

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY MARCH 17, 2014  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF MARCH 6, 2014 SPECIAL SESSION

1. PUBLIC HEARING – JUSTICE ASSISTANCE GRANT (JAG)
2. PRESENTATION OF EASTERN CAROLINA BEHAVIORAL HEALTH:  
Keith Letchworth, Community Resource Database Coordinator
3. REQUEST FOR APPROVAL OF ABC BOARD TRAVEL POLICY:  
Donna Rouse, General Manager
4. PUBLIC HEARING – FY 13 COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG): Chip Bartlett, Holland Consulting Planners

DEPARTMENTAL MATTERS

5. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
6. PLANNING MATTERS
  - A. METROPOLITAN PLANNING ORGANIZATION (MPO) INTRODUCTION  
AND RURAL PLANNING ORGANIZATION (RPO) PRESENTATION: Gene  
Hodges, MPO Representative and Patrick Flanagan, RPO Transportation  
Planner
  - B. Hazard Mitigation Grant Project Services Awards – Hurricane Irene Elevation:  
Chip Bartlett
  - C. Subdivision for Approval: Don Baumgardner, Planning Director
7. AUDIT CONTRACT: Rick Hemphill, Assistant County Manager for  
Finance/Administration
8. COMMISSIONERS' RULES OF PROCEDURE

9. APPOINTMENTS
  - A. Pending
  - B. Current
  - C. Upcoming
10. COUNTY ATTORNEY'S REPORT: Jim Hicks
11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS

RECESS

RECONVENE IN ROUNDTABLE FOR LEGISLATIVE UPDATE

RECESS TO RECONVENE AT 5:00 P.M. ON APRIL 7

Agenda Date: March 17, 2014

Presenter: \_\_\_\_\_

Agenda Item No. 1

Board Action Required: Yes

### **PUBLIC HEARING – JUSTICE ASSISTANCE GRANT**

A public hearing was advertised for 8:30 a.m. for the purpose of receiving comment from the public on the Sheriff's Department's proposed use of funds from the 2013-2014 Edward Byrne Memorial Justice Assistance Grant in the amount of \$10,591.  
(See Attachment #1)

**Board Action: Receive information and consider request to approve receipt of grant funds.**

Agenda Date: March 17, 2014

Presenter: Keith Letchworth

Agenda Item No. 2

Board Action Required: No

## **PRESENTATION OF EASTERN CAROLINA BEHAVIORAL HEALTH (ECBH)**

Mr. Keith Letchworth will present ECBH's initiative to implement NC 2-1-1 in Craven County. Attachment #2 is a one-page information sheet on NC 2-1-1 and ECBH's involvement.

**Board Action: Receive Information**

Agenda Date: March 17, 2014

Presenter: Donna Rouse

Agenda Item No. 3

Board Action Required: Yes

### **REQUEST FOR APPROVAL OF ABC BOARD TRAVEL POLICY**

ABC Board General Manager, Donna Rouse, will present the proposed travel policy, which appears as Attachment #3, for approval by the Commissioners. This is required each year, pursuant to NCGS 18B-700(g).

**Board Action: Consider proposed travel policy for approval.**

Agenda Date: March 17, 2014

Presenter: Chip Bartlett

Agenda Item No. 4

Board Action Required: Yes

**PUBLIC HEARING – FY13 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

A second public hearing was scheduled for Monday, March 17, 2014 at 8:30 am; however, it was advertised at 9:00 a.m. and cannot begin before that time. The purpose of this hearing is to receive public comment and to explain what activities the County will apply for prior to submitting the full application. It is anticipated that funding up to \$750,000 for FY2013 CDBG infrastructure projects will be available.

(See Attachment #4)

**Board Action: Hear public comment. A vote to approve the resolution for funding is requested, and authorization for the Chairman to sign it.**

Agenda Date: March 17, 2014

Presenter: Ronnie Antry

Agenda Item No. 5

Board Action Required: Yes

**DEPARTMENTAL MATTERS: TAX RELEASES AND REFUNDS**

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #5 for the Board's approval.

**Board Action: A roll call vote is needed to approve tax releases and refunds.**

Agenda Date: March 17, 2014

Presenters: Hodges, Flanagan, Bartlett & Baumgardner

Agenda Item No. 6

Board Action Required: Yes

## DEPARTMENTAL MATTERS: PLANNING

### A. METROPOLITAN PLANNING ORGANIZATION (MPO) INTRODUCTION AND RURAL PLANNING ORGANIZATION (RPO) PRESENTATION

Gene Hodges, Craven County MPO Representative, would like to introduce the MPO Coordinator, Maurizia Chapman, to the Board.

Commissioner Johnnie Sampson (\*RPO/TAC Board Member) will introduce Patrick Flanagan, RPO Transportation Planner, who will provide a presentation to the Board concerning the funding of transportation projects within our region.

\*RPO – Rural Planning Organization (Approves transportation dollars to fund projects)  
TAC – Transportation Advisory Committee (Craven County's voting member)

**Board Action: No action required.**

### B. HAZARD MITIGATION GRANT PROJECT SERVICES AWARD – HURRICANE IRENE ELEVATION

Craven County has received Hazard Mitigation Grant (HMGP) assistance to elevate four residential structures and acquire two residential structures. Holland Consulting Planners, Inc. is currently under contract to provide management services for the project. In January, 2014, proposals were solicited from a number of firms to provide the required engineering, surveying, asbestos inspection, and appraisal services required to implement the program. All proposals received have been reviewed and recommendations for contract awards are as follows:

#### Recommendations

#### **Appraisal Services (required to establish just compensation for the two proposed properties to be acquired)**

Proposals were received from:

- a. David P. Lavigne – New Bern
- b. Miller Appraisal – Grifton
- c. Fritz Appraisal Services, Inc. – New Bern

All three appraisers are well-qualified and have experience in Craven County. Fritz Appraisal, however, is not qualified to appraise the multi-unit structure. On the basis of cost, **Miller Appraisal is being recommended.**

Their estimated cost for the single-unit appraisal was \$450, and only \$650 for the multi-unit parcel. The Miller Appraisal services combined price was the lowest.

**Surveying Services (required for elevation certificates and boundary surveys)**

Proposals were received from:

- a. Robert M. Chiles – New Bern
- b. Sorrell Land Surveying, Inc. – Washington
- c. Dennis L. Manning – Richlands
- d. Mayo and Associates, P.A. – New Bern

All four surveyors are well-qualified but Manning has no experience in Craven County and is a one-man operation. Sorrell is most cost-effective but is not readily available due to working on other projects. **Robert M. Chiles** is recommended on the basis of combined cost, background, and responsiveness.

**Engineering Services (required for structural evaluation and foundation design for four elevations)**

Proposals were received from:

- a. Appian Consulting Engineers – Rocky Mount
- b. Robert M. Chiles – New Bern
- c. Weston Lyall – Holly Ridge

All three firms are well-qualified but Robert M. Chiles appears to have the least specific relevant experience of the three firms. Appian is not as cost-effective as Weston Lyall. Mr. Lyall completed the engineering design for the Luper house in Bridgeton in 2013, and **Weston Lyall** is recommended on the basis of combined cost, background, and responsiveness.

**Asbestos Inspection Services (required due to demolition activity)**

Proposals were received from:

- a. Keenan Construction & Consulting - Wilmington
- b. W.F Bulow - Ayden
- c. Crystal Coast Environmental, Inc. - Jacksonville

All three firms are well-qualified. **Keenan Construction and Consulting** is recommended on the basis of combined cost, background, and responsiveness.

**Board Action: Award contracts to recommended bidders.**

C. SUBDIVISION FOR APPROVAL

Planning Director, Don Baumgardner, will present the following subdivision for the Board's approval.

**Phillip D. Dunn & Linda B. Dunn - Final**

- Property is owned by Phillip D. Dunn & Linda B. Dunn and surveyed by Kendall Gaskins, PLS
- Property is located within Twp. 2 off of Half Moon Rd. (SR 1600)
- Parcel ID 2-035-217
- Subdivision contains 1 lot on 3.49 Acres
- Lots proposed to be served by existing community water and existing individual septic system

The Planning Board has reviewed the subdivision and recommends final approval.

**Board Action: A vote to approve the subdivision is needed.**

Agenda Date: March 17, 2014

Presenter: Rick Hemphill

Agenda Item No. 7

Board Action Required: Yes

## **AUDIT CONTRACT**

Rick Hemphill, Assistant County Manager for Finance/Administration, will present he contract with McGladrey and Pullen, as shown in Attachment #7. The contract, in the amount of \$65,600, reflects a 1.6% increase representing the CPI increase per the previous contract.

**Board Action: The Board will need to vote to approve and allow the Chairman to sign the representation letter and audit contract.**

Agenda Date: March 17, 2014

Presenter: \_\_\_\_\_

Agenda Item No. 8

### **COMMISSIONERS' RULES OF PROCEDURE**

The Board discussed its proposed Rules of Procedure at the Special Session on March 6, but deferred action. The latest draft appears as Attachment #8.

Agenda Date: March 17, 2014

Presenter: \_\_\_\_\_

Agenda Item No. 9

Board Action Required: Yes

## APPOINTMENTS

- A. PENDING
- B. CURRENT
- C. UPCOMING

**Board Action:** If the intent is to make appointments effective immediately, a motion to waive the one meeting waiting requirement would be in order.

**A. PENDING APPOINTMENT(S):**

**NURSING HOME ADVISORY COMMITTEE**

**AUTHORIZATION:** N.C.G.S.131E-115

**MISSION/FUNCTION:** Work to maintain the intent of the Nursing Home Patients Bill of Rights within the licensed homes in the County; to promote community involvement and cooperation with domiciliary homes to ensure quality care for the elderly.

**NUMBER OF MEMBERS:**  
7-12

**TYPE:**  
Dictated by the number of homes in the county; homes have right to recommend 25% of appointees

**QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):**  
Cannot be employed by or have a relative in an adult care home.

**LENGTH OF TERMS:** 3 Years

**MEETING SCHEDULE:** Quarterly, beginning in March, third Wednesday, 10:00 a.m.

**COMPENSATION:** No  Yes

**Term(s) Ending:** Rachelle Martin (Not serving and needs to be replaced.)  
Alvia Hearren (Initial appointment 1991)

**No Applications on file.**

**REGIONAL AGING ADVISORY COMMITTEE**

AUTHORIZATION: \_\_\_\_\_

MISSION/FUNCTION: The committee advocates on behalf of the senior population of COG Region P, and as advocates for seniors in their respective counties. It reviews and comments on laws, policies, actions and programs that affect older adults.

NUMBER OF MEMBERS:

27

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE:

3 Representatives of each county in Region P

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Interest in issues affecting the senior population; older adults who are participants in aging services, representatives of older adults, older minority individuals, nutrition project representatives, general public, local elected officials

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: First Monday of January, April, July and October, 10:00 a.m.

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

**Term(s) ending:** Mary Zeeman (Resignation)

**Application(s) on file:** Billy Wilkes (Attachment #9.A.)

**PLANNING BOARD**

AUTHORIZATION: N.C.G.S. 153A-21

MISSION/FUNCTION: \_\_\_\_\_

NUMBER OF MEMBERS: \_\_\_\_\_

8

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE:

Representatives from around the County (from each township to the extent possible)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: Fourth Thursday of each month, 6:30 p.m.

COMPENSATION: No  Yes  Specify: \$25 per meeting-members; \$30 per meeting-Chairman

**Term(s) ending:** Regina Crawford (resigned; District 7)  
No applications on file for District 7.

**B. CURRENT APPOINTMENTS**

**HAVELOCK-CRAVEN COUNTY LIBRARY BOARD**

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To promote and serve the best interests of the library by means of formulating the program of service in conjunction with the Craven-Pamlico-Carteret Regional Director of Library Services, by determining the local policy of the library, securing adequate funds, employing a librarian; and by establishing and supporting a planned program of public relations, and becoming familiar with state and local library laws.

NUMBER OF MEMBERS:

4  
4

TYPE:

City of Havelock  
County

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Interested citizens

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: Fourth Tuesday of January, April, July and October at 5:00 p.m.

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

Term(s) ending: JoAnna Wishon (Resigned; see Attachment #9.B.)

No applications on file.

### **C. UPCOMING APPOINTMENTS**

**April** - Highway 70 Corridor Committee: The Committee's bylaws have been amended to provide for an additional Member for Craven County

**May** - Craven Community College: Bill Naumann (Appointed 2009)

Craven Community Child Protection Team: Christy Hawkins (Appointed 2011)

CarolinaEast Medical Center: David Blain (Appointed 2011)  
Clay Milstead (Appointed 2011)  
Purvis Rogers (Appointed 2011)  
Trawick Stubbs (Appointed 2011)

\* These appointments are made by the Chairman from a list of nominees provided by the hospital.

EMS Advisory Council: Keith Morris (Appointed 2012)  
Jonathan Stephens (Appointed 2012)

Agenda Date: March 17, 2014

Presenter: Jim Hicks

Agenda Item No. 10

## COUNTY ATTORNEY'S REPORT

### A. Water System Easements - Charles and Amanda Oakley Property (Parcel Number 6-213-K-091).

The County needs to obtain certain easements upon the Oakleys, property in the Stately Pines Subdivision for the new water system project. The terms and details are as follows:

1. The Oakleys will grant the City of New Bern two new permanent easements on the Oakley property (Tracts D and E);
2. The City will surrender an existing but unused easement on the Oakley property (Tract C);
3. The City will grant the County the right to use its new easements (Tracts D and E, as well as a new easement on City property (Tract F);
4. The County will purchase a temporary easement for a work/staging area from the Oakleys for \$5,000 (Temporary Construction Area). The easement will terminate after 2 years; and,
5. The City is involved in this transaction, as the permanent easements being utilized for this project were initially County sewer easements, but were transferred to the City when it purchased the County's sewer system. The City subsequently gave the County the right to use its easements for water purposes.

The County Attorney will update the Board, and ask for a consensus as to these terms. Action to approve will be requested at a later date, most likely on April 21, 2014.

### B. City of New Bern vs. Connecticut Avenue Partners, LLC Days Inn Hotel - Tax Foreclosure

The City of New Bern has filed a tax foreclosure action against the owners of the Days Inn Hotel in Five Points, for past due city taxes. The County Attorney will update the Board as to ad valorem and occupancy taxes due to the County, and a suggested course of action.

Agenda Date: March 17, 2014

Presenter: Jack Veit

Agenda Item No. 11

## **COUNTY MANAGER'S REPORT**

Agenda Date: March 17, 2014

Presenter: \_\_\_\_\_

Agenda Item No. 12

## **COMMISSIONERS' REPORTS**

**2013/2014 Justice Assistance Grant**

1. Craven County is eligible to receive \$10,591 from the Edward Byrne Justice Assistance Grant in federal assistance monies for the procurement of equipment this fiscal year.
2. The monies must be used to purchase equipment that is intended to be utilized by local law enforcement.
3. It is the intention of the Sheriff's Office to utilize the funds to procure less lethal weapons and other tactical equipment for our SRT Special Response Team.
4. The equipment will be used by the SRT team in training and in the performance of their duties.
5. The grant funds will enable us to equip our team members with the necessary tools for performing the specialized and high risk functions of the SRT Team.
6. The grant is 100% federal funded and requires no matching funds.

# **CRAVEN COUNTY SHERIFF'S OFFICE**

## **TACT GRANT**

### **JAG APPLICATION #2013-H5324-NC-DJ**

#### **PROJECT ABSTRACT**

The goal of this project is to provide trained Special Response Team members with a less-lethal option when responding to and handling high risk situations.

These less lethal options will reduce the likelihood of death suicide or serious injury in the event that a suspect has to be taken into custody during a high risk event such as a robbery attempt or hostage- standoff situation.

The intent of the program is to procure less lethal weapons and equipment and develop training strategies that govern the use of such weapons to aid in suspect compliance.

Active shooter , hostage situations, suicide attempts and other type related crimes are often committed by domestic radicals or extremist individuals suffering from mental impairment.

These individuals often time feel that they have nothing to lose are willing to sacrifice their own life to achieve their goal.

Less lethal alternatives will allow for offenders to be taken into custody in situations where there is a high likelihood of death or injury to the general public.

#### **Project Identifiers**

Countering Violent Extremist

Excessive Use of Force

Violence- Violent Crimes

Domestic Radicalization

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**CRAVEN COUNTY SHERIFF'S OFFICE**

**TACT GRANT**

**JAG APPLICATION # 2013-H5324-NC-DJ**

**BUDGET DETAIL**

**EQUIPMENT ITEM COSTS**

(12) 40 MM Ferret Liquid Chemical Munitions @\$25.20ea=	\$302.40
(12)12Guage Non-Pyrotechnic Impact Munitions @ \$7.20ea =	\$86.40
(12)Distraction Canister Devices@\$55.00ea=	\$660.00
(25) 12 Gauge Drag Stabilized Bean Bag Rounds@\$5.34ea=	\$133.50
(12)ICD Chemical Munitions Grenades@ \$45.00=	\$540.00
(1) Protech G2 Type IIIA Tactical Shield@	\$1,994.95
(12) C50 Gas Masks w/Riot Agent Filters @\$417.69 ea=	\$5,012.20
(1) Monoshock Battering Ram @ \$343.99	\$343.99
(1) 40 MM Full Stock OC Gas Launcher@ \$550.00	\$550.00
(1) Brake N Rake Entry Device @ 269.99ea	\$269.99
(1) 100lb Heavy Bag w/Frame @\$230	\$230.00
(4) Pair Boxing Gloves@ 35 ea	\$140.00
(2) Pair Leopold Field Glasses @150.00	\$300.00
<b>Total</b>	<b>\$10,536.43</b>

**Federal Request:**

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**East Carolina Behavioral Health** (ECBH) is a Local Management Entity/Managed Care Organization serving 19 counties in eastern NC: Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, Jones, Martin, Northampton, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell and Washington.

As a part of its initiative, “Investing in Eastern North Carolina,” ECBH is contracting with United Way of North Carolina to bring NC 2-1-1 to 17 of the 19 counties in its service area (Dare and Pitt Counties already have NC 2-1-1 available).

NC 2-1-1 is a statewide database of community services and resources available to the citizens of North Carolina. Maintained by United Way of North Carolina, this database can be accessed via the internet ([www.nc211.org](http://www.nc211.org)) or by calling 2-1-1 where available. Through the efforts of ECBH, the phone line 2-1-1 became available to the citizens of Craven County on December 31, 2013. The official 2-1-1 kick-off for Craven County was held on Thursday, March 13, 2014.

ECBH is undertaking this initiative to enhance the quality of life of citizens with mental health concerns, substance use issues and intellectual and developmental disabilities and their families. People with these conditions frequently rely on community services. These individuals are often isolated in the community. Many also live on fixed incomes because of their challenges and need the support of community services and resources such as transportation, public housing, public health, and faith based services. Standards and requirements of ECBH’s contracts and accrediting body require that ECBH makes available all the information on community resources that someone with a mental health, substance use or developmental disability condition might need. The 2-1-1 call line will give easy access to information about community services. It is a single-source number that can provide information without the person having to go from one service to another until he/she finds the most appropriate resource. Having access to a database of community services can enhance a provider or a care coordinator’s ability to connect those individuals to the community services they need.

ECBH staff is currently updating the information in NC 2-1-1 and entering information that is currently not available in the database. The updating will be complete by the end of March 2014.

For more information on NC 2-1-1, go to <http://www.nc211.org/index.php/faq> or contact:

Keith Letchworth, M.Ed.  
Community Resource Database Coordinator  
East Carolina Behavioral Health  
1708 E. Arlington Blvd.  
Greenville, NC 27858  
Office: 1-866-998-2597  
Fax: 252-215-6881/2  
E-mail: [kletchworth@ecbhlme.org](mailto:kletchworth@ecbhlme.org)  
Web: [www.ecbhlme.org](http://www.ecbhlme.org)  
Access to Care: 1-877-685-2415

Attachment #3.

# CRAVEN COUNTY ABC BOARD

3493 Martin Drive  
New Bern, NC 28561

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Charles Collins, Chairman  
Tony Lee  
Carol Crayton

Barbara Whiteman  
Wilfred "Chip" Chagnon  
Donna Rouse

## Craven County ABC Board Travel Policy

This policy establishes procedures for authorization and reimbursement of travel expenses by Employees and Board Members who are conducting Craven County ABC Board official business.

The Craven County ABC Board authorizes reimbursement for travel incurred as a function of ABC Board official business. A travel reimbursement form is available at the main office. It is imperative that this form reflect accurate information and be receipt supported. The following is a list that includes bonafide travel expense categories:

1. While travel expenses from an employee's home to their normal place of work is not a reimbursable expense, an employee who is requested to incur additional mileage, in the course of ABC Board business, will be reimbursed at the current IRS mileage rate.
2. While conducting Board business, all other bonafide travel by Employees or Board Members using personal vehicles will be reimbursed as outlined in (1) above, with regard to local Board business, travel to conventions and conferences.
3. While conducting Board business, all lodging costs will be paid or reimbursement made by the Board as long as the employee/official has incurred such costs and is receipt supported.
4. While conducting Board business, all reasonable costs for meals will be paid or reimbursed by the Board as long as the employee/official has incurred such costs and is receipt supported.
5. Commercial costs of travel such as bus, train, rental car, or aircraft, while conducting Board business, will be reimbursed providing such costs are incurred and be receipt supported.
6. Travel Advances: Travel advances represent a payment of ABC Board funds to an employee or official for travel costs which have not yet been incurred. Advances should not be used as an interest free loan to employees or officials. However, the employee or official of the Board should not be expected to endure a financial hardship, even for a short period of time, in order to conduct the Board's business. Advances will be made in consideration of the amount of expected travel costs. If advances exceed the actual costs repayment to the Board should be made within five (5) days of travel completion. Either the General Manager or the Board Chairman may approve travel advances.

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TELEPHONE 252-638-1318

Email: [ccabc23@embarqmail.com](mailto:ccabc23@embarqmail.com)

FAX 252-514-2389

Reimbursement to Craven County ABC Board members to travel beyond the monthly travel allowance will be made in accordance with the following guideline:

1. Approval of out of county travel, both in state and out-of state, will be required
2. Travel which is pre-approved in the budget for specific destinations will not require additional pre-approval; however, the Chairman will authorize all travel reimbursements subsequent to the travel, upon presentation of the required documentation, and utilizing appropriate forms.
3. The Chairman or a majority of the Board will approve all other travel in advance, including travel allowances, after making a determination as to the need for the travel, expected benefits and cost effectiveness of the proposed travel.
4. A determination made by the Chairman, solely, may be appealed to the full Board by the Board Members.
5. A majority of the Board will approve all such requests for unbudgeted travel by the Chairman in advance.
6. When the Chairman has determined that the travel request conforms to the foregoing guidelines, the procedures and parameters governing travel reimbursement contained in the existing employee travel policy will apply.

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Charles C. Collins  
Chairman

## Attachment 1

### RESOLUTION BY CRAVEN COUNTY BOARD OF COMMISSIONERS

- WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environment & Natural Resources (NCDENR) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and
- WHEREAS, CRAVEN COUNTY has need for and intends to construct sewer improvements owned and maintained by the City of New Bern described as: Replacement of substandard STEP sewer pump systems in Township 7, and
- WHEREAS, CRAVEN COUNTY intends to request state grant assistance for the project,

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

That CRAVEN COUNTY, the **Applicant**, will enter into a Memorandum of Agreement with the City of New Bern that requires the City to adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That CRAVEN COUNTY enter into a Memorandum of Agreement with the City of New Bern that requires the City to provide for efficient operation and maintenance of the project on completion of construction thereof.

That **Donald Baumgardner, Craven County Planning Director**, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of CRAVEN COUNTY with the State of North Carolina for a grant to aid in the construction of the project described above.

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

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

Adopted this the 17th day of March, 2014 at New Bern, North Carolina.

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Thomas F. Mark, Chairman

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting County Clerk of CRAVEN COUNTY does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally-convened meeting of the Craven County Board of Commissioners duly held on the 17th day of March 2014; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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Clerk to the Board

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(Title of Recording Officer)

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 03/17/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
ALEXANDRE, JEAN-CLAUDE MILITARY EXEMPTION ON MOBILE HOME	0045044 2013-0000558	119.59
CRAIG INC INCORRECT SITUS-REBILLING IN 7G	0050654 2014-0090041	15,035.38
DIXON, DEVORA OUT OF BUSINESS 2006	0090683 2011-0091946	15.76
DIXON, DEVORA OUT OF BUSINESS 2006	0090683 2012-0090618	14.49
DIXON, DEVORA OUT OF BUSINESS 2006	0090683 2013-0094710	24.81
EVANS, NETTIE HRS FORECLOSURE-LIEN EXTINGUISHED	2216500 2009-0017863	55.15
EVANS, NETTIE HRS FORECLOSURE-LIEN EXTINGUISHED	2216500 2010-0016352	108.53
EVANS, NETTIE HRS FORECLOSURE-LIEN EXTINGUISHED	2216500 2011-0018028	451.43
EVANS, NETTIE HRS FORECLOSURE-LIEN EXTINGUISHED	2216500 2012-0017870	94.09
EVANS, NETTIE HRS FORECLOSURE-LIEN EXTINGUISHED	2216500 2013-0017360	77.20
GARRIS, THEODORE & IRENE APPRAISAL ERROR CORRECTION	2603360 2013-0020182	375.66
NIPPER, CLYDE ELLIOTT MILITARY EXEMPTION	0098864 2013-0092978	32.69
PARKMAN, KENNETH A MILITARY EXEMPTION	0071940 2013-0093025	60.53
RELIABLE SEWER & DRAIN CLEANIN NOT IN BUSINESS 1/1/13	0082550 2013-0095157	74.90

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 03/17/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
ZAPATA, CANDIDA DID NOT OWN 1/1/13	0084043 2013-0091381	45.44
ZAPATA, CANDIDA DID NOT OWN 1/1/2012	0084043 2012-0064597	49.61
ZAPATA, CANDIDA DID NOT OWN 1/1/2011	0084043 2011-0064661	53.96
	17 -CREDIT MEMO(S)	16,689.22

REFUNDS SUBJECT TO BOARD APPROVAL ON 03/17/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
SMITH, CHARLES EDWARD MILITARY EXEMPTION	0097109 2013-0050485	81.61
	1 -REFUND(S)	81.61



March 5, 2014

County Commissioners  
Jack B. Veit, III, County Manager  
Richard F. Hemphill, Finance Officers  
Craven County, North Carolina  
New Bern, North Carolina

Attention: Chairperson

**The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit the financial statements of Craven County, North Carolina's (the "County"), governmental activities, business-type activities, aggregate discretely presented component units, each major fund and aggregate remaining fund information as of and for the year-ended June 30, 2014 which collectively comprise the basic financial statements. Our audit will include each major fund and aggregate remaining fund information in addition to audits of the Tourism Development Authority and Coastal Carolina Regional Airport Authority and you acknowledge that we are the group auditor. We will not audit the financial statements of CarolinaEast Health System or Craven County ABC Board. Those financial statements will be audited by other auditors. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of Craven County as of June 30, 2014, so as to satisfy the audit requirements imposed by the Single Audit Act and the U. S. Office of Management and Budget (OMB) Circular No. A-133 and the State Single Audit Implementation Act.

**The Responsibilities of the Auditor**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, OMB Circular A-133, and OMB's Compliance Supplement and the State Single Audit Implementation Act. Those standards circulars, supplements, and Act require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, Government Auditing Standards do not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the County's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the county commissioners (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds that you have told us are maintained by the County and that are to be included as part of our audit are listed here.

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds
- Internal Service Funds
- Fiduciary Funds

The component unit whose financial statements you have told us are to be included as part of the County's basic financial statements are listed here.

- Tourism Development Authority
- Coastal Carolina Regional Airport Authority
- CarolinaEast Health System
- Craven County ABC Board

The federal financial assistance programs and awards that you have told us that the County participates in and that are to be included as part of the single audit are the same ones in the Schedule of Expenditures of Federal and State Awards for the year ended June 30, 2013 included in the County's June 30, 2013 comprehensive annual financial report (CAFR).

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- c. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
- d. For (a) making us aware of significant vendor relationships where the vendor is responsible for program compliance, (b) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan, and (c) report distribution including submitting the reporting package[s]; and
- e. To provide us with:
  - (1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
  - (2) Additional information that we may request from management for the purpose of the audit;
  - (3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
  - (4) When applicable, a summary schedule of prior audit findings for inclusion in the single audit reporting package; and
  - (5) If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the County complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

Management is responsible for the preparation of the required supplementary information (RSI) and supplementary information presented in relation to the financial statements as a whole in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the RSI and supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such RSI and supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The county commissioners are responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

Craven County agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, Craven County agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Our association with an official statement is a matter for which separate arrangements will be necessary. Craven County agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when Craven County seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing Craven County agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. Craven County agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

McGladrey LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. McGladrey LLP, also has not performed any procedures relating to this official statement or memorandum.

Because McGladrey LLP will rely on Craven County and its management and county commissioners to discharge the foregoing responsibilities, Craven County holds harmless and releases McGladrey LLP, its partners, and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of Craven County's management which has caused, in any respect, McGladrey LLP's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

### **Craven County's Records and Assistance**

If circumstances arise relating to the condition of the County's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issue a report, or withdraw from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the County's books and records. The County will determine that all such data, if necessary, will be so reflected. Accordingly, the County will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by County personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Rick Hemphill, Finance Officers. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you have requested us to perform certain non-audit services necessary for the preparation of the financial statements, including the preparation of the draft financial statements that are based on management's chart of accounts and trial balance and any adjusting, correcting, and closing entries that has been approved by management and assisting in the preparation of draft notes to the financial statements based on information provided by and approved by management. The independence standards of the "Government Auditing Standards" issued by the Comptroller General of the United States GAS require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to Craven County, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit service to be performed. Craven County has agreed that Rick Hemphill, Finance Officer possesses suitable skill, knowledge, or experience and that the individual understands the preparation of the draft financial statements and notes to the financial statements services to be performed sufficiently to oversee them. Accordingly, the management of Craven County agrees to the following:

1. Craven County has designated Rick Hemphill, Finance Officer a senior member of management, who possesses suitable skill, knowledge, and experience to oversee the services.
2. Rick Hemphill, Finance Officer will assume all management responsibilities for subject matter and scope of the drafting of the financial statements and related notes.
3. Craven County will evaluate the adequacy and results of the services performed.
4. Craven County accepts responsibility for the results and ultimate use of the services.

GAS further requires we establish an understanding with the management and those charged with governance of Craven County of the objectives of the non-audit service, the services to be performed, the entity's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the non-audit service. We believe this letter documents that understanding.

#### **Other Relevant Information**

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In accordance with Government Auditing Standards, a copy of our most recent peer review report is enclosed, for your information.

#### **Fees, Costs, and Access to Workpapers**

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee for the services described in this letter will not exceed \$65,600. Our fee estimate and completion of our work is based upon the following criteria:

- a. Anticipated cooperation from County personnel.
- b. Timely responses to our inquiries.
- c. Timely completion and delivery of client assistance requests.
- d. Timely communication of all significant accounting and financial reporting matters.
- e. The assumption that unexpected circumstances will not be encountered during the engagement.

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the County agrees it will compensate McGladrey LLP for any additional costs incurred as a result of the County's employment of a partner or professional employee of McGladrey LLP.

In the event we are requested or authorized by Craven County or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Craven County, Craven County will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of McGladrey LLP. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the

cognizant or oversight agency. Access to requested documentation will be provided under the supervision of McGladrey LLP audit personnel and at a location designated by our Firm.

You have informed us that you intend to prepare a comprehensive annual financial report (CAFR) and submit it for evaluation by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. Our association with the CAFR is to consist of having the report reviewed by a person who has also performed reviews for the GFOA Certificate Program and have him involved in the resolution of any accounting or reporting issues that arise from this engagement.

### **Claim Resolution**

Craven County and McGladrey LLP agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by McGladrey LLP or the date of this arrangement letter if no report has been issued. Craven County waives any claim for punitive damages. McGladrey LLP's liability for all claims, damages and costs of Craven County arising from this engagement is limited to the amount of fees paid by Craven County to McGladrey for the services rendered under this arrangement letter.

If any term or provision of this Agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

### **Reporting**

We will issue a written report upon completion of our audit of Craven County's financial statements. Our report will be addressed to the county commissioners of Craven County. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Craven County's financial statements, we will also issue the following types of reports:

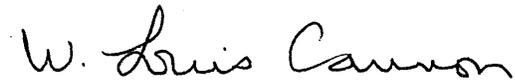
- A report on the fairness of the presentation of Craven County's schedule of expenditures of federal awards for the year ending June 30, 2014.
- Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.
- Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a material effect, as defined by OMB Circular No. A-133, on each major program.
- A schedule of findings and questioned costs.

This letter constitutes the complete and exclusive statement of agreement between McGladrey LLP and Craven County, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties. [R]

Craven County  
March 5, 2014  
Page 8

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

McGladrey LLP



W. Louis Cannon, CPA  
Partner

Confirmed on behalf of Craven County, North Carolina:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Finance Officer

3/11/14  
\_\_\_\_\_  
Date

**CONTRACT TO AUDIT ACCOUNTS**  
**Of Craven County (including TDA)**  
 Governmental Unit

On this 6th day of March, 2014, McGladrey LLP

3120 Wellons Blvd, New Bern, NC 28562

Auditor

Mailing Address

, hereinafter referred to as

the Auditor, and Board of Directors of Craven County (including TDA), hereinafter referred  
 Governing Board Governmental Unit  
 to as the Governmental Unit, agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning July 1, 2013, and ending June 30, 2014. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).
3. This contract contemplates an unqualified opinion being rendered. If financial statements are not prepared in accordance with GAAP, or the statements fail to include all disclosures required by GAAP, please provide an explanation for that departure from GAAP in an attachment.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards*, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2014. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] The process for

# Contract to Audit Accounts (cont.) Craven County (including TDA)

(Name of Governmental Unit)

invoice approval has changed. All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent through the portal at: <http://nctreasurer.slgfd.leapfile.net>. Subject line should read "Invoice - only. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor for them to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

**Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]** None

Audit \$65,600 including assistance with preparation of the financial statements (see engagement letter)

**Preparation of the annual financial statements** See engagement letter

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. **The 75% cap for interim invoice approval for this audit contract is \$49,200**

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included), by municipal bond rating services, to fulfill secondary market disclosure requirements of the Securities and Exchange Commission, and other lawful purposes of the Governmental Unit, without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

The LGC's process for submitting contracts, audit reports and Invoices are subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

In addition, if the OSA designates certain programs to be audited as major programs, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

**Contract to Audit Accounts (cont.) Craven County (including TDA)**

(Name of Governmental Unit)

- 16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item 17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
- 17. Special provisions should be limited. Please list any special provisions in an attachment.
- 18. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
- 19. The contract must be executed, pre-audited, physically signed by all parties and submitted in PDF format including Governmental Unit and Auditor signatures to the Secretary of the LGC. The current portal address to upload your contractual documents is http://nctreasurer.slgfd.leapfile.net. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of September 4, 2013. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
- 20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
- 21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
- 22. The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void. **Acknowledged**
- 23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See item 16.) N/A
- 24. **All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.**

**Audit Firm Signature:**  
 Firm McGladrey LLP  
 By W. Louis Cannon, CPA  
 (Please type or print name)  
W. Louis Cannon  
 (Signature of authorized audit firm representative)  
 Email Address of Audit Firm:  
lou.cannon@mcgladrey.com  
 Date 3/6/14

**Governmental Unit Signatures:**  
 By \_\_\_\_\_  
 (Please type or print name and title)  
 \_\_\_\_\_  
 (Signature of Mayor/Chairperson of governing board)  
 Date \_\_\_\_\_  
**Date Governing Body Approved Audit Contract - G.S. 159-34(a)**  
 Date: \_\_\_\_\_

**Unit Signatures (continued):**  
 By N/A  
 (Chair of Audit Committee- please type or print name)  
 \_\_\_\_\_  
 (Signature of Audit Committee Chairperson)  
 Date \_\_\_\_\_  
 (If Governmental Unit has no audit committee, this section should be marked "N/A.")  
 This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.  
**Rick Hemphill**  
 Governmental Unit Finance Officer (Please type or print name)  
 \_\_\_\_\_  
 (Signature)  
 Email Address of Finance Officer  
rhemphill@cravencountync.gov  
 Date \_\_\_\_\_  
**(Preaudit Certificate must be dated.)**

Craven County Contract To Audit Accounts  
Fiscal Year End 6/30/2014  
Contract Addendum

Governmental Unit Signature – Craven County Tourism Development Authority:

Chairman's Name (please print): \_\_\_\_\_

Chairman's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Craven County Contract To Audit Accounts  
Fiscal Year End 6/30/2014  
Contract Addendum

Governmental Unit Signature – Craven County Tourism Development Authority:

Chairman's Name (please print) \_\_\_\_\_

Chairman's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Amended 12-21-98: Rule 32)

(Amended 2-7-2000: Rule 34)

(Last Amended [REDACTED]: Restatement)

**CRAVEN COUNTY BOARD OF COMMISSIONERS  
RULES OF PROCEDURE**

**I. Applicability**

**Rule 1. Applicability of Rules.** These rules apply to all meetings of the Board of Commissioners of Craven County at which the board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law.

**II. Open Meetings**

**Rule 2. Meetings to be Open.** (a) It is the public policy of North Carolina and of Craven County that the hearings, deliberations, and actions of this board and its committees be conducted openly.

(b) Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Craven County Board of Commissioners shall be open to the public and any person is entitled to attend such a meeting.

(c) For the purposes of the provisions of these rules concerning open meetings, an official meeting of the board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of board members for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the board.

**Rule 3. Closed Sessions.** (a) Notwithstanding the provisions of Rule 2, the board may hold a closed session and exclude the public under the provisions of N.C.G.S. §143-318.11(a), which as of the effective date of these Bylaws include the following:

1. To prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
2. To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.

3. To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
4. To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
5. To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
6. To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

7. To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
8. To formulate plans by a local board of education relating to emergency response to incidents of school violence.
9. To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) The board may go into closed session only upon motion made and adopted at an open meeting. A motion to go into closed session must cite one or more of the permissible purposes listed in subsection (a) of this rule. In addition, a motion to go into closed session pursuant to Rule 3(a)(1) must state the name or citation of the law that renders the information to be discussed privileged or confidential, a motion to go into closed session pursuant to Rule 3(a)(2) must identify the parties in each existing lawsuit, if any, concerning which the board expects to receive advice during the closed session, and a motion to go into closed session pursuant to Rule 3(a)(5) must identify the property, owner and intended purpose for acquisition.

(c) Unless the motion to go into closed session provides otherwise, the county manager, county attorney, clerk to the board and appropriate staff may attend the closed session. No other person may attend the closed session unless specifically invited by majority vote of the board.

### III. Organization of the Board

**Rule 4. Organizational Meeting.** (a) The board shall hold an organizational meeting at its regular meeting place at 7:00 p.m. on the first Monday in December, 1998, and quadrennially thereafter. At such meeting, the proceedings of which shall be called to order by the Chairman, will consider and approve the minutes from the Board's previous meeting and consider any unfinished business it desires to complete.~~Initially, the previous board shall convene, at which time it shall approve any prior minutes and may consider any unfinished business it desires to complete.~~ It shall then adjourn *sine die*. Immediately following, the Clerk to the Board of Commissioners, or any other person legally eligible under the General Statutes of North Carolina, shall subscribe the oath of office to board members-elect who are present and who have not previously taken the oath of office. After all members of the Board present have been duly sworn into office, the board member present having secured the largest number of votes during the previous general election shall serve as chairman of the board to convene the organizational meeting and immediately turn such meeting over to the county attorney who shall preside as chair until a chair is elected.~~Immediately following, the newly elected board shall convene, and proceed to organizational issues. The county attorney to the board of commissioners shall call this portion of the meeting to order and shall preside until a chair~~

~~is elected. If they have not already been sworn and inducted into office, the newly elected members of the board shall take and subscribe the oath of office as the first order of business.~~ As the second order, the board shall elect a chair and vice-chair from among its members. As the third order, the board shall approve the bonds of the sheriff and the register of deeds. As the fourth and fifth orders of business, the board may appoint a clerk and an attorney.

(b) At the first regular meeting in December of each other year, the first order of business shall be approval of the minutes of the previous meeting. The second order of business shall be election of the chair and vice-chair for the ensuing year. The third and fourth orders of business may be appointment of the clerk and county attorney.

**Rule 5. Election of the Chair.** The chair of the board shall be elected annually for a term of one year and shall not be removed from the office of chair unless he or she becomes disqualified to serve as a member of the board.

#### IV. Regular and Special Meetings

**Rule 6. Regular and Special Meetings. (a) Regular Meetings.** The board shall hold a regular meeting on the first and third Monday of each month. If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. Regular meetings shall be held at the Craven County Commissioners Meeting Room at the Craven County Administration Building, New Bern, North Carolina. The meeting held on the first Monday shall convene at 7:00 p.m. The meeting held on the third Monday shall convene at 8:30 a.m. The board may change the place or time of a particular regular meeting or all regular meetings within a specified time period by resolution adopted, posted, and noticed no less than seven days before the change takes effect. Such a resolution shall be filed with the clerk to the board and posted at or near the regular meeting place, and copies shall be sent to all persons who have requested notice of special meetings of the board.

**(b) Special Meetings.** The chair or a majority of the members of the board may at any time call a special meeting of the board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons who call the meeting shall cause the notice to be posted on the bulletin board of the Craven County Administration Building and delivered to the chair and all other board members or left at the usual dwelling place of each member at least 48 hours before the meeting. In addition, the notice shall be mailed or delivered to individual persons and news media organizations who have requested such notice as provided in subsection (d), below. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.

**(c) Emergency Meetings.** If a special meeting is called to deal with an unexpected circumstance that requires immediate consideration by the board, the notice requirements of this rule do not apply. However, the person or persons who call an emergency meeting shall take reasonable action to

inform the other members and the public of the meeting. Local news organizations who have requested notice of special meetings as provided in subsection (d), below, shall be notified of such emergency meetings by the same method used to notify board members. Only business connected with the emergency may be discussed at the meeting.

**(d) Sunshine List.** Any individual person and any newspaper, wire service, radio station, and television station may file with the clerk to the board of commissioners a written request for notice of all special meetings of the board.

**(e) Work Sessions and Committee Meetings.** The board may schedule work sessions, committee meetings, or other informal meetings of the board or a majority of the members of the board at such times and with respect to such subject matter as may be established by resolution or order of the board. A schedule of any such meetings that are held on a regular basis shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held on a regular schedule are subject to the same notice requirements as special board meetings. Action may be taken at work sessions in accordance with the North Carolina General Statutes.

**(f) Attendance via Simultaneous and/or Electronic Communication.** In order to participate in a meeting via simultaneous and/or electronic communication, the following criteria must be met:

1. The official meeting was properly noticed under G.S. 143-318.12 and under any other requirement for notice applicable to the public body.
2. The member or members participating from a remote location by simultaneous communication can fully participate in the deliberations.
3. The member or members of the board participating from a remote location by simultaneous communication can be heard by the other members of the board and any other individual in attendance at the official meeting.
4. The vote of the member or members of the public body participating from a remote location by simultaneous communication is not by electronic mail or facsimile.
5. If the chair of the board is participating from a remote location by simultaneous communication, the vice chair or some other member of the board who is physically present shall preside at the official meeting. The chair or presiding officer of the board participating from a remote location by simultaneous communication shall retain the same voting rights he or she has when presiding.
6. The official meeting, or part of an official meeting with a member or members of the board participating from a remote location by simultaneous communication is not allowed in any of the following:
  - a. A quasi-judicial proceeding.
7. No written ballots may be taken at the official meeting with a member or members of the board participating from a remote location by simultaneous communication.
8. If the official meeting involves a member of the board participating from a remote location by simultaneous communication by which the member or members cannot

be physically seen by the public body, that member must comply with all of the following:

- a. The participation of the member or members must be announced when the meeting is commenced or at the beginning of participation.
  - b. The member identifies himself or herself prior to participating in the deliberations during the official meeting.
  - c. The member identifies himself or herself prior to voting.
9. The member or members participating from a remote location by simultaneous communication shall have been provided with any documents to be considered during the official meeting.

**Rule 7. (a) All Meetings within the County.** All meetings shall be held within the boundaries of Craven County except as otherwise provided herein.

1. A joint meeting with the governing board of any other political subdivision of this state or any other state may be held within the boundaries of either subdivision as may be stated in the call of the meetings. At any such joint meeting, this board reserves the right to vote separately on all matters coming before the joint meeting.

2. A special meeting called for the purpose of considering and acting upon any order or resolution requesting members of the General Assembly representing all or any portion of this county to support or oppose any bill pending in the General Assembly or proposed for introduction therein may be held in Raleigh or such other place as may be stated in the call of the meeting.

**(b) Retreats and Meetings with the Legislative Delegation representing the county in the General Assembly.** State law forbids the board to take any official action at any such meetings. Such meetings are covered by the Open Meetings Law if a majority of the board is present and "deliberates" on public business.

**Rule 8. Broadcasting and Recording Meetings.** (a) Except as provided in this rule, any radio or television station is entitled to broadcast all or any part of an official meeting of the board that is required to be open to the public. Any person may photograph, film, tape-record or otherwise reproduce any part of a meeting required to be open.

(b) Any radio or television station wishing to broadcast any portion of an official meeting of the board should notify the county manager no later than twenty-four hours before the meeting. If the number of requests or the quantity and size of the necessary equipment is such that the meeting cannot be accommodated in the designated meeting room and no suitable alternative site in the Commissioners Meeting Room of the Craven County Administration Building is available, the county manager may require the news media either to pool equipment and personnel.

## V. Agenda

**Rule 9. Agenda.** (a) The county manager shall prepare the agenda for each regular, special, and emergency meeting. A request to have an item of business placed on the agenda for a regular meeting must be received by 12:00 noon on the Monday prior to the next scheduled meeting; but if a holiday, then the deadline shall be 5:00 p.m. on the preceding Friday. Any Board member may have an item placed on the agenda by the deadline of the preceding sentence.~~Any board member may, by a timely request, have an item placed on the agenda.~~

(b) The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda. A copy of the agenda packet shall be delivered to each member of the board at least twenty-four hours before the meeting. Documents in the agenda packet, if not previously available for public inspection, shall become so when packets have been delivered to each board member or left at his or her usual dwelling.

(c) The board may, by majority vote, add an item that is not on the agenda.

**Rule 10. Public Comments.** In compliance with N.C.G.S. §153A-52.1, the board establishes the following policy for monthly public comments at the first regular meeting of the board of commissioners each month. The clerk shall provide a sign-up sheet at the entry to the meeting room not later than thirty minutes prior to each meeting for persons who desire to address the board, and shall remain open for individuals to request to speak until the beginning of the meeting. The chair will recognize speakers in the order in which their names appear on the sign-up sheet. The purpose of the time for informal public comments is to allow for public input to the board on issues germane to Craven County. It is not intended to compel board members or staff to answer questions in an impromptu manner without adequate opportunity for preparation or consideration. Action on issues raised during the comment period, if any, will be at the sole discretion of the board.

Each speaker must address the board as a whole (and not any individual Commissioner or the audience) from the lectern and begin their remarks by giving their name, stating whether they are residents of Craven County, indicating the municipality within which they reside, if any, and stating the topic about which they intend to speak. Speakers are encouraged to limit their comments to matters of interest to the County and its citizens. Each speaker will have four (4) minutes to make remarks. A speaker may not yield any of his or her time to another speaker. Speakers may not discuss matters which are the subject of public hearings, and they must be courteous in their language and presentation. Restatements or repetitive comments by the same speaker, whether at the same or separate meetings, may be ruled out of order and terminated by the chair. Personal attacks will not be tolerated. Speakers may leave written comments and/or supporting documents, if any, with the clerk to the board.

If at the beginning of the public comment period, the chair determines that the time required to hear all speakers on the sign-up sheet would unduly disrupt the conduct of County business or

cause undue inconvenience to citizens in attendance for other items on the agenda, the chair may require the designation of spokesman, or the selection of delegates, for groups of persons supporting or opposing the same positions. The Chair may also move the period for public comment to some time later in the meeting, and further may modify the time of each speaker to not less than three (3) minutes nor more than four (4) minutes.

Notwithstanding the chair's prerogatives under this Rule 10, any decision of the chair may be appealed and overruled by a majority of the Board.

**Rule 11. Order of Business.** At regular meetings, the board shall proceed to business in the following order:

1. Approval of the agenda.
2. Approval of the minutes of the previous meeting.
3. Scheduled public hearings.
4. Public Comments (first Monday meeting only).
5. Items which require the attendance of individuals outside of Board members and administrative personnel.
6. Administrative matters.

Without objection, the chair may call items in any order most convenient for the dispatch of business.

## **VI. Conduct of Debate**

**Rule 12. Powers of the Chair.** The chair, or in his absence the vice-chair, shall preside at all meetings of the board. A member must be recognized by the chair in order to address the board. In the event that both the chair and vice-chair are absent, the members present may by motion elect one of its members to chair the meeting. The chair shall have the following powers:

1. To rule on points of procedure, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To call a brief recess at any time;
4. To adjourn in an emergency; and
5. To make all appointments to all other boards, commissions and committees under

those circumstances where the appointment must be a County Commissioner.

**Rule 13. Presiding Officer When the Chair Is in Active Debate.** If the chair wishes to become actively engaged in debate on a particular proposal, he or she shall designate another board member or county attorney to preside. The chair shall resume the duty to preside as soon as action on the matter is concluded.

**Rule 14. Action by the Board.** The board shall proceed by motion. Any member, including the chair, may make a motion.

**Rule 15. Second Required.** A motion shall require a second in order for it not to die on the floor and in order to initiate debate of said motion, except in the cases of nominations for appointments.

**Rule 16. One Motion at a Time.** A member may make only one motion at a time.

**Rule 17. Substantive Motion.** A substantive motion is out of order while another substantive motion is pending.

**Rule 18. Adoption by Majority Vote.** (a) A motion shall be adopted if approved by a majority of the votes cast, a quorum being present, unless an extraordinary majority is required by these rules or the laws of North Carolina.

(b) A roll call vote shall be required for the following actions:

1. Budget ordinance;
2. Budget amendments;
3. Tax releases and refunds;
4. Ordinances; and,
5. Upon the request of the Chairman or at least two (2) other members of the Board.

**Rule 19. Debate.** The chair shall state the motion and then open the floor to debate, presiding over the debate according to these general principles:

1. The member making the motion or introducing the ordinance, resolution, or order is entitled to speak first.
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
3. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

**Rule 20. Procedural Motions.** (a) In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, shall be in order. Unless otherwise noted, each

motion is debatable, may be amended, and requires a majority vote for adoption.

(b) In order of priority (if applicable), the procedural motions are:

1. **To Adjourn.** The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.
2. **To Take a Recess.**
3. **To Call to Follow the Agenda.** The motion must be made at the first reasonable opportunity or it is waived.
4. **To Suspend the Rules.** The motion requires a vote at least equal to two-thirds of the Commissioners present.
5. **To Divide a Complex Motion and Consider It by Paragraph.**
6. **To Defer Consideration (also, To Table).** A substantive motion whose consideration has been deferred expires one hundred days thereafter, unless a motion to revive consideration is adopted.
7. **To Call the Previous Question.** The motion is not in order until there has been at least fifteen minutes of debate and every member has had one opportunity to speak and a member who has not spoken has had a chance to speak.
8. **To Postpone to a Certain Time or Day.**
9. **To Refer to Committee.** Sixty days after a motion has been referred to a committee, the introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the board.
10. **To Amend.** An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendment to a proposed ordinance shall be reduced to writing.
11. **To Revive Consideration.** The motion is in order at any time within one hundred days of a vote deferring consideration of it. A substantive motion on which consideration has been deferred expires one hundred days after the deferral, unless a motion to revive consideration is adopted.
12. **To Reconsider.** The motion must be made at the same meeting at which the original vote was taken, and by a member who voted with the prevailing side. The motion cannot interrupt deliberation on a pending matter but is in order at any time before

adjournment.

13. **To Prevent Reconsideration for Six Months.** The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires a vote equal to at least two-thirds of the Commissioners present, and is valid for six months or until the next regular election of county commissioners, whichever occurs first.

**Rule 21. Renewal of a Motion.** (Intentionally Omitted)

**Rule 22. Withdrawal of Motion.** A motion may be withdrawn by the introducer at any time before the chair puts the motion to a vote.

**Rule 23. Duty to Vote.** It is the duty of each member to vote unless excused by a majority vote according to law. The board may excuse members from voting on matters involving their own financial interest or official conduct. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. A member who believes another member should be excused from voting shall inform the chair, who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.

**Rule 24. Prohibition of Secret Voting.** No vote may be taken by secret ballot. If the board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, at which time they may be destroyed.

**Rule 25. Action by Reference.** The board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted on.

**Rule 26. Introduction of Ordinances, Resolutions, and Orders.** A proposed ordinance shall be deemed introduced at the first meeting at which it is on the agenda, regardless of whether it is actually considered by the board, and its introduction shall be recorded in the minutes.

**Rule 27. Adoption, Amendment, or Repeal of Ordinances.** To be adopted at the meeting where first introduced, an ordinance or any action with the effect of an ordinance, or any ordinance amending or repealing an existing ordinance (except the budget ordinance, a bond order, or another ordinance requiring a public hearing before adoption) must be approved by all members of the board of commissioners. If the proposed measure is approved by a majority of those voting but not by all the members of the board, or if the measure is not voted on at the meeting where introduced, it shall be considered at the next regular meeting of the board. If the proposal receives a majority of the votes cast at the next meeting or within one hundred days of being introduced, it is adopted.

**Rule 28. Quorum.** (a) A majority of the board membership shall constitute a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members present, he or she shall be counted as present for the purposes of determining whether a quorum is present. The board may compel the attendance of an absent member by ordering the sheriff to take the member into custody.

(b) A member or members of the Board participating from a remote location by simultaneous communication shall be counted as present for quorum purposes, and all votes of members of the board made during an official meeting with simultaneous communication shall be counted as if the member were physically present in the place of the official meeting, provided all of criteria outlined in this Rule 28, and Rule 6(f) above, are met.

**Rule 29. Public Hearings.** Public hearings required by law or deemed advisable by the board shall be organized by a special order, adopted by a majority vote, setting forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted to each speaker and designating representatives to speak for large groups. At the appointed time, the chair shall call the hearing to order and preside over it. When the allotted time expires, the chair shall declare the hearing ended and the board shall resume the regular order of business.

**Rule 30. Quorum at Public Hearings.** A quorum of the board as provided in Rule 28 shall be required at all public hearings required by law.

**Rule 31. Minutes.** Minutes shall be kept of all board meetings.

**Rule 32. Appointments.**

A. Policy.

1. Appointments will be made according to the North Carolina General Statutes, when applicable.

2. The board shall at all times comply with the North Carolina Constitutional and statutory prohibitions on dual-office holding

3. No citizen may serve more than ten (10) consecutive years on any board, commission, committee or authority unless the individual has served for less than 10 years at the time the term expires then he/she shall be eligible for re-appointment of one additional term. An individual recommended by a municipal governing body for appointment to a board, commission, committee or authority which operates under the auspices of that municipality shall be exempt from the ten (10) consecutive years requirement. This policy may be waived, if the Board of County Commissioners determines that the removal of a number of individuals made ineligible by this ordinance would be detrimental to the functioning of that board, commission or committee.

4. If an appointee has unexcused absences which constitute more than 25% of the Board meetings in any calendar year which he or she is required to attend pursuant to his or her appointment, he or she may be asked to resign by the chairman of the board, commission or committee. Excused absences are defined as absences caused by events beyond one's control. If the individual refuses to resign when asked he or she may be dismissed by action of the Board of County Commissioners subject to state or local law. A calendar year is to be defined as a 12 month period beginning on the date of appointment.

5. No person may be appointed to any board, committee, commission or authority hereunder if they are currently delinquent in any ad valorem property taxes due to Craven County.

6. Appointees must uphold County Policies pertaining to the board, commission, or committee he or she serves.

7. Each County Commissioner will have available to him or her an Appointments Binder containing a list of all County appointments, with the following data provided:

- Name of board, commission or committee;
- Brief summary on the functions;
- Statute or cause creating board, commission, or committee;
- Number of members and terms of office;
- Current members and terms of office, including addresses and telephone numbers and number of terms served; and
- Regular meeting day, time, and location, if determined.

A copy of the Appointments Binder will be on file in the Offices of the County Manager and Clerk to the Board of Commissioners and shall be available for public inspection.

8. No member of the Craven County Board of Commissioners, their spouse, or immediate family member will receive any compensation for serving on any board or committee appointed by the Craven County Board of Commissioners. Provided, however, the preceding sentence shall not apply in those circumstances where such person was receiving compensation for such services if they were appointed prior to the relevant Commissioner being sworn in as a member of the Board. Reimbursement for necessary out of pocket expenses for meals and travel would be allowable if incurred in the discharge of their duties regarding said board or committee.

#### B. Procedure.

1. Notification of available appointments. (a) A list of available positions stating terms of office, requirement for office, and duties of positions shall be available for public inspection at the Office of the Clerk to the Board of County Commissioners.

(b) A list of available positions that will be considered by the Board of Commissioners during the year will be published in the newspapers of Craven County one time during the month of December.

2. Selection Process. (a) Individuals interested in applying for appointment shall submit a written application in the form approved by the county, to the Clerk of the Board of County Commissioners.

(b) The Board shall receive notification that vacancies exist on the various boards and commissions appointed by the commissioners. This notification along with applications of interested citizens shall be provided the Board at a regular meeting by the Clerk to the Board.

(c) Nominations for vacancies made be made at the same meeting at which the vacancy is considered; provided, however, that upon a motion and second, nominations may be delayed until a subsequent meeting upon a simple majority vote. Once the floor is opened for nominations, the members shall put forth nominations, no second required and debate such nominations where necessary. When the debate has ended, the Clerk to the Board shall call the roll of the members and each member shall cast a vote. The nominee who receives the highest votes shall be the nominee appointed.

3. Applications. All applications for appointments shall remain active and on file with the Clerk to the Board of County Commissioners one (1) year.

**Rule 33. Intentionally Omitted.**

**VII. Budget**

**Rule 34. Budget Additions.** In order for Craven County to operate in a more efficient manner, there needs to be a very minimum of changes to the budget after its adoption. It is imperative that budget requests be realistic and sufficient at the budget preparation time, that the approved budgets be accepted and remain unchanged for the entire fiscal year.

Exceptions to this practice shall be either:

(a) Emergencies (unable to have foreseen at budget preparation time) that arise after the budget is adopted and are of such a nature that the department is not able to function for the remainder of the fiscal year.

(b) New revenue (not available at budget time) is made available for specifically needed County functions.

(c) New state and/or federal requirements are made mandatory after the budget is adopted that requires additional funding.

(d) Capital outlay items requested, but not approved, shall only be requested again during the next budgetary process, if deemed needed.

(e) Positions requested, but not approved, also should not be resubmitted (in mid-budgetary year) until the next fiscal year budget is submitted, due to the excessive impact on funding for the following fiscal year. (Realistically, when positions are approved for part of

a year, they are also being approved for the next year's funds.)

**Travel Policy for Commissioners**

Reimbursement to Craven County Commissioners for travel beyond the monthly travel allowance will be made in accordance with the following guidelines:

- Approval of out-of-county travel, both in state and out-of-state, will be required.
- Out of county travel which is included in the budget for routinely occurring events will not require additional pre-approval. Commissioners may pool their pro rata share of the travel budget by mutual agreement.
- The Chairman or a majority of the Board will approve all other travel in advance, including any requests for advances and travel allowances, after making a determination as to the need for the travel, expected benefits and cost effectiveness of the proposed travel.
- A determination made by the Chairman, solely, may be appealed to the full Board by the Commissioner making the request.
- A majority of the Board will approve all such requests for unbudgeted travel by the Chairman in advance.
- When the Chairman has determined that the travel request conforms to the foregoing guidelines, the procedures and parameters governing travel reimbursement contained in the existing employee travel policy will apply.

**Rule 35. Requests from Nonprofit Organizations.** When budget requests are being made by nonprofit agencies or other political bodies, the chairman of the respective entity must accompany the administrator (if present) in making the request on behalf of their prior official (voted on) action taken by the organization for these requested funds. In lieu of the respective chairman being present at the Craven County Board of Commissioners' meeting, a letter may be submitted to the county commissioners with the original signature of the respective agency's or organization's chairman, noting that this is the official action of the entity regarding their prior action.

The purpose of this policy statement is to ensure that there is an actual dialogue between the chief board member of the requesting agency and the Board of Craven County Commissioners. It is felt that with more direct communication, that there will be a better actual understanding of the needs of the organization by the Craven County Board of Commissioners. Also, this provides an opportunity for better communications regarding items that affect the use of tax monies.

**Rule 36. Advancement of Funds to Agencies Receiving County Appropriations.** Craven County

appropriates county funds to certain agencies and organizations in the county as part of the annual budget process. It has been the practice of the County to disburse such appropriations, which annually exceed \$5,000 in equal monthly installments. However, there have been occasions in the past where it has been necessary for agencies and organizations to request the disbursement of funds on an accelerated basis in order to meet cash flow needs. It is the position of the Board of Commissioners that such requests for accelerated payments should be limited and require Board approval. Therefore the following guidelines have been enforced concerning the advancement of funds to agencies receiving County appropriations:

- (a) That all agencies receiving monthly disbursements of County appropriations must receive approval of the Board of County Commissioners for any advancement of funds.
- (b) That this policy shall be effective with the adoption of the annual budget for fiscal year 1992-93.
- (c) That nothing in this resolution shall prevent the lump sum disbursement of appropriations for amounts ~~\$5,000.00 or less per year~~~~less than \$5,000 per year~~, or for special purposes as authorized by the Board.
- (d) If the appropriation is designated for a specific purpose the funds will not be disbursed until the organization provides documentation of either a commitment to proceed to accomplish the specific purpose (such as a contract) or documentation that the purpose has already been accomplished (invoice).

The funds may be disbursed in a lump sum if the specific purpose requires a lump sum payment by the organization.

## VIII. Conflicts of Interest

**Rule 37. Policy Statement on Conflicts of Interest.** Implicit in the operations and conduct of Craven County Government is the constant expectation that the Craven County Board of Commissioners recognize that in all their transactions and at all times they are subject to the duty of undivided loyalty to the County. The nature of their obligations is such that it demands positive action on their part to affirmatively protect and promote the interest of Craven County committed to their care, and at all times to avoid situations where their self-interests, ACTUAL or APPARENT, may be of such nature or extent as to conflict with performance of that primary responsibility.

- (a) Article I. The scope of human activity is so broad that it is unadvisable to attempt to enumerate here all possible areas in which a conflict of interest might arise. Consequently, the following is an illustrative list only, and is not intended to proscribe all aspects of the conduct of the Board in their capacity as Craven County Commissioners:

(1) No member of the Craven County Board of Commissioners should use their positions or the knowledge gained therein in such manner that a conflict between Craven County's interests and their personal interests arise. Both the FACT and the APPEARANCE of the conflicting interests are to be avoided.

(2) Members of the Board should refrain from transmitting any knowledge of County considerations or decisions or any other information which might be prejudicial to the interest of the County to any person other than in connection with the discharge of their responsibility.

(3) If any applicable statutes or laws exist, STRICT COMPLIANCE with the provisions of such statutes or laws is expected, whether local, state or federal.

(4) Whenever a Board member has a personal interest, whether individually or through another party that has or may have business dealings with the County, he shall disclose that interest to the chair (or in the case of the chair, to the County Manager) for proper consideration and action.

(5) Whenever a Board member has an opportunity to engage in a transaction in which the County would otherwise wish to engage in, he shall disclose that interest to the chair (or in the case of the chair, to the County Manager) for proper consideration and action.

(6) If a Board member is in a position where access to the County's confidential information may materially influence his decisions in another party engaged in business with the County, he shall decline that information.

(7) If a Board member is in a position where access to the County's confidential information may materially influence his personal financial or investment decisions, he shall decline that information.

(8) Board members shall at all times fully comply with the Craven County Board of Commissioners' Ethics Policy.

(b) Article II. Members of the Board shall comply with all laws and requirements governing conflicts of interest, self-benefiting, gifts and favors, and misuse of confidential information, as required by N.C.G.S. §§14-234, 14-234.1, and 133-32.

(c) Article III. If at any time an elected official finds that they are in doubt as to the proper application of the County's policy on conflicts of interest with respect to any particular situation, or they find that they might have a financial interest or outside

relationship which might involve a conflict of interest, they should immediately make all the facts known to the chair (or in the event of the chair, to the County Manager), for proper consideration and action.

### **IX. Amendments**

**Rule 38. Amendments.** These Rules of Procedure may be amended by a simple majority of the entire membership of the Board of Commissioners. However, no amendment shall be effective until the next regular meeting after any such amendment is approved; provided however, if the amendment is approved by the unanimous vote of the Board of Commissioners, then the amendment shall be effective immediately unless some other effective date is identified.

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# Volunteer Board Information and Interest Sheet Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

Regional Aging Advisory Committee

Name:	<u>Billy Wilkes</u>	Home Phone:	<u>671-0074</u>
Home Address:	<u>103 Bargate Drive</u>		
City:	<u>New Bern</u>	Zip Code:	<u>28562</u>
Township:	<u>7</u>	City Limits:	<u>      </u> Yes <u>****</u> No
Occupation:	<u>Recreation &amp; Parks Assistant Director</u>	Business Phone:	<u>636-6606</u>
Place of Employment:	<u>Craven County</u>	Fax Number:	<u>636-6685</u>
E-Mail Address:	<u>bwilkes@cravencountync.gov</u>		

(Please indicate your preferred contact number.)

### Education

BS Recreation Management (1990) UNCP

### Business and Civic Experience

Special Olympics Coordinator 11 years

### Areas of Expertise, Interest, Skills

Recreation & Sports

### Why do you want to serve?

I was asked to serve

### Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

Wellness Committee Member, Senior Games Committee

Human Rights Commission for Individual with Special Needs

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 03/12/2014

Signature: Billy Wilkes

**Please be advised that this form is a public record, and must be made available to the public upon request.** The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail ([gbryan@cravencountync.gov](mailto:gbryan@cravencountync.gov)) or fax: (252-637-0526.

*This form will remain active until two years after date received.*

JoAnna Wishon  
206A Fletner Blvd.  
Havelock, NC 28532  
(252) 622-0633  
jomom21@gmail.com

October 25, 2011

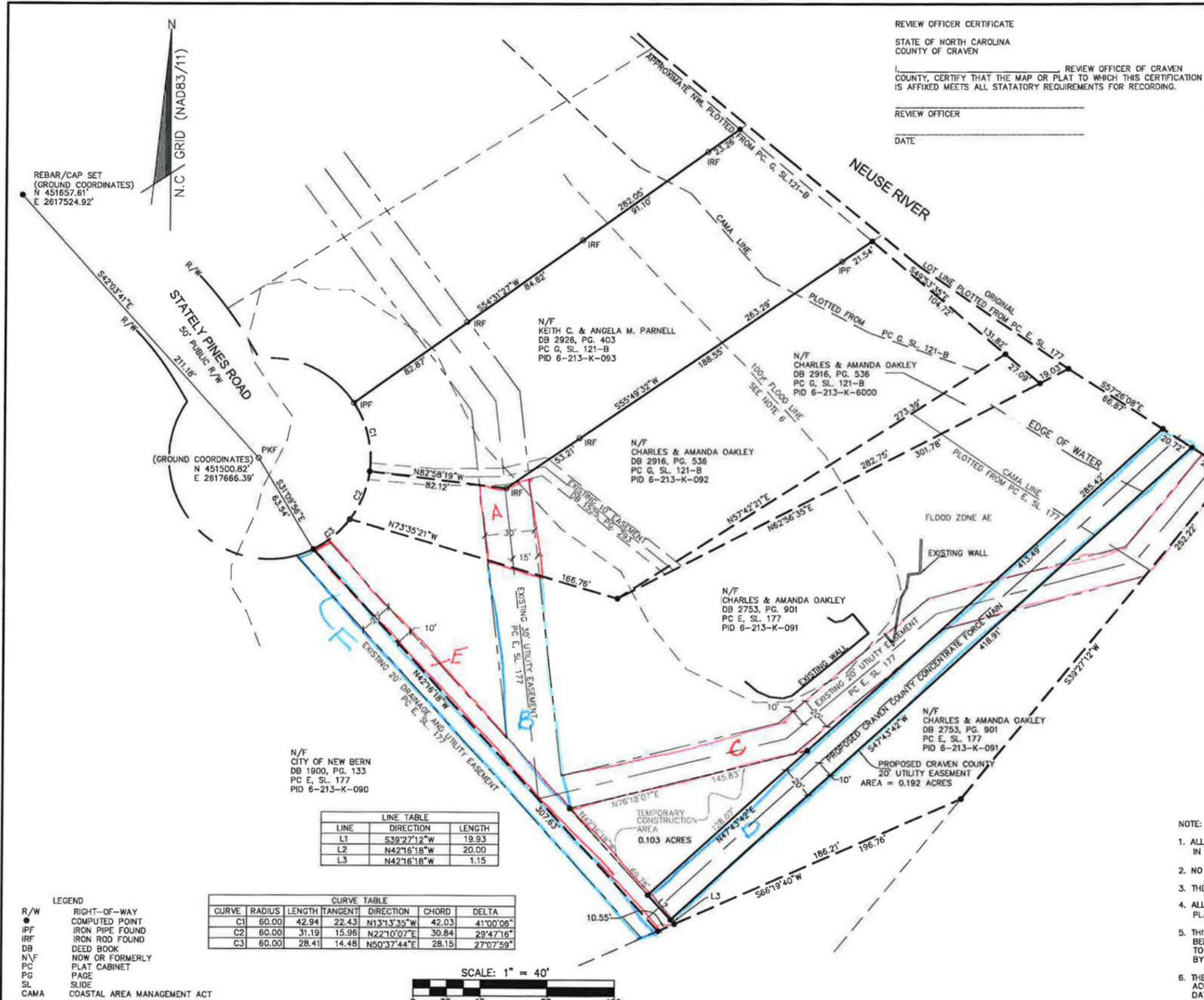
To: Havelock Public Library Board of Trustees  
Margie Garrison  
Judy Bird

Please accept my letter of resignation from the board. At this time I am unable to fulfill my duties. I apologize for any inconvenience this may cause, and wish you all the best. Thank you for allowing me to serve, it has been an honor.

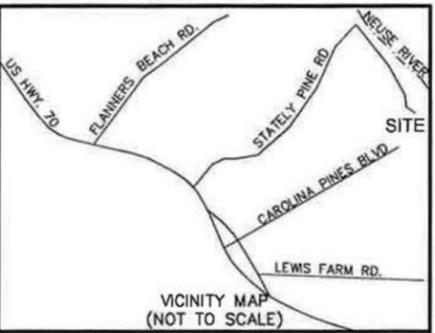
Regards,



JoAnna M. Wishon



REVIEW OFFICER CERTIFICATE  
 STATE OF NORTH CAROLINA  
 COUNTY OF CRAVEN  
 I, \_\_\_\_\_ REVIEW OFFICER OF CRAVEN COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
 REVIEW OFFICER \_\_\_\_\_  
 DATE \_\_\_\_\_



I, ROBIN L. LEE, PLS L-3759, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM INFORMATION SHOWN IN DEED BOOKS REFERENCED ON MAP AND MAP BOOKS REFERENCED ON MAP; THAT ANY LINES NOT ACTUALLY SURVEYED APPEAR AS BROKEN LINES AND WERE PLOTTED FROM INFORMATION AS NOTED ON THE PLAT; THAT THE RATIO OF PRECISION AS CALCULATED IS BETTER THAN 1:10,000; THAT THE AREA IS COMPUTED BY COORDINATE METHOD; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED AND THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

CLASS OF SURVEY: AA  
 POSITIONAL ACCURACY: 0.029 METERS HORIZONTAL  
 TYPE OF GPS FIELD PROCEDURE: RTK VRS  
 DATES OF SURVEY: 09/11/2012  
 DATUM/EPOCH: NAD 83/2011  
 PUBLISHED/FIXED CONTROL USE: FIXED CONTROL  
 GEOID MODEL: GEOID 09  
 COMBINED GRID FACTOR(S): 0.999890386  
 UNITS: US SURVEY FEET  
 TYPE AND MODEL OF GPS RECEIVER USED: TRIMBLE R8  
 WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL THIS THE DAY OF \_\_\_\_\_ A.D., 2013.

ROBIN L. LEE L-3759  
 PROFESSIONAL LAND SURVEYOR

I, ROBIN L. LEE, PLS L-3759 CERTIFY THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION:  
 \_\_\_\_\_ DATE \_\_\_\_\_

COORDINATES SHOWN ON THIS PLAT WERE LOCALIZED AROUND NCGS MONUMENT "TREE" WITH THE FOLLOWING COORDINATES:  
 NORTH 447,289.93'  
 EAST 2,612,892.45'

RTK VRS WAS USED TO ESTABLISH THE CONTROL FOR THIS PROJECT. ALL OTHER ITEMS WERE LOCATED BY USING CONVENTIONAL METHODS.

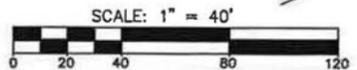
- NOTE:
1. ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES IN U.S. SURVEY FEET. (UNLESS OTHERWISE STATED)
  2. NO NC GRID MONUMENT FOUND WITHIN 2000' OF SURVEYED TRACT.
  3. THERE WERE NO CEMETERIES OBSERVED ON THIS PROPERTY.
  4. ALL BEARINGS ARE BASED ON THE NORTH CAROLINA STATE PLANE COORDINATE SYSTEM (NAD 1983/11).
  5. THIS SURVEY PERFORMED AND MAP PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT. THIS SURVEY IS SUBJECT TO ANY FACTS AND EASEMENTS WHICH MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
  6. THE EASEMENT PORTION OF THIS SURVEY IS IN FLOOD ZONE AE, ACCORDING TO FIRM MAP 3720640400J, WITH AN EFFECTIVE DATE OF JULY 2, 2004.

N/F CITY OF NEW BERN  
 DB 1900, PG. 133  
 PC E, SL 177  
 PID 6-213-K-090

LINE	DIRECTION	LENGTH
L1	S39°27'12"W	19.93
L2	N42°16'18"W	20.00
L3	N42°16'18"W	1.15

CURVE	RADIUS	LENGTH	TANGENT	DIRECTION	CHORD	DELTA
C1	60.00	42.94	22.43	N13°13'35"W	42.03	41°00'06"
C2	60.00	31.19	15.96	N22°10'07"E	30.84	29°47'16"
C3	60.00	28.41	14.48	N50°37'44"E	28.15	27°07'59"

- LEGEND
- R/W RIGHT-OF-WAY
  - COMPUTED POINT
  - IPF IRON PIPE FOUND
  - IRF IRON ROD FOUND
  - DB DEED BOOK
  - N/F NOW OR FORMERLY
  - PC PLAT CABINET
  - PG PAGE
  - SL SLIDE
  - CAMA COASTAL AREA MANAGEMENT ACT



DATE	REVISION	INITIAL

1730 Varsity Drive, Suite 500  
 Raleigh, North Carolina 27606  
 Phone: (919)233-8091, Fax: (919)233-8031  
 FIRM # 1222  
 Internet Site: <http://www.mckimcreed.com>

DATE: \_\_\_\_\_

20' UTILITY EASEMENT SURVEY  
 ON THE LANDS OF  
**CHARLES OAKLEY and wife, AMANDA OAKLEY**  
 FOR  
**CRAVEN COUNTY WATER TREATMENT PLANT PROJECT**  
 DATE: 6/18/2013 SCALE: 1" = 40'  
 TOWNSHIP NO. 6 CRAVEN COUNTY NORTH CAROLINA

PROJECT #: 01082-0028  
 PROJ. SVYR: RLL  
 DRAWN BY: RLL  
 FIELD BK.: R0850  
 COMP. FILE: VE101-10820028.DWG  
 SHEET #: 1 OF 1  
 DWG. #: R.1.3.10.1061