

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, OCTOBER 20, 2014  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF OCTOBER 6, 2014 REGULAR SESSION AND OCTOBER 6, AND OCTOBER 7, 2014 RECONVENED SESSIONS.

1. CARTS MATTERS: Rosann Christian, CARTS Director
  - A. Public Hearing on Community Transportation Program (CTP)
  - B. Public Hearing on Civil Rights Program
  - C. Presentation from N.C. Department of Transportation
  - D. Approval of Legal Capacity
  
2. CAREER AND TECHNICAL EDUCATION (CTE) PRESENTATION: Chris Bailey, CTE Director, Craven County Schools

DEPARTMENTAL MATTERS

3. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
  
4. SOCIAL SERVICES BUDGET AMENDMENTS: Alfreda Stout, Assistant DSS Director
  - A. Adoption Promotion Fund
  - B. Title III – D Health Promotion
  - C. Title III –E Family Caregiver Support Program
  
5. ENVIRONMENTAL HEALTH: Ray Silverthorne, Environmental Health Director
  - A. Rescind Craven County Non-Public Community Water Supplies Ordinance
  - B. Approval of Fee Schedule
  
6. HEALTH – PALLIATIVE CARE DISCUSSION: Scott Harrelson, Health Director
  
7. WATER DEPARTMENT CONTRACT AWARD RESOLUTIONS: Rusty Hayes, Water Superintendent

8. FINANCE – AUDIT MANAGEMENT LETTER: Rick Hemphill, Assistant County Manager, Finance/Administration
9. APPOINTMENTS
10. COUNTY ATTORNEY'S REPORT: Jim Hicks
11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS

Agenda Date: October 20, 2014

Presenter: Rosann Christian

Agenda Item No. 1

Board Action Required: Yes

## CARTS MATTERS

### A. PUBLIC HEARING ON COMMUNITY TRANSPORTATION PROGRAM (CTP)

The Board will need to go into public hearing, as advertised, to receive public comment on the CARTS FY-2016 Community Transportation Program (CTP) grant application. The documentation has been made available to the public on the County's website. Attachment #1.A contains a summary of the program and documents needed.

**Board Action: Following the public hearing the Board will be requested to adopt the resolution contained in the attachment and authorize execution of the necessary documents.**

### B. PUBLIC HEARING ON CIVIL RIGHTS PROGRAM

As part of the process to be eligible to apply for and be awarded Federal financial assistance for public transportation, CARTS Civil Rights Program has been completed. CARTS has an existing Civil Rights policy; however, with the federal application, it is necessary to restate this policy and to update it to current Federal circular standards. A copy of the Notice of the Public Hearing, along with a copy of the entire Program (including the LEP Plan and Policy) is available on the Craven County Website, as well as the New Bern Area MPO website. (See Attachment #1.B.) Notice of the Program and Public Hearing was also advertised as required in the local newspaper.

**Board Action: At the conclusion of the public hearing, CARTS is requesting a resolution for adoption and approval of the CARTS Civil Rights Program (including the CARTS LDP Plan and Policy) and to authorize execution of the Title VI Statement of Policy.**

### C. PRESENTATION FROM N.C. DEPARTMENT OF TRANSPORTATION

Cheryl Leonard, Assistant Director for Mobility Development (Eastern Region), with North Carolina Department of Transportation, Public Transportation Division, has requested to make a formal presentation of the "**Recognition for Distinguished Contributions to Public Transportation**" award to Kelly Walker, Transportation Coordinator with CARTS.

**Board Action: Receive the information presented and congratulate Ms. Walker on her award.**

D. APPROVAL OF LEGAL CAPACITY

As part of the process to be eligible to apply for and be awarded Federal financial assistance for public transportation, CARTS must demonstrate Legal Capacity. This is demonstrated when we submit to FTA the Opinion of Counsel that has been prepared by Mr. Hicks, along with a copy of a resolution from Craven County Board of Commissioners stating that CARTS has the authority to file an official grant application with FTA, that the Director of CARTS has the authority to act on the behalf of the Craven County Board of Commissioners , and that the Craven County Board of Commissioners supports CARTS application for Federal financial assistance with the FTA. This action will satisfy the requirements of FTA regarding this compliance issue. (See Attachment #1.D)

**Board Action: Consider resolution for adoption.**

Agenda Date: October 20, 2014

Presenter: Chris Bailey

Agenda Item No. 2

Board Action Required: No

## **CAREER AND TECHNICAL EDUCATION (CTE) PRESENTATION**

Chris Bailey, Director of Career and Technical Education (CTE) with the Craven County Schools, will give a presentation on the CTE initiative.

**Board Action: Receive information**

Agenda Date: October 20, 2014

Presenter: Ronnie Antry

Agenda Item No. 3

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 #3 for the Board's approval.

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

Agenda Date: October 20, 2014

Presenter: Alfreda Stout

Agenda Item No. 4

Board Action Required: Yes

## **DEPARTMENTAL MATTERS: SOCIAL SERVICES – BUDGET AMENDMENTS**

Assistant Social Services Director, Alfreda Stout, will present the following budget amendments.

### **A. ADOPTION PROMOTION FUND**

At the end of FY14 the State sent DSS \$19,200 in an electronic funds transfer (EFT) that had the description “adoption promotion fund”. It was put into one of the adoption revenue accounts. The State indicated it was a payment sent to Craven in error and collected it via EFT this week. Funds are needed from fund balance to replace this revenue. (See Attachment #4.A)

### **B. TITLE III – D HEALTH PROMOTION**

The budget is being amended to reflect the correct original allocation for Title III D Health Promotion funds from Area Agency on Aging. There is a 10% County match. (See Attachment #4.B)

### **C. TITLE III – E FAMILY CAREGIVER SUPPORT PROGRAM**

The budget is being amended to correct the original Family Caregiver funding received from the Area Agency on Aging. The original budgeted amount was \$750 in Adult Services Supplemental. The Family Caregiver allocation came in at \$18,466 for a difference of \$17,716. A small portion of these funds will be placed into Family Caregiver Supplemental, another portion into In-Home Contractual for Family Caregiver clients, and the remaining into Senior for Family Caregiver meals and program information supplies. There is no County match. (See Attachment #4.C)

**Board Action: A roll call vote is needed to approve budget amendments**

Agenda Date: October 20, 2014

Presenter: Ray Silverthorne

Agenda Item No. 5

Board Action Required: Yes

## DEPARTMENTAL MATTERS: ENVIRONMENTAL HEALTH

### A. RESCIND CRAVEN COUNTY NON-PUBLIC COMMUNITY WATER SUPPLIES ORDINANCE

Environmental Health is requesting to rescind the *CRAVEN COUNTY NON-PUBLIC COMMUNITY WATER SUPPLIES ORDINANCE*. The local ordinance was created and implemented in 2000 to regulate specific wells that, at the time, were not covered by any state or local regulations with regards to water quality and proper well construction.

In 2008 (amended 2009) the NC Legislature passed laws & rules regulating all private drinking water wells across the state, to be enforced by state-authorized members of local private drinking water well programs. These regulations effectively replaced the activities detailed in our local county ordinance.

In 2014, the state attorney general's office clarified that the state private drinking water well program shall not authorize, train or provide assistance to counties enforcing their own (more stringent) local ordinance in place of, or in addition to, the state's private drinking water rules. The state attorney general's office determined that it will not provide legal protections (including TORT claim defense) to counties having their own local ordinance, even if the ordinance covers only a specific subset of wells within the county.

Therefore, staff wishes to rescind Craven County's now-redundant local ordinance, in order to continue to enforce the state's private drinking water well rules (as has been done since 2008) but with the continued training, authorization, advice and legal protections afforded by the State Attorney General's Office and the State of North Carolina's Private Drinking Water Well Program.

Attached please find a more in-depth discussion of this situation that led to this request. (Attachment #5.A) This attachment entitled "Proposal – Rescind CC Well Ordinance .doc", will provide a full background on this request.

**Board Action: The requested action has already been approved by the Board of Health. A unanimous vote to rescind the ordinance will be effective immediately.**

B. APPROVAL OF FEE SCHEDULE

Attachment #5.B. is a list of fees submitted for the Board's approval. On August 19, 2014 Environmental Health was informed of changes in the expenses, effective immediately, that were to be charged the Department for submission of certain samples for analysis by the State Laboratory of Public Health. Staff is attempting to put a fee schedule in place to primarily address these unforeseen out of pocket increases.

The proposed fees have already been approved by the Board of Health.

**Board Action: Consider proposed fees for approval.**

Agenda Date: October 20, 2014

Presenter: Scott Harrelson

Agenda Item No. 6

**DEPARTMENTAL MATTERS: HEALTH – PALLIATIVE CARE DISCUSSION**

At its reconvened session on October 6, 2014, the Board deferred consideration of Inpatient Hospice/Palliative Care until this meeting.

**Board Action: Discussion and consideration of action.**

Agenda Date: October 20, 2014

Presenter: Rusty Hayes

Agenda Item No. 7

Board Action Required: Yes

**DEPARTMENTAL MATTERS: WATER - RESOLUTION TO AWARD CONTRACT**

The Board will be asked to approve the attached resolution (Attachment #7) officially awarding the contract to Shook Construction Co., Inc. for the Potable Water Supply and Treatment Facilities Project. This was done on a tentative basis previously pending approval by the Department of Environment and Natural Resources (DENR). That approval has now been obtained and the State requires this resolution for the financing.

**Action needed: Motion and vote to approve resolution.**

Agenda Date: October 20, 2014

Presenter: Rick Hemphill

Agenda Item No. 8

Board Action Required: Yes

## **DEPARTMENTAL MATTERS: FINANCE - AUDIT MANAGEMENT LETTER**

Assistant County Manager, Finance/Administration, Rick Hemphill, received an email from McGladrey which requires Board action authorizing the Chairman to sign an additional arrangement letter. This is for additional work required by the Office of the State Auditor and has to do with testing eligibility for Federal programs. The State is ultimately responsible to the Federal government for these programs but counties do most of the eligibility tests. McGladrey email is below:

As stated per the Treasurer website, the results of the audits by CPAs of the eligibility compliance requirement of certain designated federal programs that operate in the State of NC under split eligibility situations will be included in the State Auditor's State of North Carolina report on internal control and compliance in accordance with OMB Circular A-133. Please refer to LGC Memo 993.

Independent auditors that audited designated federal programs as major for the year ending June 30, 2014 (for Craven County applicable programs are Medical Assistance Program and State Children's Insurance Program) should complete both the turnaround document and CPA's Representation Letter, and submit copies to the LGC along with the audit reporting package. (See Attachment # 8)

**Board Action: Authorization for the Chairman to sign the letter.**

Agenda Date: October 20, 2014

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

Agenda Item No. 9

Board Action Required: Yes

## APPOINTMENTS

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

**Board Action: Appointments will be effective immediately, unless otherwise specified.**

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

HAVELOCK BOARD OF ADJUSTMENT

AUTHORIZATION: Havelock City Code – Article XI

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

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

7

1

1

TYPE:

City of Havelock

Extraterritorial Jurisdiction (County)

Extraterritorial alternate (County)

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

County appointees must reside in the extraterritorial areas of the City of Havelock.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Wednesday of the month at 7:30 p.m., and at the call of the Chair

**Terms ending:** Nancy Webster, Alt. (Appointed 2009; resigned)

**No applications on file.** (The City of Havelock has not received any interest from citizens, but still working on it.)

EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

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

MISSION/FUNCTION: Functions as a technical committee of the Board of Commissioners to develop and recommend for approval by the Board of Commissioners standards of care, policies, procedures and actions which will maintain and improve the quality of Emergency Medical Services for Craven County residents.

NUMBER OF MEMBERS:

28  
\_\_\_\_\_

TYPE:

\_\_\_\_\_  
\_\_\_\_\_

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

1) Craven County Manager, or designee; 2) Director of Emergency Services; 3) representative from each EMS provider; 4) representative from each authorized First Responder provider;

5) hospital president or designee; 6) County Medical Director; 7) physician nominated by Craven County Medical Society; 8) representative from Communications division; 9) representative nominated by Craven County Firemen’s Association; 10) hospital emergency room supervisor; 11) non-provider affiliated citizen; 12) Community College Dean of Continuing Education;

13) representative nominated by Craven County Law Enforcement Association;

14) representative from Naval Hospital at Cherry Point;; 15) ad hoc members to include Eastern Carolina Council of Governments, EMS Director, NC Office of Emergency Medical Services, and Executive Director of the American Red Cross

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

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

**Terms ending:**

Joe Hoffman, Craven County Law Enforcement Association (Will submit name)

**No applications on file.**

**CRAVEN AGING PLANNING BOARD**

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To provide a comprehensive assessment of the needs and opportunities associated with older adults; an achievable vision of successful aging. Craven County based programs for the support of and investment in older adults and their families, including a system of care for high-risk older adults; and policy strategies for maximizing the functional independence and quality of life of older adults and their families consonant with their wishes and desires.

Serves as the sole policy formulation board concerning aging programs on behalf of the Craven County Board of Commissioners.

NUMBER OF MEMBERS:

18  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE:

Agency - 10  
Local Government - 3  
Client/Caregiver - 2  
Senior Representative - 3

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

Representative of senior population (60+ years of age), client representative (caretaker of an older adult, employed by or volunteering for senior service provider) or representative of one of the following agencies or government entities: Craven County DSS, Craven County Health, Carolina East Medical Center, CARTS, Employment Security Commission, Neuse Center, Coastal Community Action, Legal Aid of North Carolina, Senior Tarheel Legislature, Craven County Commissioners, Craven County Manager, Council of Governments.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Fourth Thursday of every second month, beginning in January, at 1:30 p.m. in the Craven County Administration Building

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

**Terms ending:** Paula Lassiter, Public, At-Large Representative (resigned)

**No Applications on file**

**FIRE TAX COMMISSIONERS**

AUTHORIZATION: N.C.G.S. 69-25.5

MISSION/FUNCTION: To serve in an advisory capacity as representatives of the County Commissioners relative to determining the amount of fire protection needed in their respective districts, assuring that district residents are afforded fire protection commensurate with the amount of fire tax paid, and furnishing said protection.

NUMBER OF MEMBERS:

30

\_\_\_\_\_

TYPE:

3 per District

\_\_\_\_\_

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

Must be a qualified voter of the district represented.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: \_\_\_\_\_

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

**Terms ending:** William Laughinghouse, No. 7 (Appointed 2002)

**Application on file:** Alton Riggs (Attachment # 9.A.)

Agenda Date: October 20, 2014

INDUSTRIAL FACILITIES POLLUTION CONTROL FINANCING AUTHORITY

AUTHORIZATION: Bylaws

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

\_\_\_\_\_

NUMBER OF MEMBERS:

7 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE:

Qualified electors

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: Annual Meeting on 2<sup>nd</sup> Tuesday in October; otherwise, as needed

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

**Terms ending:** Fletcher Watts (Appointed 1996)

**B. CURRENT APPOINTMENTS**

JUVENILE CRIME PREVENTION COUNCIL

AUTHORIZATION: N.C.G.S. 147-33.66

MISSION/FUNCTION: To assess the needs of juveniles in the community, evaluate the adequacy of resources available and develop or propose ways to address unmet needs.

NUMBER OF MEMBERS:  
25 (maximum)

TYPE:  
From among the following categories, or in some instances, the designees of the specified position: school superintendent, chief of police, sheriff, district attorney, chief court counselor, area mental health director, social services director, county manager, substance abuse professional, member of faith community, county commissioner, person under the age of 21, juvenile attorney, chief district court judge, member of the community, local health director, non-profit representative, parks and recreation up to seven additional Board of

defense  
business  
representative,  
members appointed by the  
Commissioners

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2<sup>nd</sup> Monday of the month 12:30 p.m.

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

**Term(s) ending:** Kim Best, DSS Representative (moved away)

**Application on file:** Faye Legacy (Attachment #9.B.)

## **C. UPCOMING APPOINTMENTS**

**November** None

### **December**

#### Commissioners' Appointments

Clean Sweep Committee: Cherry Sanders (Initial Appointment 2011)

CRSWMA: Joe Fogelman (Initial Appointment 2011)

Health Board: Paul Gaskins, Public (Initial Appointment 2008)  
Rosanne Leahy, Nurse (Initial Appointment 2008)  
Trey Paul, Pharmacist (Initial Appointment 2008)  
Ronald Preston, Physician (Initial Appointment 2011)

Cove City Library: William Jones (Initial Appointment 2003)

Regional Library: Esther Hardin (Initial Appointment 2003)

Agenda Date: October 20, 2014

Presenter: Jim Hicks

Agenda Item No. 10

## **COUNTY ATTORNEY'S REPORT**

Agenda Date: October 20, 2014

Presenter: Jack Veit

Agenda Item No. 11

## **COUNTY MANAGER'S REPORT**

Agenda Date: October 20, 2014

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

Agenda Item No. 12

## **COMMISSIONERS' REPORTS**



**Craven Area Rural Transit System  
PUBLIC TRANSPORTATION**

P.O. Box 13605 - 2822 Neuse Blvd.  
New Bern, North Carolina 28561  
Phone: 252-636-4917 - Fax: 252-636-4919  
1-800-735-2962 TDD/TTY  
Email: [carts@cravencounty.com](mailto:carts@cravencounty.com)



October 20, 2014

To: Craven County Board of Commissioners  
Jack Veit, Craven County Manager  
Gene Hodges-Assistant County Manger  
Rick Hemphill-Assistant County Manager

From: Rosann Christian, CARTS Director

Ref: FY 2016 Community Transportation Program (CTP) Application

Each year Craven County applies for the Community Transportation Program (CTP) grant. A Public Hearing and an adopted resolution by the Craven County Board of Commissioners are a required part of the process.

The Public Hearing was advertised in the New Bern Sun Journal on Sunday, October 12, 2014 as required. The application information is available to the public.

The application is for:

- Administrative \$318,855 with a 15% (\$47,829) match which is generated by CARTS. This amount includes items such as administrative salaries, office rent, utilities, office supplies, marketing, vehicle insurance, safety training, contract services, etc.
- Capital \$170,700 with a 10% (\$17,070) match which is generated by CARTS. This amount includes replacement of three CARTS vehicles which have all met the minimum useful life as defined by NCDOT/PTD.

There is no Operating portion of the grant beginning FY2016 because the LOOP is operated in the now designated urbanized area.

The total FY 2014 CTP application request \$489,555 with required local match of \$64,899.

The staff, management, and many citizens of Craven, Jones and Pamlico Counties that use the services provided with this grant wish to express their appreciation for your support of the transportation provided by Craven County through CARTS.

# COMMUNITY TRANSPORTATION PROGRAM RESOLUTION

## Section 5311 FY 2016 RESOLUTION

Applicant seeking permission to apply for Community Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (*Board Member's Name*) \_\_\_\_\_ and seconded by (*Board Member's Name or N/A, if not required*) \_\_\_\_\_ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural public transportation services consistent with the policy requirements for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, (*Legal Name of Applicant*) County of Craven hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project, prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

NOW, THEREFORE, be it resolved that the (*Authorized Official's Title*)\* Chairman of (*Name of Applicant's Governing Body*) Craven County Board of Commissioners is hereby authorized to submit a grant application for federal and state funding, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural public transportation services.

I (*Certifying Official's Name*)\* Gwendolyn M. Bryan (*Certifying Official's Title*) Clerk to the Board do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (*Name of Applicant's Governing Board*) Craven County Board of Commissioners duly held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Signature of Certifying Official*

**\*Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me (*date*) \_\_\_\_\_

\_\_\_\_\_  
*Notary Public \**

\_\_\_\_\_  
*Printed Name and Address*

My commission expires (*date*) \_\_\_\_\_

*Affix Notary Seal Here*

**DBE GOOD FAITH EFFORTS CERTIFICATION**

This is to certify that in all purchase and contract selections (*Legal Name of Applicant*) \_\_\_\_\_ is committed to and shall make good faith efforts to purchase from and award contracts to Disadvantaged Business Enterprises (DBEs).

**DBE good faith efforts will include the following items that are indicated by check mark(s) or narrative:**

Required by PTD	Check all that apply	Description
	<input type="checkbox"/>	Write a letter to Certified DBEs in the service area to inform them of purchase or contract opportunities;
*	<input type="checkbox"/>	Document telephone calls, emails and correspondence with or on behalf of DBEs;
	<input type="checkbox"/>	Advertise purchase and contract opportunities on local TV Community Cable Network;
	<input type="checkbox"/>	Request purchase/contract price quotes/bids from DBEs;
	<input type="checkbox"/>	Monitor newspapers for new businesses that are DBE eligible
*	<input type="checkbox"/>	Encourage interested eligible firms to become NCDOT certified. Interested firms should refer to <a href="http://www.ncdot.gov/business/ocs/dbe/#FAQ10">http://www.ncdot.gov/business/ocs/dbe/#FAQ10</a> or contact the office of contractual services at (919) 707-4800 for more information
*	<input type="checkbox"/>	Encourage interested firms to contact the Office of Historically Underutilized Businesses at (919) 807-2330 for more information.
*	<input type="checkbox"/>	Consult NCDOT Certified DBE Directory. A DBE company will be listed in the DBE Directory for each work type or area of specialization that it performs. You may obtain a copy of this directory at <a href="http://partner.ncdot.gov/VendorDirectory/default.html">http://partner.ncdot.gov/VendorDirectory/default.html</a>
	<input type="checkbox"/>	Other efforts: Describe:
	<input type="checkbox"/>	Other efforts: Describe:

You may obtain a copy of the USDOT Disadvantaged Business Enterprise Program Title 49 Part 26 at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>

**Reminder:** Documentation of all good faith efforts shall be retained for a period of five (5) years following the end of the fiscal year.

I certify that, to the best of my knowledge, the above information describes the DBE good faith efforts.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type Name and Title of Authorized Official

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
PUBLIC TRANSPORTATION DIVISION**

**DBE/MBE/WBE/HUB ANTICIPATED VENDOR AWARDS in FY2016**

**APPLICANT'S NAME:** Craven County (Craven Area Rural Transit Ssystem) **PERIOD COVERED**  
**MAILING ADDRESS:** P O Box 13605, 2822 Neuse Blvd., New Bern, NC 28562 **From:** 07/01/2015  
**VENDOR NUMBER:** 16506 **To:** 06/30/2016

**We expect to utilize the following list of DBE/MBE/WBE/HUB Vendors in FY2016:**

DBE/MBE/WBE/HUB Vendor/Subcontractor's Name	Mailing Address City, State, Zip	ID# from NCDOT Website	Describe Service/ Item to be Purchased	Anticipated Expenditure (\$)
Forms & Supply	P O Box 563956, Charlotte, NC 28526	10101	Office & Computer Supplies	1000
ADPRO	223 Pensacola Rd., Burnsville, NC 28714	59959	Promotional Items	500
				TOTAL

- The above list includes the DBE/MBE/WBE/HUB Vendors the applicant expects to utilize in FY2016.  
 The applicant does **NOT** expect to utilize any DBE/MBE/WBE/HUB Vendors in FY2016.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

## LOCAL SHARE CERTIFICATION FOR FUNDING

Craven County  
(Legal Name of Applicant)

### Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ <u>318,855</u>	\$ <u>47,829</u> (15%)
Capital (Vehicles & Other)	\$ <u>170,700</u>	\$ <u>17,070</u> (10%)
Operating (Small fixed route, regional, and consolidated urban-rural systems)	\$ _____	\$ _____ *(50% or more)
<small>*Note: Small fixed route systems contribute more than 50%</small>		
<b>TOTAL</b>	<b>\$ <u>489,555</u></b>	<b>\$ <u>64,899</u></b>
	<b>Total Funding Requests</b>	<b>Total Local Share</b>

### The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Amount</u>
<b><u>Local Funds</u></b>	\$ <u>64,899</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

I, the undersigned representing (*Legal Name of Applicant*) **Craven County** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2016 Community Transportation Program will be available as of **July 1, 2016**, which has a period of performance of July 1, 2015 – June 30, 2016.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Type Name and Title of Authorized Official

\_\_\_\_\_  
Date

**N.C. Department of Transportation-Division of Public Transportation Division  
Local Funding Commitment Form**

**APPLICANT NAME:**

**DESCRIPTION OF PROJECT AND YEAR OF PROPOSED FUNDING:**

**COMMITMENT OF LOCAL FUNDS AND APPLICANT INFORMATION:**

Total State Match \$61,709 \_\_\_\_\_ Federal Match: \$362,947 \_\_\_\_\_

Local Matching Funds Required \$ 64,899 \_\_\_\_\_ representing a 15 % local share of the project.

**1. Applicant Information**

Official Name of Applicant: Craven County

Name of Official Responsible for Project: Thomas F. Mark

Title of Official Responsible for Project: Chairman, Craven County Board of Commissioners

Official Address: 406 Craven St., New Bern, NC 28560

\_\_\_\_\_  
Official Telephone Number: (252) 636-6601 FAX: (252) 637-0526

**2. Commitment of Local Funds**

I hereby confirm that Craven County (Name of Applicant) is committed to the local matching share of \$64,899 required for this project as funds are available during the requested project year. I further confirm the applicant is duly authorized to commit and enter into an Agreement with the North Carolina Department of Transportation during the appropriate Fiscal Year.

Signature of Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_

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

## SECTION 5311 TITLE VI PROGRAM REPORT

### Part A (complete either Part A or Part B)

Legal Name of Applicant: Craven County

I certify that to the best of my knowledge, **No complaints or lawsuits** alleging discrimination have been filed against  
(Transit System Name) Craven Area Transit System during the period **July 1, 2013 through June 30, 2014.**

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type Name and Title of Authorized Official

### Part B (complete either Part A or Part B)

The following Title VI complaints or lawsuits alleging discrimination have been filed with  
(Transit System Name) \_\_\_\_\_ during the period July 1, 2013 through June 30, 2014.

Complainant Name/Address/Telephone Number	Date	Description	Status/Outcome

(Attach an additional page if required.)

I certify that to the best of my knowledge, the above described complaints or lawsuits alleging discrimination have been filed against (Transit System Name) \_\_\_\_\_ during the period July 1, 2013 through June 30, 2014.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type Name and Title of Authorized Official

### Part C Title VI Plan

Do you currently have a Title VI Plan: Yes      Date of last plan update: 2007

Craven County



**Craven Area Rural Transit System  
PUBLIC TRANSPORTATION**

P.O. Box 13605 - 2822 Neuse Blvd.  
New Bern, North Carolina 28561  
Phone: 252-636-4917 - Fax: 252-636-4919  
1-800-735-2962 TDD/TTY  
Email: [carts@cravencounty.com](mailto:carts@cravencounty.com)



Craven Area Rural Transit System (CARTS), a department of the Craven County Government, is a recipient of Federal financial assistance and provides public transportation services throughout the North Carolina counties of Craven, Jones and Pamlico. CARTS is committed to non-discrimination in the conduct of its business and will annually assure FTA compliance to the Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving Federal financial assistance. Specifically,

**“Title VI of the Civil rights Act of 1964, as amended, protects any person in the United States on the grounds of race, color, or national origin from being excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation.” (42 U.S.C. Section 2000d)**

Toward this end, it is CARTS objective to:

- A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- B. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- C. Promote the full and fair participation of all affected populations in transportation decision making;
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- E. Ensure meaningful access to programs and activities by persons with limited English proficiency.

The responsibility for carrying out CARTS' commitment to this program has been delegated to the CARTS Director by the Board of Commissioners. CARTS' staff is responsible for the day-to-day operations of this Program and will receive and investigate any Title VI complaints. However, all managers, supervisors and employees share in the responsibility for making CARTS Civil Rights Program a success.

Additional information concerning CARTS Title VI obligations and the complaint procedure can be found on the CARTS web site - <http://www.cravencountync.gov/departments/trn.cfm>, by calling (252) 636.4917, or by writing CARTS at 2822 Neuse Blvd., New Bern, NC 28560.

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Signature: Thomas F. Mark

---

Date

Chairman, Craven County Board of Commissioners



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Jimmie B. Hicks, Jr.  
jhicks@nclawyers.com

September 29, 2014

Thomas F. Mark, Chairman  
Craven County Board of Commissioners  
406 Craven Street  
New Bern, NC 28560

RE: Opinion Letter Regarding Craven County's Receipt of Section 5307 FTA  
Urban Transit Funds on Behalf of the Craven Area Rural Transit System - (CARTS)  
Our File No. 11300.01

Dear Mr. Chairman:

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with the application of CARTS for Federal transportation assistance for operating, capital and project planning assistance authorized by 49 U.S.C. Chapter 53; Title 23 United States Code; and other Federal statutes authorizing activities administered by the Federal Transit Administration.

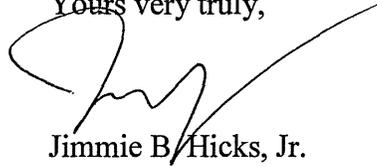
CARTS, a department of Craven County, which County is a body politic and corporation of the State of North Carolina, is a Regional Transit Agency that provides public transportation services for residents of Craven, Jones and Pamlico Counties, including residents of the New Bern urban area. The Applicant has received authority from the Designated Recipient to apply for and receive Urbanized Area Formula Program assistance. CARTS is authorized to:

- (i) apply for and receive Urbanized Area Formula Program Assistance under 49 U.S.C. § 5307;
- (ii) carry out transportation projects for which said Federal assistance is sought; and
- (iii) provide funds for the local share of the project pursuant to N.C. Gen. Stat. §§ 153A-14, 160A-17.1, and the Resolutions attached hereto as Exhibits A and B, which resolutions provide that the Craven County Board of Commissioners and the Transportation Advisory Committee of the New Bern Area MPO have authorized CARTS to be the Direct Recipient of Section 5307 FTA Urban Transit Funds.

I have reviewed the pertinent Federal, state, and local laws, and I have concluded that there is no legal impediment to filing an application for the project for which CARTS seeks assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action which might in any way adversely affect the proposed project or the capability of CARTS to carry out the project.

Please advise if you need anything further.

Yours very truly,

A handwritten signature in black ink, appearing to read "Jimmie B. Hicks, Jr.", written over the typed name below.

Jimmie B. Hicks, Jr.

JBH/klb  
Enclosures

cc: Gene Hodges, Assistant County Manager  
Rosann Christian, Director, CARTS

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 10/20/2014

Attachment #3.

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BARWICK, PATSY DAUGHERTY DWELLING VACANT SINCE 1995	0029167 2014-0003338	36.00
CANNON, BETTY KNIGHT FORECLOSURE-LIEN EXTINGUISHED	0000825 2010-0092552	96.99
CANNON, BETTY KNIGHT FORECLOSURE-LIEN EXTINGUISHED	0000825 2011-0008815	90.51
CANNON, BETTY KNIGHT FORECLOSURE-LIEN EXTINGUISHED	0000825 2012-0008813	83.47
CANNON, BETTY KNIGHT FORECLOSURE-LIEN EXTINGUISHED	0000825 2013-0008653	76.76
CANNON, BETTY KNIGHT HRS FORECLOSURE-LIEN EXTINGUISHED	0097497 2014-0008889	66.49
CAROLS FITNESS STUDIO LLC NOT IN BUSINESS 1/1/2012	0094284 2012-0090506	50.09
CAROLS FITNESS STUDIO LLC NOT IN BUSINESS 1/1/2013	0094284 2013-0094615	46.04
CHAPMAN, WILLIAM H MAPPING ERROR CORRECTION	0071495 2014-0010162	23.29
CHURCH-BEREAN COMMUNITY CHURCH EXEMPT PROPERTY PER GS 105-278.3	0101433 2014-0010447	2,090.68
CRAVEN COUNTY EXEMPT PROPERTY	0019760 2014-0012632	36.00
DEL/RAY LLC OF NEW BERN BOAT VALUE CORRECTION	0087086 2011-0014881	396.15
DEL/RAY LLC OF NEW BERN DID NOT OWN 1/1/2012	0087086 2012-0090610	380.24
DEL/RAY LLC OF NEW BERN DID NOT OWN 1/1/2013	0087086 2013-0094352	101.20

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 10/20/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
DEL/RAY LLC OF NEW BERN DID NOT OWN 1/1/2013	0087086 2013-0094406	119.36
DRISKO LOBSTER INC NOT IN BUSINESS 1/1/2011	0087499 2011-0016159	8.11
DRISKO LOBSTER INC NOT IN BUSINESS 1/1/2012	0087499 2012-0090626	8.11
DRISKO LOBSTER INC NOT IN BUSINESS 1/1/2013	0087499 2013-0094720	7.47
DRYWALL INNOVATIONS OF NEW BER NOT IN BUSINESS 1/1/2013	0061527 2013-0094721	17.22
DUBOIS, BARBARA FRENGER & CHAR RECYCLE FEE DOUBLE BILLED	0032899 2014-0016010	36.00
EAST COAST QUALITY CATERING LL NOT IN BUSINESS 1/1/2011	0089500 2011-0090494	69.69
EAST COAST QUALITY CATERING LL NOT IN BUSINESS 1/1/2012	0089500 2012-0090642	64.46
EAST COAST QUALITY CATERING LL NOT IN BUSINESS 1/1/2013	0089500 2013-0094732	59.26
EASTERN MOVING & STORAGE INC NOT IN BUSINESS 1/1/2013	0094781 2013-0094737	15.79
EDMONDSON, DOROTHY L RECYCLE ADJ FOR SCE REBILL	0001425 2014-0091033	12.00
FIVE POINTS TAXI & LIMO SERVIC NOT IN BUSINESS 1/1/2012	0056279 2012-0090683	11.68
FIVE POINTS TAXI & LIMO SERVIC NOT IN BUSINESS 1/1/2013	0056279 2013-0094777	10.80
GIBBS, CHARLENE L APPRAISAL ERROR CORRECTION	2765340 2014-0021569	46.54

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 10/20/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
GIBSON, BRITTANY MARCEL FORECLOSURE-LIEN EXTINGUISHED	0058942 2006-0020575	24.49
GIBSON, BRITTANY MARCEL FORECLOSURE-LIEN EXTINGUISHED	0058942 2007-0021146	24.90
GIBSON, BRITTANY MARCEL FORECLOSURE-LIEN EXTINGUISHED	0058942 2008-0021609	23.83
GIBSON, BRITTANY MARCEL FORECLOSURE-LIEN EXTINGUISHED	0058942 2009-0021675	22.77
GIBSON, BRITTANY MARCEL FORECLOSURE-LIEN EXTINGUISHED	0058942 2010-0019764	46.51
GIBSON, BRITTANY MARCEL FORECLOSURE-LIEN EXTINGUISHED	0058942 2011-0021859	43.75
GIBSON, BRITTANY MARCEL FORECLOSURE-LIEN EXTINGUISHED	0058942 2012-0021687	40.91
GIBSON, BRITTANY MARCEL FORECLOSURE-LIEN EXTINGUISHED	0058942 2013-0021016	32.37
GIBSON, BRITTANY MARCEL FORECLOSURE-LIEN EXTINGUISHED	0058942 2014-0021615	25.71
GRAYBAR FINANCIAL SERVICES LLC TRANSFERED TO ACCT 102880 FOR 2014	0050166 2014-0022674	343.84
HAMM, SHIRLEY MAE DWELLING RAZED IN 2013	3045150 2014-0023923	209.48
HILL, WILLIAM M & SELMA M RECYCLE ADJ FOR SCE REBILL	3421800 2014-0091042	12.00
IT MUST BE HEAVEN INC NOT IN BUSINESS 1/1/2011	0074981 2011-0090680	181.31
IT MUST BE HEAVEN INC NOT IN BUSINESS 1/1/2012	0074981 2012-0090794	137.05

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 10/20/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
IT MUST BE HEAVEN INC NOT IN BUSINESS 1/1/2013	0074981 2013-0094891	105.88
JARMAN, IRENE B DID NOT OWN MH 1/1/2014	0016040 2014-0029170	462.91
MCQUEEN, JULIA HRS RECYCLE ADJ FOR SCE REBILL	0036992 2014-0091045	12.00
MILLER, GLORIA M TRUSTEE RECYCLE ADJ FOR SCE REBILL	0063568 2014-0091046	24.00
MOORE, HENRETTA RECYCLE ADJ FOR SCE REBILL	5091700 2014-0091047	12.00
NEAL, GLADYS G RECYCLE ADJ FOR SCE REBILL	0068159 2014-0091048	12.00
O'BRIEN, JOHN BOAT VALUE CORRECTION	0099974 2014-0090143	2,789.35
O'BRIEN, JOHN BOAT VALUE CORRECTION	0099974 2014-0090609	2,809.54
PEREZ, JULIUS C NOT IN BUSINESS 1/1/2013	0094287 2013-0095101	278.86
RUBECK, SHAWN & TIFFANY MILITARY EXEMPTION	0072140 2014-0048783	205.84
RUSSELL, JOSEPH ADAM MILITARY EXEMPTION	0092178 2014-0048939	37.68
SAUCEDO, VENECIA DOUBLE BILLED RECYCLE FEE	0081177 2014-0049551	36.00
SCHIFFINO, JOSEPH W RECYCLE ADJ FOR SCE REBILL	0078214 2014-0091076	12.00
SCOTT, RICK BOAT RELEASED TO PAMLICO COUNTY	0093913 2014-0050158	253.09

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 10/20/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
SIEBERT, COREY A MILITARY EXEMPTION	0102162 2014-0050893	27.88
SIEBERT, COREY ANDREW MILITARY EXEMPTION	0102164 2014-0050894	106.67
SLADEK, MATTHEW E MILITARY EXEMPTION	0102183 2014-0090738	97.21
SUTUJ, CESAR AUGUSTA DOUBLE BILLED SEE ACCT 81051	0093531 2013-0053110	62.49
SUTUJ, CESAR AUGUSTA DOUBLE BILLED SEE ACCT 81051	0093531 2012-0090331	12.15
SUTUJ, CESAR AUGUSTA BOAT VALUE CORRECTION	0093531 2014-0090880	21.91
WALLACE, TINNIE B APPRAISAL ERROR CORRECTION	7511975 2014-0058522	103.34
WEBSTER, JOHN T NOT IN BUSINESS 1/1/2010	0082199 2010-0054426	23.47
WEBSTER, JOHN T NOT IN BUSINESS 1/1/2011	0082199 2011-0091295	21.91
WEBSTER, JOHN T NOT IN BUSINESS 1/1/2012	0082199 2012-0091306	20.24
WEBSTER, JOHN T NOT IN BUSINESS 1/1/2013	0082199 2013-0095355	18.60
WELLING, RINDY J & TAMMY DID NOT OWN 1/1/2013	0023145 2013-0093766	115.11
WELLING, RINDY J & TAMMY DID NOT OWN 1/1/2014	0023145 2014-0059456	104.48
WETHERINGTON, AMY NICOLE VALUE CORRECTION PER BILL OF SALE	0099446 2014-0059753	97.56

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 10/20/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
WHITFIELD, DINNIA R RECYCLE ADJ FOR SCE REBILL	0018948 2014-0091082	12.00
	71 -CREDIT MEMO(S)	13,125.49

REFUNDS SUBJECT TO BOARD APPROVAL ON 10/20/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
JONES, ALAN W & MARTHA S DOUBLE BILLED SEE ACCT 87717	0059615 2013-0092487	13.30
	1 -REFUND(S)	13.30



*Letter  
Receiving  
in error*

**North Carolina Department of Health and Human Services  
Division of Social Services**

Pat McCrory  
Governor

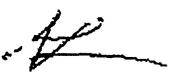
Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS

Wayne Black  
Division Director

June 13, 2014

**MEMORANDUM**

To: Queena Motley  
Benefits Section  
Controller Office

From: Amelia Lance   
Adoption Services

Re: **Adoption Promotion Fund (2013-2014)**

The attached statements are for payment to the participating county department of social services from the Adoption Promotion Program Fund. The account/center/RCC for this fund is:  
**536419-1531 4935 10**

**CRAVEN \$ 19,200**

Please call me at 334-1096, if you have questions.

**REVISED WITH NEW FUNDING SOURCE**

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncdhhs.gov/dss](http://www.ncdhhs.gov/dss)  
Tel 919-733-4622 • Fax 919-715-6714

Location: McBryde Building • 1050 Umstead Drive • Raleigh, NC 27603  
Mailing Address: 2408 Mail Service Center • Raleigh, NC 27699-2408  
An Equal Opportunity / Affirmative Action Employer



Received

**North Carolina - Department of Health and Human Services  
Notice of Electronic Funds Transfer**

**ATTN:** County Finance Officer  
County DSS Director  
**County:** CRAVEN  
**Run Date:** 06/23/2014  
**Period:** June, 2014

**Deposits TO County Account FROM DSS**

	<b>Earliest date of payment :</b>	<b>06/26/2014</b>
MAXIMIZATION	SFHF	\$502.00
MAXIMIZATION	R&B	\$954.47
MAXIMIZATION	FLE	\$222.49
MAXIMIZATION	FFE	\$70.45
MAXIMIZATION	FAE	\$1,709.73
IND LIV LINKS	TRANSITIONA	\$270.50
FOSTER CARE	STATE	\$4,733.80
FOSTER CARE	IV-E	\$14,918.34
* Adoption Promotion Fund	STATE	\$19,200.00 *
<b>County Payment Total :</b>		<b>\$42,581.78</b>

**Drafts FROM County Account TO DSS**

	<b>Earliest date of draft :</b>	<b>06/27/2014</b>
upable 13/14	ELIGIBILITY Jun 14	SAD \$750.50 101-7291-450-39-02
upable 13/14	ELIGIBILITY Jun 14	SAA \$487.00 101-7291-450-39-02
upable 13/14	06/2014 EBT Jun 14	Call Ctr \$500.51 101-7211-450-39-04
upable 13/14	04/2014 EBT Apr 14	eFunds \$1,358.96 101-7211-450-39-04
<b>County Draft Total :</b>		<b>\$3,096.97</b>

**An Equal Opportunity / Affirmative Action Employer**

Recouped

**North Carolina - Department of Health and Human Services  
Notice of Electronic Funds Transfer**

**ATTN:** County Finance Officer  
County DSS Director  
**County:** CRAVEN  
**Run Date:** 09/23/2014  
**Period:** September, 2014

**Deposits TO County Account FROM DSS**

	<i>Earliest date of payment :</i>	<i>09/26/2014</i>
<i>VENDOR</i>	<i>IV-B</i>	<i>✓ \$525.00</i>
<i>MAXIMIZATION</i>	<i>SFHF</i>	<i>✓ \$1,518.87</i>
<i>MAXIMIZATION</i>	<i>R&amp;B</i>	<i>\$593.29</i>
<i>MAXIMIZATION</i>	<i>FAE</i>	<i>\$1,425.52</i>
<i>FOSTER CARE</i>	<i>STATE</i>	<i>\$5,109.04</i>
<i>FOSTER CARE</i>	<i>IV-E</i>	<i>\$9,944.00</i>
<b>County Payment Total :</b>		<b>\$19,115.72</b>

**Drafts FROM County Account TO DSS**

	<i>Earliest date of draft</i>	<i>: 09/29/2014</i>
<i>ELIGIBILITY</i>	<i>SAD</i>	<i>\$1,116.00 ✓</i>
<i>ELIGIBILITY</i>	<i>SAA</i>	<i>\$2,177.00 ✓</i>
<i>* Adoption Promotion Fund</i>	<i>STATE</i>	<i>\$19,200.00 *</i>
<i>09/2014 EBT</i>	<i>Call Ctr</i>	<i>\$488.80</i>
<i>07/2014 EBT</i>	<i>eFunds</i>	<i>\$1,418.14</i>
<b>County Draft Total</b>	<b>:</b>	<b>\$24,399.94</b>



**Title III-D State Appropriations**

Agency: Craven County Senior Services

Period Covered: July 1, 2014 to June 30, 2015

Address: 811 George Street, PO Box 12039 New Bern, NC 28561

**BUDGET CATEGORY**

**TOTAL COST**

Personnel

\$ 0

(Name, Title and % of time allocated to program)

Fringe Benefits

\$ 0

(Itemize or Indicate Method of Cost Allocation)

Travel \$

673

For Arthritis Exercise training and Tai Chi training

(Itemize)

Equipment \$

0

(Specify)

Other \$

6,300

Tai Chi, Matter of Balance and Arthritis Exercise classes

(Itemize)

TOTAL DIRECT COST: \$ 6973

TOTAL INDIRECT COST: \$ 0

TOTAL COST: \$ 6973









**Proposal:** To rescind the *CRAVEN COUNTY HEALTH DEPARTMENT NON-PUBLIC COMMUNITY WATER SUPPLIES ORDINANCE* which has been replaced by the NC Private Drinking Water Well Rules.

## **Background:**

Until 2008, the Craven County Health Department's Division of Environmental Health enforced two sets of regulations related to private drinking water wells. These were:

- 1) Local Private Drinking Water Well Rules (for single-connection wells) AND
- 2) A local Well Ordinance that regulated wells serving 2-14 connections.

The local well rules were adopted on April 9, 2007, and were based upon state well rules that were in development at the time. In anticipation of the state well rules, a "sunset" clause was written into the local rules from the beginning, specifying that the local rules would rescind upon completion and adoption of the state rules.

Our local ordinance is older (enacted February 21, 2000) and only regulated wells serving 2-14 connections (i.e. multiple houses, mobile homes, businesses, etc.).

As expected, in June of 2008, the state of North Carolina put forth legislation requiring ALL counties in the state to develop a Private Drinking Water Well Program, and enacted corresponding state-wide laws & rules for regulation of Private Drinking Water wells (serving a single structure).

The county's local well rules automatically sunsetted (rescinded) on June 30, 2008. However, the county's 2-14 Connection Ordinance was left in place because, at that time, the state rules included only **single-connection** private drinking water wells.

All Craven County Onsite Water Protection Section Environmental Health Specialists subsequently became trained and tested and received their official authorizations to enforce the state's well rules.

In 2009, the state realized (as we had a decade earlier) that there was a regulatory gap between private wells (single-connection) and Public Water Supply wells (15 or more connections). In other words, in the 2-14 well connections range. They closed that gap by including wells up to 14 connections in the recently-enacted state Private Drinking Water Well Rules.

Thus, the current state rules regulate wells serving from 1-14 service connections, including the subset of 2-14 connection wells previously covered only by our pre-existing local ordinance.

Recently, it was pointed out by the state's regional well specialist that possession of local county rules or ordinances that are more stringent than the state's regulations precludes that county from being covered by the state for any Tort claims involving private drinking water wells, well permits, etc. Additionally, the state cannot authorize, train, defend, or provide regional well specialist guidance to a county that enforces its own regulations rather than the state laws and rules. In other words, that county is "on its own". This was confirmed with the state (and subsequently with the Attorney General's office) on June 11<sup>th</sup> of this year.

**Thus, our local 2-14 connection well ordinance is not only redundant, but actually disallows legal protections and other benefits provided via adoption of the state rules. Therefore, we wish to have our old ordinance rescinded to retain the authorization, assistance and legal protections proffered by the state.**

Note: Interestingly, our local ordinance has not been utilized in the 14 years since its adoption. This is due to developers gaining easier access to public water, rather than anything having to do with the well ordinance itself. Specifically, a local requirement to pre-pay a substantial capital reserve fee in order to utilize county

public water was amended or dropped soon after adoption of the local well ordinance, thus making the local ordinance even more redundant in its intended goal.

### **History of Ordinance:**

The local ordinance was adopted by the Craven County Board of Commissioners on February 21, 2000 (Commissioner Albert Toon, Chairman). At the time, North Carolina had no state-wide rules for county regulation of Private Drinking Water Wells in the state.

The Environmental Health Section of the Craven County Health Department recognized a need to establish some basic regulations for wells proposed to serve multiple persons or families at the same time, in order to provide for the safety, health, and welfare of the citizens of Craven County.

The county ordinance was created to address only those drinking water wells that served at least 2 but not more than 14 “service connections” (e.g. mobile homes, houses, etc.).

The department wished to ensure proper placement of these types of wells (e.g. setbacks from sources of contamination), ensure the quality of construction of the wells, and to provide for some initial and recurring laboratory testing of water quality of these wells serving multiple families.

Secondarily, the department also wished to dissuade a practice of the time, whereby developers of new subdivisions and mobile home parks would apply for Environmental Health permits claiming they intended to use a multiple-connection well to serve their development. However, the applicant would switch at the last minute to proposing use of public water, after much work had been completed toward well placement and permitting, thus meeting their goal of having delayed or bypassed payment of a substantial capital reserve fee to the Craven County Public Water Department.

Why 2-14 connections? Because wells proposed to serve 15 or more connections were (and still are) considered Public Drinking Water Supply Wells falling under already-existing state rules enforced at the state level by the Division of Water Quality Public Water Supply Branch (regional office in Washington, NC). Conversely, wells proposed to serve less than 2 connections constitute single, private family wells, not serving the public. Thus, the 2-14 connection range “slipped through the cracks” in that they were too “small” for application of state public water supply regulations, yet had the potential to affect multiple families and users since they were completely unregulated.

### **Differences Between Local Ordinance and Current State Rules:**

- **Local Ordinance:** Property owner (or proposed well operator) must apply to CCHD Env Health Section for a Well Construction Permit. Permit fee \$200.00.
- **State Rules:** Same, including the fee.
  
- **Local Ordinance:** Well Permit application must include: Proposed well location, location of the water distribution system (piping to the residences, etc.), possible sources of contamination in proximity to the well, proposed details for the well construction, and a schedule of construction for the well and distribution system.
- **State Rules:** Same, except for no schedule of construction required.
  
- **Local Ordinance:** Copies of application/proposal sent to NCDENR-PWS to determine if proposed water supply constitutes a Public Water supply well, subject to their rules. Likewise, copies are also to be sent to the NCDENR Division of Water Quality Well Construction Section to determine if the proposed well construction meets 2C well construction standards or needs some type of variance.
- **State Rules:** Above activities unnecessary. Determinations are included in the rules themselves.

- **Local Ordinance:** Local health department issues a **Well Construction Permit** if all applicable state statutes, rules and regulations are met, and upon making determination that the proposed water supply meets all requirements.
- **State Rules:** Same
  
- **Local Ordinance:** Well is to be installed by a licensed well driller only.
- **State Rules:** Same
  
- **Local Ordinance:** Prior to using well, the owner/operator must obtain a well Operation Permit from the department.
- **State Rules:** Same, except Operation Permit is called a Certificate of Well Completion.
  
- **Local Ordinance:** A Well Operation Permit application must be made by applicant & include: Completed GW-1 Well Construction Record, water quality test results (discussed further below), emergency supply system plan, and "as-built" schematic for the well & distribution system.
- **State Rules:** Operation Permit ("Certif. of Completion") application is automatic. Same documents are provided by well driller and applicant to the department before Certificate of Completion issuance, except emergency supply plan is not required by state regulations.
  
- **Local Ordinance:** Prior to Operation Permit issuance, the well must be tested for bacteriological water quality (only). The owner must also have the water supply tested at least **quarterly** .
- **State Rules:** The well is tested within 30 days of completion for a number of parameters including: *Total and Fecal coliform bacteria, Arsenic, Barium, Cadmium, Chromium, copper, fluoride, Lead, Iron, Magnesium, Manganese, Mercury, Nitrate, Nitrite, Selenium, silver, sodium, zinc and pH*. There is currently no specified requirement in the rules for continued testing, although it can be required via the well permit.
  
- **Local Ordinance:** The ordinance also give the department the right to inspect the well as needed in future, and assesses some possible misdemeanor penalties for violations.
- **State Rules:** Same.
  
- **Local Ordinance:** Gives right of applicant to appeal denial or revocation of a Well Permit or Operation Permit.
- **State Rules:** Same (except called "Certificate of Completion").
  
- **Local Ordinance:** No wordage concerning repair or replacement of a well.
- **State Rules:** Requires obtaining a Well Repair or Replacement permit from the local health department.
  
- **Local Ordinance:** County bears responsibility for any legal action, Tort claims, etc. associated with the local regulation.
- **State Rules:** State is responsible for defending their authorized agents (including county employees) for any legal action, Tort claims, etc. associated with the state regulation.

## Applicable North Carolina Well Laws & Rules:

- **Well Laws:** Session Law 2006-202 (formerly House Bill 2873), Private Drinking Water Well Law **and** Session Law 2006-259 (formerly Senate Bill 1523), Technical Corrections to House Bill 2873.
- **Standards for Proper Well Construction:** 15A NCAC 2C .0100, Well Construction Standards - Criteria and Standards Applicable to Water Supply and Certain Other Wells, North Carolina Environmental Management Commission.
- **Well Permitting and Inspecting:** 15A NCAC 2C .0300, Permitting and Inspection of Private Drinking Water Wells, North Carolina Environmental Management Commission.
- **Well Water Sampling:** 15A NCAC 18A .3800, Private Drinking Water Well Sampling, North Carolina Environmental Management Commission.
- **Well Contractor Licensing Rules:** 15A NCAC 27 .0100, Well Contractor Certification Rules, North Carolina Environmental Management Commission.

## Email Correspondence with Regional Well Specialist Regarding Local Well Ordinance:

Mize, Wilson <wilson.mize@dhhs.nc.gov>  
June 11, 2014

Mark,

I wanted to let you I FINALLY heard back from John Barkley concerning your question about 2-14 connections. His take on this was similar to what I had thought, in that this rule is basically governing private drinking water wells because there are no rules that specifically address such wells. It was also his opinion that if you have a rule such as this it makes your well program more stringent than state rules, and they have always said if you have one rule that is more strict than that means you have a local ordinance and would not be authorized agents at that point.

I may not be a huge fan of this, but that is how they have always dealt with situation such as this. Please let me know how you plan to proceed with implementing this rule, and I am truly sorry it took so long to get this interpretation for you. Thanks and hope you are doing well.

--

**W. Wilson Mize**  
N.C. Department of Health and Human Services  
Regional Environmental Specialist - Division of Public Health  
5605 Six Forks Road  
1632 Mail Service Center  
Raleigh, NC 27699-1632  
(Office) 919.218.5383  
(Fax) 919.496.2015  
[Wilson.mize@dhhs.nc.gov](mailto:Wilson.mize@dhhs.nc.gov)  
<http://publichealth.nc.gov/>

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**From:** Mark W. Murosky [mailto:[mmurosky@cravencountync.gov](mailto:mmurosky@cravencountync.gov)]  
**Sent:** Thursday, May 29, 2014 11:25 AM  
**To:** Mize, Wilson  
**Subject:** Craven County's 2-14 Connection Ordinance

Hi Wilson:

Hope you're having a great day.

Our Env Director, Ray Silverthorne, mentioned that you two spoke recently. He asked me to send you a copy of our targeted local ordinance, issued around 2000, for 2-14 connection wells. Ray's on vacation this week and should return around June 2nd.

Our ordinance targeted wells NOT falling under Public Water Supply well rules (according to PWS) but seemingly "riskier" than a regular single-family private drinking water well . . . namely wells proposing 2-14 connections.

Since there were no state private well rules at the time, and PWS only handled wells with at least 15 connections, these MHP-sized wells were sort of falling through the cracks. Several MHP owners (at the time) were planning on supplying well water to 14 or less homes, so we created the ordinance to at least have some requirements (e.g. quarterly testing for bacteriological parameters for example). Turns out nearly all of them ended up going the public water route, and so we haven't used the ordinance for nearly 14 years, but it still remains on the books.

Ray is concerned, with there now being state-wide rules we've adopted, addressing private wells with less than 15 connections, that our having a local ordinance for a small number of situations might increase county tort claim liability for all private wells permitted in the county, even those with single connections. He mentioned you had kindly agreed to look into the issue.

I apologize for the quality of the PDF. It is a scan of a signed original. I cannot lay hands on the digital (Microsoft Word) version.

By the way, we now know that some of the terms used in this local ordinance (in the title for example) are actually PWS-specific terms as defined in their rules, and so only mean something if the well falls under "public water" (the term "non-public community water supplies" for example . . . today we would say "private drinking water well with 2-14 connections").

Thanks for your help. Feel free to call me or Ray with any questions or comments.

Thanks again,

**Mark**  
Mark W. Murosky, R.E.H.S.  
Environmental Health Program Specialist  
Onsite Water Protection Section (OSWPS)

Craven County Health Department  
(252) 636-4936 email: [mmurosky@cravencountync.gov](mailto:mmurosky@cravencountync.gov)

Requested Fees for Approval

(effective date October 1, 2014)

<u>Identified Analysis</u>	<u>Fee Amount</u>
State Lab Full Well Panel (Inorganic Chemistry & Microbiology)	\$80.00
State Lab Water Samples (Total coliform/ E. coli, MPN)	\$35.00
State Lab Water Samples (Fecal coliform, MPN - Quantitray)	\$35.00
State Lab Water Samples (Fecal coliform/Fecal Streptococcus -MTF)	\$55.00
State Lab Water Samples (Enterococcus,MPN - Quantitray)	\$35.00
State Lab Water Samples (Iron bacteria)	\$35.00
State Lab Water Samples (Sulfur/Sulfate - Reducing bacteria)	\$45.00
State Lab Water Samples (Pseudomonas-MTF or MPN - Quantitray)	\$35.00
State Lab Water Samples (Heterotrophic Plate Count)	\$30.00
State Lab Water Samples (Inorganic Panel -Metals, Anions, Nitrate/Nitrite)	\$75.00
State Lab Water Samples (Inorganic Panel -Metals, Anions)	\$70.00
State Lab Water Samples (Metals panel)	\$65.00
State Lab Water Samples (Individual Metals- 1 - 3 max from above + uranium)	\$50.00
State Lab Water Samples (Anions-Fluoride, Chloride, and Sulfate)	\$35.00
State Lab Water Samples (Disinfection By-Products -Bromide, Bromate, Chlorite, Chlorate)	\$35.00
State Lab Water Samples (Fluoride - Physician, Dentist)	\$35.00
State Lab Water Samples (Nitrate/Nitrite)	\$35.00
State Lab Water Samples (Arsenic speciation)	\$35.00
State Lab Water Samples (Pesticides)	\$80.00
State Lab Water Samples (Herbicides)	\$80.00
State Lab Water Samples (Petroleum Products)	\$80.00
State Lab Water Samples (Volatile Organic Chemicals)	\$80.00
Env Lab - Water Samples - Fecal coliform,MPN (Quantitray) - Noncompliance - [recreational lakes]	\$35.00
Env Lab - Water Samples - Enterococcus,MPN (Quantitray) - Noncompliance - [marine waters]	\$35.00
Env Lab - Water Samples -Pseudomonas,MPN (Quantitray) - Noncompliance - [hot tubs]	\$35.00
Env Lab - Water Samples - (Total coliform/ E. coli,MPN) ----- Noncompliance	\$35.00

**CRAVEN COUNTY RESOLUTION  
FOR  
CRAVEN COUNTY POTABLE WATER SUPPLY  
AND TREATMENT FACILITIES**

**WHEREAS**, Craven County publicly advertised for bids to be received and publicly opened on September 4, 2014 for the Project; and

**WHEREAS**, the lowest, responsive, responsible bidder for the construction of the Project was Shook Construction Co. dba Shook Construction Co., Inc.; and

**WHEREAS**, Craven County made tentative award to Shook Construction Co. dba Shook Construction Co., Inc., at the September 15, 2014 Craven County Board Meeting for the Base Bid, Add Alternate Bid No.1, Add Alternate Bid No. 2 and Deduct Alternate Bid No. 3 in the amount of \$24,756,385; and

**WHEREAS**, the tentative award was made contingent upon approval by the NCDENR Division of Water Infrastructure;

**WHEREAS**, Craven County intends to have constructed said Project in accordance with the approved plans and specifications; and

**WHEREAS**, the NCDENR Division of Water Infrastructure on October 14, 2014 has approved the award of the Project to Shook Construction Co. dba Shook Construction Co., Inc.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby authorizes the Chairman of the Board, Clerk to the Board, County Finance Officer, and such other persons as may be required, on behalf of the County, to complete the following actions:

1. Execute on behalf of the County the contract for construction of the Project with Shook Construction Co. dba Shook Construction Co., Inc., in substantially the form presented to and approved by the Board.
2. Take such other and further actions as may be necessary to conclude and implement the transaction described in this Resolution.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Thomas F. Mark, Chairman

ATTEST:

\_\_\_\_\_  
Clerk to the Board



October 10, 2014

Craven County Board of Commissioners  
Mr. Thomas F. Mark, Chairman  
Craven County, NC  
406 Craven Street  
New Bern, North Carolina 28560

Attention: Mr. Mark

This letter is to explain our understanding of the arrangements for, and the nature and limitations of, the services we are to perform for Craven County, NC (County) with respect to certain records and transactions of Craven County for the purpose of determining compliance with the eligibility intake functions for certain federal programs at County governments and health for the year ending June 30, 2014. The specific procedures to be performed are included as attachment #1 to this letter.

### **Engagement Services**

Our engagement will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non Profit Organizations. Because the procedures included in the attachment to this letter do not constitute an audit made in accordance with generally accepted auditing standards, we will not express an opinion on any of the specific elements, accounts, or items referred to in our report or on the financial statements of the Craven County taken as a whole.

At the conclusion of our engagement, we will submit a report in letter form outlining the procedures performed and our findings resulting from the procedures performed.

Our report will contain a statement that it is intended solely for the use of Craven County and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Should you desire that others be added to our report as specified parties, please contact us as it will be necessary to obtain their agreement with respect to the sufficiency of the procedures for their purpose.

Our report will also contain a paragraph pointing out that if we had performed additional procedures or if we had conducted an audit in accordance with generally accepted auditing standards, matters in addition to any findings that may result from the procedures performed might have come to our attention and been reported to you.

The procedures that we will perform are not designed and cannot be relied upon to disclose errors, fraud, or illegal acts, should any exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential.

Furthermore, the procedures were not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, we will communicate to management and the County board of commissioners any significant deficiencies or material weaknesses that become known to us during the course of the engagement.

### **Craven County's Responsibilities**

The sufficiency of the procedures included in the attachment is solely the responsibility of Craven County. We make no representation regarding the sufficiency of the procedures described above either for the purpose for which these services have been requested or for any other purpose.

The County agrees that it will not include our reports, or otherwise make reference to us, in any public or private securities offering without first obtaining our consent. Any request to consent is also a matter for which separate arrangements will be necessary. After obtaining our consent, the County also 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 the County seeks such consent, we will be under no obligation to grant such consent or approval.

Because McGladrey LLP will rely on Craven County and its management and those charged with governance to discharge the forgoing 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 known misrepresentation by a member of Craven County's management, that has caused, in any respect, McGladrey LLP's breach of contract or negligence. This provision shall survive 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 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 engagement 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 or issue a report, or withdrawal 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 your personnel in the preparation of schedules and analyses of accounts has been discussed and coordinated with Rick Hemphill, Craven County's finance officer. The timely and accurate completion of this work is an essential condition to our completion of our services and issuance of our report.

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

Our fees for the services described above are based on the time required by the individuals assigned to the engagement, plus direct expenses. Our fees for performing the agreed upon procedures attestation services for the County will be \$4,000. We will submit our bill for services promptly upon rendering the special report. Billings are due upon submission.

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.

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.

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. 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 Craven County.

### **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 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 these engagements is limited to the amount of fees paid by Craven County to McGladrey LLP for the services rendered under this agreement 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.

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.

If this letter defines the arrangements as Craven County understands them, please sign and date the enclosed copy and return it to us. We appreciate your business.

McGladrey LLP



Gary Ridgeway, CPA  
Director

Confirmed on behalf of the addressee:

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**Attachment #1**  
**List of Agreed Upon Procedures**

1. Obtain an understanding of internal control, assess risk, and test internal controls over the eligibility intake functions as required by *OMB Circular A-133*
  
2. Determine whether required eligibility determinations/redeterminations were performed (including obtaining any required documentation/verifications), that individual program participants were determined to be eligible, and that only eligible individuals participated in the program by selecting and performing tests on a sample from the population of all individuals receiving benefits during the entire fiscal year. These tests exclude determinations based on Modified Adjusted Gross Income (MAGI) made after September 30, 2013 for the Medicaid and Children's Health Insurance Programs.



## STATE AUDITOR - LOCAL ELIGIBILITY TESTING PROGRAMS AND DOCUMENTS

The results of the audits by CPAs of the eligibility compliance requirement of certain designated federal programs that operate in the State of NC under split eligibility situations will be included in the State Auditor's State of North Carolina report on internal control and compliance in accordance with OMB Circular A-133. Please refer to LGC Memo 993.

Independent auditors that audited the following designated federal programs as major for the year ending June 30, 2014 should complete both the turnaround document and CPA's Representation Letter, and submit copies to the LGC along with the audit reporting package:

93.778	Medical Assistance Program
93.558	Temporary Assistance for Needy Families
93.767	State Children's Insurance Program
93.659	Adoption Assistance
10.557	Special Supplemental Nutrition Program for Women, Infants, and Children

### 2014 County and Health Districts Eligibility Submission Documents for the Year Ending June 30, 2014

All Counties and certain Health Districts are required to complete the Agreed Upon Procedures Report, Representation Letter and Turnaround Document that can be obtained in the links below. Also, an Eligibility Error Document below should be completed, if necessary. Please refer to LGC Memo 993 *Impact of 2003 Federal Compliance Supplement* below:

[Federal Programs selected for Audit County and Health District 2014](#)

[Questions and Answers - Letters of Representation and Turnaround Documents 2014](#)  
[Group Audits Instruction Letter - Single Audit Eligibility 2014](#)

[Group Audits Local Eligibility Representation Letter 2014](#)  
[Group Audits Local Eligibility Turnaround Document 2014](#)  
[Local Eligibility Agreed-Upon Procedures Report Template 2014](#)

[Eligibility Error Documentation Template 2014](#)

[LGC Memo 993 \*Impact of 2003 Federal Compliance Supplement\*](#)

#### Forms and Instructions

#### ▼ Audit and Accounting Resources

[Audit Manual](#)

[Single Audit](#)

[Audit Fees](#)

[Firms Providing Accounting Services](#)

[Audit Opinions and Reports](#)

[Pension Standards - GASB 67 and GASB 68](#)

#### Sample Financial Statements

[Financial Analysis Tools and Reports](#)

[Policy Manual](#)

[Memos](#)

[Other Worksheets and Resources](#)

[Web Links](#)

# ATTACHMENT

## North Carolina Office of the State Auditor

### Federal Programs Selected for Audit at Counties and Health Districts

#### For the Year Ending June 30, 2014

**NOTE:** The Medical Assistance Program (CFDA # 93.778) has been designated as a high risk program by the U.S. Department of Health and Human Services. Accordingly, test procedures should be performed on eligibility intake functions and related results and representations should be provided for all county governments. The results and representations for eligibility intake functions tested for other programs selected based on a risk assessment performed in accordance with § \_\_\_.520 of OMB Circular A-133 should also be submitted.

COUNTY/HEALTH DISTRICT	CFDA #	PROGRAM NAME
Alamance	93.558	Temporary Assistance For Needy Families (TANF)
Alexander	93.659	Adoption Assistance - Title IV-E
Anson	93.558	Temporary Assistance For Needy Families (TANF)
Avery	93.767	Children's Health Insurance Program (CHIP)
Beaufort	93.659	Adoption Assistance - Title IV-E
	93.558	Temporary Assistance For Needy Families (TANF)
Buncombe	93.767	Children's Health Insurance Program (CHIP)
Burke	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
Cherokee	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
Columbus	93.558	Temporary Assistance For Needy Families (TANF)
Craven	93.767	Children's Health Insurance Program (CHIP)
Cumberland	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
	93.767	Children's Health Insurance Program (CHIP)
	93.558	Temporary Assistance For Needy Families (TANF)
Currituck	93.767	Children's Health Insurance Program (CHIP)
Davidson	93.767	Children's Health Insurance Program (CHIP)
Durham	93.659	Adoption Assistance - Title IV-E
	93.767	Children's Health Insurance Program (CHIP)
Durham - Lincoln Community Health Center	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
Edgecombe	93.659	Adoption Assistance - Title IV-E
Forsyth	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
	93.767	Children's Health Insurance Program (CHIP)
Franklin	93.558	Temporary Assistance For Needy Families (TANF)
Granville	93.558	Temporary Assistance For Needy Families (TANF)
Greene	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
	93.767	Children's Health Insurance Program (CHIP)

# 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:

FIRE TAX COMMISSIONER, TOWNSHIP SEVEN

Name: ALTON R TRIGGS Home Phone: 252 638 3179  
 Home Address: 716 LILLIPUT DRIVE  
 City: NEW BERN N.C. Zip Code: 28562  
 Township: 7 City Limits:  Yes  No  
 Occupation: RETIRED Business Phone: CELL 252-671-9332  
 Place of Employment: RETIRED FROM WEYERHAEUSER Fax Number: \_\_\_\_\_  
 E-Mail Address: redsaf@suddenlink.net  
 (Please indicate your preferred contact number.) 252-671-9332

### Education

HIGH SCHOOL GRAD. USAF REFRIGERATION & AIR COND SCHOOL  
FIRE SERVICE TRAINING COURSES, NATIONAL FIRE ACADEMY COURSES,  
OSHA AUTHORIZED TRAINER COURSES, SAFETY TRNG INSTITUTE.

### Business and Civic Experience

EASTERN SAFETY & ENVIRONMENTAL MANAGER/WEYERHAEUSER COMPANY  
PRESIDENT-O&I SAFETY CONSULTING. MEMBER NR ELKS LODGE, LIFE MEMBER  
VETERANS OF FOREIGN WARS, AMERICAN LEGION, VIETNAM VETERANS OF AMERICA  
CRAVEN COUNTY LAW ENFORCEMENT OFFICERS ASSOCIATION  
Areas of Expertise, Interest, Skills

INDUSTRIAL & CHEMICAL SAFETY,

### Why do you want to serve?

PAST FIREFIGHTER, PAST FIRE TAX COMMISSIONER

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

Date: 10-8-14

Alton Riggs Signature

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.

## 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:

JCPC

Name:	Faye Legacy	Home Phone:	252-638-5331
Home Address:	1606 Jamestown Ct		
City:	New Bern	Zip Code:	28562
Township:		City Limits:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupation:	Social Work Supervisor	Business Phone:	252-636-4900 ext 3084
Place of Employment:	Craven County DSS	Fax Number:	
E-Mail Address:	faye.legacy@cravencountync.gov		

(Please indicate your preferred contact number.)

### Education

BA in Psychology and Sociology from University of Vermont.

### Business and Civic Experience

Employed at Craven County DSS for 20 years, and as a supervisor for the past 13 years for a variety of programs including Foster Home Licensing, Adoptions, LINKS, CPS Intake, & ICPC home studies.

While employed at DSS for the State of Vermont, worked as a juvenile probation officer for 5.5 years.

### Areas of Expertise, Interest, Skills

Currently supervise the LINKS Program, which provides transitional living services to current and former foster children.

### Why do you want to serve?

Currently supervising a program which works with current and former foster children, who often have involvement with juvenile justice and/or the adult system

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve  
State of the Child Planning Committee since 2011 (chair in 2013); Head Start Policy Board 2012-2014; System of Care Collaborative since 2012.

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

Date: 10/15/14

Signature: Faye S. Legacy

**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.*