

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***Monday, May 5, 2014***

***5:45 pm Public Hearing***

***6:00 pm Regular Meeting***

***WARREN COUNTY ARMORY CIVIC CENTER  
WARRENTON, NORTH CAROLINA***

***Prepared by:***

***Angelena Kearney-Dunlap  
Clerk to the Board of County Commissioners***

**5:45 pm**

**CDBG ID #10-C-2227  
Community Development  
Block Grant Infrastructure  
Program Close-Out  
Public Hearing**

# Public Hearing

## Agenda

1. Chairman or designee call Public Hearing to Order at 5:45 pm
2. Clerk to the Board Read Notice of Public Hearing
3. Overview of CDBG Infrastructure Grant Program - Karen Foster, Kerr Tar  
Regional Council of Government
4. Citizens' Comments
5. County Manager and/or Commissioner Comments
6. Adjourn Public Hearing

**Chairman or designee  
call Public Hearing to  
Order**

# Public Hearing - Item # 2

Affidavit of Printer's Proof

NORTH CAROLINA  
WARREN COUNTY

Mary Lou Cheek

Editor or Office Manager of The Warren Record, a weekly newspaper publication in the town of Warrenton, Warren County, and state of North Carolina, do so solemnly swear that a legal action entitled:

Notice of Public Hearing

a true copy of which is made a part of this affidavit, did appear in the said The Warren Record in the following consecutive issues:

4/23, 2014  
Mary Lou Cheek  
Editor or Office Manager

Sworn to and subscribed before me this

25 day of April, 2014.

Lucille Lee Weldon  
Notary Public

My commission expires: 12-6-14



## NOTICE OF PUBLIC HEARING

### CDBG WATER HOOKUP AND INFRASTRUCTURE GRANT COUNTY OF WARREN

Notice is hereby given that on Monday, May 5, 2014 at 5:45 pm, the Warren County Board of Commissioners will hold a Public Hearing as per the requirements of the N.C. Community Development Block Grant (CDBG) Program. The public hearing will be held at the Warren County Armory Civic Center, 501 US Highway 158 BUS E, Warrenton, NC 27589.

The purpose of the hearing is to provide an opportunity for public comments on the close out of the 2010 Contingency Hook Up Grant #10-C-2227. The project included infrastructure improvements and housing rehabilitation.

Any and all interested citizens are invited to attend this Public Hearing. Assistance or special aids for the handicapped are available upon request. Warren County uses the state TDD number which is: 1-800-735-2962. Questions or comments concerning this Public Hearing or the Community Development Block Grant-Infrastructure program should be addressed to:

Linda T. Worth, Warren County Manager  
602 W Ridgeway St.  
Warrenton, North Carolina 27589  
252-257-3115 office  
252-257-5971 fax  
[lworth@co.warren.nc.us](mailto:lworth@co.warren.nc.us)

Warren County is an equal opportunity employer and service provider. Public improvements, housing rehabilitation assistance and other public programs are administered without regard to age, race, color, creed, sex, religion, familial status, handicap, sexual preferences or national origin. Minority, female and underutilized businesses, along with businesses who utilize the employment of women and or minorities are encouraged to inquire about and bid on CDBG-I programs. Assistance or special aids for the handicapped are available upon request prior to meetings.

Esta información está disponible en español o en cualquier otro idioma que necesita. Por favor, póngase en contacto con Kristie Harris al 1-252-257-5000 o Hilda Benedict al 1-252-257-1185 para esta solicitud.

**Overview of 10-C-2227 CDBG  
Infrastructure Grant Program**

- - -

**Karen Foster  
Kerr Tar Regional COG**

# Citizen Comments

# **PUBLIC HEARING PROCEDURES**

- ▶ **This public hearing is being held to hear citizens' comments regarding Close-Out of 10-C-2227 Community Development Block Grant (CDBG) Infrastructure Grant Program**

## **RULES:**

- ▶ **Please sign up to speak**
- ▶ **The maximum time allotted to each speaker will be 5 minutes.  
The Clerk to the Board will keep time.**
- ▶ **Any group of people who support or oppose the same position should designate a spokesperson.**
- ▶ **Please address only those items which might not have been addressed by a previous speaker.**
- ▶ **Order and decorum will be maintained during this hearing.**
  - ▶ **Two questions are permitted by each speaker.**

*Warren County  
Board of Commissioners*

**Comments**

**From**

**Warren County Manager**

**and/or**

**Board of Commissioners**

Public Hearing - Item # 6

# Adjourn

May 5, 2014

**10-C-2227 CDBG Infrastructure  
Project Close-Out  
Public Hearing**



**Call to Order May 5, 2014  
Monthly Meeting  
By  
Chairman or Designee**

**Agenda Item # 2  
Moment of Silence**

**Agenda Item # 3  
Conflict of Interest Disclaimer**

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- *“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*
  - **In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.**
  - **Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?**
  - **If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

**Agenda Item # 4**

# **Citizen Comments**

# Rules for Citizen Comments

Please sign up to speak.

The maximum time allotted to each speaker will be \_\_\_\_ (\_\_) minutes;  
Clerk to the Board will keep time.

Any group of people who support or oppose the same position should  
designate a spokesperson.

Please address only those items which might not have been addressed  
by a previous speaker.

If response from Manager and/or Board is desired, please leave a copy  
of your comment(s) with the Clerk to the Board.

Order and decorum will be maintained. This is not a question and  
answer session.

*Warren County  
Board of Commissioners*

**Meeting Date: May 5, 2014**

**Agenda Item # 5**

**SUBJECT: Adopt Suggested Agenda**

**REQUESTED BY: Clerk / Deputy Clerk to the Board**

**SUMMARY: None**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**REVISED**

See Agenda  
Item # 9

***SUGGESTED AGENDA***

***FOR***

***May 5, 2014 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS***

***Armory Civic Center***

***WARRENTON, NORTH CAROLINA***

**5:45 pm - Pubic Hearing  
CDBG 10-C-2227 Infrastructure Close-Out**

- 1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman**
- 2. Moment of Silence**
- 3. Conflict of Interest Disclaimer**
- 4. Citizen Comments**
- 5. Adopt May 5, 2014 Suggested Agenda**
- 6. Consent Agenda**
  - A. Approve Minutes:**
    - April 7, 2014 Public Hearing & Regular Monthly Meeting**
    - April 16, 2014 Public Hearing & Special Meeting**
  - B. Interest Income Report – Finance Director Gloria Edmonds**
  - C. Tax Collector’s Report – Tax Administrator Starlin Beatty**
  - D. Tax Release Requests (Over \$100) – Tax Administrator Starlin Beatty**  
**Tax Release Requests (Under \$100) - “ “ “ “**
  - E. Resolution in Support of Take Pride in Lake Gaston Clean-Up Day 2014**
  - F. CDBG Monthly Performance Status Reports:**
    - 1. CDBG 11-C-2328 April 2014 Scattered Sites Housing**
    - 2. CDBG 10-C-2227 April 2014 Infrastructure Hook-Up**
  - G. Designate Macon Robertson Voting Delegate to May 14<sup>th</sup> NCRWA Meeting**

- 7. Finance Director – Gloria Edmonds**
  - A. Amendment # 9 to Warren County FY 2013-14 Budget Ordinance**
  - B. Contract with Winston, Williams, Creech, Evans & Company, LLP for Auditing Services**
- 8. Follow-Up to May 5, 2014 CDBG 10-C-2227 Infrastructure Close-Out Public Hearing**
- 9. Eaton's Ferry Bridge Crossing Project**
  - A. Tentative Construction Contract Award for Water/Sewer District #3, Eaton's Ferry Bridge Crossing Project**
  - B. Amendment to Owner Engineer Agreement for Professional Services with Rivers & Associates, Inc. for Water/Sewer District # 3, Phase II Eaton's Ferry Bridge Crossing Project**
- 10. County Manager's Report**
  - A. Contracts Approved in April 2014**
  - B. County Manager's April 2014 Status Report**
  - C. Buck Spring Park Reserved Use Agreement**
- 11. Presentation of Recommended FY 15 Budget – Linda T. Worth, Warren County Manager**
- 12. Adjourn - May 5, 2014 Board Meeting**

**Meeting Date: May 5, 2014**

**Consent Agenda Item # 6A**

**SUBJECT: Approve Minutes**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Minutes have been provided via e-mail to Board Members for review as follows:**

**April 7, 2014 CDBG-I Public Hearing & Regular Monthly Meeting  
April 16, 2014 CDBG-I Public Hearing and Special Meeting**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Minutes have been provided via e-mail to Board  
Members for review as follows:**

**April 7, 2014**

**CDBG-Infrastructure Public Hearing  
& Regular Monthly Meeting**

**April 16, 2014**

**CDBG-Infrastructure Public Hearing  
& Special Meeting**

**Meeting Date: May 5, 2014**

**Consent Agenda Item # 6B**

**SUBJECT: Interest Income Report**

**REQUESTED BY: Gloria Edmonds, Finance Director**

**SUMMARY: Interest Income Report for the month of March 2014 is submitted for the Board's information.**

**FUNDING SOURCE: Various**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**COUNTY OF WARREN  
FINANCE OFFICE  
P. O. BOX 185  
WARRENTON, NC 27589  
Telephone: (252) 257-1778 Fax: (252) 257-6523**

**Gloria M. Edmonds  
Finance Director**

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**INTEREST INCOME REPORT  
Month Of March 2014**

<b>FUND</b>	<b>MARCH INCOME</b>	<b>FISCAL YEAR TO - DATE</b>
General	172.94	1,757.85
Revaluation	2.69	24.08
E 911 Telephone System	2.90	25.06
Buck Spring Project	2.48	22.85
Ambulance Storage Facility	0.39	4.19
Simulcast System Upgrade	0.43	9.33
Regional Water Enterprise Fund	3.21	31.86
District 1 Enterprise Fund	7.66	75.42
Solid Waste	2.50	10.01
District II Enterprise Fund	7.64	65.59
District III Phase II BANS	1.16	2.47
District III Enterprise Fund	4.41	29.55
Soul City Pump Station Improvements	0.32	2.95
District III Phase III	0.51	4.75
	209.24	2,065.96

**Meeting Date: May 5, 2014**

**Consent Agenda Item # 6C**

**SUBJECT: Tax Collector's Report**

**REQUESTED BY: Starlin L. Beatty, Tax Administrator**

**SUMMARY: Tax Collector's Report for the month of March 2014 is presented for the Board's information.**

**FUNDING SOURCE: Various**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105-350 Tax Collection Report is supplied for Board's information**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Tax Collector's Report  
to the Warren County Board of Commissioners  
For the Month MARCH 2014**

**Current Year Collections**

Tax Year	Charge	Collected in MARCH	Collected to Date	Balance Outstanding	Percentage Collected
MARCH 2014 FY14	\$16,762,315	\$246,766	\$15,619,376	\$1,142,939	93.18
MARCH 2013 FY13	\$16,877,536	\$249,744	\$15,815,745	\$1,061,791	93.71

**Delinquent Collections**

2012	\$638,191	\$23,478	\$328,320	\$309,870	51.45
2011	260,780	8,567	89,936	170,844	34.49
2010	152,255	3,893	25,026	127,229	16.44
2009	118,673	3,332	14,026	104,648	11.82
2008	110,786	788	9,833	100,952	8.88
2007	121,606	1,315	5,681	115,925	4.67
2006	114,534	1,312	5,319	109,216	4.64
2005	97,860	1,670	5,153	92,707	5.27
2004	87,935	1,023	3,618	84,317	4.11
2003	75,653	824	3,829	71,824	5.06
<b>Total Delinquent Years</b>	<b>\$ 1,778,273</b>	<b>\$46,202</b>	<b>\$ 490,741</b>	<b>\$ 1,287,532</b>	

**Other MARCH Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 20,925	\$ 93,296
\$ 41,644	\$ 1,080,474
\$ 12,576	\$ 637,966
\$ 20,677	\$ 771,778
\$ 11,276	\$ 19,640

**MARCH GRAND TOTAL**

<b>\$ 400,066</b>	<b>\$ 18,713,271</b>
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*Starlin L. Beatty, Tax Administrator*

Starlin L. Beatty, Tax Administrator

*SLB*  
4/15/2014

DATE

**Meeting Date: May 5, 2014**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Approval of Tax Releases**

**REQUESTED BY: Starlin L. Beatty, Tax Administrator**

**SUMMARY: Tax releases over \$100 are presented for Board approval.  
Tax releases under \$100 approved by the County Manager are presented  
for the Board's information.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE: NCGS 105-381. TAXPAYER'S REMEDIES**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of tax releases over \$100 as requested by the Tax Administrator.**

**NOTES:**

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**Request  
For Tax  
Releases  
Over \$100**

Over \$100

5/5/2014

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

**MOTOR VEHICLE RELEASES:**

COLEMAN CHARLES EDWARD      2010 8682 110      HD64462      49558      \$158.12      DECEASED

**SUB-TOTAL MOTOR VEHICLE RELEASES:      \$158.12**

**SUB-TOTAL CORRECTION RELEASES:      \$0.00**

**Total Releases      \$ 158.12**

**LANDFILL USER FEE RELEASES:**

OWEN DANNY      2013 8082 300      E4 154A      19443 \$      122.64      CLERICAL ERROR/PER SLB

**TOTAL LFUF RELEASES:      \$ 122.64**

**Total Releases      \$ 280.76**

**Request  
For Tax  
Releases  
Under \$100**

Under \$100

5/5/2014

Date: LW  
4/25/14

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
HUDGINS JOYCE L	2013	7433 300	K2C 23	16940	\$ 17.10	PAYMENT BASED ON WEB SITE
SPINNER GEORGIE S	2013	38339 301	J2B 76A 2Z	9786	\$ 3.00	CLERICAL ERROR
SPINNER GEORGIE S	2012	38339 112	J2B 76A 2Z	62649	\$ 5.48	CLERICAL ERROR
SPINNER GEORGIE S	2011	38339 111	J2B 76A 2Z	54835	\$ 5.78	CLERICAL ERROR
SPINNER GEORGIE S	2010	38339 110	J2B 76A 2Z	50966	\$ 5.81	CLERICAL ERROR
SPINNER GEORGIE S	2009	38339 109	J2B 76A 2Z	47596	\$ 6.17	CLERICAL ERROR
SPINNER GEORGIE S	2008	38339 108	J2B 76A 2Z	44679	\$ 5.91	CLERICAL ERROR
SPINNER GEORGIE S	2003	38339 103	J2B 76A 2Z	32925	\$ 7.46	CLERICAL ERROR

**SUB-TOTAL ERROR CORRECTIONS:**

**\$ 56.71**

**MOTOR VEHICLE RELEASES:**

ALBERT LEWIS	2013	33858 241	BLT8427	75532	\$51.31	HIGH MILEAGE
ALSTON MAMMIE RUTH	2013	15453 1240	BLT7970	74358	\$4.40	SOLD
COLEMAN CHARLES EDWARD	2010	8682 110	HD64461	49470	\$35.25	DECEASED
STRONG CEDRIC D	2013	35486 112	BEP2318	59345	\$36.10	TURNED IN
TURNER JACQUELINE D	2013	39150 9999	BCH3156	26385	\$6.03	REPOSSESSED

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$133.09**

**SUB-TOTAL CORRECTION RELEASES:**

**\$56.71**

**Total Releases**

**\$ 189.80**

**Meeting Date: May 5, 2014**

**CONSENT AGENDA Item # 6E**

**SUBJECT: Resolution in Support of Take Pride in  
Lake Gaston Clean-Up Day 2014**

**REQUESTED BY: Lake Gaston Association**

**SUMMARY: Resolution is submitted for Board review and adoption.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution in Support of Take Pride in Lake Gaston  
Clean-Up Day 2014, and authorize Chairman to sign same.**

**NOTES:**

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**State of North Carolina  
County of Warren**

**Resolution in Support  
Of  
Take Pride in Lake Gaston Clean-up Day 2014**

*WHEREAS, there is a need to improve the appearance of Lake Gaston by removing litter and debris that create an eyesore and harm the environment; and*

*WHEREAS, a clean Lake Gaston environment positively impacts water safety, economic development, travel, tourism and quality of life; and*

*WHEREAS, the Lake Gaston Association is sponsoring Take Pride in Lake Gaston clean-up of the lake on May 31, 2014 in an effort to educate citizens on the harmful effects of litter; and*

*WHEREAS, there is a need for citizen participation in maintaining the beauty of our county, and*

*WHEREAS, it is in the interest of Warren County to support our volunteers in efforts to improve the appearance of the county;*

*NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Warren County, NC that it endorses and supports the Take Pride in Lake Gaston Clean-up Day 2014 initiative.*

***Adopted this the 5<sup>th</sup> day of May 2014.***

**ATTEST:**

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*Bertadean W. Baker, Chairwoman  
Warren County Board of Commissioners*

**Meeting Date: May 5, 2014**

**CONSENT AGENDA Item # 6F - 1**

**SUBJECT: CDBG Grant 11-C-2328 Monthly Performance Status Report**

**REQUESTED BY: Karen Foster, Kerr Tar Regional Council of Governments**

**SUMMARY: Monthly Performance Status Report for Community Development Block Grant # 11-C-2328 as required by Division of Community Assistance is submitted by Karen Foster for approval.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of monthly performance status report for CDBG Grant 11-C-2328.**

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**NOTES:**

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# Monthly Performance Status Report

(Due on 15<sup>th</sup> of each month)

Grantee Name: Warren County Grant Number: 11-C-2328 Month: April Year: 2014

Submitted: May 2014

<u>Activity</u>	<u>Performance Schedule</u> (On/Off)	<u>Current Performance Status</u> (If Off Schedule)	<u>Remedy to get back on Schedule</u> (If Off Schedule)
Administration	On		
Planning	On		
Rehabilitation	On		
Clearance	On		
Reconstruction	On		
Temporary Relocation	On		

Prepared By: Karen Foster

Approved and Emailed By: Julia J. Wooten

Board or Council Update:

Title: Community Development Planner

Title: City Manager (City/County Manager or Clerk)

Date: 5/5/14

**Performance Schedule**  
(Based on *Performance Based Contract*)  
On/Off Schedule

*On* Performance Schedule: Stop and submit report, no current performance status or remedy to get back on schedule is required  
*Off* Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report

**Meeting Date: May 5, 2014**

**CONSENT AGENDA Item # 6F - 2**

**SUBJECT: CDBG Grant 10-C-2227 Monthly Performance Status Report**

**REQUESTED BY: Karen Foster, Kerr Tar Regional Council of Governments**

**SUMMARY: Monthly Performance Status Report for Community Development Block Grant # 10-C-2227 as required by Division of Community Assistance is submitted by Karen Foster for approval.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of monthly performance status report for CDBG Grant 10-C-2227.**

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**NOTES:**

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**Meeting Date: May 5, 2014**

**Agenda Item # 6G**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director  
Warren County Public Utilities**

**SUMMARY: It is presented to designate Macon Robertson as Warren  
County voting delegate to the NC Rural Water Association's  
2014 Annual Conference.**

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Macon Robertson as Warren County's voting delegate to the NC  
Rural Water Association's 2014 Annual Conference .**

**NOTES:**

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# DELEGATE FORM FOR NCRWA MEMBERSHIP MEETINGS

According to the By-Laws of the North Carolina Rural Water Association, Inc.<sup>®</sup> (NCRWA), each System Member shall select a delegate, and may select an alternate delegate, to represent the member at meetings of the association. Please complete the form below and return it to the NCRWA office by May 5, 2014 or bring the form to the registration desk at the NCRWA Conference by 11:00 AM on May 14, 2014. If the delegate certification is not completed including the attachment of the System Member's corporate seal, your representative cannot vote at the annual meeting. If you have any questions please call the NCRWA office at (336) 731-6963. Thank you for your cooperation.

## CERTIFICATION OF DELEGATES

As duly elected Bertadean W. Baker (Mayor, Chair, or President of the Board)  
of WARREN County Board of Commissioners  
(System Member name)

I hereby certify the individuals listed below as designated official voting delegate and alternate delegate to the North Carolina Rural Water Association membership meetings for one year beginning at the date of authorization.

Delegate Macon Robertson

Alternate  
Delegate \_\_\_\_\_

\_\_\_\_\_  
Mayor, Chair, or President

\_\_\_\_\_  
Date of Authorization

And

\_\_\_\_\_  
Secretary

Affix Seal (required)

**Meeting Date: May 5, 2014**

**Item # 7-A**

**SUBJECT: Finance Office**

**REQUESTED BY: Gloria Edmonds, Finance Director**

**SUMMARY: Amendment # 9 to the Warren County FY 2013-2014  
Budget Ordinance**

**FUNDING SOURCE: Various**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Amendment #9 to the Warren County FY 14 Budget  
Ordinance**

**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**

**2013/2014**

**Amendment No. 9**

**Section 1** of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Court Facilities	\$ 10,900
Register of Deeds	1,407
Veteran Services	199
Tax Collection	497
Tax Assessor	497
DSS Administration	3,629
Youth Services Bureau	191
Building, Grounds & Maintenance - Major Bldg. Repairs	(13,500)
Building, Grounds & Maintenance - Contingency	(3,820)
Senior Center	1,463
<b>Total</b>	<b>\$ 1,463</b>

**Section 2** of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Fund Balance Appropriated	\$ 1,463
<b>Total</b>	<b>\$ 1,463</b>

**This amendment:**

- appropriates funds to the Court Facilities budget for building and grounds maintenance and repairs (i.e., exterior building repairs and upgrading parking lot).

Funding Source: Buildings, Grounds & Maintenance - Major Building Repairs & Maintenance

- appropriates funds to the Register of Deeds budget for building and grounds maintenance repairs (i.e., exterior building repairs and upgrading parking lot).

Funding Source: Buildings, Grounds & Maintenance - Major Building Repairs & Maintenance

- appropriates funds to the Veteran Services budget for building and grounds maintenance repairs (i.e., exterior building repairs and upgrading parking lot).

Funding Source: Buildings, Grounds & Maintenance - Major Building Repairs & Maintenance

- appropriates funds to the Tax Collection budget for parking lot maintenance and repairs.

Funding Source: Buildings, Grounds & Maintenance - Major Building Repairs & Maintenance

- appropriates funds to the Tax Assessor budget for parking lot maintenance and repairs.

Funding Source: Buildings, Grounds & Maintenance - Major Building Repairs & Maintenance

- appropriates funds to the DSS Administration budget for building repairs and maintenance (i.e., water treatment for cooling tower).

Funding Source: Building, Grounds & Maintenance - Contingency

- appropriates funds to the Senior Center budget for telephone expenses.

Funding Source: Fund Balance Appropriated

Respectfully Submitted 05/05/2014



Gloria M. Edmonds, Finance Director

**Meeting Date: May 5, 2014**

**Item # 7-B**

**SUBJECT: Finance Office**

**REQUESTED BY: Gloria Edmonds, Finance Director**

**SUMMARY: Contract with Winston, Williams, Creech, Evans & Company, LLP to Audit Accounts for the period July 1, 2013 ending June 30, 2014 is presented for the Board's consideration. Fees consist of: Audit \$41,800 and preparation of annual financial statements \$6,400. Authorize Chairman Baker to sign the contract.**

**FUNDING SOURCE: General Fund**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Contract with Winston, Williams, Creech, Evans & Company, LLP to Audit Warren County Accounts for the period of 7/1/13-6/30/14 at a total cost of \$48,200, and authorize Chairman Baker to sign contract. Funding Source: General Fund**

**NOTES:**

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## CONTRACT TO AUDIT ACCOUNTS

Of Warren County  
 Governmental Unit and Discretely Presented Component Unit (DPCU) if applicable

On this 16th day of April, 2014

Auditor: Winston, Williams, Creech, Evans & Company, LLP Auditor Mailing Address: \_\_\_\_\_

PO Box 1366, Oxford NC 27565

Hereinafter referred to as The Auditor

and Board of Commissioners (Governing Board (s)) of Warren County

\_\_\_\_\_ : hereinafter referred to as the Governmental Unit (s), agree as follows:  
 Governmental Unit (s)

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 (s) 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 DPCU's, 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 Audits of States, Local Governments, and Non-Profit Organizations 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).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

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 or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, 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.

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

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] 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 to: [lge.invoice@nctreasurer.com](mailto:lge.invoice@nctreasurer.com). Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor 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] \_\_\_\_\_

Audit \$41,800

Preparation of the annual financial statements \$ 6,400

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 \$ 36,150 **\*\* NA if no interim billing**

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.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and Invoices is 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/slq/Pages/Audit-Forms-and-Resources.aspx>

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.slqfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
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. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slqfd.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 April, 2014. These instructions are subject to change. Please check the NC Treasurer's web site at [www.nctreasurer.com](http://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. Municipal & County Contracts: 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.
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 for clarification).

Contract to Audit Accounts (cont.) Warren County  
Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

**Audit Firm Signature:**

Winston, Williams, Creech, Evans & Company, LLP

Name of Audit Firm

By James P. Winston, II CPA

Authorized Audit firm representative name: Type or print

James P. Winston II  
Signature of authorized audit firm representative

winston@wwcecpa.com

Email Address of Audit Firm:

Date 4-16-14

**Governmental Unit Signatures:**

By Bertadean Baker, Chairman

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By

DPCU Chairperson: Type or print name and title

Signature of Chairperson of DPCU if applicable

Date

**Unit Signatures (continued):**

By N/A  
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson \*\*

Date N/A

\*\* If Governmental Unit has no audit committee, this section should be marked "N/A."

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (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.

By Gloria Edmonds  
Governmental Unit Finance Officer: Type or print name

Gloria M. Edmonds  
Finance Officer: Signature

gedmonds@co.warren.nc.us

Email Address of Finance Officer

Date 4/29/14  
(Pre-audit Certificate must be dated.)

Date Governing Body Approved Audit Contract - G.S. 159-34(a)

Board Approval Date - Primary Government

Board Approval Date - DPCU

**Steps to Completing the Audit Contract**

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – if the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – Complete the fee section as in the past but please note:
  - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees. Please call or email Steven Holmberg of our office at 919-807-2394 [steven.holmberg@nctreasurer.com](mailto:steven.holmberg@nctreasurer.com) if you have any questions about the fees on this list.
  - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?
  - For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? See previous bullet point regarding variable fees.
  - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
  - a. Do the terms and fees specified in the engagement letter agree with the Audit 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."*
  - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**

## Contract to Audit Accounts (cont.)

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

7. Item No. 22 – E-verify requirements now apply to **all municipal and county contracts**, including the audit contract. There is no e-verify requirement for the audit contract for other types of entities. The best approach to meeting e-verify requirements may be for the municipal or county local government to have its vendors with 25 or more employees in the State of North Carolina sign a document attesting that they have complied with the e-verify requirements for their staff and their sub-contractors. This language is included in Item 22 of the audit contract. Any municipal or county contracts executed Sept 4, 2013 or later whose audit firm has 25 or more employees in the State of North Carolina will need the addendum/language and will be returned to the unit if it is not included. If the e-verify requirements do not apply to your contract, either because you are a city or county but your audit firm has less than 25 employees, or you are an entity to which e-verify does not apply, please mark Item #22 “N/A” or exclude Item #22 by specifically excluding it in Item #23.
8. Signature Area – Make sure all signatures have been obtained. **The contract must be approved by your Governing Board pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
  - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
  - b. Has the pre-audit certificate been signed and dated by the appropriate party?
  - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated in Item 9 of the contract.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract and is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF copy. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

**Meeting Date: May 5, 2014**

**Agenda Item # 8**

**SUBJECT: Follow-up to May 5, 2014 Public Hearing**

**REQUESTED BY: Karen Foster, Kerr Tar Council of Governments**

**SUMMARY: Having held a required public hearing on May 5, 2014 at 5:45 pm to hear citizen comments regarding Close-Out of CDBG Infrastructure Grant 10-C-2227, it is now presented for Board's action. Authorize Chairman Baker to sign related documentation.**

**FUNDING SOURCE: CDBG Grant**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of project close-out of CDBG Infrastructure Grant 10-C-2227, and authorize Chairman Baker to sign related and necessary documentation to facilitate grant close-out.**

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**NOTE**

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**NC Department of Commerce,  
CDBG Final Performance Report  
Consists of:**

**== =**

**Closeout Performance Report ,  
Property Disposition Report,  
Use of Program Income Page,  
Activity Reports &  
Certificate of Completion**

NORTH CAROLINA DEPARTMENT OF COMMERCE  
DIVISION OF COMMUNITY ASSISTANCE  
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**CLOSEOUT PERFORMANCE REPORT**

Cover Sheet

Grantee Name: Warren Grant Number: 10-C-2227

Grantee Address: 602 W Ridgeway St, Warrenton, NC 27589

1. Citizens' Written Comments. (Attach the following three items unless each item was previously submitted to DCA, in which case they may be incorporated by reference.)

- a. A copy of each written citizen comment, which was received during the reporting period on the grantee's community development performance under this grant;
- b. The grantee's assessment of the comment; and
- c. A description of any action taken or to be taken in response to the comment as required by 4 NCAC 19L .1002.

2. The grantee's authorized official representative must certify the following:

- a. To the best of his/her knowledge and belief, data in this report is true and correct;
- b. The records described in 4 NCAC 19L .0911 are being maintained and will be made available upon request; and
- c. In accordance with Section 101(c)(9) of the Housing and Community Development Act of 1974, the assistance made available under this CDBG grant is not substantially reducing, below the level of support prior to start-up of the CDBG grant reported here, the amount of local financial support for community development activities.

Bertadean Baker

Typed Name of Chief Elected Official/Authorized Representative

Chairperson

Title

\_\_\_\_\_  
Signature of Chief Elected Official/Authorized Representative

\_\_\_\_\_  
Date

**Preparer Information**

Name: Karen Foster

Address: KTRCOG, PO Box 709, Henderson, NC 27536

Telephone Number: 252-436-2040

Email Address: [kfoster@kerrtarcog.org](mailto:kfoster@kerrtarcog.org)



## DIVISION OF COMMUNITY ASSISTANCE

### *CDBG Closeout Forms*

<b>Grantee</b>	<b>Warren</b>
<b>Grantee Address</b>	<b>602 W Ridgeway St, Warrenton, NC 27589</b>
<b>Grant Number</b>	<b>10-C-2227</b>
<b>Project Name</b>	<b>CDBG Scattered Site</b>
<b>1st Project Number</b>	
<b>2nd Project Number</b>	
<b>3rd Project Number</b>	
<b>Period</b>	
<b>Authorized Representative</b>	
<b>Name</b>	<b>Bertadean Baker</b>
<b>Title</b>	<b>Chairperson</b>
<b>Preparer of Information</b>	
<b>Name</b>	<b>Karen Foster</b>
<b>Address</b>	<b>KTRCOG, PO Box 709, Henderson, NC 27536</b>
<b>Telephone Number</b>	<b>252-436-2040</b>
<b>Email Address</b>	<b>kfoster@kerrtarcog.org</b>
<b>Property acquired with CDBG funds?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

# PROPERTY DISPOSITION REPORT

Property	(1) Description	(2) Date Acquired	(3) Acquisition Cost	(4) % CDBG Participation	(5) Current Use	(6) Proposed Use/Disposition
I. Real	N/A					
II. Nonexpenda ble Personal	NA					
III. Expendable Personal	N/A					



Grantee	<u>Warren</u>	Activity Name	<u>Administration</u>
Grant Number	<u>10-C-2227</u>	Project:	<u>CDBG Scattered Site</u>
Acct Number	<u>1060</u>		<u>C1 X</u>
Activity Code	<u>13</u>		<u>L1</u>
Budgeted	<u>\$25,000.00</u>	Expended	<u>\$22,192.00</u>

	Proposed	Actual
Linear Feet		
Properties		
Units, Dwelling		
<b>Households by percentage of HUD Median Family Income Levels</b>		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
<b>Total Households</b>	<u>0</u>	<u>0</u>
<b>Persons by percentage of HUD Median Family Income Levels</b>		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
<b>Total Persons</b>	<u>0</u>	<u>0</u>
Jobs		
Micro Enterprise		
Female Head of Household		
<b>Hispanic</b>		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
<b>Non-Hispanic</b>		
American Indian or Alaska native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		

Grantee	Warren	Activity Name	Rehabilitation, Private
Grant Number	10-C-2227	Project:	CDBG Scattered Site
Acct Number	1042		C1 X
Activity Code	9A		L1
Budgeted	\$225,000.00	Expended	\$159,424.45

	Proposed	Actual
Linear Feet		
Properties		48
Units, Dwelling		48
<b>Households by percentage of HUD Median Family Income Levels</b>		
Above Moderate Income Households > 80%		0
Moderate Income Households 51-80%		9
Low Income Households 30-50%		23
Very Low Income Households <30%		16
<b>Total Households</b>	0	48
<b>Persons by percentage of HUD Median Family Income Levels</b>		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
<b>Total Persons</b>	0	0
<b>Jobs</b>		
Micro Enterprise		
Female Head of Household		35
<b>Hispanic</b>		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
<b>Non-Hispanic</b>		
American Indian or Alaska native		17
Asian		
Black or African American		65
Native Hawaiian or Other Pacific Islander		
White		4
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		1

## CERTIFICATE OF COMPLETION

1. Grantee: Warren  
 3. Project Name: CDBG Scattered Site

2. Grant Number: 10-C-2227  
 4. Project Number: 0

5. Final Statement of Costs				
Program Activity Categories (a)	To Be Completed by Recipient		Total Costs (Col. b + c) (d)	To Be Completed by DOC
	Paid Costs (b)	Unpaid Costs (c)		Approved Total Costs (e)
	a. Acquisition	\$0.00		
b. Disposition	\$0.00		\$0.00	
c. Public facilities and improvements				
(1) Senior and handicapped centers	\$0.00		\$0.00	
(2) Parks, playgrounds and recreation facilities	\$0.00		\$0.00	
(3) Neighborhood facilities	\$0.00		\$0.00	
(4) Solid waste disposal facilities	\$0.00		\$0.00	
(5) Fire protection facilities and equipment	\$0.00		\$0.00	
(6) Parking facilities	\$0.00		\$0.00	
(7) Street improvements	\$0.00		\$0.00	
(8) Flood and drainage improvements	\$0.00		\$0.00	
(9) Pedestrian improvements	\$0.00		\$0.00	
(10) Other public facilities	\$0.00		\$0.00	
(11) Sewer improvements	\$0.00		\$0.00	
(12) Water improvements	\$0.00		\$0.00	
d. Clearance activities	\$0.00		\$0.00	
e. Public services	\$0.00		\$0.00	
f. Relocation assistance	\$0.00		\$0.00	
g. Construction, rehab. and preservation activities				
(1) Construction or rehab. of com. & indust. bldgs.	\$0.00		\$0.00	
(2) Rehabilitation of privately owned buildings	\$159,424.45		\$159,424.45	
(3) Rehabilitation of publicly owned buildings	\$0.00		\$0.00	
(4) Code enforcement	\$0.00		\$0.00	
(5) Historic preservation	\$0.00		\$0.00	
h. Development financing				
(1) Working capital	\$0.00		\$0.00	
(2) Machinery and equipment	\$0.00		\$0.00	
i. Removal of architectural barriers	\$0.00		\$0.00	
j. Other activities	\$0.00		\$0.00	
<b>k. Subtotal</b>	<b>\$159,424.45</b>		<b>\$159,424.45</b>	
l. Planning	\$0.00		\$0.00	
m. Administration	\$22,192.00		\$22,192.00	
<b>n. Total</b>	<b>\$181,616.45</b>		<b>\$181,616.45</b>	
o. Less: Program Income Applied to Program Costs			\$0.00	
<b>p. Equal: Grant Amount Applied to Program Costs</b>	<b>\$181,616.45</b>		<b>\$181,616.45</b>	

6. Computation of Grant Balance		
Description (a)	To Be Completed By Recipient Amount (b)	To Be Completed By DOC Approved Amount (c)
	(1) Grant Amount Applied To Program Costs (From Line p)	\$181,616.45
(2) Estimated Amount For Unsettled Third - Party Claims	\$ -	
(3) Subtotal	\$181,616.45	
(4) Grant Amount Per Grant Agreement	\$ 250,000.00	
(5) Unutilized Grant To Be Canceled (Line 4 Minus Line 3)	\$ 68,383.55	
(6) Grant Funds Received	\$ 181,616.45	
(7) Balance of Grant Payable (Line 3 Minus Line 6)*		

\* If Line 6 exceeds Line 3, enter the amount of the excess on Line 7 as a negative amount. This amount shall be repaid to DOC by check, unless DOC has previously approved use of these funds.



**Meeting Date: May 5, 2014**

**Agenda Item # 9-A**

**SUBJECT: Award of Construction Contract for Water/Sewer District #3,  
Eaton's Ferry Bridge Crossing Project**

**REQUESTED BY: Macon Robertson, Director - Public Utilities**

**SUMMARY:** Following Bid opening on 4/17/14 and subsequent negotiations with the low bidder Herring-Rivenbark, Inc. , it is submitted for the Board's consideration and approval to award a tentative construction contract to Herring-Rivenbark, Inc. contingent upon commitment of Rural Economic Development grant funds and the availability of funds in District III Enterprise Fund budget to fund the difference, and upon review and approval of all contract documents by the County Attorney. All necessary approvals from outside regulatory agencies have been secured. Authorize Chairman to sign related documentation.

**FUNDING SOURCE: Rural Economic Dev Center Grant & District III Enterprise Fund**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of tentative award of a construction contract to Herring-Rivenbark, Inc., low bidder for W/S District 3, Eaton's Ferry Bridge Crossing Project, contingent upon: 1) commitment of Rural Economic Development grant funds; 2) the availability of funds in District III Enterprise Fund to fund the difference; 3) upon review and approval of all contract documents by the County Attorney; and authorize Chairman Baker to sign related documentation.**

**NOTES:**

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May 1, 2014

Ms. Linda T. Worth, County Manager  
Warren County  
602 W. Ridgeway Street  
P.O. Box 619  
Warrenton, NC 27589

SUBJECT: Warren County  
Water and Sewer District No. 3 Phase II  
Eaton's Ferry Bridge Crossing  
Rivers File 2013131 G

Dear Ms. Worth:

Sealed bids for the subject project were received and thereafter publicly opened and read at 2:00 PM on April 17, 2014 in the Conference Room of the Warren County Public Utilities Office. A total of five (5) contractors requested plans and specifications for bidding purposes. Of those, three (3) contractors submitted a Bid before the prescribed time. The list of bidders and corresponding base bid totals are provided below:

Herring & Rivenbark, Inc.	\$ 416,320.00
H.G. Reynolds Co., Inc.	\$ 526,681.00
Ralph Hodge Construction Company	\$ 538,075.00

The project was advertised in a paper of general circulation at least seven (7) days prior to receipt of bids, and the Bids were received and opened at the prescribed time, place, and manner as required by North Carolina's general statutes. The bids were tabulated and reviewed for concurrence with requirements set forth in the Contract Documents. All Bids received were found to be complete and responsive. A copy of the certified Bid Tabulation is attached for your records.

The Engineer's Opinion of Probable Construction Cost was \$328,975.00. Therefore, the lowest responsive, responsible Bid received was \$87,345.00 higher than the Opinion of Probable Construction Cost.

In order to make up this short-fall, most of the \$32,900.00 contingency line item would be required plus \$64,445.00 of additional funds from the Water & Sewer District No. 3 Enterprise Fund. The Warren County Finance Department determined that the current fund balance was not sufficient to account for this full amount.

Ms. Linda T. Worth  
May 1, 2014  
Page 2

During a meeting between Warren County officials, Rivers & Associates and the successful bidder, Herring & Rivenbark on April 23, 2014, it was determined that the only viable cost savings would come from a reduction of the inspection cost. However, a reduction could be made only if NCDOT would allow a modification to the 24-hour per day work schedule specified for construction operations on the bridge in such a manner that one (1) full-time inspector could be dedicated to the project.

This change would allow the amount of \$99,600.00 budgeted for Resident Project Representative Services to be reduced to \$45,000.00, allowing an amount of \$54,600.00 to be used to make up the funding short-fall. The remaining \$9,845.00 of the funding short-fall would come from the Water & Sewer District No. 3 Enterprise Fund.

In addition, these proposed changes were discussed with the Contractor to determine if they would necessitate any change in Contract Price or Time. According to Mr. Clifton Murphy with Herring & Rivenbark, the proposed modification to the work schedule would not require any change to the Contract Price or Time.

As a result of discussions at the this meeting, a letter was forwarded to Mr. Stephen Winstead, P.E., NCDOT District Engineer in Henderson, NC, on April 28, 2014 requesting the necessary changes to the approved plans and specifications. A copy of the letter is attached hereto for reference.

On April 29, 2014, Mr. Winstead forwarded a reply approving the changes requested. A copy of his letter is also attached hereto for reference. Approval of the changes detailed in the aforementioned letters should allow amendment of the Project Budget in such a manner that the project can proceed to construction. A copy of the Project Budget detailing the required changes is attached hereto.

Therefore, we recommend that the Warren County Board of Commissioners tentatively award the Construction Contract for the subject project to Herring & Rivenbark, Inc., the lowest responsive, responsible Bidder, in the amount of their Base Bid of \$416,320.00 contingent upon concurrence by the County's legal counsel and extension of the Grant Contract by the North Carolina Department of Commerce to allow sufficient time to complete construction.

Ms. Linda T. Worth  
May 1, 2014  
Page 3

We appreciate the opportunity to work with Warren County and look forward to our continuing relationship during the construction phase of this important project.

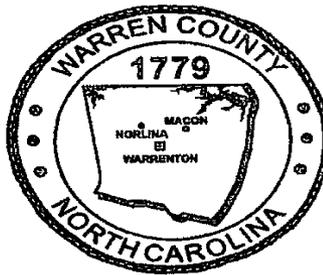
Sincerely,



Frederick L. Stowe, P.E.  
Project Manager

Encl.

cc: Mr. Macon Robertson, Warren County Public Utilities, w/encl.  
Ms. Marcie Byrd, Warren County Public Utilities, w/encl.  
Mr. George Collier, North Carolina Department of Commerce, w/encl.  
File, w/encl.



# WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET  
POST OFFICE BOX 619  
WARRENTON, NORTH CAROLINA 27589

April 28, 2014

Bertadean Baker, Chairman  
Jennifer Jordan, Vice Chairman  
Ruby Downey  
Barry Richardson  
Ulyseas S. Ross

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

Mr. Stephen D. Winstead, P.E.  
District Engineer  
NC DOT Division 5  
321 Gillburg Road  
Henderson, N.C. 27537

**SUBJECT:** Warren County  
Water and Sewer District No.3 Phase II  
Eaton's Ferry Bridge Crossing  
ENC#: E53-93-14-001

Dear Mr. Winstead:

The purpose of this letter is to request approval of a revision to the plans and specifications for the subject water infrastructure project. Specifically, we are requesting that the required schedule for construction operations on the Eaton's Ferry Bridge be changed from 24 hours per day for five (5) days per week to ten (10) hours per day for four (4) days per week and that full-time flagmen be allowed in lieu of the specified requirement to utilize automated traffic control devices.

The 24-hour per day schedule was originally specified at the request of NCDOT officials in order to complete construction operations on the bridge in as short a time as possible. Inspection services included in the original capital project budget accounted for full-time inspection for a 90-day Contract Time. In addition, full time inspection was included for 45 days of that Contract Time for 24 hours per day. The total cost of inspection services was estimated to be \$99,600.00 as shown on the enclosed copy of the Preliminary Project Budget.

Bids for construction of the project were opened by Warren County on April 17, 2014. The lowest responsive, responsible bid received was in the amount of \$416,320.00 which was \$87,345.00 higher than the original construction cost estimate of \$328,975.00. A copy of the Certified Bid Tabulation is also enclosed.

Phone: (252) 257-3115  
Fax: (252) 257-5971  
www.warrencountync.com

Mr. Stephen D. Winstead, P.E.

April 28, 2014

Page 2

In order to make up this short-fall, most of the contingency line item would be required plus \$64,445.00 of additional funds from the Water & Sewer District No. 3 fund balance. Unfortunately, the current fund balance in this Water District is not sufficient to account for this full amount.

During a meeting between Warren County officials, Rivers & Associates and the successful bidder, Herring & Rivenbark on April 23, 2014, it was determined that the only viable cost savings would come from a reduction of the inspection cost. However, according to Mr. Fred Stowe, P.E. with Rivers & Associates, a reduction could be made only if NCDOT would allow a modification to the 24-hour per day work schedule in such a manner that one (1) full-time inspector could be dedicated to the project.

Because of the current schedule the project is proceeding on, construction will likely begin in June and be completed in September, 2014. Therefore, the two busiest summer holidays, Fourth of July and Labor Day will occur during construction of the project. Due to the increased vehicular traffic across the bridge as well as boat traffic on the lake during the summer months, it is our opinion that limiting construction operations on the bridge to daylight hours only, would greatly improve safety conditions for construction crews and the traveling public recreating on and around the lake.

Following the meeting, Mr. Steve Mckee, P.E. with the Utilities Unit in Raleigh was contacted to discuss this potential alternative. It is our understanding that the requested change in the work schedule may be acceptable as long as the proposed work at each end of the bridge proceeds around the clock if necessary and temporary pavement patch or permanent pavement repair and the guard rail are in place before the lane is re-opened to traffic.

Mr. Stephen D. Winstead  
April 28, 2014  
Page 3

Furthermore, we were recently informed that Warren County may be required to compensate NCDOT for costs associated with inspection by NCDOT personnel. This would be an additional expense that was previously not accounted for in the project budget. Due to the current project funding short-fall we are faced with, we are concerned that any additional expenses not previously accounted for will adversely impact the County's ability to proceed forward with this critical water infrastructure project. It is for this reason that Warren County respectfully requests NCDOT to consider waiving this requirement considering that the County will already be providing full-time inspection during construction of the project.

If these requested revisions are acceptable, we will submit revised plans incorporating the appropriate changes for your records. Due to the urgent need to commit our NC Rural Economic Development Center grant funding at the earliest possible time for this project, we will look forward to your immediate response to the matters discussed herein.

We greatly appreciate the continued cooperation from NCDOT regarding this matter. Please advise if you have any questions or need additional information.

Sincerely yours,



Linda T. Worth  
Warren County Manager

cc: Warren County Board of Commissioners  
Mr. Wally Bowman, P.E., NC DOT  
Mr. Steve McKee, P.E., NCDOT  
Mr. Greg Perfetti, P.E., NCDOT  
Mr. Macon Robertson, Warren County Public Utilities  
Mr. Frederick L. Stowe, P.E., Rivers & Associates, Inc.

Enclosures

**WARREN COUNTY  
WATER AND SEWER DISTRICT NO. 3 PHASE II  
EATON'S FERRY BRIDGE CROSSING**

**PRELIMINARY PROJECT BUDGET**

**PROJECT REVENUES**

NC Rural Economic Dev. Center Grant	\$	416,159.61
Local Match for RC Grant	\$	166,515.39
<b>Total</b>	<b>\$</b>	<b>582,675.00</b>

**PROJECT EXPENSES**

Construction	\$	328,975.00
Engineering:		
Study and Report Phase	\$	7,300.00
Final Design Phase	\$	55,300.00
Bidding or Negotiating Phase	\$	15,000.00
Construction Phase	\$	32,600.00
Resident Project Representative	\$	99,600.00
Additional Services (Grant Assistance)	\$	6,000.00
Legal & Admin.	\$	5,000.00
Contingency	\$	32,900.00
<b>Total</b>	<b>\$</b>	<b>582,675.00</b>

**RIVERS AND ASSOCIATES, INC.  
 BID TABULATION SHEET**

CERTIFICATION

I CERTIFY THAT THIS IS A TRUE RECORD OF BIDS RECEIVED.

*Frederick L. Stone* 4/22/14



OWNER: Warren County  
 PROJECT: Water & Sewer District No. 3 Phase II  
 Eaten's Ferry Bridge Crossing  
 LOCATION: Warren County Public Utilities Office  
 BIDS OPENED: Thursday, April 17, 2014 @ 2:00 pm

CONTRACTOR ADDRESS		Herring-Rivenbank, Inc. P.O. Box 3425 Kinston, NC 28502 3937 / 5%	H.G. Reynolds Co., Inc. P.O. Box 209 Henderson, NC 27536 14149 / 5%	Ralph Hodge Construction Company 2101-F Miller Road Wilson, NC 27893 6271 / 5%			
ITEM NO.	QTY. UNIT DESCRIPTION	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1.	1,205 LF 8" Restrained Joint Ductile Iron Pipe Attached to Bridge	\$235.00	\$283,175.00	\$240.00	\$289,200.00	\$226.00	\$271,125.00
2.	165 LF 8" Restrained Joint Ductile Iron Pipe	\$43.00	\$7,095.00	\$110.00	\$18,150.00	\$70.00	\$11,550.00
3.	3,550 LF 8" PVC Water Main	\$19.00	\$67,450.00	\$29.00	\$102,950.00	\$27.00	\$95,850.00
4.	2 EA 8" Expansion Joint	\$4,350.00	\$8,700.00	\$3,892.00	\$7,784.00	\$2,750.00	\$5,500.00
5.	2 EA 8" Gate Valve & Box	\$1,100.00	\$2,200.00	\$1,500.00	\$3,000.00	\$2,500.00	\$5,000.00
6.	2 EA 8" Modular Casing Seal (Cored in Curtain Wall)	\$850.00	\$1,300.00	\$3,181.00	\$6,362.00	\$1,250.00	\$2,500.00
7.	2 EA 8" Thrust Collar	\$1,250.00	\$2,500.00	\$2,800.00	\$5,600.00	\$2,250.00	\$4,500.00
8.	2 EA Tie into Existing 8" Water Main	\$350.00	\$700.00	\$2,800.00	\$5,600.00	\$5,000.00	\$10,000.00
9.	1 EA 2" Automatic Air and Vacuum Valve	\$1,100.00	\$1,100.00	\$1,600.00	\$1,600.00	\$950.00	\$950.00
10.	4 EA 1" Manual Air Relief Valve	\$575.00	\$2,300.00	\$750.00	\$3,000.00	\$1,250.00	\$5,000.00
11.	2 EA 2" Permanent Blow Off Valve	\$850.00	\$1,700.00	\$1,200.00	\$2,400.00	\$1,250.00	\$2,500.00
12.	500 LB Miscellaneous Ductile Iron Fittings	\$3.00	\$1,500.00	\$4.00	\$2,000.00	\$7.00	\$3,500.00
13.	50 SY Replace Asphalt Pavement	\$150.00	\$7,500.00	\$227.00	\$11,350.00	\$215.00	\$10,750.00
14.	50 CY Select Backfill	\$20.00	\$1,000.00	\$35.00	\$1,750.00	\$50.00	\$2,500.00
15.	10 CY Rock Excavation	\$200.00	\$2,000.00	\$300.00	\$3,000.00	\$100.00	\$1,000.00
16.	20 TN Stabilization Stone (Trench)	\$25.00	\$500.00	\$30.00	\$600.00	\$50.00	\$1,000.00
17.	2 EA Water Main Crossing Sign	\$300.00	\$600.00	\$300.00	\$600.00	\$250.00	\$500.00
18.	1 LS Erosion Control		\$5,000.00		\$5,000.00		\$4,850.00
19.	1 LS Traffic Control		\$13,000.00		\$49,735.00		\$92,500.00
20.	1 LS Allowance for Support of Power/Utility Poles		\$2,000.00		\$2,000.00		\$2,000.00
21.	1 LS Testing Allowance		\$5,000.00		\$5,000.00		\$5,000.00
<b>TOTAL BASE BID</b>			<b>\$416,320.00</b>		<b>\$526,681.00</b>		<b>\$538,075.00</b>
Total Value of Minority Business Contracting (MB-1)			\$0.00		\$81,015.00		\$70,000.00
Listing of Good Faith Efforts (MB-2)			55 Points		55 Points		60 Points
Intent to Perform Contract with own Workforce (MB-3)			Not Submitted		Not Submitted		Not Submitted



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

April 29, 2014

Ms. Linda T. Worth  
Warren County Manager  
P O Box 619  
Warrenton, North Carolina 27589

County: Warren

Subject: Encroachment Agreement E53-93-14-001 Amendment

Dear Ms. Worth:

My office is in receipt of your letter dated April 28, 2014 requesting revisions to the provisions within Encroachment Agreement E53-93-14-001. The time restriction will be amended to allow four (4) ten hour work days in lieu of the 24 hour per day five (5) day per week schedule for work on the bridge. The only exception would be for the work associated with the bridge abutment tie-in and associated asphalt pavement work. This area requires a concrete thrust collar under the pavement. Time for this work may exceed the requested ten (10) hour workday constraint due to concrete setting times and paving operations. Temporary patching maybe used to lessen consecutive hours of operation but under no circumstances shall the public be allowed to travel on NC 903 with only gravel in place.

Guardrail must be in place and functional except when performing work transitioning the water line from the pavement to the shoulder areas. Travel lane adjacent to the guardrail must be under a lane closure if guardrail is down. Adjacent travel lane cannot be reopened until guardrail is back up and functional.

Flagging in lieu of automated flagging can be utilized as long as traffic control devices are installed to MUTCD and/or NCDOT standards. Flaggers must be certified and provisions for night work must be present if work time extends outside of daylight hours. Holiday time restrictions shall still apply.

NCDOT will not charge for onsite periodic bridge inspections since Rivers & Associates, Inc. will be providing onsite inspections. Warren County's engineering firm, Rivers & Associates, Inc., will need to provide certification by a Professional Engineer sealing that the project has been fabricated and constructed to the approved plans and meets NCDOT Standards and Specifications.

NC Department of Transportation  
District Engineers Office  
321 Gillburg Road  
Henderson, NC 27537  
Phone 252-492-0111 Fax 252-492-0123

Ms. Linda T. Worth  
Page 2  
April 29, 2014

Please note that all other Special and Standard provisions shall still apply within the Encroachment Agreement except for what has been amended above. If I can be of any assistance, please contact me at (252) 492-0111.

Sincerely,

Stephen D. Winstead, PE  
District Engineer

Cc: Mr. Wally Bowman, PE, Division Engineer  
Mr. Frank Carpenter, Warren County Maintenance Engineer  
Mr. Reese Briley, Division Bridge Maintenance Superintendent  
Mr. Steve McKee, PE, NCDOT Utilities Unit  
File

**WARREN COUNTY  
WATER AND SEWER DISTRICT NO. 3 PHASE II  
EATON'S FERRY BRIDGE CROSSING**

**PROJECT BUDGET**

<b>PROJECT REVENUES</b>	ORIGINAL BUDGET	VARIANCE	BUDGET AFTER BIDS
NC Rural Economic Dev. Center Grant	\$ 416,159.00	\$ -	\$ 416,159.00
Transfer from Other Funds - DIII PHII Capital Project	\$ 137,011.00	\$ -	\$ 137,011.00
Transfer from Other Funds - DIII Enterprise Fund	\$ 29,505.00	\$ 9,845.00	\$ 39,350.00
<b>Total</b>	<b>\$ 582,675.00</b>	<b>\$ 9,845.00</b>	<b>\$ 592,520.00</b>
<b>PROJECT EXPENSES</b>			
Construction	\$ 328,975.00	\$ 87,345.00	\$ 416,320.00
Engineering:			
Study and Report Phase	\$ 7,300.00	\$ (38.89)	\$ 7,261.11
Final Design Phase	\$ 55,300.00	\$ 2,519.93	\$ 57,819.93
Bidding or Negotiating Phase	\$ 15,000.00	\$ -	\$ 15,000.00
Construction Phase	\$ 32,600.00	\$ (2,481.04)	\$ 30,118.96
Resident Project Representative	\$ 99,600.00	\$ (54,600.00)	\$ 45,000.00
Additional Services (Grant Assistance)	\$ 6,000.00	\$ -	\$ 6,000.00
Legal & Admin.	\$ 5,000.00	\$ -	\$ 5,000.00
Contingency	\$ 32,900.00	\$ (22,900.00)	\$ 10,000.00
<b>Total</b>	<b>\$ 582,675.00</b>	<b>\$ 9,845.00</b>	<b>\$ 592,520.00</b>

**Meeting Date: May 5, 2014**

**Agenda Item # 9-B**

**SUBJECT: Water/Sewer District #3, Eaton's Ferry Bridge Crossing Project**

**REQUESTED BY: Macon Robertson, Director - Public Utilities**

**SUMMARY: Amendment #1 to Owner-Engineer Agreement for Professional Services with Rivers & Associates, Inc. for Water/Sewer District # 3, Eaton's Ferry Bridge Crossing Project is presented for Board's review and approval. Amendment reduces the cost of this agreement by \$54,600 due to a decrease in resident project representative cost for the project. Adjusted cost of the agreement is \$161,200. Authorize Chairman Baker to sign same.**

**FUNDING SOURCE: Rural Economic Dev Center Grant & District III Enterprise Fund**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Amendment #1 to Owner-Engineer Agreement for Professional Services with Rivers & Associates, Inc. for Water/Sewer District #3, Eaton's Ferry Bridge Crossing Project resulting in a decrease of \$54,600 in Resident Project Representative costs, for an amended agreement cost of \$161,200; and authorize Chairman Baker to sign same.**

**NOTES:**

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May 1, 2014

Ms. Linda T. Worth, County Manager  
Warren County  
602 W. Ridgeway Street  
P.O. Box 619  
Warrenton, NC 27589

SUBJECT: Warren County  
Water and Sewer District No. 3 Phase II  
Eaton's Ferry Bridge Crossing  
Rivers File 2013131 G

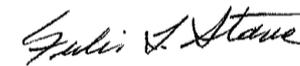
Dear Ms. Worth:

Enclosed for approval and execution, please find two (2) signed originals of Amendment No. 1 to the *Agreement Between Owner and Engineer for Professional Services* for the subject project. This amendment adjusts the fees for Resident Project Representative Services according to the change in work schedule for construction operations on the bridge and adjusts the final amounts invoiced for the Study and Report Phase and Final Design Phase to agree with the actual amounts invoiced.

If acceptable, please have both originals signed and dated where indicated and return one (1) original for our file. Please keep the other original for your file.

We appreciate the opportunity to work with Warren County and look forward to our continuing relationship during the construction phase of this important project.

Sincerely,



Frederick L. Stowe, P.E.  
Project Manager

Encl.

cc: Mr. Macon Robertson, Warren County Public Utilities, w/encl.  
Ms. Marcie Byrd, Warren County Public Utilities, w/encl.  
File, w/encl.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. 1**

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: November 4, 2013
- b. Owner: Warren County
- c. Engineer: Rivers & Associates, Inc.
- d. Project: Water and Sewer District No. 3, Phase II – Eaton’s Ferry Bridge Crossing

2. *Description of Modifications:*

- a. Delete Paragraph C.2.01.2.A.3 in its entirety and replace with the following:

3. The total compensation for services under Paragraph **C2.01.2** is estimated to be \$ 110,200.00 based on the following estimated distribution of compensation:

- a. Study and Report Phase \$ 7,261.11
- b. Preliminary Design Phase \$ N/A
- c. Final Design Phase \$ 57,819.93
- d. Bidding or Negotiating Phase \$ 15,000.00
- e. Construction Phase \$ 30,118.96
- f. Post-Construction Phase \$ N/A

- b. Delete Paragraph C.2.04.A.1 in its entirety and replace with the following:

1. *Resident Project Representative Services:* For services of Engineer’s Resident Project Representative under Paragraph A1.05A of Exhibit A, an amount equal to the cumulative hours charged to the Project by each class of Engineer’s

personnel times Standard Hourly Rates for each applicable billing class for all Resident Project Representative services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any. The total compensation under this Paragraph is estimated to be \$ 45,000.00 based upon full-time RPR services on an eight-hour workday, Monday through Friday, over a 90 day construction schedule.

- c. Delete "Summary of Engineering Fees" in Appendix 3 to EXHIBIT C in its entirety and replace with the following:

**C2.01.1 Compensation for Basic Services (other than Resident Project Representative) -Lump Sum Method of Payment (Not Applicable)**

A.1.a.	Study and Report Phase	\$ <u>N/A</u>
A.1.b.	Preliminary Design Phase	\$ <u>N/A</u>
A.1.c.	Final Design Phase	\$ <u>N/A</u>

**C2.01.2 Compensation for Basic Services (other than Resident Project Representative) -Standard Hourly Rates Method of Payment**

A.3.a.	Study and Report Phase	\$ <u>7,261.11</u>
A.3.b.	Preliminary Design Phase	\$ <u>N/A</u>
A.3.c.	Final Design Phase	\$ <u>57,819.93</u>
A.3.d.	Bidding or Negotiating Phase	\$ <u>15,000.00</u>
A.3.e.	Construction Phase	\$ <u>30,118.96</u>
A.3.f.	Post-Construction Phase	\$ <u>N/A</u>

**C2.04 Compensation for Resident Project Representative Basic Services - Standard Hourly Rates Method of Payment**

A.1.	Resident Project Representative Services	\$ <u>45,000.00</u>
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**C2.05 Compensation for Additional Services - Standard Hourly Rates Method of Payment**

D.1.	Grant Assistance	\$ <u>6,000.00</u>
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**C2.01.1 through C2.05 TOTAL** \$ 161,200.00

3. Agreement Summary (Reference only)

a. Original Agreement amount:	\$ <u>215,800.00</u>
b. Net change for prior amendments:	\$ <u>0.00</u>
c. This amendment amount:	\$ <u>(54,600.00)</u>
d. Adjusted Agreement amount:	\$ <u>161,200.00</u>

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is May 5, 2014.

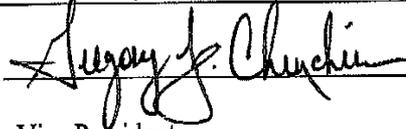
OWNER:

ENGINEER:

Warren County

Rivers & Associates, Inc.

By: \_\_\_\_\_

By: 

Title: Chairman, Board of Commissioners

Title: Vice President

Date

Date Signed:

Signed: \_\_\_\_\_

5-1-14

This instrument has been pre-audited in the manner required by the Local Budget and Fiscal Control Act.

By (Signature): \_\_\_\_\_

Finance Officer

Typed Name: \_\_\_\_\_

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

**WARREN COUNTY**  
**WATER AND SEWER DISTRICT NO. 3 PHASE II**  
**EATON'S FERRY BRIDGE CROSSING**

**PROJECT BUDGET**

<b>PROJECT REVENUES</b>	ORIGINAL BUDGET	VARIANCE	BUDGET AFTER BIDS
NC Rural Economic Dev. Center Grant	\$ 416,159.00	\$ -	\$ 416,159.00
Transfer from Other Funds - DIII PHII Capital Project	\$ 137,011.00	\$ -	\$ 137,011.00
Transfer from Other Funds - DIII Enterprise Fund	\$ 29,505.00	\$ 9,845.00	\$ 39,350.00
<b>Total</b>	<b>\$ 582,675.00</b>	<b>\$ 9,845.00</b>	<b>\$ 592,520.00</b>
<b>PROJECT EXPENSES</b>			
Construction	\$ 328,975.00	\$ 87,345.00	\$ 416,320.00
Engineering:			
Study and Report Phase	\$ 7,300.00	\$ (38.89)	\$ 7,261.11
Final Design Phase	\$ 55,300.00	\$ 2,519.93	\$ 57,819.93
Bidding or Negotiating Phase	\$ 15,000.00	\$ -	\$ 15,000.00
Construction Phase	\$ 32,600.00	\$ (2,481.04)	\$ 30,118.96
Resident Project Representative	\$ 99,600.00	\$ (54,600.00)	\$ 45,000.00
Additional Services (Grant Assistance)	\$ 6,000.00	\$ -	\$ 6,000.00
Legal & Admin.	\$ 5,000.00	\$ -	\$ 5,000.00
Contingency	\$ 32,900.00	\$ (22,900.00)	\$ 10,000.00
<b>Total</b>	<b>\$ 582,675.00</b>	<b>\$ 9,845.00</b>	<b>\$ 592,520.00</b>

**Meeting Date: May 5, 2014**

**Agenda Item # 10-A**

**SUBJECT: Contracts Approved by the County Manager**

**REQUESTED BY: County Manager - Linda T. Worth**

**SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000; contracts executed by the County Manager are presented for the Board's information.**

**FUNDING SOURCE: Various**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**RE:** Notice of Contracts Approved by the County Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements in the month of April 2014 on behalf of Warren County:

Economic Development Commission

Community Voice Consulting  
Gabriel Cumming, Principal  
108 S. Main St.  
Warrenton, NC 27589

The Economic Development Commission Contractor Service Agreement with Community Voice Consulting, Gabe Cumming, Principal, for the provision of consulting services to the County has been extended one additional month through June 1, 2014. Lapsed salaries in the EDC departmental budget will be used to pay this contract cost.

Senior Center

T&T Charter  
278 King Road  
Henderson, NC 27537

Long Creek Coach Line (2)  
250 Welcome Avenue  
Henderson, NC 27536

Contracts with the listed vendors were entered into for various trips sponsored by the Senior Center for seniors. The seniors participating in the trips pay a fee to participate which is in turn used to pay these contracts.

MEMORANDUM

Page 2

April 29, 2014

Detention Center

Southern Software  
150 Perry Drive  
Southern Pines, NC 28387

NC Department of Public Safety  
4220 Mail Service Center  
Raleigh, NC 27699-4220

The Annual Software Support Agreement for the Detention Center's Jail-Pak Software has been renewed for FY 15. Funds will be included in the Detention Center's FY 15 departmental budget to cover the cost of this agreement.

The Annual Memorandum of Understanding between Warren County and the NC Department of Public Safety for the preparation of meals for the Detention Center has been signed by the appropriate county officials. Funds will be included in the Detention Center's FY 15 departmental budget to cover the cost of this agreement.

Please advise if there are any questions or concerns regarding these agreements.

Attachments

**14 PAGED DOCUMENT HAS  
BEEN PROVIDED IN  
SEPARATE E-MAIL.**



**Meeting Date: May 5, 2014**

**Agenda Item # 10-B**

**SUBJECT: County Manager's April 2014 Report**

**REQUESTED BY: County Manager – Linda T. Worth**

**SUMMARY: Manager's April Monthly Status Report is submitted for the Board's information.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Following is a recap of my work activities for the month of April 2014:

### **Administration**

- Budget Work with Finance Officer & Staff (4/1/14)
- Viewed Occupancy Tax Webinar at EDC with EDC Staff and Others (4/2/14)
- Participated in conference call re: Kerr Lake Regional Water System (KLRWS) (4/2/14)
- Annual Leave (4/4/14)
- Prepared for and attended Board of Commissioners Public Hearing and Regular Meeting (4/7/14)
- Guest Speaker for EMERGE Job Training Employment Seminar along with HR Manager (4/8/14)
- Participated in conference call re: KLRWS (4/8/14)
- Attended KLRWS Advisory Board Meeting (4/14/14)
- Viewed NCACC Webinar with Finance Officer and Staff providing guidance on statewide revenues and expenditures (4/15/14)
- Attended Triangle North Recruiting Team Meeting with EDC Director and Economic Development Coordinator (4/16/14)
- Prepared for and attended Board of Commissioners Public Hearing and Special Meeting (4/16/14)
- Attended W/S District 3, Phase II, Eaton's Ferry Bridge Crossing Project Bid Opening (4/17/14)
- Good Friday Holiday (4/18/14)
- Participated in NCACC sponsored conference call to discuss NC Fast along with DSS Director (4/22/14)
- Prepared for and conducted Noise Ordinance Control Board Variance Hearing (4/23/14)
- Attended meeting with Public Utilities Director and others to discuss W/S District 3, Phase II, Eaton's Ferry Bridge Crossing Project (4/23/14)

- Annual Leave (4/24-25/14)
- Prepared for and conducted Buck Spring Committee Meeting (4/29/14)
- Recorded WARR Radio Show: “Warren County Report”, to be aired 5/1/14 at 11:45 a.m. (4/30/14)
- Prepared for and conducted monthly Department Head’s meeting (4/30/14)

### **Other Activities**

- Attended Emergency Management Public Officials Conference at VGCC Main Campus (4/3/14)
- Attended NCACC District Meeting in Bertie County (4/9/14)
- Participated in 2014 County Government Celebration Recognizing Volunteers (4/10/14)
- Participated in Warren County Health Department’s Annual Health Fair Activities (4/15/14)

### **Project Updates**

#### **Simulcast Radio System Upgrade Project – Phase II**

Funding options will be included in the Manager’s proposed FY 15 budget to move forward with Phase II of the Radio System Upgrade Project.

#### **Buck Spring Project**

The Buck Spring Project Committee is meeting monthly and continuing to work on developing a recommendation for the Board of Commissioners of a proposed capital project for the Buck Spring property. Work is also continuing on the upgrades funded by the PARTF grant and County matching funds.

### **CDBG Projects**

#### **2010 and 2011 CDBG Grants**

We are working diligently with Kerr-Tar COG Grant Administrators to close-out the 2010 Infrastructure Hook-Up Grant Project. Work is ongoing in the 2011 Scattered Site CDBG Grant Project.

#### **Golden LEAF Community-Based Grantsmaking Initiative**

Following submission of our full application and at the request of Golden LEAF (GL), Warren County’s Team will be meeting with GL representatives on May 5, 2014 to further discuss our GL Community-Based Grantsmaking Initiative CAVE Project submission.

**Meeting Date: May 5, 2014**

**Agenda Item # 10-C**

**SUBJECT: Buck Spring Park**

**REQUESTED BY: County Manager – Linda T. Worth**

**SUMMARY: Revised Buck Spring Park Reserved Use Agreement is presented for Board’s review and adoption. The proposed revisions were necessitated due to the previous facility use agreement being outdated and the Buck Spring facility has undergone significant improvements utilizing PARTF Grant and county matching funds.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of revised Buck Spring Park Reserved Use Agreement effective May 1, 2014.**

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**NOTES:**

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# Buck Spring Park

217 Nathaniel Macon Drive  
Littleton, NC27850

Warren County Manager's Office Telephone: 252-257-3115  
Warren County Cooperative Extension Service Telephone: 252-257-3640

## Reserved Use Agreement

(NOTE: A copy of this Agreement will be returned to you as confirmation of requested dates.)

1. Name of Group \_\_\_\_\_  
Person in Charge (attending with group) \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
2. Purpose of Event \_\_\_\_\_
3. Date(s) Requested \_\_\_\_\_
4. Time Arriving \_\_\_\_\_ Time Departing \_\_\_\_\_
5. **EXPECTED ATTENDANCE:** \_\_\_\_\_
6. **Meals Planned:** (Check as Appropriate)  
Will cook \_\_\_\_\_ meals at the Park using kitchen facilities, etc. (indicate number)  
\_\_\_\_ Meals will be served by outside caterer **with access** to kitchen facilities  
\_\_\_\_ Meals will be served by outside caterer **without access** to kitchen facilities  
\_\_\_\_ Meals will be served by outdoor cookout grills **with access** to kitchen facilities  
\_\_\_\_ Meals **will not** be served.

**NOTE:** Lodging is not available at Buck Spring Park; however, there is a spacious overnight primitive camping area and accessible restrooms located near the picnic shelter. There is also a small kitchen located within the picnic shelter along with several picnic tables. Other items of interest at Buck Spring Park include a children's playground, two miles of nature trails with identified points of interest, a public access pier on Lake Gaston for fishing, and the historic Homestead of Nathaniel Macon that includes the residence, smoke house, corn crib, and Macon's Grave.

### PLEASE INDICATE BELOW YOUR RESERVATION PREFERENCE:

\* Please make checks payable to: Warren County

- \_\_\_\_\_ Picnic Area (without access to kitchen) - \$25.00 per day
- \_\_\_\_\_ Picnic Area with access to kitchen - \$50.00 per day
- \_\_\_\_\_ Overnight primitive camping, including use of kitchen (supply your own tents) - \$125.00 per day

**BUCK SPRING PARK**  
**Reserved Use**  
**Rules and Regulations**

Name of Group \_\_\_\_\_

I, as a representative of the above named group, hereby reserve facilities indicated for the stated date and time. As a representative of this group, I understand it is my duty to ensure that all of the following Buck Spring Park rules and regulations are obeyed by the group while using the facilities. Please initial in the space provided indicating that you have read and understand each rule.

1. The Buck Spring Park is open to the public on a first-come first-serve basis. However, you may reserve the picnic shelter with or without access to the kitchen, or reserve the facility for primitive camping with use of the kitchen for a fee. Upon payment of the fee and approval of this Reserved Use Agreement, the facilities indicated will be reserved for you and notice will be placed on site stating the facility is reserved. \_\_\_\_\_
2. No alcoholic beverages, drugs, firearms, or fireworks are allowed within or near the Park's boundaries. There will be no smoking inside any buildings at Buck Spring Park or in the playground area, or camp fire made in or near forested areas. \_\_\_\_\_
3. Adult chaperones for youth groups are the responsibility of the rental group. No caretaker or staff will be employed to assist you. In case of emergency call 911. \_\_\_\_\_
4. Parking is not allowed in unauthorized areas. Once you have completed unloading you must move all vehicles to the proper parking areas. No motorcycles, mini-bikes, etc. are allowed on Park grounds or on the nature trails. \_\_\_\_\_
5. No amplified music will be allowed at the Park, except for special events, which will end at 11:00 PM. No pets please! Shooting fireworks are prohibited on the grounds unless authorized in advance by special permit from the Warren County Manager's Office. \_\_\_\_\_
6. Should inclement weather occur while using the facility, groups that have paid the required reservation fee may remain until the end of the reserved time. **No refunds will be given due to inclement weather.** However, rain dates will be allowed if the group contacts the Warren County Manager's Office to reschedule the reservation at least 24 hours before the reserved date and time. \_\_\_\_\_
7. Groups are expected to provide their own set-up and clean-up. Any additional clean-up of the area required by Warren County staff will be billed to the user. \_\_\_\_\_
8. All items specifically provided by Buck Spring Park at the time of use must remain at the Park in the same condition as they are found. In the event of damage to tables, restrooms, playground equipment, buildings, etc., the renter becomes liable for replacement of any such items or repair of damage. \_\_\_\_\_
9. Users of the facility must follow the rules and regulations posted in the Playground Area. \_\_\_\_\_
10. If your reservation includes use of the kitchen, the renter should pick up a set of keys from the Warren County Cooperative Extension Office, 158 Rafters Lane, Warrenton, NC, at least 24 hours prior to use of the property and return the keys to the same office within the first 24 hour workday period following use of the facility. \_\_\_\_\_
11. Violations of Buck Spring Park rules and regulations may result in a group being asked to leave the Park with no refund of the reservation fee. By signing this agreement, you acknowledge that you have read and understand the rules and regulations set forth, and that you agree to be responsible for your group complying with the rules and regulations. \_\_\_\_\_

\_\_\_\_\_  
Signature of Group Representative

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Warren County Representative

Date \_\_\_\_\_

**Agenda  
Item # 11**

*Presentation  
of  
Recommended  
FY 2015 Budget  
By  
County Manager  
Linda T. Worth*



*Adjourn*

*May 5, 2014*  
*Regular Meeting*