley@darenc.gov>

Hi Skyler -

Carolyn Morris <Carolyn.Morris@nagsheadnc.gov>
To: Skyler Foley <skyler.foley@darenc.gov>

Wed, Sep 6, 2023 at 3:43 PM

At today's Town of Nags Head Board of Commissioners meeting, the Board unanimously nominated Mayor Pro Tem Mike Siers as the Town's representative to serve another term on the Dare County Tourism Board. Let me know if you need any other type of correspondence – I'll be glad to provide it if so. Thank you!

Carolyn F. Morris, CMC

Town of Nags Head

252.449.2009



BOARD APPOINTMENT

TOURISM BOARD

(Two Year Term)

Dare County Board of Commissioners

Ervin Bateman's term expires in December and is not eligible for reappointment.

Vice-Chairman Overman is interested in filling the Commissioner vacancy.

BOARD APPOINTMENT

TOURISM BOARD

(Two Year Term)

Member at Large

Timothy M. Cafferty's term expires in December and is not eligible for reappointment.

The following applications have been received by the Clerk for the Board's Consideration: D. Reide Corbett, Randall Fiveash, Tess Judge, Cindy Perry, Earl C. Shearin, Jr., Olivia Claire Spencer, Eddie Twyne



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Tourism Board
2nd Choice
3rd Choice

Name D. Reide Corbett
Address 194 Brakewood Rd
City/State/Zip Manteo, NC 27954
Email corbettd@ecu.edu
Personal Phone (252)341-8310
Business Phone (252)475-5428
Business Address 850 NC345 Wanchese, NC 27981
Occupation Dean & Executive Director, Coastal Studies Institute, East Carolina University
Dare County Resident YES
NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I am a native coastal North Carolinian I earned an Bachelors of Science in Chemistry and a Masters and Ph.D. in oceanography from Florida State University. I have been a Professor with East Carolina University since 2000 and began doing research across the OBX in the same year. I moved to the OBX in 2012 to begin developing stronger partnerships with the UNC Coastal Studies Institute (CSI).

Business and civic experience and skills In 2018, I was appointed executive director of CSI. Recognizing that the only constant in coastal ecosystems is "change," my work is dedicated to coastal resilience and sustainability and has taken him from the Outer Banks to the Antarctic continent. I am an expert in coastal change on timescales from days to decade and truly believe this sort of knowledge needs to be incorporated into our planning and approach toward tourism.

Other boards, Committees, Commissions on which you presently serve I currently serve as Dare County's representative on the CoA Board of Trustees. I recently served on the Long-range Tourism Management Plan Task force and have been asked to serve on a Special Committee of the Dare County Tourism Board related to this same LRTMP (not sure if this would be possible if selected for the Tourism Board). As part of my professional duties, I have lead or served on many Boards advancing coastal science.

REFERENCE #1

Name Jack Bagwell
Business President, College of the Albemarle

Address Elizabeth City

Phone (252)335-0821

REFERENCE #2

Name Michael Basnight

Business Pioneer Theater

Address manteo

Phone (619)889-1431

REFERENCE #3

Name Andy Garman

Business TNH Town Manager

Address

Phone (252)449-2006

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

D. Reide Corbett

Date 10/2/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Tourism Board

2nd Choice

3rd Choice

Name Randall L. Fiveash

Address 805 Wingina Ave

City/State/Zip Manteo, NC 27954

Email randy.fiveash@gmail.com

Personal Phone 18596840568

Business Phone

Business Address

Occupation Retired

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background My college degree is a BA in Political Science from Mercer University in Macon Ga. In addition, I obtained my Master's Degree in Geography/Tourism from Central Connecticut State University in New Britain, CT.

Business and civic experience and skills After some 25 years of vacationing at the Outer Banks, my wife and I moved here as I retired after serving over 45 years in the Tourism Industry in the Destination management Organization (DMO)/Convention & Visitors Bureau (CVB) sector. I have served in CEO level positions at six DMO's/CVB's including Myrtle Beach, SC, Gatlinburg, TN and Branson, MO. In addition, I served as the CEO with State Departments of Tourism in Kentucky and Connecticut.

Other boards, Committees, Commissions on which you presently serve Since we just moved to the Outer banks, I am not yet serving on additional boards.

REFERENCE #1

Name David T. Shufflebarger, Senior Partner

Business Alexander Hass, Inc.

Address 3520 Piedmont Rd Suite 450 Atlanta, Ga. 30305 (resides in Dare County)

Phone 4044510256

REFERENCE #2

Name Gary Garczynski

Business Retired-Former Director of Contingency Planning for US Dept of State

Address 1033 Martins Point Road Kitty Hawk, NC. 27949

Phone 3019084754

REFERENCE #3

Name Linda Garczynski

Business Retired-former Director of Brownfields Cleanup and Revitalization for US E.P.A.

Address 1033 Martins Point Road Kitty Hawk, NC. 27949

Phone 3019084754

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Randall L. Fivash

Date 11/1/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Tourism Board

2nd Choice

3rd Choice

Name Tess Judge

Address 4016 Ivy Lane

City/State/Zip Kitty Hawk, NC 27949

Email tessjudgeobx@gmail.com

Personal Phone 2522166105

Business Phone 2522166105

Business Address Retired

Occupation Hospitality 55 years

Dare County Resident YES
 NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background High School /Training through many corporate hospitality venues. I also have a North Carolina Brokers License.

Business and civic experience and skills My lifelong career of 55 years was in hospitality and tourism. I began at a very young age in Charlottesville,VA , then Greensboro, North Carolina and the last 32 years in Dare County. I also serve or have served on boards with my business background : Chamber of Commerce, North Carolina Joint Underwriters (in the past for 15 years), Treasurer for the Episcopal Diocese of East Carolina and past Chair of the Finance Comm Natl Episcopal Church.

Other boards, Committees, Commissions on which you presently serve I presently serve on the Outer Banks Hopsital Board, East Carolina Health Foundation, Outer Banks Community Foundation, Ronaoke Island Historical Association , Dementia Task Force and am one of the original members of Food For Thought for Dare County since 2006.

REFERENCE #1

Name Ms Monica Thibodeau

Business Carolina Designs

Address Duck, NC

Phone 252-207-7739

REFERENCE #2

Name Mr. John Harris
Business Kitty Hawk Kites
Address 3933 S Croatan Hwy Nags Head, NC
Phone 252-202-1903

REFERENCE #3

Name Ms Jane Webster
Business Ramada Inn and Hilton Garden Inn
Address 3736 Herbert Perry Rd Kitty Hawk, NC 27949
Phone 252-202-6443

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date 11/15/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Parks and Recreation Advisory Council
2nd Choice Tourism Board
3rd Choice Dare County Center Advisory Board
Name Cindy Perry
Address PO Box 2441
City/State/Zip Kitty Hawk NC 27949
Email c.cindy18@gmail.com
Personal Phone (252)202-3458
Business Phone
Business Address
Occupation Community Coordinator, Albemarle Adult Local League Coordinator
Dare County Resident YES
 NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I graduated from Nansemond Suffolk Academy in 1985. Afterwards, I pursued Business Management and Marketing at Elon College. Then, I graduated from Hicks Academy of Beauty in Norfolk, Va in 1990. In 2013, I became involved with USTA to further my skills in Tournament Directing and Coordinating Adult/Jr Tournaments and Leagues. This provided me the opportunity to attend conferences and classes to facilitate community based programs.

Business and civic experience and skills I hold a License of cosmetology in both Virginia and North Carolina. I have operated as an independent contractor and worked from the same business for over 18 years. This provided me the opportunity to work closely with people on a daily basis. As a trained USTA Tournament Director and USTA Local League Coordinator which provides me with the knowledge and tools to assist the community with sports and recreational activities.

Other boards, Committees, Commissions on which you presently serve I currently serve as Community Coordinator on the board of Outer Banks Tennis Association and the committee for Special Abilities Tennis 2019-2021 and the Charity Tournament for Love to Remember, 2021.

REFERENCE #1

Name Charlotte Midgett-Winstead
Business Leisure services supervisor for northern beach division

Address 602 Mustain St, Kill Devil Hills

Phone (252)473-8001

REFERENCE #2

Name Monica Thibodeau

Business Carolina Designs

Address

Phone (252)202-7739

REFERENCE #3

Name Kate Heggie

Business Pine Island Racquet Fitness

Address

Phone (252)423-0934

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.



Date 10/18/2021



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Tourism Board

2nd Choice ABC Board

3rd Choice Airport Authority

Name Earl C Shearin, Jr. (Tim)

Address 136 Cannon Trail

City/State/Zip Manteo, NC 27954

Email tim.shearin3@gmail.com

Personal Phone (252)216-0260

Business Phone (252)475-5980

Business Address

Occupation Retired

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational BSBA East Carolina University

Background

Business and civic Manager, Belk Dept. Store 36 years

experience and skills

Other boards, Dare County Health/Human Services Board Chairman

Committees,

Commissions on

which you presently

serve

REFERENCE #1

Name Mr. Brown Douglas

Business Retired

Address 112 Lidia Lane, Manteo, NC 27954

Phone (252)216-8294

REFERENCE #2

Name Mr. Robert Woodard
Business Towne Bank
Address 2305 Bay Dr., Kill Devil Hills NC 27948
Phone (252)702-7219

REFERENCE #3

Name Mr. Jay Burrus
Business Retired
Address 134 Cannon Trail, Manteo, NC 27954
Phone (252)473-7148

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Earl C. Shearin, Jr.

Date 7/11/2022



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice ABC Board
2nd Choice Tourism Board
3rd Choice
Name Olivia Claire Spencer
Address 2900 Raymond Avenue
City/State/Zip Kill Devil Hills, NC, 27948
Email olivia.spencer739@gmail.com
Personal Phone (757)256-5617
Business Phone
Business Address 1184 Duck Road, Duck, NC 27949
Occupation Manager (Bar/Special Projects)
Dare County Resident YES
NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I graduated with a B.A. in Mathematics and Statistics from Carleton College (Northfield, MN) in 2016, where I played tennis. I was a three-year all-conference player, two-year conference champion, and two-year NCAA competitor. I am also a USPTA-certified tennis professional.

Business and civic experience and skills Over the past three years, I have worked in every FOH position at NC Coast/Red Sky – server, bartender, cater lead, FOH manager, bar manager, and any other special projects and events I can work into the schedule. I have also been the tennis pro at WestSide Athletic Club. Before moving here in 2017, I worked in political polling operations/data science for a market research firm in Denver (headquartered in DC).

Other boards, Committees, Commissions on which you presently serve I've served on the OBX Tennis Association board for 4 years. I've taught tennis clinics, helped implement Try Tennis, and helped run the tournament that benefitted Dare County Hospice, and now benefits the OBX Dementia Friendly Coalition. I'm involved with the OBX Restaurant Association. I write grant proposals, put together donations for the NCRLA PAC, and attend NCRLA meetings and PAC fundraisers in Raleigh on behalf of Wes (OBRA president).

REFERENCE #1

Name Wes Stepp
Business Red Sky Cafe & Catering/NC Coast

Address 1184 Duck Road, Duck, NC 27949

Phone (252)489-0766

REFERENCE #2

Name Doug Tutwiler

Business Red Sky Cafe & Catering/NC Coast

Address 1184 Duck Road, Duck, NC 27949

Phone (252)619-6194

REFERENCE #3

Name Jimbo Ward

Business Beach Realty

Address 4826 N Croatan Hwy, Kitty Hawk, NC 27949

Phone (252)202-6490

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Miria Elaine Spencer

Date 2/6/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Tourism Board

2nd Choice Jury Commission

3rd Choice Land Transfer Tax Appeals Board

Name Eddie Allen Twyne

Address 143 Raleigh Wood Drive

City/State/Zip Manteo / NC / 27954

Email etwyne@yahoo.com

Personal Phone 2523052291

Business Phone 2524734272

Business Address 516 S Hwy 264 / Manteo / NC / 27954

Occupation Owner / Broker Carolina Dunes Real Estate

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I graduated from Manteo HS in 1980. Attended Fork Union Military Academy in 1980-81. Attended Chowan College in 1983-85 and graduated from ECSU in 1987 with a BS in Health and Physical Education. I received a graduate certificate from East Carolina University in Leadership in Organizations in 2023.

Business and civic experience and skills I was an educator and coach in Dare County Schools from 1987 to 2017. I served in the position as the Head Football Coach at Manteo HS, Head Baseball at Manteo Middle, Athletic Director at Manteo Middle, and Girls Head Basketball Coach at various times and I taught a variety of subjects throughout my teaching career. I am currently an Owner / Broker along with my wife, Beth of Carolina Dunes Real Estate.

Other boards, Committees, Commissions on which you presently serve I am currently serving on the DC Parks and Recreation Advisory Board. I hold a lifetime NC Teachers License. I am a lifetime member of the NC Coaches Association. I have many real estate designations and certificates including GRI, Resort and Second Homes, Diversity and workforce Housing.

REFERENCE #1

Name RV Owens

Business Local Businessman

Address Mother Vineyard Road / Manteo / NC / 27954

Phone 2522024963

REFERENCE #2

Name Jerry Tillett

Business Superior Court Judge

Address Manteo / NC / 27954

Phone 2524231998

REFERENCE #3

Name Brownny Douglas

Business RE Broker

Address Manteo / NC 27954

Phone 2522168294

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

A handwritten signature in cursive script that reads "Eddie Freyne". The signature is written in black ink on a light blue rectangular background.

Date 11/17/2023



Upcoming Board Appointments

Description

The Dare County Board of Commissioners welcomes citizen participation on its many Boards and Committees.

Following is a list of the Boards and Committees that have terms expiring during the next 3 months. The list indicates when the item will be presented to the County Commissioners and any requirements that may pertain to the appointment.

Instructions on how to obtain and submit an application are attached along with additional information about each of the Boards and Committees with upcoming term appointments.

Board Action Requested

None

Item Presenter

Robert Outten, County Manager

Upcoming Board & Committee Appointments

The Dare County Board of Commissioners welcomes citizen participation on advisory boards and committees. This type of grassroots public involvement is the foundation of democracy and a vital part of maintaining Dare County as a quality place to live.

Following is a list of Boards and Committees with terms expiring during the next three months.

Information on how to obtain and submit applications follows the list.

There are also several boards with vacancies. Please check the website.

January, 2024 Nursing Home Community Advisory Council – 1 term expiring

February 2024 Planning Board – 2 terms expiring

March 2024 Older Adult Services Advisory Council – 1 term expiring

~~~~~Instructions for Obtaining and Submitting Applications~~~~~

An application must be submitted to the Clerk in order for your name to be considered for a board or committee appointment. Applications are kept on file for three years.

The application form is available on the Dare County website

(Please see Board of Commissioners under Advisory Boards and Committees for link)

Skyler Foley, Clerk to the Board at 252-475-5700



Commissioners' Business & Manager's/Attorney's Business

Description

Remarks and items to be presented by Commissioners and the County Manager.

Board Action Requested

Consider items presented

Item Presenter

Robert Outten, County Manager