



Pender County

Agenda

**Board of County Commissioners Meeting
 Tuesday, April 2, 2024 @ 4:00 PM
 Pender County Public Assembly Room
 805 S. Walker Street, Burgaw, NC**

	Presenter	Page
1. CALL TO ORDER		
2. INVOCATION		
3. PLEDGE OF ALLEGIANCE		
4. ADOPTION OF AGENDA		
5. CLOSED SESSION (IF APPLICABLE). OPEN SESSION TO RESUME AT 5:00PM		
6. PUBLIC INFORMATION		
6.1. Update on 2026 Reappraisal Policy & Fieldwork procedures 2026 Reappraisal - Pdf	Radke	5 - 16
7. PUBLIC COMMENT FOR AGENDA ITEMS		
8. CONSENT AGENDA		
8.1. Approval to add \$14,000 to PO #5 in FY24 for Sodium Hydroxide provided by Brenntag. PO #5 - Pdf	Colon	17
8.2. Approval of Budget Amendment to transfer revenue funds to expenditure in Federal Seizure account. Approval of BOA - Pdf	Cutler	19 - 20
8.3. Approval of Sole Source vendor for Graykey for Investigations for extraction technologies. Sole Source vendor Graykey - Pdf	Cutler	21 - 24
8.4. Approval of Budget Ordinance Amendment transferring Juvenile Crime Prevention Council funds between Programs Budget Ordinance Amendment for JCPC - Pdf	Turner	25 - 28
8.5. Request Approval of FY 2024-2025 Pender County Juvenile Crime Prevention Council's Annual Plan, Funding Recommendation and Board Members Juvenile Crime Prevention Council Annual Plan - Pdf	Turner	29 - 60
8.6. Motor Vehicle Releases and Refunds Motor Vehicle Releases and Refunds - Pdf	Radke	61 - 63
8.7. Refund/Release Requests for items meeting NC G.S 105-381 Refunds/ Release Requests - Pdf	Radke	65 - 66
8.8. Approval of a Purchase Order to SHI for Microsoft Enterprise Licensing Annual Renewal in the amount of \$198,743.08. Approval of a Purchase Order to SHI for Microsoft Enterprise	ITS	67 - 78

[Licensing Annual Renewal in the amount of \\$198,743.08. - Pdf](#)

8.9.	Approval of a Purchase Order to Internetwork Engineering for Annual Firewall Support & Maintenance Renewal in the amount of \$41,499.93. Approval of a Purchase Order to Internetwork Engineering for Annual Firewall Support & Maintenance Renewal in the amount of \$41,499.93. - Pdf	ITS	79
8.10.	Approval of a Purchase Order to SHI for EndPoint Cybersecurity System in the amount of \$96,442.98. Approval of a Purchase Order to SHI for EndPoint Cybersecurity System in the amount of \$96,442.98. - Pdf	ITS	81 - 82
8.11.	Amendment to BOCC Regular Meeting Schedule Board of Commissioners Regular Meeting Schedule - Pdf	Stanfield	83 - 84
8.12.	Approval of a Budget Amendment to Increase Health Department Revenues and Expenditures for Fiscal Year 2023-2024: \$50,000 AA 121 ARPA TSF Public Health Services - Pdf	Moser	85 - 92
9.	APPROVALS AND RESOLUTIONS		
9.1.	Resolution Proclaiming April 2024 Sexual Assault Awareness Month in Pender County Proclamation of April 2024 Sexual Assault Awareness Month in Pender County - Pdf	Gish	93 - 96
9.2.	Request for Purchase Order Increase to Pasofino Trainers Worldwide, Inc. for Tire Recycling & Disposal Services for FY24 by \$60,000 Request for Purchase Order Increase to Pasofino Trainers Worldwide, Inc. for Tire Recycling & Disposal Services for FY24 by \$60,000 - Pdf	Colon	97
9.3.	Approval for Batson Road waterline extension Recommendation of Award to Herring-Rivenbark Approval for Batson Road waterline extension Recommendation of Award to Herring-Rivenbark - Pdf	Colon	99 - 103
9.4.	Approval for US421 Pump Station, Force Main, and Water Main Recommendation of Award to State Utility Contractors, Inc. Approval for US421 Pump Station, Force Main, and Water Main Recommendation of Award to State Utility Contractors, Inc. - Pdf	Colon	105 - 110
9.5.	Approval of Amendment to Eastern Pender Service Area Water System Improvements Project to prepare new NCDEQ funding applications for the Columbia/Union Township Water System Improvements Approval of Amendment to Eastern Pender Service Area Water System Improvements Project to prepare new NCDEQ funding applications for the Columbia/Union Township Water System Improvements - Pdf	Colon	111 - 115
9.6.	Approval of Purchase Order to Timmons Group to Award the Contract for Wastewater Management Plan Project Approval of Purchase Order to Timmons Group to Award the Contract for Wastewater Management Plan Project - Pdf	Colon	117 - 130

10.	DISCUSSION		
10.1.	Discussion on Amending the Order of Business for Public Comment Discussion - Pdf	Stanfield	131
11.	APPOINTMENTS		
11.1.	Reappointments for the Board of Equalization and Review Appointments to the Board of E&R - Pdf	Stanfield	133 - 144
12.	MAPLE HILL WATER AND SEWER DISTRICT		
13.	ROCKY POINT WATER AND SEWER DISTRICT		
14.	SCOTTS HILL WATER AND SEWER DISTRICT		
15.	MOORES CREEK WATER AND SEWER DISTRICT		
16.	CENTRAL PENDER WATER AND SEWER DISTRICT		
17.	PENDER COUNTY BOARD OF HEALTH		
17.1.	2023 Annual Communicable Disease Report 2023 Communicable Disease Report - Pdf	Moser	145 - 149
17.2.	2023 Child Fatality Report 2023 Child Fatality Presentation - Pdf	Moser	151 - 153
18.	SOCIAL SERVICES BOARD		
18.1.	Approval of a Budget Amendment to Increase DSS Revenues and Expenditures for Fiscal Year 2023-2024: \$255,000 Social Services - Pdf	Stewart	155 - 156
19.	PUBLIC COMMENT		
20.	ITEMS FROM THE COUNTY ATTORNEY, COUNTY MANAGER, ASSISTANT COUNTY MANAGER, & COUNTY COMMISSIONERS		
21.	ADJOURNMENT		



Pender County Update on 2026 Reappraisal Policy & Fieldwork procedures

TO: Board of County Commissioners
FROM: Melissa Radke
DATE: April 2, 2024
SUBJECT: Update on 2026 Reappraisal Policy & Fieldwork procedures

SUMMARY:

At the March 11th Board of County Commissioner Meeting the Board requested to have an update on the guidelines for the contracted appraisers out in the field currently performing our 2026 reappraisal field work due to concerns raised by citizens. The following PowerPoint presentation covers the policies, procedures, and guidelines that they work under.

ACTION REQUESTED:

No action requested

Pender County Tax Office Reappraisal Update

Melissa A. Radke, AAS -
Tax Administrator

Ryan Vincent - Owner;
Vincent Valuations LLC



General information

Reappraisal is statutorily required at least every eight years

The process aligns all real property tax values to current market value, as of January 1 of the reappraisal year

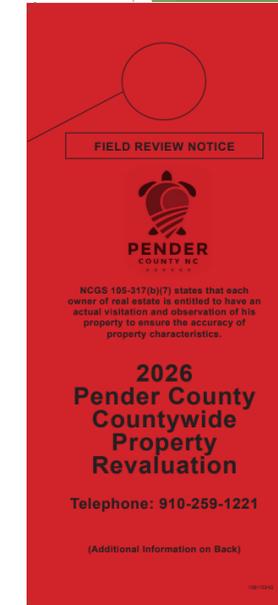
Property tax values generally do not change from year to year until the next reappraisal. Exceptions include new construction, permit work and parcel splits/combines

Reappraisal only applies to real property

There are approximately 53,000 parcels in Pender County currently.

FIELD APPRAISERS: HOW TO IDENTIFY?

- ▶ Each appraiser will have:
 - ▶ Pender County supplied ID badge with their photo
 - ▶ Pender County Assessors Office Field Appraiser Magnets on **BOTH** sides of their vehicle
 - ▶ Reflective Safety Vest with Pender County Reappraisal Field Staff on the back
 - ▶ 2026 red Reappraisal door hangers
 - ▶ Appraisers may also have a utility light on the roof of their vehicle for additional visibility and safety



WHAT TO EXPECT WHEN WE ARRIVE

- ▶ Appraisers will park vehicle in a non-obstructive area
- ▶ Appraisers will walk directly to the front door to initiate contact through knocking and ringing the doorbell



HOMEOWNER CONTACT: WHAT TO EXPECT

Page 6 of 12

- ▶ Introduce themselves
- ▶ Explain who they represent
 - ▶ Pender County Tax Office
- ▶ Why they are there
 - ▶ Updating building data for 2026 reappraisal
- ▶ What they will be doing
 - ▶ Walking around property, measuring structures, taking photos of each structure



- ▶ Appraisers will request verification of your bedroom/bathroom counts, basement area, attic space, etc.
- ▶ The physical characteristics of the property are extremely important and critical to our citizens.
 - ▶ It is used to support citizen needs
 - ▶ Examples:
 - ▶ Financial Institutions; banks, and mortgage companies
 - ▶ The selling of your home; realtors review our data
 - ▶ Most importantly should a natural disaster occur the accuracy of our data is used by insurance companies; used in the reporting of property loss for state and federal assistance the citizen and County may need
- ▶ We perform mass appraisal **not** fee appraisal and therefore, we do not request to enter into any home.





Handling of No Trespassing properties

- ▶ If a no trespassing sign is visible
 - ▶ We will attempt to make contact at the front door
 - ▶ If no contact is made:
 - ▶ a door hanger will be left on the door, we will notate on the property record card we have left such due to no contact
 - ▶ We will exit the property, take a photo of the property from the road and leave

What we are doing while on site:

- ▶ Measurements will be verified on both the house and any outbuildings
 - ▶ As we measure property its important to understand that we will be walking around the outside of the home; walking past windows and doors.
- ▶ Verification of exterior building and outbuildings including the condition of the structures
- ▶ Each structure will have multiple photos taken (typically front & back) for documentation of what was on the property at the time of our visit
 - ▶ Survey 123 software is used to capture photos of the property and is not stored on any personal devices.

What we are doing while on site: continued....

- ▶ Upon completion of the property measurements, you may see the appraiser on the outside or inside of their vehicle ensuring photo uploads to the software properly and making further notation of the property before they leave
 - ▶ This may take an additional 5 to 10 minutes
- ▶ In neighborhoods closer together or roads with houses next to each other, appraisers may be on foot walking from property to property
- ▶ This means you may not see their vehicle in front of your home as they may have parked down the street

How can the public assist in this process?

- ▶ Contact us if they have questions or concerns regarding the process at 910-259-1221

QUESTIONS?





Pender County Request For Board Action

TO: Board of County Commissioners
FROM: Tom Hedrick
DATE: April 2, 2024
SUBJECT: Approval to add \$14,000 to PO #5 in FY24 for Sodium Hydroxide provided by Brenntag.

SUMMARY:

Due to adverse raw water conditions the water treatment plant has consumed more Sodium Hydroxide than normal this fiscal year. This chemical is used to adjust pH in the water treatment process. Adding \$14,000 to this purchase order will allow for an extra bulk delivery to complete FY24. This PO was originally approved by the Board on 6/19/23.

ACTION REQUESTED:

Approval to add \$14,000 to PO #5 in FY24.



Pender County Request Board Approval

TO: Board of County Commissioners
FROM: Alan Cutler
DATE: April 2, 2024
SUBJECT: Approval of Budget Amendment to transfer revenue funds to
expenditure in Federal Seizure account.

SUMMARY:

Pender County Sheriff's Office requesting approval of Budget Amendment to transfer of revenue funds to expenditure in Federal Seizure account.

Pender County Budget Ordinance Amendment

Fiscal Year **FY 2023-2024**

Department **510 - SHERIFFS DEPARTMENT**

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	13-357700	Seizures - Federal	5800.00
2			
3			
4			
5			
6			
7			
8			
9			
10			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	510-407100	Non-Deprec Capital	5800.00
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total Revenues 5800

Total Expenditures 5800

Budget Amendment Balances when Zero. 0

Prepared By: Jennie Coleman

Email jcoleman@pendersheriff.com



Pender County Request Board Approval

TO: Board of County Commissioners
FROM: Alan Cutler
DATE: April 2, 2024
SUBJECT: Approval of Sole Source vendor for Graykey for Investigations for extraction technologies.

SUMMARY:

Pender County Sheriff's Office is requesting the approval of Sole Source vendor Graykey to purchase the subscription of Extraction technologies for the Investigation Division. Graykey provides the capabilities to extract information from cellphones, laptops, computers, etc for investigations.

ACTION REQUESTED:

Approval of Sole Source vendor for Carahsoft (Cellebrite) for Investigations for extraction technologies.

Q-318364 - USD 12,617.85

Quotation



Address: Magnet Forensics, LLC
931 Monroe Drive NE
Suite A102-340
Atlanta, Georgia 30308
United States

Phone: 519-342-0195
E-Mail: sales@magnetforensics.com

Quote #: Q-318364-1
Issue Date: 11 Mar, 2024
Expires On: 11 Apr, 2024

Bill To
Roy Charles Brandenburg
Pender County Sheriff's Office (NC)
605 E Fremont St
Burgaw, North Carolina 28425
United States
9107892980
roy.brandenburg@pendersheriff.com

Ship To
Roy Charles Brandenburg
Pender County Sheriffs Office (NC)
605 E Fremont St
Burgaw, North Carolina 28425
United States
9107892980
roy.brandenburg@pendersheriff.com

End User
Roy Charles Brandenburg
Pender County Sheriffs Department
605 E Fremont St
Burgaw North Carolina 28425
United States
9107892980
roy.brandenburg@pendersheriff.com

Table with 4 columns: PREPARED BY, PHONE, EMAIL, PAYMENT TERM. Row 1: Olga McBride, (226) 499-2173, olga.mcbride@magnetforensics.com, Net 30

Table with 6 columns: ITEM #, PRODUCT NAME, SMS DATES, UNIT SELLING PRICE, QTY, EXTENDED PRICE. Row 1: GKL-ONF-ES, GrayKey License - Essentials, 20 Jun, 2024 to 19 Jun, 2025, USD 11,820.00, 1, USD 11,820.00

Sub-Total USD 11,820.00
Taxes USD 797.85
Grand Total USD 12,617.85

Prices subject to change upon quote expiry. Accurate sales tax will be calculated at the time of invoicing when applicable. If your company is tax exempt, please provide appropriate support with your signed quote. Hardware may be subject to additional fees related to delivery, import and export.

Terms & Conditions

Unless you have an existing written agreement with Magnet Forensics for the products and/or services listed in this quotation, by: (a) signing below, (b) submitting an Order to Magnet Forensics referencing this quotation, or (c) making payment for the products and/or related services listed in this quotation, you agree to the terms and conditions at http://magnetforensics.com/legal/ applicable to such products and/or services listed in this quotation to the exclusion of any differing or additional terms which may be found on your purchase order or similar document. By signing, you certify that you have the authority to bind your organization.

Q-318364 - USD 12,617.85

Magnet Forensics may adjust the software term start and/or end date, without increasing the total software license price, based on the date Magnet Forensics activates the software and provided that the total software license term length does not change.

Signature:

Date:

___/___/___

Name (Print):

Title:

Please sign and email to Olga McBride at olga.mcbride@magnetforensics.com



January 10, 2024

To Whom it May Concern,

RE: SOLE MANUFACTURER LETTER

This letter is to confirm that Magnet Forensics, LLC, together with its affiliated companies are the sole manufacturer of the following products:

- MAGNET ATLAS
- MAGNET AXIOM
- MAGNET AXIOM CYBER
- MAGNET REVIEW
- MAGNET OUTRIDER
- MAGNET AUTOMATE
- MAGNET IGNITE
- MAGNET SHIELD
- MAGNET WITNESS
- MAGNET GRAYKEY
- MAGNET GRAYKEY FASTRAK
- MAGNET VERAKEY
- MAGNET ARTIFACT IQ
- MAGNET DVR EXAMINER

Should you require any additional information regarding our company products and services, please do not hesitate to contact your sales representative directly or by email at sales@magnetforensics.com.

Sincerely,
DocuSigned by:

Adam Belsher

C25EF1230BA4477...

Adam Belsher
CEO
Magnet Forensics, LLC

DS

Reviewed by Legal
Jocelyn Ngo



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Dee Turner
DATE: April 2, 2024
SUBJECT: Approval of Budget Ordinance Amendment transferring Juvenile Crime Prevention Council funds between Programs

SUMMARY:

At the Juvenile Crime Prevention Council (JCPC) meeting on February 16, 2024, the Area Consultant discussed the opportunity for Teen Court youth volunteers to attend the State Summit. Pender County Teen Court requested \$3200 in additional funds to send seven youth and two adults to the Summit. The Systematic Training for Effective Parenting program stated they could contribute \$750 and Psychological Services program stated they could contribute the remaining \$2450. The Area Consultant said this could be done as an In-County Transfer of Funds if approved by the JCPC Board. She also stated if approved, the County Funding Plan would need to be updated to show the new funding amounts for each program. The JCPC Board unanimously approved the In-County Transfer of Funds. Due to money being moved between different Orgs, the Budget Ordinance Amendment needs Board of Commissioners approval.

ACTION REQUESTED:

Requesting Approval of Budget Ordinance Amendment transferring Juvenile Crime Prevention Council funds between Programs

From: [Dubose, Wendy](#)
To: [Dee Turner](#)
Subject: [External]In-County transfer Board approval
Date: Thursday, February 29, 2024 10:50:05 AM

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

Hey there,

Below is the excerpt from the minutes, that shows the Board's approval of the in-county transfers. If you need anything else, please let me know.

I. DIVISION OF JUVENILE JUSTICE REPORT – Pam Stokes, Eastern Area Consultant

- Pam stated the Teen Court program has the opportunity to send seven youth to the State summit. Teen Court is requesting \$3,200 in funding to send the seven youth, the Teen Court Coordinator and one chaperone to the summit. Erin Ditta stated the STEP program is able to transfer \$750 to the Teen Court program. Wendy DuBose stated the Psychological Services program can contribute the remaining \$2,450.

Judge J.H. Corpening II made a motion to approve in-county transfers from the STEP program in the amount of \$750 and \$2,450 from Psychological Services programs to the Teen Court program so that Pender County youth, the program coordinator and chaperone can attend the North Carolina Teen Court Summit. The motion was seconded by Bob Speight and unanimously approved by the Board. Motion carries.

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

Pender County
NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 153,959 Local Match: \$ 15,633 Rate: 10%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% from DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Administration	\$6,700						\$6,700	
2	Pender County - Psychological Services	\$44,862			\$4,732			\$49,594	10%
3	Mt. Calvary University - Customized Youth Development Training	\$35,000			\$3,500			\$38,500	9%
4	Coastal Horizons - Systematic Training for Effective Parenting (STEP)	\$14,250			\$1,811			\$16,061	11%
5	Communities in Schools - Teen Court, Community Service & Restitution	\$53,147			\$5,590			\$58,737	10%
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS:		\$153,959			\$15,633			\$169,592	9%

The above plan was derived through a planning process by the Pender County Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2023-2024.

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added _____

check type initial plan update final

---DPS Use Only---

Reviewed by _____	Area Consultant	_____	Date
Reviewed by _____	Program Assistant	_____	Date
Verified by _____	Designated State Office Staff	_____	Date

Dee Turner 3/14/24
 Chairperson, Juvenile Crime Prevention Council (Date)

 Chairperson, Board of County Commissioners or County Finance Officer (Date)

ver 03/04/2016

Pender County Budget Ordinance Amendment

Fiscal Year **FY 2023-2024**

Department **691 - YOUTH ALTERNATIVES/TEEN COURT**

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	691-348011	JCPC-Teen Court/Restitution	3200
2	691-348093	Parenting Training	-750
3	684-348016	JCPC-Psych Serv Program	-2450
4			
5			
6			
7			
8			
9			
10			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	691-419108	Teen Court-Restitution	3200
2	691-419112	Parent Training	-750
3	684-404500	Contract Services	-2450
4			
5			
6			
7			
8			
9			
10			

Total Revenues 0

Total Expenditures 0

Budget Amendment Balances when Zero. 0

Prepared By: Angela Miller

Email: amiller@pendercountync.gov



**Pender County
Request Approval of FY 2024-2025
Pender County Juvenile Crime
Prevention Council's Annual Plan
Including Funding Recommendation and
Board Members**

TO: Board of County Commissioners
FROM: Dee Turner
DATE: April 2, 2024
SUBJECT: Request Approval of FY 2024-2025 Pender County Juvenile Crime
Prevention Council's Annual Plan, Funding Recommendation and Board
Members

SUMMARY:

The Pender County Juvenile Crime Prevention Council (JCPC) is a state mandated county board which identifies the issues and factors which have an influence and impact upon delinquent youth, at-risk youth, and their families in Pender County. Further, the JCPC has identified the strategies and services most likely to reduce and/or prevent delinquent behavior. To assist in making these decisions, the JCPC annually reviews the risks and needs of juveniles in the County, currently in the juvenile justice system and/or at risk of entering it. The JCPC also identifies resources that are available in the County and/or surrounding counties that provide services which could address the identified needs. As a result of the assessment, the following needs were identified for Pender County: 1) Psychological Assessments, 2) Counseling, 3) Mentoring, 4) Skill Building (including but not limited to Parent/Family Skill Building, Interpersonal Skill Building, Vocational Skill Building), 5) Community Service and Restitution, and 6) Teen Court. The State allocates pass-through funds to each County annually based on a youth per capita formula which the County's JCPC disburses to programs that provide services that address the identified needs. It is anticipated that Pender County will receive \$153,959 for FY 2024-2025. To receive these funds, the JCPC must complete an Annual Plan which includes the assessment, available resources for the youth and their families, action plan, funding decisions and recommendations. JCPC funds are now on a two (2) year funding cycle and if the following criteria is met a Request for Proposals is not required for Year 2; the risk and needs have not changed significantly and existing funded programs still meet those findings, the existing funded programs have received JCPC funding for at least one year and the Monitoring Committee reviewed existing programs and their recommendations for continued funding were approved by the JCPC Board. A follow up monitoring meeting with the Area Consultant was not needed as all programs are meeting and/or exceeding their measurable objectives set by the North Carolina Department of Public Safety. Since all these

criteria were met, a Request for Proposals was not advertised. As required by statute, the JCPC recommends allocation of the NC Department of Public Safety, Division of Juvenile Justice funds, to the following Programs in the amounts specified below for the upcoming fiscal year:

Psychological Services	\$ 47,312
Community Service/Restitution/Teen Court	\$ 49,947
Customized Youth Development Training	\$ 35,000
Systematic Training for Effective Parenting	\$ 15,000
JCPC Administration	\$ 6,700
	<u>\$153,959</u>

ACTION REQUESTED:

Request Approval of FY 2024-2025 Pender County Juvenile Crime Prevention Council's Annual Plan Including Funding Recommendation and Board Members

Juvenile Crime Prevention Council County Plan

Pender County

For FY 2024-2025

Table of Contents

- I. Executive Summary
- II. County Funding Plan
- III. Juvenile Crime Prevention Council Organization
- IV. County Risk and Needs Assessment Summary
- V. County Juvenile Crime Prevention Council Request for Proposals
- VI. Funding Decisions Summary
- VII. Funded Programs Descriptions

Attachments:

Executive Summary

The Pender County Juvenile Crime Prevention Council (JCPC), in fulfillment of the duties and responsibilities as set forth in the General Statutes of the State of North Carolina, has reviewed and updated the County Plan.

The JCPC has identified the issues and factors which have an influence and impact upon delinquent youth, at-risk youth, and their families in Pender County. Further, the JCPC has identified the strategies and services most likely to reduce/prevent delinquent behavior.

JCPC Action Plan Progress:

Over the past year, the JCPC has worked diligently to recruit new members and increase community awareness. As a result the JCPC has increased participation at the JCPC meetings; Board vacancies have been filled; and various agencies began participating in the monthly meetings. This has not only benefited the JCPC, but also the community as agencies that work with families and children become aware of the various services offered in Pender County.

As a result of JCPC funded programs, there has been a decrease in the number of petitions filed, adjudication and probation cases. The Community Service program continues to serve a large number of youth and the Restitution program assists youth and their families by being able to repay victims for crimes committed. More youth were able to receive psychological services and counseling while non-residential and residential programs/group homes had a decrease in referrals. The JCPC programs in Pender County continue to make a difference by serving the youth in the County and decreasing juvenile delinquent activity.

Priorities for Funding: Through a risk & needs assessment and a resource assessment, the JCPC has determined that the following services are needed to reduce/prevent delinquency Pender County.

- Psychological Assessments
- Counseling
- Mentoring
- Skill Building
- Community Service and Restitution
- Teen Court

Monitoring and Evaluation: Each program funded in the past year by the JCPC has been monitored. The monitoring results and program outcomes evaluations were considered in making funding allocation decisions. The JCPC continues to conduct implementation monitoring of its action plan and its funded programs on a quarterly basis.

Funding Recommendations: A Request for Proposals was published on January 24, 2023, for a minimum of thirty (30) days, for a two-year funding cycle, for needed services. This is year two of the two-year funding cycle. The County's risk and needs have not changed significantly and existing funded programs still meet those findings. The existing funded programs have received JCPC funding for at least one year. The Monitoring Committee reviewed existing programs and their recommendations for continued funding were approved by the JCPC Board. A follow up monitoring meeting with the Area Consultant was not needed as all programs are meeting and/or exceeding their measurable objectives set by the North Carolina Department of Public Safety. Since all these criteria were met, a Request for Proposals was not advertised. As required by statute, the JCPC recommends allocation of the NC Department of Public Safety, Division of Juvenile Justice funds, to the following Programs in the amounts specified below for the upcoming fiscal year: (See JCPC Funding Allocations page):

1. Psychological Services \$47,312
2. Customized Youth Development Training \$35,000
3. Teen Court & Community Service \$49,947
4. Systematic Training for Effective Parenting (STEP) \$15,000

(Please see attached program description pages)

The JCPC further recommends that the following amount be allocated from the NCDPS Division of Juvenile Justice funds for the administrative costs of the Council for the upcoming fiscal year: \$6,700

Respectfully Submitted,

Dee Turner, Chair
Pender County Juvenile Crime Prevention Council
March 15, 2024

Pender County NC DPS - Community Programs - County Funding Plan

Available Funds: \$ \$153,959 Local Match: \$ \$18,712 Rate: 10%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% (YTD) DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Administration	\$6,700						\$6,700	
2	Pender County - Psychological Services	\$47,312			\$4,732			\$52,044	9%
3	Mt. Calvary University - Customized Youth Development Training	\$35,000			\$3,500			\$38,500	9%
4	Coastal Horizons - Systematic Training for Effective Parenting (STEP)	\$15,000			\$1,640			\$16,640	10%
5	Communities in Schools - Teen Court, Community Service & Restitution	\$49,947			\$8,840			\$58,787	15%
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS:		\$153,959			\$18,712			\$172,671	11%

The above plan was derived through a planning process by the Pender County
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2024-2025.

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added _____

check type initial plan update final

-----DPS Use Only-----	
Reviewed by _____ Area Consultant	_____ Date
Reviewed by _____ Program Assistant	_____ Date
Verified by _____ Designated State Office Staff	_____ Date

Chairperson, Juvenile Crime Prevention Council (Date)

Chairperson, Board of County Commissioners (Date)
or County Finance Officer

ver 03/04/2016

Juvenile Crime Prevention Council Organization

	Name	Organization	Title
Chairperson	Dee Turner	Pender County Parks & Recreation Dept.	Supervisor
Vice-Chairperson	Shirley Steele	Pender County Health Department	Director of Nursing
Secretary	Bob Speight	Division of Juvenile Justice	Chief Court Counselor
Treasurer	Bob Speight	Division of Juvenile Justice	Chief Court Counselor
Assessment Committee Chairperson	Bob Speight	Division of Juvenile Justice	Chief Court Counselor
Funding Committee Chairperson	Bert Wilson	Member at Large	Community Member

Number of members: 14

List meeting dates during the current fiscal year and identify the number of JCPC members in attendance for each.

Meeting Date	Number of Members in Attendance	Quorum Present? Yes/No
July 2023	no meeting	not applicable
August 18, 2023	7	Yes
September 15, 2023	7	Yes
October 2023	no meeting	not applicable
November 17, 2023	7	Yes
December 2023	no meeting	not applicable
January 19, 2024	4 (11 members voted on business by email)	Yes
February 16, 2024	8	Yes
March 2024	no meeting	not applicable
April 19, 2024		
May 17, 2024		
June 2024	no meeting	not applicable

SUMMARY REPORT OF THE PENDER COUNTY RISK AND NEEDS ASSESSMENT COMMITTEE

- **Youth Assessment Screening Instrument Summary**
- **County Observations**
- **Summary of Existing Community Resources**
- **Summary of Gaps and Barriers in the Community Continuum**
- **Proposed Priority Services for Funding**

YASI Summary

The Risk and Needs Assessment Committee reviewed data collected from the Youth Assessment Screening Instrument (YASI) administered by Juvenile Court Counselors after juveniles are referred with a complaint alleging that a delinquent act. Once a youth has been adjudicated, the Court Counselor collects additional data from the juvenile. The YASI is comprehensive assessment used to predict the likelihood of the juvenile being involved in future delinquent behavior based on the juvenile's risk and needs. Data collected is used in service planning for the youth. For some youth, some of the individual item ratings may be heavily dependent upon information reported by the juvenile or the parent(s). For these items, there is a likelihood of under-reporting the incidence of a particular behavior, and the actual incidence may be higher than suggested by these figures. In those cases, the figure should be interpreted as a measure of the minimum level of occurrence.

The population of Pender County continues to grow. Even though the population has increased, the number of youth seen at intake has decreased. Of the 9,893 youth living in Pender County, only 27 youth were assessed by the YASI for FY 2021-2022. Observations from the data collected is below.

County Observations: FY 2021-2022

- The number of youth with a low risk level is 63% and very low needs is 56%. This is better than the state rate.
- Legal History Q3 - 63% of youth are diverted or screened out before, or at court. This is significantly higher than the state rate and an indication that youth are able to be served by community programs.
- Family Q1 - Youth who report they have been kicked out of the home is slightly higher than the state rate.
- Family Q4 – One in four juveniles live in a home where a family member has a mental health issue. This information is self-reported and can be slightly skewed. What is acceptable in one household may not be acceptable in another.
- Family Q7 – 89% of the youth indicate that they live with a sibling, relative, foster care or independent/other. This is higher than the state average of 75%.
- Alcohol/Drugs Q1 – The number of youth who indicate alcohol/drug use is 37% which closely matches the state rate of 38%. However, of youth assessed, 60% report their drug/alcohol use disrupts their function. This is significantly higher than the state rate of 27%. The number of youth who report drug/alcohol use under the age of 12 is 20% which is double the state rate.
- Alcohol/Drugs Q3 – Youth who report treatment for drug/alcohol use is 40% compared with the state rate of 15%. This is an indicator that the youth being seen by Juvenile Justice staff have had prior issues with substance use.
- Mental Health – Q1 – Youth who are currently in treatment, have had treatment in the past, are currently or have previously received medication (this includes treatment for ADD and ADHD), is higher than the state rate.
- Mental Health – Q5 – 19% of juveniles seen report being sexually abused. This is double the state rate.

Summary of the Existing Community Resources

- Juvenile Psychological Services (JCPC funded)
- Community Service & Restitution program (JCPC funded)
- Integrated Family Services Mobile Crisis
- Alexander Youth Network / MST
- Teen Court (JCPC funded)
- Coastal Horizons – STEP parenting program and In-Home Counseling services
- AMI Kids
- The Dunes Behavioral Health
- The Matthew 25 Center
- Cooperative Extension 4H services
- Smart Start
- STAR Academy (Alternative Learning Program within the school system)
- Organized youth athletic organizations (i.e. soccer, baseball, basketball, cheerleading)
- DARE (Pender County Sheriff's Office)
- PATH (Pender Alliance Teen Health school-based health center)
- Pender County Schools – Second Step, PBIS, Rachel's Challenge, Multi-tiered Student Support System (MTSS), Elementary After School program
- Pender County Parks and Recreation Department (Elementary Summer Day Camps, Monthly Family Programs, and Family Oriented Special Events)
- Communities in Schools – Baby Fast, Afterschool programming for middle school and high school, summer programming for middle school and high school
- Crisis Text Line – county wide through Pender High School

Summary of Gaps and Barriers in the Continuum of Services

- Continued need for additional comprehensive mental health services to include substance abuse treatment and in-home counseling
- Programs to address substance use/abuse (i.e. Street Safe)
- Rapid access to PRTF services for court involved kids, regardless of ability to pay or third-party coverage. The gap is the access to PRTF services that are not denied, based on diagnosis, legal status, or the ability to pay.

Proposed Priority Services for Funding

The committee compared the services needed with services currently available in the community. Services which are currently available in the community and sufficient to meet the needs of court involved youth or those youth most at risk for court involvement are not considered as a priority for JCPC funding.

The Risk and Needs Committee proposes the following services be approved as the funding priorities for FY 2023-2025

- Teen Court
- Psychological Assessment
- Counseling
- Mentoring
- Skill Building
- Community Service & Restitution program



PENDER COUNTY JUVENILE CRIME PREVENTION COUNCIL

Pender County JCPC funded programs were funded for a two-year period, beginning July 1, 2023. To ensure that the needs of the county's youth are being met, risk and needs data are reviewed on a yearly basis.

The Pender County JCPC Risk and Needs Committee met on Thursday, November 9, 2023 to review Youth Assessment and Screening Instrument (YASI) data collected by the Division of Juvenile Justice during the intake process. The YASI is comprehensive assessment used to predict the likelihood of the juvenile being involved in future delinquent behavior based on the juvenile's risk and needs. Data collected is used in service planning for the youth. For some youth, some of the individual item ratings may be heavily dependent upon information reported by the juvenile or the parent(s). For these items, there is a likelihood of under-reporting the incidence of a particular behavior, and the actual incidence may be higher than suggested by these figures. In those cases, the figure should be interpreted as a measure of the minimum level of occurrence.

29 youth were assessed for fiscal year 2022-23. Data collected and reviewed by the committee indicates that mental health and substance abuse continue to be the most needed services. Additionally, skill building, community service and Teen Court programs are also needed to address supervision and/or problem behaviors.

Currently funded programs are meeting the needs of youth. Based on the data presented and resources available, the Risk and Needs Committee recommends programming to address the following needs:

- Teen Court
- Psychological Assessments
- Counseling
- Mentoring
- Skill Building
- Community Service and Restitution Program

Pender County		Research-Based Programs Summary				
JCPC Funded Program Name	Program Type	Does program provide service(s) or is it a structure?	Evidence of Research Base	SPEP		
				Primary Service	Supplemental Service	SPEP Ratings Prevention/Intervention
Restitution Program	Restitution	<input checked="" type="checkbox"/> Service <input type="checkbox"/> Structure	Program is consistent with other restitution programs in NC	Restitution	N/A	N/A 48
Teen Court	Teen Court	<input type="checkbox"/> Service <input checked="" type="checkbox"/> Structure	Program is consistent with other Teen Court programs in NC	N/A	N/A	N/A
Court Psychological Services	Assessment / Evaluation	<input type="checkbox"/> Service <input checked="" type="checkbox"/> Structure	Clinical practice is consistent with standards of NC Board of psychology	N/A	N/A	N/A
Court Psychological Services	Counseling	<input checked="" type="checkbox"/> Service <input type="checkbox"/> Structure	Clinical practice is consistent with standards of NC Board of psychology	Individual Counseling	Cognitive Behavior	* *
Mt. Calvary Leadership Development	Life Skills	<input checked="" type="checkbox"/> Service <input type="checkbox"/> Structure	Program uses an evidenced based research/approach to teach life & entrepreneurship skills	Life Skills	N/A	N/A
Systematic Training for Effective Parenting (STEP)	Parenting	<input type="checkbox"/> Service <input checked="" type="checkbox"/> Structure	Uses an evidenced based model on how to handle misbehavior, parent-teen relationships	Parenting	N/A	N/A
		<input type="checkbox"/> Service <input type="checkbox"/> Structure				
		<input type="checkbox"/> Service <input type="checkbox"/> Structure				
		<input type="checkbox"/> Service <input type="checkbox"/> Structure				
		<input type="checkbox"/> Service <input type="checkbox"/> Structure				
		<input type="checkbox"/> Service <input type="checkbox"/> Structure				
		<input type="checkbox"/> Service <input type="checkbox"/> Structure				
		<input type="checkbox"/> Service <input type="checkbox"/> Structure				
		<input type="checkbox"/> Service <input type="checkbox"/> Structure				
		<input type="checkbox"/> Service <input type="checkbox"/> Structure				

Juvenile Crime Prevention Council Funding Decisions Summary

Program Funded	Reason for Funding (Check all that apply)
Teen Court	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input checked="" type="checkbox"/> Addresses use of alcohol/controlled substances <input checked="" type="checkbox"/> Addresses restitution to victims <input checked="" type="checkbox"/> Addresses gang participation <input checked="" type="checkbox"/> Other juveniles participate in the community service program as part of their sentence <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Court Psychological Services	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input checked="" type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input checked="" type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Community Service & Restitution	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input checked="" type="checkbox"/> Addresses restitution to victims <input checked="" type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Mt. Calvary Leadership Development Program	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input checked="" type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input checked="" type="checkbox"/> Addresses gang participation <input checked="" type="checkbox"/> Other Teaches job/employment skills <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Systematic Training for Effective Parenting (STEP)	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input checked="" type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input checked="" type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
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	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
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Juvenile Crime Prevention Council Funding Decisions Summary

	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other
	<input type="checkbox"/> Would increase funding to this service if funds were available
	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other
	<input type="checkbox"/> Would increase funding to this service if funds were available
	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other
	<input type="checkbox"/> Would increase funding to this service if funds were available

	Reason for Not Funding (Check all that apply)
Program Not Funded	
Not applicable	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other

Juvenile Crime Prevention Council Action Plan: FY: 2023-2025

Goal: To prevent or reduce delinquent behavior

Objective	Activities	Output/Outcome Measures	Evaluation/Results	Person(s) Responsible	Timeframe
1.0 To reduce alcohol and substance abuse/use by 20 % among juveniles served	Intervention/Prevention programs Substance Abuse Assessments & referrals Drug Screens	Program Tracking Monitoring by JPCP Drug Screens Referrals to programs (i.e. Psychological Services, GREAT) NC-JOIN data	At the end of the first year, there were no alcohol offenses, previous year there was 1 and there were 3 drug offenses, down from the previous year of 5. This is well within the 5% reduction that the Council anticipated.	Court Counselors Psychological Services Family & child	5% each year for the next four years
2.0 To reduce subsequent complaints by 16 % among juveniles served	Psychological Assessments Inpatient Treatment Group Counseling Consultations Teen Court diversions JPCP / community programs Contracts & Plans	JPCP Monitoring # of complaints filed in NC-JOIN Unsuccessful contracts		Court Counselor Community Programs JPCP programs Family & child	4% annually for the next 4 years

3.0 To reduce violations of community supervision by 12 % among juveniles served	<p>Enforce supplemental contracts</p> <p>Electronic Monitoring use</p> <p>Reduce school suspensions</p> <p>Psychological Assessments</p> <p>Out of Home placements</p>	NC-JOIN data Referrals to out of home placements & treatment		<p>Court Counselors</p> <p>Child & family</p> <p>Psychologist</p> <p>Treatment staff</p>	3% annually for the next 4 years
4.0 To reduce subsequent convictions by 12 % among juveniles served	<p>Enforce supplemental contracts</p> <p>Electronic Monitoring use</p> <p>Reduce school suspensions</p> <p>Psychological Assessments</p> <p>Out of Home placements</p> <p>Provide opportunities for restitution</p> <p>Assess & refer youth to appropriate service providers</p> <p>Ensure adequate funds allocated for the restitution bank</p>	NC-JOIN data Referrals to out of home placements & treatment		<p>Court Counselor</p> <p>Child & family</p> <p>Psychologist</p> <p>Treatment staff</p> <p>Child</p> <p>Worksite personnel</p>	3% annually for the next 4 years
5.0 To fulfill 80 % of restitution contracts to victims		Community Services client tracking forms Timesheets and progress reports from worksites			2.5% increase over the next 4 years

6.0 To increase parental accountability by 20 % among parents of juveniles served	Psychological Services Enforce supplemental contracts	Number of show causes on parents client tracking data from Skills for Success program # of DSS referrals for abuse & neglect	Court Counselor Child & Family Therapist/Social Worker	5% each year for the next 4 years
7.0				
8.0				
9.0				

Goal: To prevent or reduce substance abuse/use in delinquent youth

Objective	Activities	Output/Outcome Measures	Evaluation/Results	Person(s) Responsible	Timeframe
1.0 To reduce alcohol and substance abuse/use by 20% of youth served	Implementation of a drug awareness prevention program, GREAT program, psychological services program	NC-JOIN data, YASI data	Youth reporting no substance abuse has increased by 15% over the previous FY and those needed assessments or treatment has decreased 15%	Juvenile Justice staff, Psychological Services staff, Pender County schools	Previous FY
2.0 To reduce subsequent complaints by 16%	Juvenile Justice staff, Teen Court program, Community Service program, Psychological Services program	NC-JOIN data, YASI data	Juveniles with only one (current) complaint has decreased 14% in the last 3 years	Juvenile Justice staff, Psychological Services staff, Outpatient Mental Health Counseling for Anger Problems, Pender County schools, Teen Court and Community Service staff	Previous 3 FYs.

3.0 Reduce violations of community supervision by 12%	Juvenile Justice staff, Teen Court program, Community Service program, Psychological Services program	NC-JOIN data, YASI data	Juveniles with no prior adjudications has decreased 8% over the previous 2 FYs.	Juvenile Justice staff, Psychological Services staff, Outpatient Mental Health Counseling for Anger Problems staff, Pender County schools, Teen Court and Community Service staff	Previous 2 FYs.
4.0 To reduce subsequent convictions by 12%	Juvenile Justice staff, Teen Court program, Community Service program, Psychological Services program	NC-JOIN data, YASI data	Juveniles with no prior convictions decreased 8% in the previous 2 years.	Juvenile Justice staff, Psychological Services staff, Outpatient Mental Health Counseling for Anger Problems program, Pender County schools, Teen Court and Community Service staff	Previous 2 FYs
5.0 To fulfill 80% of restitution contracts to victims	Community Service program staff, Juvenile Justice staff	NC-JOIN data, Community Service data	95% of youth eligible for restitution received it and were able to pay victims.	Community Service staff	Previous 4 FYs
6.0 To increase parental accountability by 20% among parents of juveniles served.	Juvenile Justice staff, Psychological Services staff, Pender County schools, Teen Court and Community Service staff	NC-JOIN data, YASI data	Parents willing and able to supervise increased 11% over the previous FY but there was a 18% decrease compared to the data from 2 years ago. This is attributed to a downturn in the economy.	Juvenile Justice staff, Psychological Services staff, Outpatient Mental Health Counseling for Anger Problems program, Pender County schools, Teen Court and Community Service staff	Previous 2 FYs

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.

2-Year Funding: FY 2023-2024 and FY 2024-2025

Membership

- | | |
|---|------------|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? | <u>Yes</u> |
| B. Are members appointed for two-year terms and are those terms staggered? | <u>Yes</u> |
| C. Is membership reflective of social-economic and racial diversity of the community? | <u>Yes</u> |
| D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | <u>No</u> |

If not, which positions are vacant and why?

Youth representative is vacant. Due to the size of the county and travel time as well as the time JCPC meetings are held, it is difficult to find a student who can be away from class for that period of time. The Council will attempt to recruit a youth under the age of 21.

Representatives from the faith community and business community are vacant and the Council is actively seeking citizens to fill these positions.

Organization

- | | |
|---|-----------------|
| A. Does the JCPC have written Bylaws? | <u>Yes</u> |
| B. Bylaws are | <u>Attached</u> |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. | <u>Yes</u> |
| D. Does the JCPC have written policies and procedures for funding and review? | <u>Yes</u> |
| E. These policies and procedures | <u>On file</u> |
| F. Does the JCPC have officers and are they elected annually? | <u>Yes</u> |

Meetings

- | | |
|--|------------|
| A. JCPC meetings are considered open and public notice of meetings is provided. | <u>Yes</u> |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | <u>Yes</u> |
| C. Does the JCPC meet six (6) times a year at a minimum? | <u>Yes</u> |
| D. Are minutes taken at all official meetings? | <u>Yes</u> |
| E. Are minutes distributed prior to or during subsequent meetings? | <u>Yes</u> |

Planning

- | | |
|--|------------|
| A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? | <u>Yes</u> |
| B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS? | <u>Yes</u> |
| C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? | <u>Yes</u> |

Public Awareness

- | | |
|--|------------|
| A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members?
<input checked="" type="checkbox"/> RFP, Distribution List, and Advertisement attached | <u>Yes</u> |
| B. Does the JCPC complete a biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members? | <u>Yes</u> |

Form JCPC/OP 002 (a) Juvenile Crime Prevention Council Certification Application
Form structure last revised August 2020
NC Department of Public Safety

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

No Overdue Tax Debt

A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? Yes

Briefly outline the plan for correcting any areas of standards non-compliance.

No areas of standard non-compliance as the County has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level.

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Leanne Radabaugh	Director of Student Services	<input checked="" type="checkbox"/>	White	Female
2) Chief of Police or designee	Jim Hock	Chief of Police		White	Male
3) Local Sheriff or designee	Keith Wells	Captain	<input checked="" type="checkbox"/>	White	Male
4) District Attorney or designee	Rosetta Royster	Assistant District Attorney	<input checked="" type="checkbox"/>	Black or African-American	Female
5) Chief Court Counselor or designee	Robert Speight	Chief Court Counselor		White	Male
6) Director, Local Management Entity/ Managed Care Organization (LME/MCO), or designee	Inesha Traham	System of Care Coordinator	<input checked="" type="checkbox"/>	Black or African-American	Female
7) Director DSS or designee	Tracy Jones	CPS Supervisor	<input checked="" type="checkbox"/>	White	Female
8) County Manager or designee	Dee Turner	Parks & Recreation Director	<input checked="" type="checkbox"/>	White	Female
9) Substance Abuse Professional	Erin Ditta	Counselor		White	Female
10) Member of Faith Community					
11) County Commissioner	Brad George	County Commissioner		White	Male
12) A Person Under the Age of 21					
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles					
14) Juvenile Defense Attorney	Kent Harrell	Attorney		White	Male
15) Chief District Judge or designee	Jay H. Corpening II	Chief District Court Judge		White	Male
16) Member of Business Community					
17) Local Health Director or designee	Shirley Steele	Nursing Director	<input checked="" type="checkbox"/>	White	Female
18) Rep. United Way/other non-profit	Sally Fields	Communities in Schools		White	Female
19) Representative/Parks and Rec	Dee Turner	Parks & Recreation Director		White	Female
20) County Commissioner appointee	Bertram Wilson	Member at large		Black or African-American	Male
21) County Commissioner appointee					
22) County Commissioner appointee					
23) County Commissioner appointee					
24) County Commissioner appointee					
25) County Commissioner appointee					
26) County Commissioner appointee					



North Carolina Department of Public Safety
Juvenile Justice and Delinquency Prevention

JCPC Program - Program Application

SECTION I A: SPONSORING AGENCY AND PROGRAM INFORMATION			
FUNDING PERIOD:	FY 24-25	DPS/JCPC FUNDING # (cont only)	971-XXXX
COUNTY:	Pender	AREA:	Eastern Area
Multi-County:	No	Multi-Components:	No
NAME OF PROGRAM:		JCPC Administration	

SPONSORING AGENCY:	Pender County		
SPONSORING AGENCY PHYSICAL ADDRESS:	*	NC	00000
SPONSORING AGENCY MAILING ADDRESS:	*	NC	00000
TYPE:	Public	FEDERAL ID #	566000329a

COMPONENT ID #	NAME OF PROGRAM COMPONENT	PROGRAM TYPE	TOTAL COST OF EACH COMPONENT
42068	JCPC Certification	JCPC Certification	\$ 6,700
Total cost of components:			\$ 6,700

Program Manager Name & Address *(same person on signature page)*

Name:	Dee Turner	Title:	
Mailing Address:	Post Office Box 5	City:	Burgaw
		Zip:	28425
Phone:	(910) 663-3769	Fax:	
		E-mail:	dturner@pendercountync.gov

Contact Person *(if different from program manager)*

Name:	Dee Turner	Title:	
Mailing Address:	Post Office Box 5	City:	Burgaw
		Zip:	28425
Phone:	(910) 663-3769	Fax:	
		E-mail:	dturner@pendercountync.gov

Program Fiscal Officer *(cannot be program manager)*

Name:	Margaret Blue	Title:	
Mailing Address:	P.O. Box 1578	City:	Burgaw
		Zip:	28425
Phone:	(910) 259-1407	Fax:	
		E-mail:	mblue@pendercountync.gov

SECTION V: TERMS OF AGREEMENT

NOTE: Details in the Terms of Agreement and Payment to Sponsoring Agency sections are added by NCALLIES once an application is approved for funding.

This Agreement is entered into by and between Department of Public Safety, (*hereinafter referred to as DPS*), and _____ County, (*hereinafter referred to as the County*), the County's Juvenile Crime Prevention Council (*hereinafter referred to as the JCPC*) and _____ (*hereinafter referred to as the Sponsoring Agency*).

DPS, the County, the JCPC and the Sponsoring Agency do mutually agree as follows:

Terms of Agreement

This Agreement shall become effective _____ and shall terminate _____.

Payment to Sponsoring Agency

All parties agree that services will be delivered as described in the approved Program Agreement and that funds will be disbursed in an amount not to exceed the amount \$ _____ for the term of this agreement, unless amended by an approved Program Agreement Revision.

Availability of Funds:

All parties to this Agreement agree and understand that the payment of the sums specified in this Program Agreement budget, or most recently approved Program Agreement Revision, is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the DPS.

Responsibilities of the Parties

DPS shall:

1. Disburse funds monthly to County Governments, for payment to the Sponsoring Agency, from funds appropriated by the General Assembly;
2. Reserve the right to suspend payment to the County for any non-compliance of reporting requirements by the Sponsoring Agency set forth in the DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy;
3. Immediately notify, in writing, the JCPC, County, and Sponsoring Agency (including the Board of Directors, if applicable), if payments are suspended and again once payments resume;
4. Pay only for work as described in the Program Agreement, or most recently approved Program Agreement Revision, provided by the Sponsoring Agency and approved subcontractors;
5. Provide technical assistance, orientation, and training to the Sponsoring Agency, the County and the JCPC;
6. Monitor the Sponsoring Agency's funded program(s) in accordance with DPS JCPC and Community Programs

Section-Funded Programs Minimum Standards, *DPS JCPC Policy 3. Operations: Program Oversight and Monitoring*;

7. Notify parties entering into this Agreement of all due dates in a timely manner in order for reports to be submitted by the established due dates; and

8. Ensure the Sponsoring Agency is either a public agency or 501(c)(3) private non-profit organization and when applicable, appropriately licensed,(applicable only to the JCPC funding process).

The Sponsoring Agency shall:

1. Comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority;

2. Comply with all Federal and State laws relating to equal employment opportunity;

3. Keep as confidential and not divulge or make available to any individual or organization without the prior written approval of DPS any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Sponsoring Agency under this Agreement;

4. Acknowledge that in receiving, storing, processing or otherwise dealing with any confidential information, it will safeguard and not redisclose the information, except as otherwise provided in this Agreement;

5. Comply with the DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy and North Carolina Administrative Code procedures;

6. Secure local match, if applicable, pursuant to 14B NCAC 11B.0105, for the approved DPS funds;

7. Create and adopt individualized written agency guidelines specific to the funded program, while also adhering to DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy for the specific funded program type;

8. Ensure that state funds received are spent in accordance with the approved Program Agreement, or most recently approved Program Agreement Revision, and be accountable for the legal and appropriate expenditure of those state funds;

9. Maintain reports, records, and other information to properly document services rendered and outcomes; also maintain an ability to send and receive electronic communication;

10. Have the capacity to use the DPS electronic, internet-based system for tracking clients served; also maintain an ability to electronically sign required DPS documents;

11. Use generally accepted accounting procedures that guarantee the integrity of the expenditure of funds, and maintain reports, records, and other information to properly account for the expenditure of all State funds provided to the Sponsoring Agency;

12. When refunds are requested from the North Carolina Department of Revenue for sales and/or use taxes paid by the agency in the performance of the Program Agreement, or most recently approved Program Agreement Revision, as allowed by NCGS § 105-164.14(c), the agency shall exclude all refundable sales and use taxes from reportable expenditures submitted to the County and DPS;

13. Submit Program Agreement Revisions, Third Quarter Accounting, Final Accounting, and annual detailed expenditures through NCALLIES. These reports must be in accordance with the submission process as outlined in DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy and with the due dates established by DPS;
14. Make personnel reports, records and other information available to DPS, the County, the JCPC, and/or the State Auditor for oversight, monitoring and evaluation purposes;
15. Submit any other information requested by DPS, the County, the JCPC, and/or the State Auditor;
16. Be responsible for the performance of all subcontractors as described in the Program Agreement or most recently approved Program Agreement Revision;
17. Indemnify, defend, and hold harmless DPS, the State of North Carolina, the County, the JCPC and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Sponsoring Agency in connection with the performance of the Program Agreement or most recently approved Program Agreement Revision;
18. Receive written permission and budgetary approval from DPS prior to using the Program Agreement, or most recently approved Program Agreement Revision, as a part of any news release or commercial advertising, and acknowledge DPS funding in partnership with the County;
19. Comply with DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy, *Policy 6: Operations: Program Eligibility for Funding* regarding any trainings and requirements for the United States Department of Justice national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA) and any additional requirements in 14B NCAC 11C;
20. Be deemed an independent contractor in the performance of services described in the Program Agreement, or most recently approved Program Agreement Revision, and as such shall be wholly responsible for the services to be performed and for the supervision of its employees, interns, volunteers and subcontractors; and
21. Represent that it has, or shall secure at its own expense, all personnel required in performing the services as described in the Program Agreement, or most recently approved Program Agreement Revision. Such personnel shall not be employees of or have any individual contractual relationship with DPS.

Sponsoring Agency and Use of Contractor(s)/Subcontractors

The Sponsoring Agency may engage with independent contractors as needed to perform services or support services described in line item 190 of the Program Agreement, or most recently approved Program Agreement Revision. When independent contractors are providing services the Sponsoring Agency must:

22. Upload a signed Contract for Professional Services (*Form JCPC/PO 001 Contract for Professional Services Template*) into NCALLIES once the Program Agreement or Program Agreement Revision is approved by DPS;
23. Be responsible for the performance of all contractors or subcontractors as described in the Program Agreement, or most recently approved Program Agreement Revision;
24. Hold any contractor or subcontractor to which the Sponsoring Agency provides State funds accountable for the legal and appropriate expenditure of State funds and require compliance with all applicable laws and DPS

JCPC and Community Programs Section-Funded Programs Minimum Standards Policy; and

25. Ensure that all contractors or subcontractors provide all information necessary to comply with the standards set forth in the Program Agreement, or most recently approved Program Agreement Revision.

The JCPC shall:

1. Ensure the Sponsoring Agency uses funds only for the purposes approved in the JCPC Program Agreement or most recently approved JCPC Program Agreement Revision (applicable only to DPS JCPC approved programs);
2. Comply with the DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy, the North Carolina Administrative Code procedures (14B NCAC 11B), and N.C.G.S. §§ 143B-845 to -851;
3. Review and locally approve Program Agreements, Program Agreement Revision(s), and Third Quarter Accounting and submit information to the County in a timely manner to meet due dates established by DPS;
4. Submit any other information requested by the County or DPS; and
5. Monitor the Sponsoring Agency's currently funded JCPC program(s) in accordance with DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy, *Policy 3. Operations: Program Oversight and Monitoring* (applicable only to DPS JCPC approved programs).
Reference: 14B NCAC 11B.0202 and DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy (policies 1, 3, 7, 8, 9, 10 and 11).

NOTE: Monitoring by the JCPC ONLY applies to JCPC funded programs and not other projects funded through the DPS Juvenile Community Programs Section.

The County shall:

1. Use funds only for the purposes approved by DPS in the Program Agreement, or most recently approved Program Agreement Revision;
2. Disburse funds monthly and oversee funds to the Sponsoring Agency in accordance with 14B NCAC 11B.0108;
3. Comply with the DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy and North Carolina Administrative Code procedures (14B NCAC 11B);
4. Review and locally approve Program Agreement Revisions received from the Sponsoring Agency for final approval from DPS;
5. Review and locally approve Third Quarter Accounting and Final Accounting forms for the JCPC and funded programs according to the procedures and due dates established by DPS; and
Reference: 14B NCAC 11B.0108; DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy (policies 8 and 9).
6. Ensure that programs are public agencies or private 501(c)(3) non-profit organizations and appropriately licensed, when applicable (applicable only to the JCPC funding process).

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Choice of Law: The validity of this Program Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Program Agreement, are governed by the laws of North Carolina, including the relevant provisions of G.S. Chapter 143B, Article 13, Part 3, Subpart F, and the Rules of 14B NCAC Chapter 11. The parties, by signing this Program Agreement, agree and submit, solely for matters concerning this Program Agreement, to the exclusive jurisdiction of the courts of North Carolina and agree, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Program Agreement and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in Program Agreement or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Assignment: No assignment of the Sponsoring Agency's obligations or the Sponsoring Agency's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, DPS may:

- (a) Forward the Sponsoring Agency's payment check(s) directly to any person or entity designated by the Program Manager, or
- (b) Include any person or entity designated by the Sponsoring Agency as a joint payee on the Sponsoring Agency's payment check(s).

In no event shall such approval and action obligate DPS or County Government to anyone other than the Sponsoring Agency, and the Sponsoring Agency shall remain responsible for fulfillment of all Program Agreement, or the most recently approved Program Agreement Revision, obligations.

Beneficiaries: Except as herein specifically provided otherwise, this Program Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Program Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to DPS, the County Government, and the Sponsoring Agency. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any third person. It is the express intention of DPS and County Government that any such person or entity, other than DPS or the County Government or the Sponsoring Agency receiving services or benefits under this Program Agreement shall be deemed an incidental beneficiary only.

Property Rights

Intellectual Property: All deliverable items produced pursuant to this Program Agreement are the exclusive property of DPS. The Sponsoring Agency shall not assert a claim of copyright or other property interest in such deliverables.

Physical Property: The Sponsoring Agency agrees that it shall be responsible for the proper custody and care of any property purchased for or furnished to it for use in connection with the performance of this Program Agreement, or the most recently approved Program Agreement Revision, and will reimburse DPS for loss of, or damage to, such property. At the termination of this Program Agreement, the Sponsoring Agency, County Government, and JCPC shall follow the guidelines for disposition of property set forth in the North Carolina Administrative Code and *DPS JCPC* and

Community Programs Section-Funded Programs Minimum Standards Policy,
Policy 1. Operations: JCPC Operations. Reference: 14B NCAC 11B.0110.

Disbursements and Internal Controls

Reversion of Unexpended Funds

Any remaining unexpended funds disbursed by DPS to the County for the Sponsoring Agency must be refunded/ reverted back to DPS at the close of the fiscal year or upon termination of this Agreement.

Accountability for Funds

Audit Requirement - Local Government or Public Authority Requirements

Local Governments or Public Authorities in accordance with N.C.G.S. § 159-34 must have an audit performed in conformity with generally accepted auditing standards. The audit shall evaluate the performance of a unit of local government or public authority regarding compliance with all applicable Federal and State agency regulations. This audit, combined with the audit of financial accounts, shall be deemed to be the single audit described by the "Federal Single Audit Act of 1984".

Audit Requirement – Non-Governmental Entities

An audit, when required by law, or requested by the County or DPS shall be performed in conformity with generally accepted auditing standards and audits of non-governmental entities, both for-profit and not-for-profit, and must meet the requirements of OMB Circular A-133. At a minimum, the required report shall include the financial statements prepared in accordance with generally accepted accounting principles, all disclosures in the public interest required by law, and the auditor's opinion and comments relating to financial statements. The audit report must be submitted to the State Auditor's office as required by law, to the County, and DPS, and to other recipients as appropriate within nine (9) months after the end of the program's fiscal year.

Oversight

Access to Persons and Records

The State Auditor shall have access to persons and records related to all Program Agreements entered into by State agencies or political subdivisions in accordance with N.C.G.S. § 147-64.7. Additionally, as the State funding authority, DPS shall have access to persons and records related to all Program Agreements entered into by State agencies or political subdivisions.

Record Retention

Records shall not be destroyed, purged, or disposed of without the express written consent of DPS. State of North Carolina basic records retention policy requires all records to be retained for a minimum of five (5) years or until all audit exceptions have been resolved, whichever is longer. If the Program Agreement is subject to Federal policy and regulations, record retention may be longer than five (5) years since records must be retained for a period of three (3) years following submission of the final Federal Financial Status Report, if applicable, or three (3) years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Program Agreement has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

No Overdue Tax Debt Not for profit organizations ONLY must comply with this section. This form must be

uploaded in NCALLIES when submitting a Program Agreement.

The Sponsoring Agency shall be responsible for the payment of all State, local, and Federal taxes. Consistent with N.C.G.S. § 143C-6-23(c), not for profit organizations shall file with DPS and the County a written statement completed by that Sponsoring Agency's Board of Directors or other governing body, stating whether or not the Sponsoring Agency has any overdue tax debts, as defined by N.C.G.S. § 105-243.1, at the Federal, State, or local level. This written statement, *No Overdue Tax Debts*, shall be completed by the Sponsoring Agency to certify when there are no overdue taxes. If the agency has overdue taxes, the Sponsoring Agency must notify DPS at the time a Program Agreement is submitted.

Conflict of Interest Not for profit organizations ONLY must comply with this section. This form must be uploaded in NCALLIES when submitting a Program Agreement.

Consistent with the N.C.G.S. § 143C-6-23(b), not for profit organizations shall file with DPS and the County, a copy of that Sponsoring Agency's policy addressing conflicts of interest that may arise involving the Sponsoring Agency's management employees and the members of its Board of Directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Sponsoring Agency's employees or members of its Board or other governing body, from the Sponsoring Agency's disbursing of State funds and shall include actions to be taken by the Sponsoring Agency or the individual, or both to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed, before the County or DPS will disburse any funds. The Sponsoring Agency shall also complete the DPS Conflict of Interest Policy Statement (*Form DPS 13 001*) and upload the statement in NCALLIES along with and the Sponsoring Agency's policy addressing conflicts of interests.

Proof of 501(c)(3) Not for profit organizations ONLY must comply with this section. This document must be uploaded in NCALLIES when submitting a Program Agreement.

Not for profit organizations must upload proof of the agency's 501(c)(3) status when submitting a program agreement in NCALLIES.

Amendment: This Agreement may not be amended orally or by performance. Any amendment must be requested by the Sponsoring Agency through submission of a Program Agreement Revision and executed by duly authorized representatives of DPS, the County Government, JCPC, and Sponsoring Agency.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this Program Agreement violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Program Agreement shall remain in full force and effect.

Termination for Cause: If, through any cause, the Sponsoring Agency shall fail to fulfill its obligations under this Program Agreement in a timely and proper manner, DPS shall have the right to terminate this Program Agreement by giving written notice to the Sponsoring Agency and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Sponsoring Agency under this Program Agreement shall, at the option of DPS, become the property of the Sponsoring Agency and the Sponsoring Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Sponsoring Agency shall not be relieved of liability to DPS for damages sustained by DPS by virtue of the Sponsoring Agency's breach of this agreement, and DPS may withhold any payment due the Sponsoring Agency for the purpose of setoff until such time as the exact amount of damages due DPS from such breach can be determined. The filing of a petition for bankruptcy by the Sponsoring Agency shall be an act of default under this Program Agreement.

Termination without Cause: DPS, the County Government, or the Sponsoring Agency may terminate this Agreement at any time and without cause by giving at least thirty (30) days advance written notice to the other parties. If this Program Agreement is terminated by DPS as provided herein, the Sponsoring Agency shall be reimbursed on a

pro rata basis for services satisfactorily provided to DPS under this Program Agreement, or the most recently approved Program Agreement Revision, prior to Program Agreement termination.

Waiver of Default: Waiver by DPS of any default or breach in compliance with the terms of this Program Agreement, or the most recently approved Program Agreement Revision, by the Sponsoring Agency shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Program Agreement unless stated to be such in writing, signed by an authorized representative of DPS, County Government, the JCPC, and the Sponsoring Agency.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including, without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event, pandemic, or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Program Agreement expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

Entire Agreement: This Program Agreement (including any documents mutually incorporated specifically herein) represents the entire agreement between the parties and supersedes all prior oral or written statements or agreements.

END OF SECTION V – Terms of Agreement

SECTION VI: BUDGET NARRATIVE			
JCPC Administration		Fiscal Year	FY 24-25
Item #	Justification	Expense	In Kind Expense
120	JCPC Coordinator - part time position	\$6,000	
180	Fringe Benefits for part time JCPC Coordinator	\$465	
220	Food for JCPC meetings and functions	\$235	
TOTAL		\$6,700	\$0

Job Title	Annual Expense Wages	Annual In Kind Wages
JCPC Coordinator	\$6,000	
TOTAL	\$6,000	

SECTION VII: BUDGET NARRATIVE LINE ITEM SUMMARY

Program:	JCPC Administration		
Fiscal Year:	FY 24-25	Number of Months:	12

	Cash	In Kind	Total
I. Personnel Services	\$6,465		\$6,465
120 Salaries & Wages	\$6,000		\$6,000
180 Fringe Benefits	\$465		\$465
190 Professional Services*			\$0
*Contracts MUST be attached			
II. Supplies & Materials	\$235		\$235
210 Household & Cleaning			\$0
220 Food & Provisions	\$235		\$235
230 Education & Medical			\$0
240 Construction & Repair			\$0
250 Vehicle Supplies & Materials			\$0
260 Office Supplies and Materials			\$0
280 Heating & Utility Supplies			\$0
290 Other Supplies and Materials			\$0
III. Current Obligations & Services			\$0
310 Travel & Transportation			\$0
320 Communications			\$0
330 Utilities			\$0
340 Printing & Binding			\$0
350 Repairs & Maintenance			\$0
370 Advertising			\$0
380 Data Processing			\$0
390 Other Services			\$0
IV. Fixed Charges & Other Expenses			\$0
410 Rental or Real Property			\$0
430 Equipment Rental			\$0
440 Service and Maint. Contracts			\$0
450 Insurance & Bonding			\$0
490 Other Fixed Charges			\$0
V. Capital Outlay			\$0
[This Section Requires Cash Match]			
510 Office Furniture & Equipment			\$0
530 Educational Equipment			\$0
540 Motor Vehicle			\$0
550 Other Equipment			\$0
580 Buildings, Structure & Improv.			\$0
Total	\$6,700	\$0	\$6,700

Form JCPC/PA 004 JCPC Program Application
 Form structure last revised 12/31/2012
 Department of Public Safety

SECTION VIII: SOURCES OF PROGRAM REVENUE (ALL SOURCES)		
FY 24-25	Pender County	Funding ID: 971-XXXX
Sponsoring Agency:	Pender County	
Program:	JCPC Administration	
\$6,700	DPS/JCPC Funds	* This is the amount of your request on your application
0%	Local Match Rate	Is the Local Match Rate 10%, 20% or 30%?
_____	County Cash	_____ (Specify Source)
_____	Local Cash	_____ (Specify Source)
_____	Local Cash	_____ (Specify Source)
_____	Local In-Kind	_____ (Specify Source)
_____	Other	_____ (Specify Source)
_____	Other	_____ (Specify Source)
_____	Other	_____ (Specify Source)
_____	Other	_____ (Specify Source)
\$6,700	TOTAL	\$0
	Required Local Match	Match Provided

We, the undersigned, have reviewed this JCPC Program Application to be presented to the Juvenile Crime Prevention Council of this County in accordance with the procedures established by the local Juvenile Crime Prevention Council. Agencies seeking funding must be able to meet the applicable requirements of the North Carolina General Statutes, Administrative Code, and the Division of Adult Correction and Juvenile Justice.

We understand and acknowledge that the approval process is first with the Juvenile Crime Prevention Council, second with the County Board of Commissioners, and the final authority with the Department of Public Safety, Division of Adult Correction and Juvenile Justice.

All parties understand that the availability of funds is contingent upon the appropriation of those funds by the General Assembly of the State of North Carolina.

Chair, County Board of Commissioners or County Finance Director **Date**

Chair, Juvenile Crime Prevention Council **Date**

Dee Turner 3/14/24

Program Manager **Date**

Form JCPC/PA 004 JCPC Program Application
 Form structure last revised 12/31/2012
 Department of Public Safety



Pender County Motor Vehicle Releases and Refunds

TO: Board of County Commissioners
FROM: Melissa Radke
DATE: April 2, 2024
SUBJECT: Motor Vehicle Releases and Refunds

SUMMARY:

This list includes all motor vehicle refund and releases processed through the NCVTS system with DMV. These refunds and releases result from prorations of tax due to the return of a NC license plate to the DMV office (usually for vehicles/trailers that have been sold, totaled, gifted to new owner, wrong situs address, approved for exemption, etc). NC DMV has also approved these refunds, Board action allows Pender County to issue checks back to the owner.

The refunds and releases shown are recommended for approval by the Pender County Tax Office.

ACTION REQUESTED:

Approve the NC motor vehicle release and refunds shown.

RELEASES OVER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
------	------	---------	--------	--------

NONE

REFUNDS OVER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
------	------	---------	--------	--------

2023	ALLEN, ZACHARY SHAWN	302462028	171.00	MILTRY EXEMPT
2023	BARDEN, ERIC WINSLOW	300387564	446.04	DOUBLELIST
2022	BOYD, JEFFREY RAY	301196004	216.08	DESTROYED
2022	BRIGHT, WENONA ADRIENNE	300641079	118.56	DESTROYED
2022	CREDLE, MICHELLE LEPENE	300641433	150.18	DESTROYED
2022	G J ADAMS TRUCKING INC	302175597	105.33	SOLD
2023	MICHAEL LANCE JORDAN JR	302598615	184.67	SOLD
2023	MARLOWE, DAVID WILLIAM	301196280	184.42	DOUBLELIST
2023	PIGOTT, RAY WALTON	302442012	250.21	SOLD
2022	SACHS, ZANDER JAMES	400515820	113.49	SITUS
2023	TIMBERLAKE, CHARLES EDWARD	402180232	172.17	SITUS
2023	TIMBERLAKE, JULIE ALYNN	402180228	132.22	SITUS
2022	UNGER, PAMELA N	301966653	252.09	MILTRY EXEMPT
2022	WHITE, STEPHEN MICHAEL	301355991	128.43	SOLD
2021	WILLIAMS, ALEX MACDONALD	402622856	173.47	SITUS

TOTAL REFUNDS OVER \$100			\$2,798.36	
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RELEASES UNDER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
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NONE

REFUNDS UNDER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
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2023	ALFARCO, MARCO ANTONIO JR	301966299	19.24	MILTRY EXEMPT
2022	ALFARCO, MARCO ANTONIO JR	301966308	52.65	MILTRY EXEMPT
2023	ALFARCO, MARCO ANTONIO JR	301966305	62.07	MILTRY EXEMPT
2023	ALFARCO, MARCO ANTONIO JR	302175399	54.49	MILTRY EXEMPT
2023	ALFARCO, MARCO ANTONIO JR	302068626	23.77	MILTRY EXEMPT
2022	ARMSTRONG, GEORGE ELMER	301966230	5.68	SOLD
2022	BLAIR, BETTY LOU	301635087	84.24	SOLD
2023	BOYCE, LEE AUBREY	300387045	44.49	MILTRY EXEMPT
2022	DEFEO, ROBERT	301448859	42.37	SOLD
2023	FLYNN, DAVID ALLEN	402622908	10.70	SITUS
2023	FLYNN, DAVID ALLEN	402622912	6.19	SITUS
2023	GATES, BENJAMIN	301356216	68.44	SOLD
2023	GILLIS, BETH ANN	401101260	14.61	SITUS
2023	HOUCK, CAROL SAULSBURY	402901468	2.71	SITUS
2022	LANE, MARY CREECH	301966752	54.91	SOLD
2023	LEWIS, THOMAS GRIGG II	302175405	85.97	ADJSTD VALUE
2023	MARLOWE, DAVID WILLIAM	301196295	47.57	SOLD
2023	MARSHBURN, JOSEPH EDWARD	300654813	4.27	ADJSTD VALUE
2023	PLATT, LAWRENCE ARTHUR	302175759	84.43	SOLD
2023	SCHUMAN, ZACHARY JAMES	302175396	50.18	ADJSTD VALUE
2023	STUSSIE, KEVIN GRANT	400515464	73.91	SITUS

2022	TURNER, BILLIE OLIVIA	400517160	28.94	SITUS
2022	WARD, JEANETTE BROUGHTON	301635576	32.93	SOLD
TOTAL REFUNDS UNDER \$100			\$954.76	
TOTAL OF ALL RELEASES			NONE	
TOTAL OF ALL REFUNDS			\$3,753.12	



**Pender County
Refund/Release Requests for items
meeting NC G.S 105-381**

TO: Board of County Commissioners
FROM: Melissa Radke
DATE: April 2, 2024
SUBJECT: Refund/Release Requests for items meeting NC G.S 105-381

SUMMARY:

The attached spreadsheet shows all requested releases/refunds. All meet the statutory requirements. It is the recommendation of the Tax Administrator to approve these releases as stated in the attached spreadsheet.

ACTION REQUESTED:

Requesting approval of the attached releases/refunds as recommended by the Tax Administrator.

Pender County BOCC Meeting February 20, 2024
Releases Over \$100

Property to be released	Value to be released	\$ to be released	Tax year to be released	Reason for release	Recommendation
Boat	25,587	\$258.82	2021	Not sitused in Pender County as of 1/1/21	Approve
Boat	25,587	\$263.61	2022	Not sitused in Pender County as of 1/1/21	Approve
Boat	25,587	\$269.46	2023	Not sitused in Pender County as of 1/1/21	Approve
Boat	17,412	\$144.47	2022	Military Exemption	Approve
Boat	17,412	\$149.57	2023	Military Exemption	Approve
Boat	47,096	\$495.97	2023	Not sitused in Pender County as of 1/1/23	Approve
Boat	47,096	\$485.19	2022	Not sitused in Pender County as of 1/1/23	Approve
Boat	12,270	\$129.24	2023	Not sitused in Pender County as of 1/1/22	Approve
Boat	12,270	\$126.42	2022	Not sitused in Pender County as of 1/1/22	Approve
Boat	12,792	\$134.70	2023	Not sitused in Pender County as of 1/1/23	Approve
Real Property	131,015	\$1,211.89	2023	Parcel was split in 2019 but parent parcel never deactivated; parcel was double listed	Approve
Real Property	131,015	\$1,090.70	2022	Parcel was split in 2019 but parent parcel never deactivated; parcel was double listed	Approve
Real Property	131,015	\$1,090.70	2021	Parcel was split in 2019 but parent parcel never deactivated; parcel was double listed	Approve
Real Property	131,015	\$1,090.70	2020	Parcel was split in 2019 but parent parcel never deactivated; parcel was double listed	Approve



Pender County
Approval of a Purchase Order to SHI for
Microsoft Enterprise Licensing Annual
Renewal in the amount of \$198,743.08.

TO: Board of County Commissioners
FROM: Erik Harvey
DATE: April 2, 2024
SUBJECT: Approval of a Purchase Order to SHI for Microsoft Enterprise Licensing Annual Renewal in the amount of \$198,743.08.

SUMMARY:

Pender County Government has renewed its Microsoft Enterprise 365 subscription service through a Microsoft Enterprise Agreement (EA) for three (3) years.

Key points:

1. **Subscription Service:** Pender County Government uses Microsoft 365 subscription service, ensuring employees have access to the latest Office apps, Windows Operating System (Windows 10/11), and other Microsoft products.
2. **Enterprise Agreement (EA):** The County has an EA with Microsoft, which provides access to a range of Microsoft products, including desktop, server, collaboration, and development tools.
3. **Software Assurance:** The EA includes Software Assurance, ensuring the County receives the latest software updates, technical support, and access to new versions of software during the agreement period.
4. **Renewal Terms:** The renewal agreement is for three (3) years, with Year two (2) being the current renewal. The price of licenses remains constant throughout the term of the agreement, aiding in financial planning.
5. **Annual True-up:** The County must true-up annually with Microsoft to ensure proper licensing, especially if there are any changes in usage or deployment.
6. **Procurement through SHI:** The Information Technology Services Department purchased the EA services directly through SHI on State Contract, as they are the authorized reseller for the State of North Carolina.
7. **Cost Allocation:** The total annual payment for the EA is \$198,743.08 annually. Costs are allocated among departments based on usage and budgeted in each department's fiscal year 2023-2024 budget.

This renewal ensures that Pender County Government remains equipped with the necessary software tools and support for its operations over the next two (2) years.

ACTION REQUESTED:

To approve a Purchase Order to SHI for Microsoft Enterprise Licensing Annual Renewal in the amount of \$198,743.08. This expenditure has been budgeted in the FY 23-24 Budget Ordinance and will be taken from each Department's Contracted Services: 404500.



**STATE OF NORTH CAROLINA
DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)**

Contract Number:	208H – Microsoft Select Reseller Contract State & Local Government
Microsoft Select Plus Agreement for State & Local Government – Amendment 001-kayleed-S-32 Extension to Addendum 000-kfuqua-S-534	
Effective Date:	March 1, 2014 – October 31, 2022
Renewal Options:	No renewal options
Contract Number:	208H – Microsoft Select Reseller Contract Academic for Educational Entities
Microsoft Select Plus Agreement for Educational Entities – Version 2012	
Effective Date:	August 1, 2013 – June 30, 2023
Renewal Options:	No renewal options
Administrator:	Kristen Burnette
Phone/Fax:	919-754-6678
E-mail:	kristen.burnette@nc.gov

All Entities ordering on this contract will be required to complete a Microsoft Select Enrollment. **The completion of a Microsoft Select Enrollment is a requirement mandated by Microsoft.** The Vendors listed below will assist all Entities with the enrollment process.

State & Local Government Locations: State and Local Government Select website is located at [click here](#). You must enter a User Name and Password to access the SHI International State and Local Government Select Pricing.

User Name: microsoft
Password: select

Educational Locations: Please contact Dell (listed below) to become an affiliate of the Academic Select Plus agreement and to obtain pricing. Dell must enter all of your information into the eAgreement form before sending it out. You can choose to electronically accept or physically sign the eAgreement. If you would like to view pricing online, please [click here](#). You must enter a User Name and Password to access the Dell Academic Select Plus pricing and run a "Licensing Price List".

Username: northcarolina@asap.com
Password: Purchasing1

Scope

This contract covers Microsoft Software Products.

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This is a **MANDATORY Statewide Term Contract** for the use of **State Governmental Agencies** and is a **Convenience** Contract, not mandatory, for the use of **non-State Agencies**. Non-state Agencies presently include the **North Carolina University System** and its member campuses, **Instructional components of the Department of Public Instruction, Instructional components of the Department of Community Colleges**, as well as **Local** (Municipal and County) **Governments**.

State Agencies with the need to acquire software licenses not covered by this contract are required to follow the established purchasing procedures of the Office of Information Technology Services (ITS).

Vendor	Contract Discount Percentages
<p>SHI International Corp. (SHI)</p>	<p align="center"><u>State and Local Government Select Agreement</u></p> <p>Application, Server, and System Pool Software Products are discounted 16.42% off Microsoft Select Level D Estimated Retail Prices</p>
<p>Dell Marketing L.P (Dell)</p>	<p align="center"><u>Academic Select Agreement</u></p> <p>Application, Server, and System Pool Software Products are discounted 18.8% off Microsoft Select Education Level A Estimated Retail Prices</p>

Ordering and Vendor Contact Information

Vendor	State and Local Government Select Orders Only:
<p>SHI International Corp. (SHI)</p>	<p><u>Send Orders To:</u> SHI International Corp. (SHI) – HUB Vendor (State Contract 208H) 33 Knightsbridge Road Piscataway, NJ 08854-3925 Fax: 800-211-7954</p> <p><u>Local Primary Representative</u> (Inside Sales) carolinateam@shi.com Phone 800-211-0831 Fax 800-211-7954</p> <p>Carly Higgenbotham (Inside Sales) carly_higgenbotham@shi.com Phone: 919-219-7355</p>

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Vendor	Academic Select Orders Only:
Dell Marketing L.P	<p data-bbox="581 369 860 541"><u>Send Orders To:</u> Dell Marketing L.P. (State Contract 208H) 850 Ashbury Drive Buffalo Grove, IL 60089 Fed ID: 74-2616805</p> <p data-bbox="581 571 1201 684"><u>Local Primary Representatives</u> Brianna Reid (Microsoft Academic licensing specialist) Brianna.Reid@dell.com Phone: 704-493-7804</p> <p data-bbox="581 714 1071 798">Todd R. Johnson (Outside Software Sales) <u>todd_r_johnson@dell.com</u> Phone: 615-967-9967</p>

Abnormal Quantity

Any requirement that exceeds \$75,000 must be forwarded to the Statewide Procurement Office for approval. The Statewide IT Procurement Office, in consultation with the using Agency, may process the request in one or more of the following ways:

1. Purchase may be authorized at the current level of pricing with the current contract Vendor(s)
2. Additional discounts from the current level of pricing may be negotiated with the current contract Vendor(s)
3. A separate Invitation for Bids may be issued for the requirement

Transportation Charges

FOB – Destination
Freight, handling and distribution charges shall be included in the total price of each item listed.

Delivery

The Vendor(s) will complete delivery within thirty (30) consecutive calendar days after receipt of a Purchase Order.

Taxes

Prices do not include North Carolina sales or use taxes.

Amendments:

- March 15, 2010 – Updated Ordering Address and Fax Number for En Pointe Technologies
- March 23, 2010 – Updated Contact Name, Phone, and Email Address for En Pointe Technologies
- April 2, 2010 – Add link to En Pointe Tech. web-site and updated Fax Number.
- August 13, 2010 – Updated Vendor Contact Name for En Pointe Technologies
- November 1, 2010 – Added HUB Status designation to En Pointe Tech.

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February 28, 2011 – Exercised first one year contract renewal option. Updated En Pointe Tech. contact information
May 26, 2011 – Updated Vendor Contact Info. for En Pointe Tech.
October 20, 2011 – Changed Contract Administrator to Kristen Burnette.
December 19, 2011 – Changed Vendor Contract Information for En Pointe Outside Sales.
February 15, 2012 - Exercised second one-year contract renewal option.
March 1, 2012 – Changed Inside Sales rep and added additional phone number for En Pointe.
March 15, 2013 – Updated end dates for SHI (Feb 28, 2014) and En Pointe (May 31, 2013) and contact information for En Pointe.
April 11, 2013 – Updated form with new State & Local Government Select Plus dates.
May 2, 2013 – Updated with new expiration date for En Pointe being June 30, 2013.
June 20, 2013 – Updated with new expiration date for En Pointe being July 31, 2013.
July 31, 2013 – Updated with new Microsoft Select Plus with Dell as the new reseller to cover August 1, 2013 to July 31, 2016.
August 7, 2013 – Updated Vendor Contact Information for Dell.
September 16, 2013 – Updated Educational Locations Information for Dell.
February 5, 2014 – Updated Contract term for State & Local Government Select Plus contract to March 1, 2014 to February 28, 2017.
February 24, 2014 – Updated Vendor Contact Information for Dell.
September 2, 2016 – Extended Expiration Date for Academic Entities with Dell to July 1, 2017.
April 3, 2017 – Extended Expiration Date for State & Local Government Select Plus to February 28, 2018.
February 22, 2018 – Extended Expiration Date for State & Local Government Select Plus to February 28, 2019 and Extended Expiration Date for Academic Entities with Dell to July 1, 2018.
February 28, 2019 – Extended Expiration Date for State & Local Government Select Plus to February 29, 2020 and Extended Expiration Date for Academic Entities with Dell to July 1, 2019.
July 26, 2019 – Extended Expiration Date for Academic Entities with Dell to July 31, 2020.
February 26, 2020 – Extended Expiration Date for State & Local Government and Academic Entities Select Plus to February 28, 2020.
February 24, 2021 – Extended Expiration Date for State & Local Government and Academic Entities Select Plus to September 30, 2021.
September 9, 2021 – Extended Expiration Date for State & Local Government and Academic Entities Select Plus to April 30, 2022.
March 24, 2022 - Extended Expiration Date for State & Local Government and Academic Entities Select Plus to October 31, 2022.
October 31, 2022 – Extended Expiration Date for State & Local Government and Academic Entities Select Plus to June 30, 2023.

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Pricing Proposal
 Quotation #: 24473450
 Reference #: EA#5160486
 Created On: 2/7/2024
 Valid Until: 2/29/2024

NC-County of Pender

Microsoft account Inside Manager

Connie Rivenbark

805 S. Walker St.
 Burgaw, NC 28425
 United States
 Phone: 910-259-0230
 Fax:
 Email: crivenbark@pendercountync.gov

Tavi Vargas

290 Davidson ave,
 Somerset,NJ,08873
 Phone: 732-564-8115
 Fax:
 Email: MSSouthAtlanticGov@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 O365 F3 GCC Sub Per User Microsoft - Part#: 3KS-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 5160486	52	\$37.35	\$1,942.20
2 Exchange Online Kiosk GCC Sub Per User Microsoft - Part#: 3PS-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 5160486	2	\$21.62	\$43.24
3 O365 G3 GCC Sub Per User Microsoft - Part#: AAA-11894 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 5160486	51	\$248.65	\$12,681.15
4 Teams AC with Dial Out US/CA GCC Sub Add-on Microsoft - Part#: NYH-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 5160486	194	\$0.00	\$0.00
5 O365 G1 GCC Sub Per User Microsoft - Part#: U4S-00002 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 5160486	91	\$94.35	\$8,585.85
		*Tax	\$1,569.54
		Total	\$24,821.98

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Pricing Proposal
 Quotation #: 24473526
 Reference #: EA# 47199331
 Created On: 2/7/2024
 Valid Until: 2/29/2024

NC-County of Pender

Microsoft account Inside Manager

Marcel Miranda

NC 28425
 United States
 Phone: (910) 259-0220
 Fax:
 Email: mmiranda@pendercountync.gov

Tavi Vargas

290 Davidson ave,
 Somerset,NJ,08873
 Phone: 732-564-8115
 Fax:
 Email: MSSouthAtlanticGov@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 O365 G3 GCC Sub Per User Microsoft - Part#: AAA-11894 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	35	\$248.65	\$8,702.75
2 O365 G1 GCC Sub Per User Microsoft - Part#: U4S-00002 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	10	\$94.35	\$943.50
3 Office Professional Plus ALng LSA Microsoft - Part#: 269-05623 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	40	\$208.03	\$8,321.20
4 Office Professional Plus ALng SA Microsoft - Part#: 269-05704 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	20	\$108.11	\$2,162.20
5 O365 F3 GCC Sub Per User Microsoft - Part#: 3KS-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	34	\$37.35	\$1,269.90
6 Exchange Online P2 GCC Sub Per User Microsoft - Part#: 3NS-00003 Contract Name: Microsoft Software - Enterprise Agreement Note: EA# 47199331	3	\$73.71	\$221.13

Contract #: 208C
Coverage Term: 5/1/2024 – 4/30/2025
Note: EA# 47199331

7	Exchange Online Kiosk GCC Sub Per User Microsoft - Part#: 3PS-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	2	\$17.71	\$35.42
8	Win Remote Desktop Services CAL ALng SA UCAL Microsoft - Part#: 6VC-01254 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	15	\$23.75	\$356.25
9	SQL Server Standard Core ALng SA 2L Microsoft - Part#: 7NQ-00292 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	12	\$633.91	\$7,606.92
10	Win Server DC Core ALng LSA 16L Microsoft - Part#: 9EA-00271 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	6	\$2,308.76	\$13,852.56
11	Win Server DC Core ALng SA 2L Microsoft - Part#: 9EA-00278 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	34	\$124.49	\$4,232.66
12	Win Server Standard Core ALng SA 2L Microsoft - Part#: 9EM-00270 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	112	\$19.66	\$2,201.92
13	CIS Suite Datacenter Core ALng SA 2L Microsoft - Part#: 9GS-00135 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	16	\$163.80	\$2,620.80
14	O365 G3 GCC Sub Per User Microsoft - Part#: AAA-11894 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	13	\$248.65	\$3,232.45
15	O365 G3 FSA Renewal GCC Sub Per User Microsoft - Part#: AAA-11924	314	\$211.30	\$66,348.20

Contract Name: Microsoft Software - Enterprise Agreement
 Contract #: 208C
 Coverage Term: 5/1/2024 – 4/30/2025
Note: EA# 47199331

16	CCAL Bridge O365 Sub Per User Microsoft - Part#: AAA-12414 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	171	\$19.66	\$3,361.86
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17	CCAL Bridge O365 FSA Renewal Sub Per User Microsoft - Part#: AAA-12416 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	365	\$16.71	\$6,099.15
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18	Power BI Pro GCC Sub Per User Microsoft - Part#: DDJ-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	2	\$92.38	\$184.76
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19	AzureprepaymentG ShrdSvr ALNG SubsVL MVL Commit Provision Microsoft - Part#: J5U-00004 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	1	\$0.00	\$0.00
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20	Win Enterprise Device ALng SA Microsoft - Part#: KV3-00368 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	746	\$48.32	\$36,046.72
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21	Teams Shared Devices GCC Sub Per Device Microsoft - Part#: KXJ-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	1	\$73.71	\$73.71
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22	Teams AC with Dial Out US/CA GCC Sub Add-on Microsoft - Part#: NYH-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	428	\$0.00	\$0.00
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23	Visio P2 GCC Sub Per User Microsoft - Part#: P3U-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 5/1/2024 – 4/30/2025 Note: EA# 47199331	7	\$138.57	\$969.99
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24	Win Server External Connector ALng SA	1	\$325.14	\$325.14
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Microsoft - Part#: R39-00396
Contract Name: Microsoft Software - Enterprise Agreement
Contract #: 208C
Coverage Term: 5/1/2024 – 4/30/2025
Note: EA# 47199331

25	O365 G1 GCC Sub Per User	67	\$94.35	\$6,321.45
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Microsoft - Part#: U4S-00002
Contract Name: Microsoft Software - Enterprise Agreement
Contract #: 208C
Coverage Term: 5/1/2024 – 4/30/2025
Note: EA# 47199331

*Tax	\$1,644.74
Total	\$177,135.38

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Pender County Request for Board Action

TO: Board of Commissioners
FROM: Erik Harvey
DATE: April 2, 2024
SUBJECT: Approval of a Purchase Order to Internetwork Engineering for Annual Firewall Support & Maintenance Renewal in the amount of \$41,499.93.

SUMMARY:

The Pender County ITS Department provides network firewall services to protect the County's network assets, computers, data, services, and systems.

The funding for the chosen vendor, Internetwork Engineering, was allocated in the ITS Department's Fiscal Year 23-24 Budget, specifically under account 445-404500 (Contracted Services).

- Internetwork Engineering (IE): \$41,499.93
- Softchoice: \$43,615.45
- CDWG: \$53,880.02
- Software House International (SHI): \$56,281.70

ACTION REQUESTED:

Approval of a Purchase Order to Internetwork Engineering for Annual Firewall Support & Maintenance Renewal in the amount of \$41,499.93.



Pender County
Approval of a Purchase Order to SHI for
EndPoint Security in the amount of
\$96,442.98.

TO: Board of County Commissioners
FROM: Erik Harvey
DATE: April 2, 2024
SUBJECT: Approval of a Purchase Order to SHI for EndPoint Cybersecurity System
in the amount of \$96,442.98.

SUMMARY:

Current Situation:

The ITS Department currently employs various cybersecurity products to protect the County's IT computer assets and systems from potential threats. However, the lack of integration among these products places a significant burden on IT staff, hindering effective management, monitoring, and prevention efforts. This fragmented approach also compromises the efficiency of cybersecurity incident response, remediation, and recovery processes.

Proposed Solution:

We propose investing in a comprehensive Endpoint Cybersecurity Solution that integrates all preventative services, streamlining management and monitoring processes. This strategic investment not only addresses the current challenges but also enhances the County's cybersecurity resilience.

Benefits:

1. **Cost Savings:** Consolidating cybersecurity services will result in significant cost savings for the County. By eliminating redundant products and streamlining operations, we estimate savings of \$17,280.93 annually.
2. **Improved Integration:** A unified cybersecurity solution will provide seamless integration across various tools and platforms, reducing the burden on IT staff and enhancing overall efficiency.
3. **Enhanced Security:** By leveraging a comprehensive solution, the County can strengthen its defense mechanisms against cyber threats, thereby reducing the risk of potential breaches and attacks.

ACTION REQUESTED:

Approval of a Purchase Order to SHI for EndPoint Cybersecurity System in the amount of \$96,442.98.



Pender County Amendment to BOCC Regular Meeting Schedule

TO: Board of County Commissioners
FROM: Lexi Stanfield
DATE: April 2, 2024
SUBJECT: Amendment to BOCC Regular Meeting Schedule

SUMMARY:

The Board of County Commissioners has a regular meeting scheduled for October 21, 2024, at the Hampstead Annex. The Board of Elections has informed the clerk that early voting will be occupying the Hampstead Annex auditorium on that day and cannot be moved. The clerk recommends the Board amend the regular meeting schedule and change the location of the Commissioner meeting from the Hampstead Annex to the Pender County Public Assembly Room at 805 S. Walker Street in Burgaw.

ACTION REQUESTED:

Change of location for the October 21, 2024, BOCC meeting.

**2024 CALENDAR
REGULAR MEETINGS
PENDER COUNTY BOARD OF COMMISSIONERS**

DAY	DATE	TIME
Tuesday	January 2	4:00 p.m.
Tuesday (Hampstead Annex)	January 16	4:00 p.m./7:00 p.m.
Monday	February 5	4:00 p.m.
Tuesday	February 20	4:00 p.m./7:00 p.m.
Monday	March 11	4:00 p.m./7:00 p.m.
Thursday (Hampstead Annex)	March 14 (Board Retreat – Day 1)	4:00 p.m.
Friday (Hampstead Annex)	March 15 (Board Retreat – Day 2)	9:00 a.m.
Tuesday	April 2	4:00 p.m./5:00 p.m. (public)
Monday	April 15	4:00 p.m./7:00 p.m.
Monday	April 29 (Budget Work Session)	4:00 p.m.
Thursday	May 2 (Budget Work Session)	4:00 p.m.
Monday	May 6	4:00 p.m./5:00 p.m. (public)
Thursday	May 9 (Budget Work Session)	4:00 p.m.
Monday (If Needed)	May 13 (Budget Work Session)	4:00 p.m.
Monday	May 20	4:00 p.m./7:00 p.m.
Monday	June 3	4:00 p.m./5:00 p.m. (public)
Monday	June 17	4:00 p.m./7:00 p.m.
Monday	July 15	4:00 p.m./7:00 p.m.
Monday	August 5	4:00 p.m./5:00 p.m. (public)
Monday	August 19	4:00 p.m./7:00 p.m.
Tuesday	September 3	4:00 p.m./5:00 p.m. (public)
Monday	September 16	4:00 p.m./7:00 p.m.
Monday	October 7	4:00 p.m./5:00 p.m. (public)
Monday	October 21	4:00 p.m./7:00 p.m.
Monday	November 4	4:00 p.m.
Monday	November 18	4:00 p.m./7:00 p.m.
Monday	December 2	4:00 p.m./7:00 p.m.

Note: All Meetings Held at Pender County Public Assembly Room, 805 South Walker Street, Burgaw, Unless Otherwise Advertised.

Starting April 2, 2024, through October 7, 2024, all meetings without a 7PM Public Hearing will begin with closed session at 4:00PM and will resume open session for the public at 5:00PM.



Pender County Request for Board Approval

TO: Board of County Commissioners
FROM: Carolyn Moser
DATE: April 2, 2024
SUBJECT: Approval of a Budget Amendment to Increase Health Department Revenues and Expenditures for Fiscal Year 2023-2024: \$50,000

SUMMARY:

The Pender County Health Department was allocated \$50,000 in grant funds from ARPA Temporary Savings fund that was transferred into NCGA 2023 Appropriations Act, HB 259. The appropriation provides a \$50,000 grant in each year of 2023-2025 fiscal biennium to each local health department to support the delivery of the 10 Essential Public Health Services to include Assessment, Policy Development and Assurance.

ACTION REQUESTED:

To approve the budget amendment to increase Health Department Revenues and Expenditures for Fiscal Year 2023-2024 in the amount of \$50,000.

**Division of Public Health
Agreement Addendum
FY 23-24**

Page 1 of 4

Pender County Health Department
Local Health Department Legal Name

121 ARPA TSF Public Health Services
Activity Number and Description

07/01/2023 – 05/31/2024
Service Period

04/01/2024 – 06/30/2024
Payment Period

- Original Agreement Addendum
 Agreement Addendum Revision # _____

Local and Community Support /
Local Technical Assistance & Training
DPH Section / Branch Name

Susan H. Little, 919-215-4471
susan.little@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

DPH Program Signature **Date**
(only required for a negotiable Agreement Addendum)

I. Background:

This funding, provided through budget receipts transferred from the ARPA Temporary Savings fund and made available through the NCGA 2023 Appropriations Act, HB 259, provides a \$50,000 grant in each year of the 2023-2025 fiscal biennium to each local health department to support activities authorized under the General Aid-to-Counties Agreement Addendum including the delivery of the 10 Essential Public Health Services per GS § 130A-1.1.1, the core functions of public health (Assessment, Policy Development, Assurance), and the specific health needs or health status indicators selected by each local health department.

Per HB 259, Section 4.7.(i), “The funds appropriated from the State Fiscal Recovery Fund in this act and in prior enactments of the General Assembly shall not revert at the end of each fiscal year of the 2023-2025 fiscal biennium but shall remain available to expend and appropriate until the date set by applicable federal law or guidance.”

II. Purpose:

This Agreement Addendum for Activity 121 further enhances the ability of local health departments to deliver the essential services and core functions of public health to address the specific health needs or health status indicators selected by the local health department.

¹ https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_130A/Article_1.pdf

Carolyn Moser _____ 03/11/2024
Health Director Signature (use blue ink or verifiable digital signature) Date

LHD to complete: [For DPH to contact in case follow-up information is needed.]	LHD program contact name: <u>Carolyn Moser</u>
Phone and email address: <u>910-259-1499</u>	<u>cmoser@pendercountync.gov</u>

Signature on this page signifies you have read and accepted all pages of this document. Template rev. June 2023
Page 2 of 8

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

Assessment

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

Policy Development

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

Assurance

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

III. Scope of Work and Deliverables:

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

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

IV. Performance Measures / Reporting Requirements:

1. Performance Measures

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

2. Reporting Requirements

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

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

a. **Expenditures by Type Report:** LHD will provide funding expenditures by type for the annual reporting period.

1. Personnel (Salaries, Fringe, Benefits, etc. Do not include contracted staff)
2. Training and Education
3. Travel and Mileage
4. Medical Supplies
5. Office/Administrative Supplies
6. Contracted Services (included contracted staff)
7. Other administrative costs (specify)
8. Other (specify)

b. **Prioritized Health Needs or Indicators and Statement of Impact Reports:** LHD will select one or more of the following health needs or indicators prioritized for the annual reporting period:

1. Environmental Health
2. Communicable Disease
3. Maternal Health
4. Child Health
5. Chronic Disease
6. Injury Prevention
7. Access to or Linkage to Care
8. Mental Health
9. Behavioral Health
10. Other health needs or indicators

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

V. **Performance Monitoring and Quality Assurance:**

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

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

VI. **Funding Guidelines or Restrictions:**

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

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

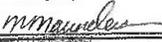
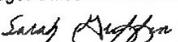
DPH-Aid-To-Counties

For Fiscal Year: 23/24

Budgetary Estimate Number : 0

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

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

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

SH 3/7/2024

Pender County Budget Ordinance Amendment

Fiscal Year FY 2023-2024

Department 900 - HEALTH DEPT

Division, Program, Project, etc. Health / ARPA-TSF General Aid to Counties

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	900-348105	ARPA - TSF General Aid to Counties	50,000
2			
3			
4			
5			
6			
7			
8			
9			
10			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	900-403300	Supplies & Materials	10,000
2	900-404600	Medical Supplies & Expenses	30,000
3	900-401400	Travel	5,000
4	900-405500	Training	5,000
5			
6			
7			
8			
9			
10			

Total Revenues 50000

Total Expenditures 50000

Budget Amendment Balances when Zero. 0

Prepared By: Donna Ramos

Email dramos@pendercountync.gov



**Pender County
Resolution Proclaiming April 2024
Sexual Assault Awareness Month in
Pender County**

TO: Board of County Commissioners
FROM: Lexi Stanfield
DATE: April 2, 2024
SUBJECT: Resolution Proclaiming April 2024 Sexual Assault Awareness Month in Pender County

SUMMARY:

The National Sexual Violence Resource Center has designated April of each year Sexual Assault Awareness Month. April 2024 marks the 23rd anniversary of Sexual Assault Awareness Month.

Coastal Horizons Rape Crisis Center recently contacted the County staff to request that the County participate in proclaiming April 2024 as Sexual Assault Awareness Month in Pender County. The attached resolution would proclaim April 2024 as Sexual Assault Awareness Month in Pender County. In addition, Coastal Horizons requests that an appropriate County representative execute the National Sexual Violence Resource Center's April 2024 proclamation.

A copy of the proposed resolution and National Sexual Violence Resource Center's April 2024 proclamation are attached to this agenda item.

ACTION REQUESTED:

Adoption of the attached resolution and approval to execute the National Sexual Violence Resource Center's April 2024 proclamation.

Board of County Commissioners
Brad George – Chair
Jacqueline A. (Jackie) Newton – Vice Chair
Wendy Fletcher-Hardee
Archibald (Fred) McCoy
Jerry Groves



County Manager
David Andrews
Assistant County Manager
Allen Vann
County Attorney
Carl W. (Trey) Thurman
Staff Attorney
Patrick Buffkin

**A RESOLUTION OF THE PENDER COUNTY BOARD OF COMMISSIONERS
PROCLAIMING APRIL 2024 AS SEXUAL ASSAULT AWARENESS
MONTH IN PENDER COUNTY**

WHEREAS, April 2024 marks the 23rd anniversary of Sexual Assault Awareness Month (SAAM) as designated by the National Sexual Violence Resource Center; and

WHEREAS, this year’s SAAM campaign theme, “Building Connected Communities,” calls on each of us to work together to prevent sexual abuse, harassment, and assault; and

WHEREAS, over 53% of women and over 29% of men reported experiencing sexual violence in their lifetimes, most of whom were harmed by someone they knew; and

WHEREAS, Pender County supports the mission of taking action to prevent sexual violence and partners with Coastal Horizons Rape Crisis Center to implement that mission in Pender County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF PENDER COUNTY, NORTH CAROLINA THAT:

1. The Board of Commissioners expresses its support for the mission to take action to prevent sexual violence and honors the work of Coastal Horizons Rape Crisis Center; and

2. The Board of Commissioners hereby proclaims April 2024 as Sexual Assault Awareness Month in Pender County.

Adopted by the Pender County Board of Commissioners this the ___ day of _____, 2024.

Brad George,
Chair of the Board of Commissioners

ATTEST: _____

David Andrews, Clerk to the Board of Commissioners



Sexual Assault Awareness Month

Proclamation

April 2024

Sexual Assault Awareness Month (SAAM) calls attention to the fact that sexual violence is widespread and impacts every person in every community. SAAM aims to raise public awareness about sexual abuse, harassment, and assault and educate communities about how to be involved in prevention.

This year's SAAM campaign theme, *Building Connected Communities*, calls on each of us to work together to prevent sexual abuse, harassment, and assault. We believe when anyone experiences sexual violence, every community member is affected. We must strive to build more connected, respectful, and inclusive communities to promote our collective well-being and protect against the risk of sexual violence. We believe all of our communities will be safer and stronger by making them more equitable for people of all gender identities and sexual orientations, races and ethnic backgrounds, ages, faiths, and abilities.

Statistics show:

- Over 53% of women and over 29% of men reported experiencing contact sexual violence in their lifetime (Chen, et al., 2023).
- Most women and men across all sexual identities who experienced contact sexual violence reported that the person who harmed them was someone they knew (Chen, et al., 2023).
- More than 1 in 4 non-Hispanic Black women (29%) in the United States were raped in their lifetime (Basile et al., 2022).
- 1 in 3 Hispanic women (34.8%) reported unwanted sexual contact in their lifetime (Basile et al., 2022).
- More than 4 in 5 American Indian and Alaska Native women (84.3%) have experienced violence in their lifetime (Rosay, 2016).
- 32.9% of adults with intellectual disabilities have experienced sexual violence (Tomsa et al., 2021).
- 47% of all transgender people have been sexually assaulted at some point in their lives (James et al., 2016).

As such, we must strive to create strong, connected communities that take care of one another and make decisions to ensure the safety and well-being of others to end sexual violence.

The *Building Connected Communities* campaign is an opportunity for our community to join with others around the world in committing to prevent sexual abuse, assault, and harassment.

I join advocates and communities across the country in taking action to prevent sexual violence. April is Sexual Assault Awareness Month, and each day of the year is an opportunity to create change for the future.

Name

Date

Basile, K. C., Smith, S. G., Kresnow, M., Khatiwada S., & Leemis, R. W. (2022). The National Intimate Partner and Sexual Violence Survey: 2016/2017 report on sexual violence. Centers for Disease Control and Prevention. <https://www.cdc.gov/violenceprevention/pdf/nisvs/nisvsReportonSexualViolence.pdf>

Chen, J., Khatiwada, S., Chen, M. S., Smith, S. G., Leemis, R. W., Friar, N., Basile, K. C., and Kresnow, M. (2023). The National Intimate Partner and Sexual Violence Survey (NISVS) 2016/2017: Report on Victimization by Sexual Identity. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention. <https://www.cdc.gov/violenceprevention/pdf/nisvs/nisvsReportonSexualIdentity.pdf>

James, S. E., Herman, J. L., Rankin, S., Keisling, M., Mottet, L., & Anafi, M. (2016). The report of the 2015 U.S. Transgender Survey. National Center for Transgender Equality. <https://transequality.org/sites/default/files/docs/usts/USTS-Full-Report-Dec17.pdf>

Rosay, A. B. (2016, September). Violence against American Indian and Alaska Native women and men., NIJ Journal, 277. National Institute of Justice. <http://nij.gov/journals/277/Pages/violence-against-american-indians-alaska-natives.aspx>

Tomsa, R., Gutu, S., Cojocar, D., Gutiérrez-Bermejo, B., Flores, N., & Jenaro, C. (2021). Prevalence of sexual abuse in adults with intellectual disability: Systematic review and meta-analysis. International Journal of Environmental Research and Public Health, 18(4), 1980. <https://doi.org/10.3390/ijerph18041980>



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Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Anthony Colon
DATE: April 2, 2024
SUBJECT: Request for Purchase Order Increase to Pasofino Trainers Worldwide, Inc. for Tire Recycling & Disposal Services for FY24 by \$60,000

SUMMARY:

Pender Solid Waste to request approval for an increase to the Purchase Order to Pasofino Trainers Worldwide, Inc. Our recent efforts to enhance the efficiency of tire recycling in Pender County have yielded a promising outcome, leading us to identify Pasofino Trainers Worldwide, Inc. as a more cost-effective vendor compared to our previous arrangements.

To streamline our recycling operations and ensure continued progress in waste management, we propose reallocating funds from the Central Carolina Holdings, LLC Purchase Order budgeted through 75-404500. Specifically, we seek to increase the Purchase Order budgeted through the same code for Pasofino Trainers Worldwide, Inc. by \$60,000.

This adjustment aligns with our commitment to fiscal responsibility and sustainable waste management practices. We believe that Pasofino Trainers Worldwide, Inc. offers the best value proposition for Pender County, and this increase will facilitate our ongoing efforts to optimize tire recycling processes.

ACTION REQUESTED:

Request for Purchase Order Increase to Pasofino Trainers Worldwide, Inc. budgeted through 75-404500 using funds from Central Carolina Holdings, LLC Purchase Order budgeted through 75-404500 for \$60,000.



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Anthony Colon
DATE: April 2, 2024
SUBJECT: Approval for Batson Road waterline extension Recommendation of Award to Herring-Rivenbark

SUMMARY:

On March 7, 2024, at 2:00 p.m. local time, Pender County Utilities received and opened bids for the construction of the referenced Batson Road Waterline Extension project. A total of five (5) bids were submitted. A summary of the bids received is attached.

The low bid was submitted by Herring-Rivenbark Construction. Additionally, Herring-Rivenbark Construction provided all requisite documentation stipulated in the Bid Documents, including the required bid bond, acknowledgment of the addenda, and compliance with the experience prerequisites.

Herring-Rivenbark Construction presents itself as the lowest responsive, responsible bidder for this project. Pender County Utilities therefore recommends awarding the Batson Road Waterline Extension project to Herring-Rivenbark Construction in the amount of \$ 215,542.00.

This project has already been funded through account 86-407460-6968

ACTION REQUESTED:

Approval for the construction for the Batson Road waterline extension to be Awarded to Herring-Rivenbark.

ATTACHMENTS:

Recommendation of Award



Highfill Infrastructure Engineering, P.C.
3804 Park Avenue, Unit A
Wilmington, North Carolina 28403
Tel 910-313-1516 | NC Firm License No. C-2586

March 14, 2027

Mr. Anthony Colon
Executive Director
Pender County Utilities
605 E. Fremont Street
Burgaw, NC 28425

RE: Recommendation of Award
Batson Road Waterline Extension
Pender County, NC
HIGHFILL Project No.: PEN2201

Dear Mr. Colon,

Attached is the certified bid tabulation for the five sealed bids opened on March 7, 2024 for the Batson Road Waterline Extension project. Herring – Rivenbark, Inc. submitted the lowest bid in the amount of \$215,542.00. We have reviewed all bids and believe them to be competitive and fair.

Herring – Rivenbark, Inc. has demonstrated sufficient qualifications, experience, and manpower to complete the project. It is our understanding that the low bid is within the project budget. With the project being within budget, the bid responsive, and the contractor deemed responsible, we recommend award of the referenced project to Herring – Rivenbark, Inc. The contract will need to be awarded within the **60**-day bid holding period.

Upon your direction, we will deliver the contract documents to you for execution and routing. Let us know if you have any questions or need more information regarding this recommendation.

Sincerely,

HIGHFILL INFRASTRUCTURE ENGINEERING, P.C.

Chad Easter
Project Manager

Enclosures

Engineering is our profession. Service is our passion.

**BATSON ROAD WATERLINE EXTENSION
PENDER COUNTY
HIGHFILL INFRASTRUCTURE ENGINEERING
PENDER COUNTY, NC**

BID DATE/TIME: March 7, 2024 at 2:00PM

PROJECT No. PEN2201

Page 3 of 5

CONTRACTORS	LICENSE NO.	CLASSIFICATION	BID BOND	TOTAL BID PRICE	REMARKS
Herring – Rivenbark Inc. 415 Central Ave. Kinston, NC 28504	3937	Unlimited	5%	\$215,542.00	Low Bidder
Baynor Construction, Inc. 5117 River Road Washington, NC 27889	50548	Unlimited	None	\$239,690.18	Considered non-responsive due to lack of Bid Bond; Total reflects sum of calculated extended totals using submitted unit prices
C.M. Mitchell Construction Co. Inc. P.O. Box 409 Sneads Ferry, NC 28460	44521	Unlimited	5%	\$216,022.72	
Nixon Contracting, LLC 5072 Glendale Road Kenly, NC 27542	48025		5%	\$249,546.00	Total reflects sum of calculated extended totals using submitted unit prices
A.C. Shultes of Carolina, Inc. 354 Sawdust Road Rocky Point, NC 28457	48474	Unlimited	5%	\$431,307.00	

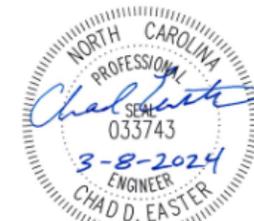
The bids tabulated herein were opened and read aloud at 2:00pm EDT on March 7, 2024 at the office of the Pender County Utilities, 605 E. Fremont Street, Burgaw, NC 28425. The Bid Tabulation is correct in that it contains the unit prices as presented on the original bid schedule of each bidder.

HIGHFILL INFRASTRUCTURE ENGINEERING

3804 Park Ave., Suite A
Wilmington, NC 28403
910-313-1516
License No. C-2586



Chad Easter, P.E.



SEAL NOT VALID UNLESS SIGNED AND DATED

SUMMARY BID TAB
BATSON ROAD WATERLINE EXTENSION
ROCKY POINT/TOPSAIL WATER AND SEWER DISTRICT - PENDER COUNTY UTILITIES
BURGAW, NC

HIGHFILL INFRASTRUCTURE ENGINEERING, P.C
License No. C-2586
BID DATE: March 7, 2024

HIGHFILL Project No.: PEN2201

				C.M. Mitchell Construction Co. Inc. P.O.Box 409 Sneads Ferry, NC 28460 LICENSE # 44521		Nixon Contracting, LLC 5072 Glendale Road Kenly, NC 27542 LICENSE # 48025	
Pay Item No.	Item Description	Est. Qty.	Unit	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	Mobilization (maximum 5% of bid)	1	LS	\$ 8,292.50	\$ 8,292.50	\$ 11,000.00	\$ 11,000.00
2	Connect to 6-inch Waterline	1	EA	\$ 4,557.37	\$ 4,557.37	\$ 2,897.58	\$ 2,897.58
3	6-inch PVC C900 Waterline (by Open Cut)	980	LF	\$ 34.78	\$ 34,084.40	\$ 47.32	\$ 46,373.60
4	6-inch RJ PVC C900 Waterline (by Open Cut)	1100	LF	\$ 43.94	\$ 48,334.00	\$ 70.54	\$ 77,594.00
5	12-inch Steel Casing Pipe (by Open Cut)	10	LF	\$ 584.39	\$ 5,843.90	\$ 741.00	\$ 7,410.00
6	6-inch Gate Valve	4	EA	\$ 1,956.12	\$ 7,824.48	\$ 2,127.11	\$ 8,508.44
7	6-inch Tee with Plug	2	EA	\$ 1,136.55	\$ 2,273.10	\$ 1,367.22	\$ 2,734.44
8	6-inch X 2-inch Tapping Saddle	2	EA	\$ 919.30	\$ 1,838.60	\$ 1,388.64	\$ 2,777.28
9	2-inch Waterline (by Open Cut)	500	LF	\$ 16.32	\$ 8,160.00	\$ 17.37	\$ 8,685.00
10	2-inch Gate Valve	2	EA	\$ 1,538.83	\$ 3,077.66	\$ 1,398.76	\$ 2,797.52
11	Water Service Connection to Main	20	EA	\$ 561.75	\$ 11,235.00	\$ 1,073.32	\$ 21,466.40
12	1-inch Service Line (by Open Cut)	500	LF	\$ 9.84	\$ 4,920.00	\$ 9.33	\$ 4,665.00
13	Meter Setter and Box	20	EA	\$ 2,450.73	\$ 49,014.60	\$ 957.34	\$ 19,146.80
14	Gravel Road Repair	750	LF	\$ 17.03	\$ 12,772.50	\$ 22.56	\$ 16,920.00
15	Gravel Driveway Repair	50	LF	\$ 17.23	\$ 861.50	\$ 78.30	\$ 3,915.00
16	Wattle	2	EA	\$ 401.68	\$ 803.36	\$ 235.75	\$ 471.50
17	Silt Fence	410	LF	\$ 5.35	\$ 2,193.50	\$ 3.44	\$ 1,410.40
18	Silt Fence Stone Filter Outlet	1	EA	\$ 1,564.45	\$ 1,564.45	\$ 2,136.24	\$ 2,136.24
19	Pine Tree Removal	1	LS	\$ 4,815.00	\$ 4,815.00	\$ 3,000.00	\$ 3,000.00
20	Seeding and Mulching	2080	LF	\$ 1.71	\$ 3,556.80	\$ 2.71	\$ 5,636.80
				Total	\$ 216,022.72	Total	\$ 249,546.00

**SUMMARY BID TAB
BATSON ROAD WATERLINE EXTENSION
ROCKY POINT/TOPSAIL WATER AND SEWER DISTRICT - PENDER COUNTY UTILITIES
BURGAW, NC**

HIGHFILL INFRASTRUCTURE ENGINEERING, P.C
License No. C-2586
BID DATE: March 7, 2024

HIGHFILL Project No.: PEN2201

LOW BIDDER

Pay Item No.	Item Description	Est. Qty.	Unit	Baynor Construction, Inc. 5117 River Road Washington, NC 27889 LICENSE # 50548		A.C. Shultes of Carolina, Inc. 354 Sawdust Road Rocky Point, NC 28457 LICENSE # 48474		Herring – Rivenbark Inc. 415 Central Ave Kinston, NC 28504 LICENSE # 3937	
				UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	Mobilization (maximum 5% of bid)	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 21,347.00	\$ 21,347.00	\$ 9,000.00	\$ 9,000.00
2	Connect to 6-inch Waterline	1	EA	\$ 690.32	\$ 690.32	\$ 10,000.00	\$ 10,000.00	\$ 4,860.00	\$ 4,860.00
3	6-inch PVC C900 Waterline (by Open Cut)	980	LF	\$ 56.51	\$ 55,379.80	\$ 110.00	\$ 107,800.00	\$ 48.10	\$ 47,138.00
4	6-inch RJ PVC C900 Waterline (by Open Cut)	1100	LF	\$ 64.31	\$ 70,741.00	\$ 135.00	\$ 148,500.00	\$ 58.35	\$ 64,185.00
5	12-inch Steel Casing Pipe (by Open Cut)	10	LF	\$ 307.43	\$ 3,074.30	\$ 2,000.00	\$ 20,000.00	\$ 330.00	\$ 3,300.00
6	6-inch Gate Valve	4	EA	\$ 1,958.65	\$ 7,834.60	\$ 3,725.00	\$ 14,900.00	\$ 2,000.00	\$ 8,000.00
7	6-inch Tee with Plug	2	EA	\$ 917.73	\$ 1,835.46	\$ 2,000.00	\$ 4,000.00	\$ 1,010.00	\$ 2,020.00
8	6-inch X 2-inch Tapping Saddle	2	EA	\$ 731.45	\$ 1,462.90	\$ 1,500.00	\$ 3,000.00	\$ 725.00	\$ 1,450.00
9	2-inch Waterline (by Open Cut)	500	LF	\$ 42.57	\$ 21,285.00	\$ 40.00	\$ 20,000.00	\$ 33.15	\$ 16,575.00
10	2-inch Gate Valve	2	EA	\$ 1,301.65	\$ 2,603.30	\$ 2,000.00	\$ 4,000.00	\$ 1,310.00	\$ 2,620.00
11	Water Service Connection to Main	20	EA	\$ 379.96	\$ 7,599.20	\$ 1,000.00	\$ 20,000.00	\$ 610.00	\$ 12,200.00
12	1-inch Service Line (by Open Cut)	500	LF	\$ 42.46	\$ 21,230.00	\$ 10.00	\$ 5,000.00	\$ 3.30	\$ 1,650.00
13	Meter Setter and Box	20	EA	\$ 1,393.47	\$ 27,869.40	\$ 1,250.00	\$ 25,000.00	\$ 650.00	\$ 13,000.00
14	Gravel Road Repair	750	LF	\$ 4.80	\$ 3,600.00	\$ 10.00	\$ 7,500.00	\$ 16.00	\$ 12,000.00
15	Gravel Driveway Repair	50	LF	\$ 12.00	\$ 600.00	\$ 10.00	\$ 500.00	\$ 16.00	\$ 800.00
16	Wattle	2	EA	\$ 150.00	\$ 300.00	\$ 250.00	\$ 500.00	\$ 115.00	\$ 230.00
17	Silt Fence	410	LF	\$ 2.65	\$ 1,086.50	\$ 10.00	\$ 4,100.00	\$ 6.50	\$ 2,665.00
18	Silt Fence Stone Filter Outlet	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,550.00	\$ 1,550.00
19	Pine Tree Removal	1	LS	\$ 500.00	\$ 500.00	\$ 10,000.00	\$ 10,000.00	\$ 4,500.00	\$ 4,500.00
20	Seeding and Mulching	2080	LF	\$ 0.48	\$ 998.40	\$ 2.00	\$ 4,160.00	\$ 3.75	\$ 7,800.00
				Total	\$ 239,690.18	Total	\$ 431,307.00	Total	\$ 215,543.00



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Anthony Colon
DATE: April 2, 2024
SUBJECT: Approval for US421 Pump Station, Force Main, and Water Main
Recommendation of Award to State Utility Contractors, Inc.

SUMMARY:

On February 15, 2024, at 1:00 p.m. local time, Pender County Utilities received and opened bids for the construction of the referenced US421 Pump Station, Force Main, and Water Main project. A total of two (2) bids were submitted. A summary of the bids received is attached.

The low bid was submitted by State Utility Contractors, Inc. Additionally, State Utility Contractors, Inc. provided all requisite documentation stipulated in the Bid Documents, including the required bid bond, acknowledgment of the addenda, and compliance with the experience prerequisites.

State Utility Contractors, Inc. presents itself as the lowest responsive, responsible bidder for this project. Pender County Utilities therefore recommends awarding the US421 Pump Station, Force Main, and Water Main project to State Utility Contractors, Inc. in the amount of \$ 12,223,986.00.

This project has already been funded through account 86-407460-6963

ACTION REQUESTED:

Approval for the construction of the US421 Pump Station, Force Main, and Water Main be Awarded to State Utility Contractors, Inc.

ATTACHMENTS:

Notice of Award
Engineer Recommendation of Award
Bid Tabulation



NOTICE OF AWARD

Date of Issuance:

Owner:	Pender County	Owner's Contract No.:	
Engineer:	McKim & Creed, Inc.	Engineer's Project No.:	00542-0080
Project:	US 421 Pump Station, Force Main and Water Main	Contract Name:	US 421 Pump Station, Force Main and Water Main
Bidder:	State Utility Contractors, Inc.		
Bidder's Address:	P.O. Box 5019 Monroe, NC 28111-5019		

TO BIDDER:

You are notified that Owner has accepted your Bid dated February 15, 2024 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

US 421 Pump Station, Force Main and Water Main

The Contract Price of the awarded Contract is: \$ 12,223,986.00

a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

1. Deliver to Owner two counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., performance and payment bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner:

Authorized Signature

By:

Title:

Copy:



ENGINEERS

SURVEYORS

PLANNERS

February 19, 2024

M&C 00542-0080 (11)

Mr. Anthony Colon, Director
Pender County Utilities
605 E. Fremont St
Burgaw, NC 28425

RE: **US421 Pump Station, Force Main and Water Main
Recommendation of Award**

Dear Mr. Colon:

On February 15, 2023 at 1:00 p.m. local time, Pender County Utilities received and opened bids for construction of the referenced **US421 Pump Station, Force Main and Water Main** project. A total of two (2) bids were submitted. A summary of the bids received for each is provided as follows:

Bidder	Base Bid Amount
State Utility Contractors, Inc.	\$ 12,223,986.00
T.A. Loving Company	\$ 12,825,000.00

As indicated above, the low bid was submitted by State Utility Contractors, Inc. Additionally, State Utility Contractors, Inc. provided all requisite documentation stipulated in the Bid Documents, including the required bid bond, acknowledgement of the addenda and compliance with the experience prerequisites.

State Utility Contractors, Inc. presents itself as the most competitive bidder for this project. We therefore recommend that Pender County Utilities award the **US421 Pump Station, Force Main and Water Main** project to State Utility Contractors, Inc. in the amount of **\$ 12,223,986.00**.

243 North Front Street
Wilmington, NC 28401

910.343.1048

Fax 910.251.8282

www.mckimcreed.com

I:\00542\0081\ENG\10-Comm\11-Comm with Client



ENGINEERS

SURVEYORS

PLANNERS

If you have any questions or require clarification, please do not hesitate to contact us at your earliest convenience.

Sincerely,

McKIM & CREED, INC.

A handwritten signature in black ink, appearing to read "Jess Powell".

Jess Powell, PE
Senior Project Engineer

Attachments
Certified Bid Tabulations

243 North Front Street

Wilmington, NC 28401

910.343.1048

Fax 910.251.8282

www.mckimcreed.com

I:\05367\0065\ENG\10-Comm\11-Comm with Client

Certified Bid Tabulation			
Project: Pender County Utilities US 421 Pump Station, Force Main and Water Main			
Bid Opening Date: February 15, 2024 1:00 PM			
Bidder	Bid Bond	Addenda 1, 2, 3 Acknowledged	Total Bid Amount
State Utility Contractors, Inc.	Yes	Yes	\$12,223,986
TA Loving Company	Yes	Yes	\$12,825,000



Certified as Correct

Jesse Powell

Jess Powell, Sr. Project Engineer
McKim & Creed, Inc.

2/16/2024

Date

DETAILED BID TABULATION
Pender County Utilities US 421 Pump Station, Force Main and Water Main
Bid Opening Date: February 15, 2024 1:00 PM

Item No.	Description	Unit	Estimated Quantity	STATE UTILITY		TA LOVING	
				Unit Price	Total Cost	Unit Price	Total Cost
1	Mobilization (3% Maximum of Total Bid Amount)	LS	1	\$ 365,000	\$ 365,000	\$ 350,000.00	\$ 350,000.00
2	Construct Surveying and Staking	LS	1	\$ 100,000	\$ 100,000	\$ 200,000.00	\$ 200,000.00
3	Revised After Construction Surveying and Record Drawings	LS	1	\$ 37,000	\$ 37,000	\$ 50,000.00	\$ 50,000.00
4	Clearing and Grubbing	LS	1	\$ 775,000	\$ 775,000	\$ 750,000.00	\$ 750,000.00
5	Water Main Piping, Installed By Open Cut						
	a 12-Inch C-900 DR-18 PVC Pipe	LF	13,700	\$ 94	\$ 1,280,950	\$ 92.50	\$ 1,267,250.00
6	Sewer Force Main Piping, Installed By Open Cut						
	a 16-Inch C-900 DR-18 PVC Pipe	LF	28,700	\$ 133	\$ 3,808,490	\$ 120.00	\$ 3,444,000.00
	b 16-Inch C-900 DR-18 PVC Pipe Installed through 30" Steel Encasement Pipe (Min. 0.312" thick)	LF	40	\$ 710	\$ 28,400	\$ 900.00	\$ 36,000.00
7	Sewer Force Main Piping, Installed By Aerial Crossing						
	a 16-Inch C-900 DR-18 PVC Installed through 30" Steel Encasement Pipe (0.500" thick) Sheet C02.7)	LS	1	\$ 500,000	\$ 500,000	\$ 650,000.00	\$ 650,000.00
8	Sewer Force Main Piping, Install By Horizontal Directional Drill						
	a 20-Inch DR-9 HDPE Pipe (Kellie/Kerrie St Road Crossing-Sheet C02.5-C02.6)-600'	LS	1	\$ 205,000	\$ 205,000	\$ 330,000.00	\$ 330,000.00
	b 20-Inch DR-9 HDPE Pipe (COWPEN Landing Rd Road Crossing-Sheet C02.17)-350'	LS	1	\$ 125,000	\$ 125,000	\$ 200,000.00	\$ 200,000.00
	c 20-Inch DR-9 HDPE Pipe (US-421 Road Crossing-Sheet C02.19)-385'	LS	1	\$ 135,000	\$ 135,000	\$ 200,000.00	\$ 200,000.00
9	2" Class 200 CTS Polyethylene Water Service	LS	1	\$ 40,000	\$ 40,000	\$ 30,000.00	\$ 30,000.00
10	Clean Up, Seeding, Restoration and Testing (Min. 10% of Cost Per Linear Foot Installed Pipelin)						
	a 12-Inch	LF	13,700	\$ 9	\$ 128,780	\$ 9.50	\$ 130,150.00
	b 16-Inch	LF	28,740	\$ 13	\$ 385,116	\$ 12.50	\$ 359,250.00
11	Ductile Iron MJ Fittings (Compact Weight)						
	a Water Fittings (Cement Lined, Bituminous Coating)	LBS	500	\$ 15	\$ 7,500	\$ 5.00	\$ 2,500.00
	b Sewer Fittings (Protecto 401 Lined, Bituminous Coating)	LBS	9,500	\$ 25	\$ 237,500	\$ 7.50	\$ 71,250.00
12	Resilient Wedge Gate Valve With Valve Box And Marker						
	a 8-Inch	EA	1	\$ 3,000	\$ 3,000	\$ 3,050.00	\$ 3,050.00
	b 12-Inch	EA	5	\$ 5,000	\$ 25,000	\$ 5,400.00	\$ 27,000.00
13	Plug Valve With Valve Box And Marker						
	a 16-Inch	EA	17	\$ 10,200.00	\$ 173,400	\$ 10,500.00	\$ 178,500.00
	b Fire Hydrant Assembly	EA	6	\$ 10,500.00	\$ 63,000	\$ 8,000.00	\$ 48,000.00
15	Fire Hydrant Barrel Vertical Extension	VF	12	\$ 1,500.00	\$ 18,000	\$ 955.00	\$ 11,460.00
16	Connections To Existing Water System						
	a Connection to existing stub-out (Sheet C01.1)	LS	1	\$ 6,500	\$ 6,500	\$ 2,750.00	\$ 2,750.00
	b Connection to existing water main with 24" x 12" tapping sleeve and valve assembly (Sheet C01.10)	LS	1	\$ 33,000	\$ 33,000	\$ 16,500.00	\$ 16,500.00
17	Connections To Existing Sewer System						
	a Connection to existing 4" force main (Sheet C02.20)	LS	1	\$ 5,000	\$ 5,000	\$ 3,500.00	\$ 3,500.00
	b Connection to existing manhole #25 w/inside drop (Sheet C02.20)	LS	1	\$ 20,000	\$ 20,000	\$ 7,750.00	\$ 7,750.00
	c Cut-in 8"x8" DI MJ Tee and 8" plug valve with valve box (Sheet C02.21)	LS	1	\$ 17,000	\$ 17,000	\$ 8,500.00	\$ 8,500.00
18	Combination Air/Vacuum Release Valve And Vault	EA	10	\$ 16,000.00	\$ 160,000	\$ 15,000.00	\$ 150,000.00
19	Flow Meter Vault And Bypass (Sheet C02.20)	LS	1	\$ 190,000.00	\$ 190,000	\$ 185,000.00	\$ 185,000.00
20	5-Foot Diameter Manhole w/Frame And Cover (6'-8" Depth) (Sheet C02.20)	EA	1	\$ 8,500.00	\$ 8,500	\$ 13,000.00	\$ 13,000.00
21	12-Inch C-900 DR-18 PVC Sanitary Sewer Main (6'-8" Depth) Sheet C02.20)	LF	30	\$ 260.00	\$ 7,800	\$ 170.00	\$ 5,100.00
22	Roadway Repair And Restoration						
	a Asphalt Roadway	LF	65	\$ 380	\$ 24,700	\$ 180.00	\$ 11,700.00
	b Gravel Roadway	LF	140	\$ 40	\$ 5,600	\$ 65.00	\$ 9,100.00
	c Mill and Overlay 1.5" Depth	SY	365	\$ 70	\$ 25,550	\$ 55.00	\$ 20,075.00
23	Driveway Repair And Restoration						
	a Asphalt Driveway	EA	4	\$ 1,500	\$ 6,000	\$ 1,750.00	\$ 7,000.00
	b Gravel Driveway	EA	19	\$ 600	\$ 11,400	\$ 1,000.00	\$ 19,000.00
	c Compacted Soil Driveway	EA	7	\$ 500	\$ 3,500	\$ 1,000.00	\$ 7,000.00
	d Concrete Driveway	EA	2	\$ 3,500.00	\$ 7,000	\$ 6,500.00	\$ 13,000.00
24	Erosion And Sedimentation Control						
	a Temporary Silt Fence	LF	30,000	\$ 4	\$ 105,000	\$ 5.00	\$ 150,000.00
	b Tree Protection Fence	LF	12,000	\$ 3	\$ 36,000	\$ 4.45	\$ 53,400.00
	c Temporary Silt Fence Outlets	EA	20	\$ 300	\$ 6,000	\$ 250.00	\$ 5,000.00
	d Straw w/Biodegradable Net Liner	LF	11,000	\$ 3.00	\$ 33,000	\$ 3.75	\$ 41,250.00
	e Straw Wattles	EA	5	\$ 200.00	\$ 1,000	\$ 300.00	\$ 1,500.00
	f Rock Check Dam	EA	7	\$ 300.00	\$ 2,100	\$ 825.00	\$ 5,775.00
	g Turbidity Curatin	EA	1	\$ 2,000.00	\$ 2,000	\$ 2,750.00	\$ 2,750.00
25	Trench Undercut Excavation And Disposal Of Unsuitable Materials, Replacement w/Stone	LF	21,300	\$ 14.00	\$ 298,200	\$ 2.50	\$ 53,250.00
26	US421 Pump Station, Full Installation	LS	1	\$ 2,660,000.00	\$ 2,660,000	\$ 3,553,940.00	\$ 3,553,940.00
27	Pump Station Gravel Driveway Improvements	LS	1	\$ 78,000.00	\$ 78,000	\$ 110,750.00	\$ 110,750.00
28	SCADA Allowance	LS	1	\$ 30,000.00	\$ 30,000	\$ 30,000.00	\$ 30,000.00
TOTAL BASE BID AMOUNT (ITEMS 1 THROUGH 28)					\$ 12,223,986.00		\$ 12,825,000.00

Certified as Correct


 Jesse Powell, PE
 Senior Project Manager
 McKim & Creed, Inc.

Date 2/16/2024





Pender County Request for Board Action

TO: Board of County Commissioners

FROM: Anthony Colon

DATE: April 2, 2024

SUBJECT: Approval of Amendment to Eastern Pender Service Area Water System Improvements Project to prepare new NCDEQ funding applications for the Columbia/Union Township Water System Improvements

SUMMARY:

Pender County Utilities is interested in pursuing funding opportunities for the following project: Columbia/Union Township Water System Improvements: the project will include approximately seventeen (17) miles of water main extensions to serve the Columbia/Union Townships of Pender County. The project will also create a hydraulic loop from the Penderlea Community to the Malpass Elevated Storage Tank on US Hwy 421, as well as extend water to the Sampson County border to provide an emergency interconnection with the Town of Harrells water system (Harrells Water Corporation). Depending on available funding, and viability of the funding applications, the project may be funded and developed in phases, using a blended funding approach. The funding approach that PCU has proposed will be evaluated as updated funding guidance provided by NCDEQ in Spring 2024.

This is an amendment to the current CDM Smith contract. There will be a reallocation of funds, no additional funding is necessary.

ACTION REQUESTED:

Approval of Amendment to Eastern Pender Service Area Water System Improvements Project to prepare new NCDEQ funding applications for the Columbia/Union Township Water System Improvements

ATTACHMENTS:

Contract Amendment



March 1, 2024

Anthony Colon
Executive Director
Pender County Utilities
605 E. Freemont Street
Burgaw, NC 28425

Subject: **Proposed Amendment to Eastern Pender Service Area Water System Improvements Project to prepare new NCDEQ funding applications for the Columbia and Union Township Water System Improvements**

Dear Anthony,

In response to Pender County Utilities (PCU) request, CDM Smith is providing this letter proposal for CDM Smith to provide additional services to prepare funding applications for the North Carolina Division of Water Infrastructure (under NCDEQ) for the Columbia and Union Township Water System Improvements project. The scope of work, schedule, and associated fee for the services are described below. PCU has proposed to authorize CDM Smith to complete these additional services through the available funding in **Task 1000 Unspecified Services Allowance**, in the **Eastern Pender Service Area Water System Improvements Project**. Use of these funds requires a written authorization from PCU.

PROJECT BACKGROUND AND DESCRIPTION

The OWNER is interested in pursuing funding opportunities for the following project:

Columbia and Union Township Water System Improvements: project will include approximately seventeen (17) miles of water main extensions to serve the Columbia and Union Townships of Pender County. The project will also create a hydraulic loop from the Penderlea Community to the Malpass Elevated Storage Tank on US Hwy 421, as well as extend water to the Sampson County border to provide an emergency interconnection with the Town of Harrells water system (Harrells Water Corporation).

Depending on available funding, and viability of the funding applications, the project may be funded and developed in phases, using a blended funding approach. The funding approach that PCU has proposed will be evaluated as updated funding guidance is provided by NCDEQ in Spring 2024.

The funding programs being considered include:

- North Carolina Division of Water Infrastructure (NCDWI) Community Block Development Grant - Infrastructure: The CDBG-I Program is designed to help a non-entitlement municipality or county to create a healthy living environment through financing public water and sewer infrastructure;



Mr. Anthony Colon
March 1, 2024
Page 2

and mitigate public and environmental health problems in areas where the percentage of low-to-moderate (LMI) income persons is at least 51% LMI. Applications for CDBG-I funding are scored based upon standard criteria for all applications, in a competitive funding round.

- NCDWI Drinking Water State Revolving Fund (DWSRF): The Drinking Water State Revolving Fund was created with the 1996 amendments to the Safe Drinking Water Act. Because the DWSRF is federally seeded, the loans are subject to additional federal regulations regarding environmental review, outreach for disadvantaged business enterprises, payroll (Davis Bacon and related Acts), etc. Congress provides funds for states to establish revolving loan programs for funding of drinking water projects, and States provide 20% matching funds. Applications for DWSRF funding are scored based upon standard criteria for all applications, in a competitive funding round. It has not been confirmed whether grant or principal forgiveness funds will be available for Spring 2024 funding.

Eligible projects include source, treatment, storage, or transmission and distribution systems.

- United States Department of Agriculture (USDA) Rural Development Program: USDA provides grant and low interest loan funding for water and wastewater infrastructure needs to rural communities with populations less than 10,000 persons. USDA considers areas to be served by a project, and the Columbia and Union Townships have a combined population of less than 10,000.

With American Rescue Plan Act (ARPA) grant funds for water and wastewater projects having previously been allocated through NCDWI via grants and appropriations, OWNER has elected to focus on both CDBG-I and DWSRF funding opportunities. Grant funding eligibility from USDA is not anticipated to be determined prior to the NCDWI Spring 2024 application deadline. Therefore, this Scope of Work includes applications to NCDWI for this project, along with a concurrent evaluation of USDA grant funding eligibility. In addition, due to the potential phasing of the project and analysis needed to confirm the overall project scope, a Project Basis Memorandum will be developed to summarize the project.

Following this initial application effort and with a successful letter of intent to fund (LOIF), OWNER must follow a procurement process for Engineering Services per NCDWI requirements. The selected firm will provide a scope and fee for preliminary engineering, design, bidding, and construction phase services.

ENGINEER will provide the following services under this Scope or Work:

- Task 1: USDA Funding Evaluation
- Task 2: SRF Application
- Task 3: CDBG-I Funding Application
- Task 4: Project Basis Memorandum



Mr. Anthony Colon
March 1, 2024
Page 3

TASK 1 – USDA FUNDING EVALUATION

ENGINEER shall consult with the local USDA Rural Development representative to determine funding eligibility for the project. ENGINEER will estimate the number of new water connections and median household income data for the project area and coordinate with USDA to determine funding eligibility.

TASK 2 – SRF APPLICATION

The ENGINEER shall develop one SRF application for the Columbia and Union Township Water System Improvements project on the OWNER's behalf for submission to NCDWI.

ENGINEER will develop an DWSRF grant application for design and construction costs, which will be submitted in the Spring 2024 funding cycle.

TASK 3 – CDBG-I APPLICATION

The ENGINEER shall develop one CDBG-I application for the Columbia and Union Township Water System Improvements on the OWNER's behalf for submission to NCDWI.

ENGINEER will develop an CDBG-I grant application for design and construction costs, which will be submitted in the Spring 2024 funding cycle.

TASK 4 – PROJECT BASIS MEMORANDUM

The ENGINEER shall develop a limited memorandum to document the anticipated project scope, including phasing, updated preliminary cost opinion, and preliminary basis of design. This memorandum is intended to be used for other potential funding opportunities.

1.0 OWNER'S RESPONSIBILITIES

The responsibilities of OWNER in addition to those in the main agreement are as follows:

- Furnish to ENGINEER, as requested by ENGINEER for performance of Services as required by the Contract Documents, all requested data. OWNER shall be responsible for, and ENGINEER may rely upon, the accuracy and completeness of all reports, data and other information furnished pursuant to this paragraph. ENGINEER may use such reports, data, and information in performing or furnishing services under this Agreement.
- Provide access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform services under this Agreement.
- Review all documents and submittals provided by ENGINEER in their entirety and provide feedback within the schedule agreed to by ENGINEER and OWNER.

2.0 TIME PERIOD FOR PERFORMANCE



Mr. Anthony Colon
March 1, 2024
Page 4

The time periods for the performance of ENGINEER's services as set forth in Article 2 of said Agreement are as follows:

It is anticipated that Task 1 will take 3 months to complete, starting within two weeks of receipt of a formal notice to proceed (NTP).

The Task 2 and 3 applications will be submitted by the April 30, 2024 deadline and are contingent on OWNER providing all necessary data to the ENGINEER for completing the application forms in the schedule determined by ENGINEER.

3.0 METHOD OF PAYMENT

The method of payment for Services rendered by ENGINEER shall be as set forth below:

For the funding application development, ENGINEER's fee will be a lump sum contract value of \$38,540.00. Partial payments shall be made by the OWNER on a monthly basis in proportion to the percentage of work completed during that month and the balance of payment made when Basic Services are completed. The lump sum prices include anticipated labor and expenses that may be required for completion of the work. For additional services, ENGINEER and OWNER will determine a fee based on the desired scope of work.

-END OF SCOPE-

Please review and advise if the proposed scope of work is acceptable. If it is, please provide written authorization to proceed with the work described herein.

Sincerely,

Reed Barton, PE, DBIA Assoc.
Vice President
CDM Smith Inc.



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Anthony Colon
DATE: April 2, 2024
SUBJECT: Approval of Purchase Order to Timmons Group to Award the Contract for Wastewater Management Plan Project

SUMMARY:

Pender County Utilities has engaged Timmons Group to provide professional services for the Wastewater Management Plan project. This initiative is crucial for maintaining our plant's permit and compliance with the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Resources (DWR) regulations.

Despite posting invitations to bid (Requests for Qualifications) twice, on December 4th and January 11th, we did not receive any bids. Consequently, we reached out to five engineering firms to request qualifications. Timmons Group was the sole respondent.

We believe that Timmons Group's expertise and commitment make them the ideal partner for this project. We are confident in their ability to deliver exceptional results and ensure our continued compliance with regulatory requirements. With this knowledge, PCU requests to award the contract to Timmons Group.

Funded through 068-404500 for \$72,000

ACTION REQUESTED:

Approval of Purchase Order to Timmons Group to Award the Contract for Wastewater Management Plan Project

ATTACHMENTS:

Engineering Agreement



5410 Trinity Rd.
Suite 102
Raleigh, NC 27607

P 919.532.3234
F 919.859.5663
www.timmons.com

LETTER OF AGREEMENT

Client:	Pender County	Date:	February 28, 2024
Contact:	Katie Leubner, Project Manager	Project Manager:	Ashley Cutright, P.E.
Email:	kleubner@pendercountync.gov	Project Name:	Melinda K. Knoerzer WWTF
Phone No:	910-663-3776		Wastewater Management Plan

Dear Ms. Leubner,

Timmons Group is pleased to offer this proposal for the Melinda K. Knoerzer Wastewater Treatment Facility (WWTF) Wastewater Management Plan (WWMP). We look forward to working with you to achieve your vision for this project.

Thank you for allowing Timmons Group to provide professional services on this project. We will provide the requested services, complying with established standards, while being mindful of costs to the Client (the "Client") named above according to the terms and conditions of this Letter of Agreement (the "Agreement"). Prior to submittal to the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Resources (DWR), all documents will be sent to the Client, if requested, to ensure a complete understanding by all parties.

We will proceed upon receipt of this signed Agreement. Please note that fees quoted are valid for sixty (60) days from the date first written above.

SCOPE AND SCHEDULE OF SERVICES:

Timmons Group will provide the services detailed on the Scope of Services attached as Exhibit A (the "Scope of Services") and in compliance with Exhibit D ("Pender County RFQ #24-261 Appendix A").

Timmons Group proposes to negotiate a minor permit modification to extend the WWMP submission deadline. **Timmons Group will not be able to submit to NCDEQ by April 29, 2024.** Timmons Group will assist Pender County in discussions with NCDEQ to extend this deadline to a date aligned with the anticipated schedule.

We will provide services in a timely and efficient manner and will keep you informed of the job status and any necessary changes. Any changes required to the Scope of Services must be approved in writing before such changes take effect. As of the date first written above, any changes in the Scope of Services caused by governing codes or Client revisions may require a schedule and/or fee change.





5410 Trinity Rd.
Suite 102
Raleigh, NC 27607

P 919.532.3234
F 919.859.5663
www.timmons.com

LETTER OF AGREEMENT

PAYMENT SCHEDULE: Owner agrees to pay Timmons Group for its Services as selected and set forth below:

FIXED FEE

Fees for this Agreement will be billed on a monthly basis as a fixed fee per the Scope of Services in Exhibit A.

TIME AND MATERIALS

Fees for this Agreement will be billed on a time and materials basis based upon actual services provided during the prior calendar month and at the rates specified in the attached Rate Schedule in Exhibit C.

EXHIBITS: The following Exhibits are attached hereto and expressly made part of this Agreement.

EXHIBIT A SCOPE OF SERVICES

EXHIBIT B TERMS AND CONDITIONS

This Agreement shall be controlled by the provisions listed above and the Terms and Conditions in the attached Exhibit B. If there is any conflict between the provisions of this Letter of Agreement and the Terms and Conditions, the Terms and Conditions shall control.

EXHIBIT C RATE SCHEDULE

EXHIBIT D PENDER COUNTY RFQ #24-261 APPENDIX A

We will proceed upon receipt of this signed agreement. Should you have any questions, you can reach Ashley Cutright at 910-532-3290 or via email at ashley.cutright@timmons.com.

 02/28/2024

Timmons Group Date

ACKNOWLEDGED AND ACCEPTED:

On behalf of the Client, this Agreement, including Exhibit A [Scope of Services] and Exhibit B [Terms and Conditions], is accepted and agreed to as of the date written below.

By: _____

Name: _____

Title: _____

Date: _____



EXHIBIT A SCOPE OF SERVICES

I. BACKGROUND, UNDERSTANDING AND APPROACH

Melinda K. Knoerzer WWTF has a current treatment capacity of 0.5 million gallons per day (MGD) with a phased permit for expansion to 4.0 MGD. Plant construction was completed in June 2017, and the plant began discharging in September 2017. The treatment system consists of moving bed bioreactors (MBBRs), submerged fixed film reactors (SFFRs) in a hydroponic greenhouse structure, secondary clarifiers, cloth media filters, and UV disinfection. The solids handling system consists of aerobic digesters and a sludge loading station. The WWTF serves Pender Commerce Park and treats domestic and industrial wastewater. Acme Smoked Fish, the one Significant Industrial User (SIU), has a pretreatment program currently under development. The treated wastewater is permitted (NPDES permit number NC009736) for discharge into the Cape Fear River. According to the discharge monitoring reports from August 2018 through July 2022, the WWTF discharges an average of 0.13 MGD.

From December 2017 through July 2022, the facility had numerous exceedances of biochemical oxygen demand (BOD), total residual chlorine (TRC), fecal coliform, ammonia, dissolved oxygen (DO), pH, and total suspended solids (TSS), resulting in various enforcement actions. The facility was deemed in compliance by an inspection on June 28, 2022, and no discharge exceedances have been reported since April 2022.

To address the compliance history of the facility, NCDEQ added a wastewater management plan special condition to the permit, requiring that a North Carolina-licensed engineer evaluate the structural integrity and operational efficiency of the plant and submit a plan for its optimization for NCDEQ DWR review. A minor modification to the permit was issued on February 1, 2024, to extend the submittal deadline to April 29, 2024. Timmons Group proposes to negotiate a minor permit modification to extend the WWMP submission deadline. Timmons Group will not be able to submit to NCDEQ by April 29, 2024. Timmons Group will assist Pender County in discussions with NCDEQ to extend this deadline to a date aligned with the anticipated schedule.

Timmons Group was not the original Designer of the WWTF and does not have access to all original design documents, considerations, and resources. Therefore, Timmons Group will not be assessing or assuming responsibility for the accuracy or viability of the original design. Timmons Group assumes that the designed biological, chemical, and physical processes satisfy treatment requirements as specified by the permit. Therefore, the analysis will focus on identifying equipment repairs and operational adjustments to better align with the DEQ approved design plans and the DEQ approved operation and maintenance (O&M) manual.

This proposal document serves to provide the scope, fee, and schedule of the effort.

EXHIBIT A SCOPE OF SERVICES

II. SCOPE OF SERVICES

Task 1 – Wastewater Management Plan (Fixed Fee)

1. **Data Collection** – receive the necessary information from the Owner to perform an evaluation of the existing WWTF including, but not limited to, record drawings, specifications, operation and maintenance manuals, equipment and motor nameplate data, influent sampling data, mid-process sampling data, and operator experience with the WWTF.
2. **Kickoff Meeting** – discuss the required components in the Plan with NCDEQ and assist the County in negotiating a minor modification to extend the deadline for submitting the WWMP. At this point, Pender County will have demonstrated meaningful progress toward meeting Permit requirements by hiring a NC Licensed Professional Engineer. Therefore, it is expected that negotiations will be favorable to allow the Engineer time to carefully study the WWTF and prepare a detailed WWMP.
3. **Site Visit** – perform one site visit to verify aspects of the WWTF operation and to assess the condition of existing equipment and infrastructure.
4. **Facilities Assessment** – review every unit process in the WWTF to describe deficiencies and operational difficulties which affect performance or permit compliance. As required by the permit, the assessment will evaluate the following at a minimum.
 - a. **Inflow and infiltration (I&I)**
Analysis will focus on overall wet and dry weather trends within the collection system. The evaluation will include an examination of metered flow data at the WWTP and publicly available information concerning rainfall and groundwater levels. Timmons Group will not perform an investigation of problem areas in the collection system.
 - b. **Headworks performance**
Headworks operation and condition will be visually inspected during the site visit. Downstream systems will be inspected for visible debris.
 - c. **Diversion of wasteloads during peak flows**
Metered flows will be examined to determine the magnitude and frequency of peak flows experienced by the WWTF. Methods for flow diversion, such as an equalization tank preceding secondary treatment, will be evaluated to minimize peak flows to biological and other downstream processes.
 - d. **Equipment repairs and preventative maintenance**
Necessary equipment repairs will be identified through the site visit and conversations with Pender County. The O&M manual will be examined to identify beneficial preventive maintenance. As the Timmons Group team will not utilize a NC-Licensed Structural Engineer, the structural examination will only consist of visual inspection. Timmons Group will not perform any structural calculations or analyses.
 - e. **Removal of accumulated solids, wastes, and other debris**
Through conversations with plant operators and reviewing operational data, the solids removal regime will be evaluated. The O&M manual will be consulted for recommended

EXHIBIT A SCOPE OF SERVICES

wasting and cleaning procedures. Since MBBRs and SFFRs are both attached-growth treatment processes, removal of excess sludge is necessary to ensure proper conditions for biofilms to performed desired treatment processes.

f. Impact of Water Treatment Plant discharge on WWTF performance

Water quality, volume, and frequency of flows from the Water Treatment Plant will be evaluated to determine general impacts on WWTF performance. Analysis will consider the dilution effect on flows from Acme Smoked Fish. The assessment will not include biological modeling or biological calculations and will not evaluate any potential effect of insufficient nutrients to the biological process due to dilution.

5. **Optimization Plan** – develop a strategy for optimization, rehabilitation, expansion and/or replacement of the collection and/or treatment system to achieve optimal performance. The analysis will look at several factors, including operational reliability, acceptability of influent water quality, permit compliance, safety, and project costs. Specific measures and key tasks will be identified, including those examined in the facilities assessment.

The Optimization Plan will provide recommendations for operational adjustments and implementation of the pretreatment program. Considering the highly concentrated industrial wastes with high salt content, it is anticipated that the development of a pretreatment program with stringent limits will be required to allow the WWTF to meet permitted effluent requirements. Timmons Group will perform a cursory evaluation of recommended pretreatment limits for the industrial user. Timmons Group will pull from multiple sources to develop a recommendation on pretreatment limits, including any pretreatment limits from the Code of Federal Regulations that may apply to the industrial user, local limits applied by other similar municipal wastewater agencies and authorities in North Carolina, and typically accepted values by the wastewater industry.

The Optimization Plan will not consider changing or upgrading the design of the treatment processes. Rather, the analysis will focus on identifying equipment repairs and operational adjustments to better align with the DEQ approved design plans and the DEQ approved O&M manual.

An estimated schedule of completion will be developed for the proposed improvements. This plan will assist Pender County in determining how to best manage their assets and secure a predictable future regarding their wastewater utilities.

6. **Cost Estimate** – perform an Engineer's Opinion of Probable Project Cost (EOPPC) estimate of the proposed improvements. The EOPPC is intended for budgeting and planning purposes and is not expected to represent exacting Contractor bids.

Task 2 – NCDEQ Comment Response (Time & Materials)

1. **NCDEQ Comment Response** – address and respond to NCDEQ comments to satisfy Pender County's permit requirement. The level of effort will be highly dependent upon comments received. Due to the open-ended nature of this task, Timmons Group has provided a budget estimate, time and materials fee.

EXHIBIT A SCOPE OF SERVICES

III. FEE PROPOSAL

Work will be performed in accordance with the following fee schedule:

FIXED FEE

Task 1 – Wastewater Management Plan	\$62,000
Total	\$62,000

TIME & MATERIALS (T&M BUDGET)

Task 2 – NCDEQ Comment Response	\$10,000
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IV. COUNTY RESPONSIBILITIES

Design and Operational Documentation

Development of the WWMP will require comprehensive understanding of the WWTF design and operation. To this end, the County is responsible for providing design and operational documentation to Timmons Group. This information will include, but is not limited to, design plans and specifications, design calculations and assumptions, correspondence with NCDEQ during design, the O&M manual, NC DEQ Design and Construction Approval Documents, and operational data. This information is vital to evaluating the unit processes and identifying potential areas of improvement.

Without all necessary information, Timmons Group may not be able to perform the assessments required by NCDEQ and prepare a satisfactory WWMP. The purpose of this information is to provide Timmons Group a firm grounding on which to perform analyses and develop a realistic plan. Delays in receiving this information will impact schedule and the ability of Pender County to meet the extended NCDEQ submittal deadline.

Water Quality Sampling and Process Monitoring

To perform the facilities assessment, the influent loading criteria must be determined. This will be determined based on four factors: (1) design criteria from plans, (2) sampling of the influent, (3) sampling of return flows from the solids treatment train (sidestream water quality), and (4) industry established conservative nutrient loading values.

It is recommended the Owner's Operator perform the influent water quality sampling and deliver to a certified laboratory for testing. Timmons Group will provide the recommended sampling parameters and frequencies. Approximately 10 parameters will be tested twice each week over a four-week period for a total of 80 samples. With samples averaging approximately \$50 each, total expected laboratory cost is approximately \$4,000, which is not included in this fee proposal.

Additional process monitoring may also be required. This monitoring may include DO and pH at various instream locations, sludge blanket depth, sludge wasting, digestate wasting, and chemical usage.

EXHIBIT A SCOPE OF SERVICES

V. ASSUMPTIONS AND CLARIFICATIONS

Timmons Group provides the following assumptions and clarifications regarding the Scope of Services.

1. No sampling or flow monitoring efforts by Timmons Group are included in the scope of work.
2. I&I analysis will focus on overall wet and dry weather trends within the collection system. Investigations to identify problem areas in the collection system are not included in the scope of work.
3. The evaluation of structural integrity will involve a visual inspection. The WWMP will not be reviewed by an NC-Licensed Structural Engineer.
4. Considering the WWTF design was prepared by a NC Licensed Professional Engineer and reviewed and approved by NCDEQ, Timmons Group assumes that the designed biological, chemical, and physical processes satisfy treatment requirements as specified by the permit. The scope of work does not include detailed evaluation of treatment processes, biological modeling, or recreation of design calculations. The scope of work does not include evaluation of tank and basin sizes, equipment sizes, or treatment configurations.
5. It is assumed that information regarding influent from Acme Smoked Fish will be provided, including flow rates, durations, water quality, and proposed pretreatment requirements.
6. It is assumed that information regarding backwash from the WTP will be provided, including flow rates, durations, and water quality.
7. The Wastewater Management Plan will not include any design or construction documents.
8. This scope will not address the Schedule of Compliance for Pretreatment Program as required by Section A.10 of the NPDES Permit. Timmons Group is available to assist with the development of the Pretreatment Program under separate scope and fee.

EXHIBIT A SCOPE OF SERVICES

VI. ANTICIPATED SCHEDULE

Upon the receipt of written Notice to Proceed, it is anticipated that preparation for the first WWMP submission will take approximately four months. Any delays in providing information to Timmons Group will impact the schedule and ability to meet NCDEQ deadlines. Depending on NCDEQ review time, the scope of work is expected to be completed in approximately seven months.

ID	Task Name	Duration	2024													
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1	Notice to Proceed	1 mon														
2	Meeting with DEQ	1 mon														
3	Influent Sampling	1 mon														
4	Wastewater Management Plan Preparation	4 mons														
5	DEQ Review of Wastewater Management Plan	2 mons														
6	Wastewater Management Plan Approval	1 mon														

EXHIBIT B TERMS AND CONDITIONS

1. **SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described in Exhibit A of the Letter of Agreement. Separate Change Orders signed by authorized representatives of Timmons Group and the Client may, from time to time, describe additional or different services to be performed under this Agreement, such Change Orders are incorporated by reference herein. These Terms and Conditions shall apply to the Change Orders except to the extent expressly modified by such Change Order. Timmons Group services with regard to the specific properties covered by this Agreement and subsequent Change Orders, if any, shall hereinafter be referred to as the "Project" or "Projects."
2. **STANDARD OF CARE AND CODE COMPLIANCE:** Timmons Group shall provide its services under this Agreement consistent with the professional skill and care ordinarily provided by members of the same profession practicing in the same or similar locality under the same or similar circumstances. Timmons Group shall exercise usual and customary professional care in its efforts to comply with all applicable codes, laws, regulations and the policies of regulatory agencies in effect as of the date of the Agreement (collectively, "legal requirements"). Design changes made necessary by newly enacted codes, laws, regulations and the policies of regulatory agencies after the date of this Agreement shall be treated as an additional service subject to an executed Change Order, and Timmons Group shall be entitled to appropriate additional compensation. Timmons Group shall not be liable for any damages arising from conflicting interpretations of any legal requirements by different officials. In the event of a conflict between legal requirements applicable to the Project, Timmons Group shall notify the Client of the nature and impact of such conflict, and the Client agrees to cooperate and work with Timmons Group in an effort to resolve the conflict.
3. **INSTRUMENTS OF SERVICE:** All documents, including, but not limited to, drawings, specifications, plans, reports and other forms of electronic data prepared and furnished by Timmons Group, are Instruments of Service pursuant to this Agreement and remain the property of Timmons Group. Client may retain one such copy of all such documents, for record purposes, which documents may only be used for the Project. Any adaptation by Client of said documents, whether intentional or inadvertent, without Timmons Group's verification shall be at Client's sole risk and without liability or legal exposure to Timmons Group or Timmons Group's employees. Client agrees to assume all risks associated therewith and to hold Timmons Group harmless and indemnify it from and against any claims, liabilities, damages, losses and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.
4. **GOVERNING LAW:** This Agreement shall be governed according to the laws of the of the place of the Project, without regard to its conflicts of laws provisions.
5. **THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and Timmons Group.
6. **ASSIGNMENT:** This Agreement may not be assigned without the prior written consent of the Client and Timmons Group, such consent not to be unreasonably withheld.
7. **PROJECT SITE SAFETY:** Timmons Group's Project site responsibilities are limited solely to the activities of Timmons Group and Timmons Group's employees on the Project site. These responsibilities shall not be inferred by any party to mean that Timmons Group has responsibility for Project site safety. The Client and Timmons Group agree that Project site safety is the sole and exclusive responsibility of the Project's owners or contractor(s). The parties likewise agree that the Project contractor(s) is solely responsible for Project means, methods, techniques, sequences of operation and procedures, and that Timmons Group shall have no obligations relating to these contractor(s) duties.

EXHIBIT B TERMS AND CONDITIONS

- 8. LIMITATION OF LIABILITY:** To the fullest extent permitted by law, except as expressly stated in this Agreement, Timmons Group makes no representations or warranties, express or implied. Notwithstanding any other provision of this Agreement, the maximum liability, in the aggregate, to the Client and anyone claiming by or through the Client, of Timmons Group and its officers, directors, shareholders, partners, employees, agents and subconsultants, and any of them, for any and all claims, losses, or damages, including attorney's fees, in any way related to or arising from the Project or this Agreement, shall not exceed Timmons Group's total fee under this Agreement, or \$50,000, whichever is less.
- 9. DISPUTE RESOLUTION:** In the event of any action or proceeding brought by either party against the other under this Agreement, other than default on payment, the prevailing party shall be entitled to recover all costs and expenses, including its court reporter fees, expert witness fees, and reasonable attorney's fees. In the event the account is forwarded for collection based on default of payment, the Client will be responsible for all costs incurred including attorney's fees in an amount equal to 33% of the outstanding balance. The parties agree to litigation in a court of competent jurisdiction in the jurisdiction where the Project is located.
- 10. INDEMNIFICATION:** Timmons Group agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees, against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused solely and directly by the negligent performance of professional services by Timmons Group or its agents under this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Timmons Group, its officers, directors, employees and agents, against all damages, costs and liabilities, including reasonable attorney's fees, caused solely by the Client's negligent acts in connection with the Project or that of its Contractor(s), subcontractors or consultants or anyone for whom the Client is legally liable. Neither Timmons Group nor the Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
- 11. MISCELLANEOUS:** This Agreement constitutes the entire agreement of the Parties. All prior agreements, whether written or oral, are merged herein and shall be of no force or effect. This Agreement cannot be changed, modified or discharged orally, but only in an agreement in writing. If any term, condition, or provision of this Agreement is found unenforceable by a court of law or equity, this Agreement shall be construed as though that term, condition, or provision did not exist, and its unenforceability shall have no effect whatsoever on the rest of this Agreement. **This represents drafting by both parties and in the event of ambiguities, the principle of interpretation against the drafter shall not apply.**

**EXHIBIT C
RATE SCHEDULE**



TIMMONS GROUP

2024 BILLING RATES*

Rates in effect 1/1/2024 - 12/31/2024

Civil Engineering & Surveying

<u>TEAM MEMBER</u>	<u>Hourly Rate</u>	<u>TEAM MEMBER</u>	<u>Hourly Rate</u>
<u>Engineering</u>		<u>Environmental</u>	
Engineer Technician	\$100.00	Environmental Technician	\$90.00
Project Engineer I	\$115.00	Environmental Scientist I	\$110.00
Project Engineer II / Designer	\$125.00	Environmental Scientist II	\$120.00
Project Engineer III / Sr. Designer	\$150.00	Environmental Scientist III	\$130.00
Project Manager / Sr. Project Engineer	\$175.00	Sr. Environmental Scientist	\$140.00
Sr. Project Manager	\$210.00	Environmental Project Manager	\$175.00
Principal	\$260.00		
Senior Principal	\$310.00		
<u>Construction Services</u>		<u>Right of Way</u>	
Laboratory Manager	\$100.00	Right of Way Manager	\$145.00
Materials Technician	\$75.00	Right of Way Specialist	\$130.00
Sr. Materials Technician	\$85.00	Document Specialist	\$90.00
Construction Inspector	\$95.00		
Sr. Construction Inspector	\$105.00		
Const. Material Testing Manager	\$130.00		
<u>Survey</u>		<u>Support Staff</u>	
Survey Technician	\$105.00	Field Intern	\$60.00
Sr. Survey Technician	\$130.00	Engineering Intern	\$75.00
SUE Project Manager	\$145.00	Clerical	\$95.00
Licensed Land Surveyor	\$170.00		
1 Person Crew w/ Robot	\$150.00		
2 Person Crew	\$170.00		
3 Person Crew	\$235.00		

Rates shown are for the Central Virginia, Hampton Roads, Western Virginia and North Carolina.

*Rates are subject to change annually.

Updated: 11/27/2023



5410 Trinity Rd.
Suite 102
Raleigh, NC 27607

P 919.532.3234
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www.timmons.com

**EXHIBIT D
PENDER COUNTY RFQ #24-261 APPENDIX A**



Pender County RFQ # 24-261 "APPENDIX A"

DocuSign Envelope ID: CB2D515A-C63D-4605-B5EA-E7CFCCCEB513

Permit NC0081736

A. (9.) WASTEWATER MANAGEMENT PLAN

[NCGS 143-215.1(b)]

- (a.) By January 29, 2024, within 180 days of the permit effective date, the Permittee shall have a North Carolina Licensed Professional Engineer evaluate the structural integrity and operational efficiency of this facility to ensure the integrity of the treatment system and submit to the Division a wastewater management plan. The plan shall include, at a minimum, the following elements:
- (i.) Facilities Assessment. Describe deficiencies and operational difficulties in the existing collection system or treatment facility which affects performance or permit compliance, and identify potential improvements to correct those. At a minimum, evaluate the following considerations:
- (A) Inflow and infiltration (I&I),
 - (B) Headworks performance,
 - (C) Diversion of wasteloads during peak flows,
 - (D) Equipment repairs and preventative maintenance,
 - (E) Removal of accumulated solids, wastes, and other debris,
 - (F) Address the impact of the Water Treatment Plant discharge on the Wastewater Treatment Facility performance.
- (ii.) Optimization Plan. Develop a strategy for optimization, rehabilitation, expansion, and/or replacement of the collection and/or treatment system to achieve optimal performance. Identify specific measures and key tasks, including those in the above facilities assessment, and provide an estimated schedule for completion of each.
- (b.) Within one month of Division approval of the submitted management plan, the Permittee shall implement the actions identified in the Optimization Plan.
- (c.) By August 1, 2024, within one year of the permitted effective date, the Permittee shall achieve compliance with all limitations specified in Section A. (1.).
- (d.) By August 1, 2024, within one year of the permit effective date, the Permittee shall submit to the Division on an annual basis a summary of actions taken, including those identified in the optimization plan, towards achieving and maintaining compliance with the limitations specified in Section A. (1.).

Annual summaries and the waste management plan shall include the owner's name, NPDES permit number, and a Permittee contact person, and shall be submitted to:

NCDEQ / Division of Water Resources
NPDES Permitting
1617 Mail Service Center
Raleigh, NC 27699-1617

NCDEQ / Division of Water Resources
Wilmington Regional Office
127 Cardinal Drive Ext.
Wilmington, NC 28405



**Pender County
Discussion on Amending the Order of
Business for Public Comment**

TO: Board of County Commissioners
FROM: Lexi Stanfield
DATE: April 2, 2024
SUBJECT: Discussion on Amending the Order of Business for Public Comment

SUMMARY:

Commissioner Groves and Chairman George have expressed interest in amending the Order of Business to allow public comment on agenda items and for general topics to be heard at the beginning of meetings after the closed session.



Pender County Reappointments for the Board of Equalization and Review

TO: Board of County Commissioners
FROM: Lexi Stanfield
DATE: April 2, 2024
SUBJECT: Reappointments for the Board of Equalization and Review

SUMMARY:

Four people have put in applications for reappointment and one for appointment to the Board of Equalization and Review. Their names are listed below:

Leslie Green
Chip Garman
Kathleen Sumner
Larry Bolick
Michael Willman

Leslie Green, Chip Garman, Kathleen Sumner, and Larry Bolick have all served at least one term on the Board of E&R and have expressed interest to the Tax Administrator in the continuation of serving.

Michael Willman has applied for Board of Equalization and Review. Should the Board vote to approve his appointment, this would be his first term on the board. The clerk has spoken to Mr. Willman, and he understands the responsibilities of serving on this board. The Tax Administrator was notified of Mr. Willman's application.

Currently all five seats on the board are available and have been advertised in the local paper. All five terms for the Board of E&R would begin January 1, 2024, and Expire on December 21, 2024.

Additionally, the Board of Commissioners holds the responsibility of appointing a chair to the Board of Equalization and Review. Mr. Larry Bolick served as chair in 2023. Mr. Bolick has the most experience with tax appeals and is willing to serve as chair again if the Board so wishes.

ACTION REQUESTED:

Consideration to appoint applicants to the Board of E&R and select a chair.

ATTACHMENTS:

Leslie Green Application
Chip Garman Application
Kathleen Sumner Application
Larry Bolick Application
Michael Willman Application

PENDER COUNTY

Application for Appointment to Boards/Commissions/Committees



Appointees to Pender County Boards/Commissions/Committees must be a Pender County resident and must be at least 18 years of age. Please complete this application and return to: Pender County Manager's Office, PO Box 5, Burgaw, NC 28425.

APPLICANT INFORMATION																						
Last Name			Garman			First		Jack		M.I.	D	Date		02/19/24								
Physical Address			67 Seafaring In						Apartment/Unit #													
City			Hampstead			State		NC		ZIP		28443										
Mailing Address (if different from above)																						
City						State				ZIP												
Home Phone			910-520-6505			Work Phone						E-mail Address 1		beachpop54@gmail.com								
Fax Number												E-mail Address 2										
Board Interest(s)			BOER																			
How long have you been a resident of Pender County?			13 yrs																			
EDUCATION																						
High School					Location																	
From		To		Did you graduate?		YES		<input type="checkbox"/>		NO		<input type="checkbox"/>										
College					Florida State					Location					Tallahassee, FL							
From		73		To		77		Did you graduate?		YES		<input checked="" type="checkbox"/>		NO		<input type="checkbox"/>		Degree		BS Marketing		
Other					Location																	
From		To		Did you graduate?		YES		<input type="checkbox"/>		NO		<input type="checkbox"/>		Degree								
EMPLOYMENT HISTORY																						
Current Employment			Retired						Job Title													
Responsibilities																						
Previous Employment			<i>Syngenta Crop Protection</i>						Job Title			<i>Mkt Mgr</i>										
Previous Employment									Job Title													
Previous Employment									Job Title													
COMMUNITY INVOLVEMENT																						
Please list current and past membership in civic or other organizations and offices held:																						
Alpharetta Ga Volunteer Fire Dept 10 years firefighter first responder																						

Have you ever served or are you currently a member of any Pender County or other local government board/commission/committee?		
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain (including length of service). 2023 Pender Cty BOER member

State reasons why you feel qualified for this appointment(s):

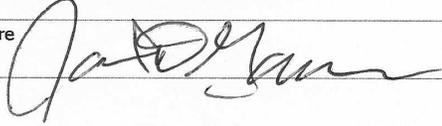
 Happy to volunteer once again as I did last year.

MILITARY SERVICE			
Branch	From	To	
Rank at Discharge	Type of Discharge (optional)		

CONFLICTS OF INTEREST	
Are you aware of any legal, ethical or personal conflict of interest by serving as a member of this Pender County board/commission/committee?	
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> If yes, explain.

Are you or any member of your family employed by Pender County, or currently serving on any Boards/Committee/Commission appointed by or affiliated with Pender County?	
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> If yes, list family member name(s) and position/board or committee(s).

Please add any additional information you would like to share supporting your interest and qualifications for this appointment.

DISCLAIMER AND SIGNATURE	
NOTE: This information will be used by the Pender County Board of Commissioners in making appointments to Pender County Boards/Commissions/Committees. In the event you are appointed, it may be used as a news release to identify you to the community. This application is considered a public record.	
Signature 	Date 2/15/24

PENDER COUNTY

Application for Appointment to Boards/Commissions/Committees



Appointees to Pender County Boards/Commissions/Committees must be a Pender County resident and must be at least 18 years of age. Please complete this application and return to: Pender County Manager's Office, PO Box 5, Burgaw, NC 28425.

APPLICANT INFORMATION									
Last Name				First			M.I.		Date
Physical Address						Apartment/Unit #			
City				State			ZIP		
Mailing Address (if different from above)									
City				State			ZIP		
Home Phone				Work Phone			E-mail Address 1		
Fax Number						E-mail Address 2			
Board Interest(s)									
How long have you been a resident of Pender County?									
EDUCATION									
High School					Location				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
College					Location				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other					Location				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
EMPLOYMENT HISTORY									
Current Employment								Job Title	
Responsibilities									
Previous Employment								Job Title	
Previous Employment								Job Title	
Previous Employment								Job Title	
COMMUNITY INVOLVEMENT									
Please list current and past membership in civic or other organizations and offices held:									

Have you ever served or are you currently a member of any Pender County or other local government board/commission/committee?		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain (including length of service).

State reasons why you feel qualified for this appointment(s):

MILITARY SERVICE

Branch	From		To	
Rank at Discharge	Type of Discharge (optional)			

CONFLICTS OF INTEREST

Are you aware of any legal, ethical or personal conflict of interest by serving as a member of this Pender County board/commission/committee?

YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain.
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Are you or any member of your family employed by Pender County, or currently serving on any Boards/Committee/Commission appointed by or affiliated with Pender County?

YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, list family member name(s) and position/board or committee(s).
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Please add any additional information you would like to share supporting your interest and qualifications for this appointment.

DISCLAIMER AND SIGNATURE

NOTE: This information will be used by the Pender County Board of Commissioners in making appointments to Pender County Boards/Commissions/Committees. In the event you are appointed, it may be used as a news release to identify you to the community. This application is considered a public record.

Signature <i>Kathleen G. Sumner</i>	Date
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PENDER COUNTY

Application for Appointment to Boards/Commissions/Committees

Appointees to Pender County Boards/Commissions/Committees must be a Pender County resident and must be at least 18 years of age. Please complete this application and return to: Pender County Manager's Office, PO Box 5, Burgaw, NC 28425.

APPLICANT INFORMATION					
Last Name	BOLICK		First	LARRY	
M.I.	P	Date	2-14-24		
Physical Address	2525 PENDER LEA HWY.			Apartment/Unit #	
City	BURGAW		State	N.C.	
ZIP	28425				
Mailing Address (if different from above)					
City			State		
ZIP					
Home Phone	910-604-1905		Work Phone		
E-mail Address 1	LP BOLICK@HOTMAIL.COM				
Fax Number			E-mail Address 2		
Board Interest(s)					
BOARD OF EQUALIZATION & REVIEW					
How long have you been a resident of Pender County?					
71 YRS					
EDUCATION					
High School	BURGAW		Location	BURGAW N.C.	
From	1966	To	1970	Did you graduate?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
College	UNC-W		Location	WILMINGTON NC	
From	1970	To	1974	Did you graduate?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Degree
				PARKS & RECREATION - EDUCATION	
Other			Location		
From		To		Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
EMPLOYMENT HISTORY					
Current Employment	PARTTIME CONTRACT		Job Title	TAX APPRAISER - DUPLIN CO.	
Responsibilities	REVALUATION/NEW CONSTRUCTION/VALUE COMPLAINTS				
Previous Employment	NEW HANOVER CO.		Job Title	LISTING SUPERVISOR	
Previous Employment	FOUR COUNTY EMC		Job Title	APPRAISAL SUPERVISOR APPRAISER	
Previous Employment	PENDER COUNTY		Job Title	DISTRICT OFFICE SUPERVISOR ENGINEERING STAFF EMPLOYEE TAX ADMINISTRATOR	
COMMUNITY INVOLVEMENT					
Please list current and past membership in civic or other organizations and offices held:					
BURGAW JAYCEES PRESIDENT					
BURGAW ROTARY					
PENDER COUNTY RESCUE SQUADS					

Have you ever served or are you currently a member of any Pender County or other local government board/commission/committee?			
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
If yes, explain (including length of service). <p style="text-align: center; font-size: 1.2em;">PRESENT MEMBER OF BOARD OF EQUALIZATION AND REVIEW, 1 YEAR</p>			
State reasons why you feel qualified for this appointment(s): <p style="text-align: center; font-size: 1.1em;">I HAVE WORKED FOR OVER 30 YEARS IN COUNTY TAX DEPARTMENTS PREPARING, REVIEWING & PRESENTING APPRAISALS FOR THE BOARD OF EQUALIZATION AND REVIEW. IN THIS PROCESS I HAD TO REVIEW EACH PARCEL BEING APPEALED TO INSURE THE VALUE WAS BEING ASSESSED IN A FAIR AND EQUITABLE MANNER</p>			
MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge (optional)	
CONFLICTS OF INTEREST			
Are you aware of any legal, ethical or personal conflict of interest by serving as a member of this Pender County board/commission/committee?			
YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
If yes, explain.			
Are you or any member of your family employed by Pender County, or currently serving on any Boards/Committee/Commission appointed by or affiliated with Pender County?			
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
If yes, list family member name(s) and position/board or committee(s). <p style="text-align: center; font-size: 1.1em;">KAYLA FOTRELL - TAXDEPT.</p>			
Please add any additional information you would like to share supporting your interest and qualifications for this appointment.			
DISCLAIMER AND SIGNATURE			
NOTE: This information will be used by the Pender County Board of Commissioners in making appointments to Pender County Boards/Commissions/Committees. In the event you are appointed, it may be used as a news release to identify you to the community. This application is considered a public record.			
Signature		Date	
		<p style="font-size: 1.2em;">2-6-23</p>	



PENDER COUNTY

Application for Appointment to Boards/Commissions/Committees

Appointees to Pender County Boards/Commissions/Committees must be a Pender County resident and must be at least 18 years of age. Please complete this application and return to: Pender County Manager's Office, PO Box 5, Burgaw, NC 28425.

APPLICANT INFORMATION					
Last Name	GREEN		First	LESLIE	
Physical Address	950 WEBBTOWN RD		M.I.	M	
City	MAPLE HILL		Date	2-28-24	
State	N.C.		Apartment/Unit #		
ZIP	28454		Mailing Address (if different from above)		
City			State		
Home Phone	910-259-4446		Work Phone	910-389-1880	
Fax Number	910-330-6220		E-mail Address 1		
Board Interest(s)			E-mail Address 2		
How long have you been a resident of Pender County?	75 YEARS				
EDUCATION					
High School	C.F. POPE HIGH		Location	BURGAW, N.C.	
From	To	Did you graduate?	YES	NO	
College	N.C. STATE		Location	RALEIGH, N.C.	
From	To	Did you graduate?	YES	NO	
Other	CAPE FEAR CC COASTA CC		Location	WILMINGTON, N.C. JACKSONVILLE, N.C.	
From	To	Did you graduate?	YES	NO	
EMPLOYMENT HISTORY					
Current Employment	SELF - GREEN'S WRECKER		Job Title	OWNER	
Responsibilities	30 YRS.				
Previous Employment			Job Title		
Previous Employment			Job Title		
Previous Employment			Job Title		
COMMUNITY INVOLVEMENT					
Please list current and past membership in civic or other organizations and offices held:					
DEACON - ST. JOHN BAPTIST					
PRESIDENT - MAPLE HILL CIVIC CLUB					
PRESIDENT - MAPLE HILL FIRE DEPT.					
PRESIDENT - PENDER COUNTY SMART START					

Have you ever served or are you currently a member of any Pender County or other local government board/commission/committee?	
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If yes, explain (including length of service). <i>PENDER COUNTY SHERIFF 42 YRS</i>	

State reasons why you feel qualified for this appointment(s):

MILITARY SERVICE

Branch	From	To	
Rank at Discharge	Type of Discharge (optional)		

CONFLICTS OF INTEREST

Are you aware of any legal, ethical or personal conflict of interest by serving as a member of this Pender County board/commission/committee?

YES NO If yes, explain.

Are you or any member of your family employed by Pender County, or currently serving on any Boards/Committee/Commission appointed by or affiliated with Pender County?

YES NO If yes, list family member name(s) and position/board or committee(s).

Please add any additional information you would like to share supporting your interest and qualifications for this appointment.

DISCLAIMER AND SIGNATURE

NOTE: This information will be used by the Pender County Board of Commissioners in making appointments to Pender County Boards/Commissions/Committees. In the event you are appointed, it may be used as a news release to identify you to the community. This application is considered a public record.

Signature <i>Sessie M. Green</i>	Date <i>2-28-24</i>
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PENDER COUNTY

Application for Appointment to Boards/Commissions/Committees

Appointees to Pender County Boards/Commissions/Committees must be a Pender County resident and must be at least 18 years of age. Please complete this application and return to: Pender County Manager's Office, PO Box 5, Burgaw, NC 28425.

APPLICANT INFORMATION									
Last Name Willman			First Michael			M.I.	Date 03-16-2024		
Physical Address 102 Reynolds						Apartment/Unit #			
City Rocky Point			State North Carolina			ZIP 28457			
Mailing Address (if different from above) 102 Reynolds									
City Rocky Point			State North Carolina			ZIP 28457			
Home Phone (910) 448-0322			Work Phone			E-mail Address 1 michaelwillman@yahoo.com			
Fax Number						E-mail Address 2			
Board Interest(s) Any thing I can do to help									
How long have you been a resident of Pender County? 15									
EDUCATION									
High School					Location				
From		To		Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	GED		
College					Location				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other					Location				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
EMPLOYMENT HISTORY									
Current Employment		Willmans Plumbing				Job Title President/owner			
Responsibilities		Run a plumbing company							
Previous Employment						Job Title			
Previous Employment						Job Title			
Previous Employment						Job Title			
COMMUNITY INVOLVEMENT									
Please list current and past membership in civic or other organizations and offices held: none									

Have you ever served or are you currently a member of any Pender County or other local government board/commission/committee?		
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain (including length of service).

State reasons why you feel qualified for this appointment(s):
 I deal with people everyday

MILITARY SERVICE			
Branch Army	From	1987	To 1992
Rank at Discharge e-4	Type of Discharge (optional) medical/honorable		

CONFLICTS OF INTEREST		
Are you aware of any legal, ethical or personal conflict of interest by serving as a member of this Pender County board/commission/committee?		
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain.

Are you or any member of your family employed by Pender County, or currently serving on any Boards/Committee/Commission appointed by or affiliated with Pender County?		
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, list family member name(s) and position/board or committee(s).

Please add any additional information you would like to share supporting your interest and qualifications for this appointment.
 Just want to help

DISCLAIMER AND SIGNATURE	
NOTE: This information will be used by the Pender County Board of Commissioners in making appointments to Pender County Boards/Commissions/Committees. In the event you are appointed, it may be used as a news release to identify you to the community. This application is considered a public record.	
Signature	Date



Pender County Public Information

TO: Board of County Commissioners
FROM: Carolyn Moser
DATE: April 2, 2024
SUBJECT: 2023 Annual Communicable Disease Report

SUMMARY:
Presentation of the Annual North Carolina Communicable Disease Report for 2023

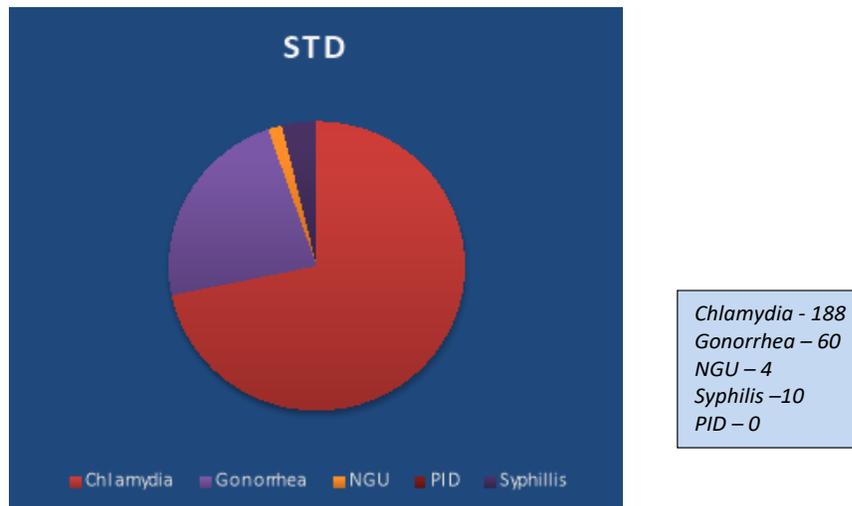
**Pender County Health Department
Communicable Diseases & STDs Reported to
N.C. Communicable Disease Control Branch**

Diseases	Jan 2019 - Dec 2019	Jan 2020 - Dec 2020	Jan 2021- Dec 2021	Jan 2022 - Dec2022	Jan 2023 - Dec 2023
Campylobacter	4	2	3	3	5
Cryptosporidiosis	3	1	3	3	4
Ehrlichiosis, HME	0	0	0	0	0
Haemophilus Influenzae	0	2	0	0	2
Hepatitis B – Acute	4	0	0	0	0
Hepatitis B - Chronic	2	1	1	1	8
Hepatitis C – Acute	1	2	1	0	1
Hepatitis C - Chronic	42	47	66	60	61
Influenza Related Adult Deaths	4	0	0	0	1
Legionellosis	1	0	4	1	2
Lyme Disease	0	0	1	0	1
Rocky Mountain Spotted Fever	2	0	0	0	0
Salmonellosis	20	33	24	15	19
Shigellosis	1	0	0	1	0
Streptococcal Infection Group A Invasive	1	1	0	1	3
Pneumococcal Meningitis	0	0	0	0	0

Communicable Disease

- Campylobacter and Salmonella infections are two types of foodborne disease caused by bacteria. Both diseases usually result in diarrhea, nausea, vomiting, abdominal pain, and fever, although patients may not experience all the symptoms. Salmonella continues to be the #1 foodborne communicable disease reported by Pender County.
- Shigellosis is a foodborne illness caused by a bacterium. The symptoms include diarrhea, fever, nausea, and vomiting. There were no cases in 2023.
- Ehrlichiosis HME and Lyme Disease are tickborne diseases that can occur after having contact with an infected tick. There was 1 confirmed case of Lyme disease in 2023. There were no confirmed cases of Rocky Mountain Spotted Fever in 2023.
- Legionnaires' disease is characterized by fever, myalgia, cough, and clinical or radiographic pneumonia. There were 2 confirmed cases in 2023.
- Hepatitis B is a potentially serious form of liver inflammation due to infection by the Hepatitis B virus and is one of the most common chronic infectious diseases worldwide. Hepatitis B is a vaccine preventable disease; there is no cure for Hepatitis B currently. Eight confirmed cases were reported in 2023. Three were transferred into confinement, 1 was diagnosed by provider in 2020 but was never reported, and the remaining 4 were old cases that had been retested.
- Hepatitis C is a potentially serious form of liver inflammation due to infection by the Hepatitis C virus. It is one of the most common causes of liver cirrhosis and cancer. There is no vaccine available for Hepatitis C, but treatment is available, and has had good success at completely clearing the infection in many patients. There was 1 confirmed Acute Hepatitis case in 2023.
- Haemophilus Influenzae can cause bacterial meningitis and other serious illnesses, such as, bacteremia, epiglottitis, and pneumonia. It is very rare due to the widespread usage of the Hib vaccine. There were 2 confirmed cases in 2023. Both cases were in the older adult population.
- Pneumococcal Meningitis is a bacterial form of meningitis. It is an infection of the membranes that cover your brain and spinal cord. Even with speedy diagnosis and treatment this disease can still cause long term health issues or death.
- Cryptosporidiosis is a zoonotic disease that usually causes mild diarrheal illness in humans with intact immune systems, however in the immunocompromised, (e.g., AIDS patients), it can induce quite serious, chronic, and even fatal infections. There were 4 cases identified in 2023, these were typically associated with travel.
- Streptococcal Infection Group A Invasive (GAS) is a bacterial disease commonly found on the throat and on the skin. Most of the cases of GAS infections are relatively mild, such as strep throat and impetigo. Occasionally, these bacteria can cause much more severe and even life-threatening diseases such as necrotizing fasciitis (often described as "the flesh-eating bacteria."). There were 3 confirmed cases in 2023, but none were severe.
- Toxic Shock Syndrome, Streptococcal is a rare, life-threatening complication of certain types of bacterial infections. There were no confirmed cases in 2023 or 2022.

Sexually Transmitted Diseases January 1-December 31, 2022



- The number of Gonorrhea cases reported in 2023 was 60 compared to 62 reported cases in 2022. Gonorrhea is a sexually transmitted infection wherein *Neisseria gonorrhoeae* is present and left untreated can cause infertility in women.
- Chlamydia still ranks as the county's number one reported sexually transmitted disease with 188 cases being reported in 2023. The number of cases has increased 14% since 2022. Untreated Chlamydia may progress to pelvic inflammatory disease in women and may also lead to infertility due to the scarring of fallopian tubes that occurs.
- The number of cases of non-gonococcal urethritis (NGU) decreased slightly in 2023. There were 7 reported cases in 2022 compared to 4 reported cases in 2023. Non-gonococcal urethritis is an inflammation of the urethra which is not the result of infection with *Neisseria gonorrhoeae*. NGU is treated with antibiotics.
- There were no cases of pelvic inflammatory disease reported in Pender County in 2023 or 2022. There has been 1 case during each of the previous two years.

HIV/Syphilis

- There were 10 new cases of syphilis identified in Pender County in 2023. Three of these cases were pregnant women whose babies were monitored and/or treated for congenital syphilis after birth. There were 6 new cases in 2022 and 19 cases in 2021. The large increase in number in 2021 may be associated with the Covid-19 pandemic due to patient's delay in seeking medical care. Furthermore, there has been a significant national increase in Syphilis among women of reproductive age as well as congenital syphilis in the past 10 years, and this trend does not seem to be slowing down.

- Two newly diagnosed cases of HIV were identified in Pender County for 2023. There were 4 newly identified cases in 2022, 3 newly diagnosed in 2021, and 2 new cases in 2020.

Tuberculosis

There were no confirmed cases of active TB in Pender County in 2023 or 2022. All 7 patients identified in 2021 successfully completed therapy. Tuberculosis is a highly contagious disease caused by *Mycobacterium tuberculosis*. This bacterium normally attacks the lungs but can attack any part of the body. Most recently there have been concerns with TB contracted through tissue transplantation which is rare. However, in 2023 and 2021 there have been incidents occurring across the nation in relation to bone allografts. People with TB disease can be treated if they seek medical help.

***This report covers only confirmed cases of each reportable condition. There are many additional cases that are investigated that do not meet case definition. Information is current as of February 5, 2024 and may change slightly as NCDHHS continues to update reporting.**



Pender County Public Information

TO: Board of County Commissioners

FROM: Carolyn Moser

DATE: April 2, 2024

SUBJECT: 2023 Child Fatality Report

SUMMARY:

Presentation of the Annual 2023 Child Fatality Report

Pender County Health Department

...Building a healthier tomorrow...

Carolyn Moser, BSN, MPA
Health and Human Services Director

Pender County Child Fatality Prevention Team 2023 Annual Report

To: Pender County Commissioners
From: Pender County Child Fatality Prevention Team (CFPT)
Subject: Local CFPT Annual Report
Date: March 7, 2024

The purpose of the local Child Fatality Prevention Team (CFPT) is to:

- Identify delivery of service deficiencies to children and families by public agencies.
- Make and carry out recommendations for changes that will prevent future child deaths.
- Promote understanding of the causes of child deaths.

In 1993, the North Carolina General Assembly established a network of local Child Fatality Prevention Teams (CFPT's) across the state to confidentially review medical examiner reports, death certificates and other records of deceased residents under the age of eighteen. Each local team consists of representatives of public and nonpublic agencies in the community such as law enforcement, Guardian Ad litem, health departments, among others that provide services to children and their families. North Carolina Statute, Article 14, 7B-1406 and the Child Fatality Prevention Team (CFPT) Agreement Addenda with local health departments requires Local Child Fatality Prevention Teams to advocate for system improvements and needed resources where gaps and deficiencies may exist and submit a report annually to their local county commissioners and boards of health.

The CFPT's Current Active Representatives:

- 2-Health Department
- 2-DSS
- 1-Trillium
- 1-Pender County Schools
- 1-Community Representative
- 1-Pender EMS
- 1-Medical Examiner's office
- 1-Sheriff Department
- 1-New Hanover Regional Medical Center
- 1-Guardian Ad Litem
- 1-District Court Judge

2023 CFPT Reviews

The purpose of this report is to give a summary of the causes of death, the number of cases reviewed, recommendations for prevention, if any, that have been made and to share local team activities and accomplishments. In 2023, the Pender County CFPT reviewed eight child deaths. The committee met a total of three times, one time in person, and two times virtually via Microsoft Teams. The team received two cases for the first quarter, two cases for the second quarter, three cases for the third quarter and one case to review for the fourth quarter. The team reviewed all eight cases that were unanimously closed. There were no deficiencies

803 S. Walker St., Burgaw, NC 28425 (910) 259-1230 Fax (910) 259-1258

Dental Center (910) 259-1503 Environmental Health (910) 259-1233 WIC (910) 259-1290

in the delivery of services to the children and families by any public or private agency involved in the care of the decedents. There were no recommendations for legislative changes at the state level. Concurrent efforts to promote a better understanding of the causes for child deaths will remain active. The ages of the fatalities ranged from zero to seventeen years old.

The causes of death for the closed cases were as follows:

- Heart Disease, Acute Renal Failure, Cellular Rejection of Heart Transplant
- Birth Asphyxia, Cardiac Dysrhythmia
- Intentional Self-Harm by Handgun Discharge
- Assault by Hanging, Strangulation and Suffocation
- Atrioventricular Septal Defect
- Epilepsy Unspecified
- Other
- Homicide Assault by Other and Unspecified Firearm Discharge

System Problems Identified: There were no system problems identified by the team.

- Lack of prenatal care was not the issue
- Co-sleeping was not the cause of any of the fatalities listed above
- Lack of resources and follow up was not a factor in the fatalities
- Lack of standardized and automatic law enforcement report to DSS of a child death was not a factor

Pender County CFPT Activities and Accomplishments

Pender County Health and Human Services continues to work with community partners, health department care management staff, WIC, Pender County Health Department Dental Clinic and Trillium to reduce child health disparities by providing education and child health preventative and primary care. CMARC and CMHRP promote safe sleep by providing pack-n-plays to families as part of the safe sleep initiative. The health department partners with Smart Start to provide car seat safety education.

Recommendations from Committee:

- Provide education and resources on suicide prevention in youths to school counselors, parents and faith-based organizations
- Promote Firearm Safety Awareness among families by distributing educational materials at community events and in collaboration with Law Enforcement and School Resource Officers
- Provide education in collaboration with Law Enforcement on the effects of underage drinking and accident prevention through the distribution of handouts at community events and billboard advertisements
- Promote education and resources on disguised dangers in gummy snacks and supplements to parents and students in collaboration with the public school system and School Resource Officers
- Continue to provide safe sleep education materials to pregnant women at prenatal clinics and in collaboration with pregnancy care managers
- Encourage early prenatal and perinatal care to pregnant women and new mothers through distribution of educational materials at maternity clinics and in collaboration with pregnancy care managers.
- Provide education on car seat safety to families in collaboration with Pender County Smart Start

Salina Dixon-Public Health Social Worker
CFPT Review Coordinator



Pender County Foster Care Additional Funds

TO: Board of County Commissioners
FROM: Wes Stewart
DATE: April 2, 2024
SUBJECT: Approval of a Budget Amendment to Increase DSS Revenues and Expenditures for Fiscal Year 2023-2024: \$255,000

SUMMARY:

The Department of Social Services is requesting an increase in county funding for Foster Care, totaling \$255,000. This adjustment is necessitated by the growing population of children in our foster care and the current financial responsibility for unlicensed kinship placements. Notably, the county stands to receive a minimum reimbursement rate of 50% for these expenditures.

ACTION REQUESTED:

Approval of a Budget Amendment to Increase DSS Revenues and Expenditures for Fiscal Year 2023-2024: \$255,000

Pender County Budget Ordinance Amendment

Fiscal Year **FY 2024-2025**

Department **100082 - STATE FOSTER HOME**

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	12-348006	Fostercare	127500
2	12-399100	FB APPROP FOR ENCUMBRANCES	127500
3			
4			
5			
6			
7			
8			
9			
10			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	100082-461419	State Foster Home	255000
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total Revenues 255000 **Total Expenditures** 255000

Budget Amendment Balances when Zero. 0

Prepared By: Savannah Hubach

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