

WARREN COUNTY
BOARD OF COMMISSIONERS

March 2, 2015

6:00 PM – Regular Meeting

WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA

PREPARED BY

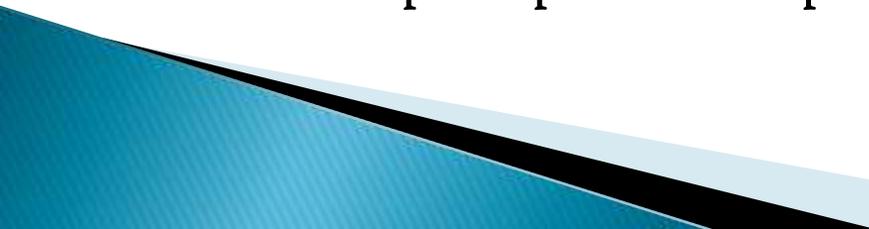
*Angelena Kearney-Dunlap
Clerk to the Warren County
Board of Commissioners*

Call to Order March 2, 2015
Monthly Meeting
By
Chairman or Designee

Agenda Item # 2
Moment of Silence

Agenda Item # 3
Conflict of Interest Disclaimer



- ▶ *“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.

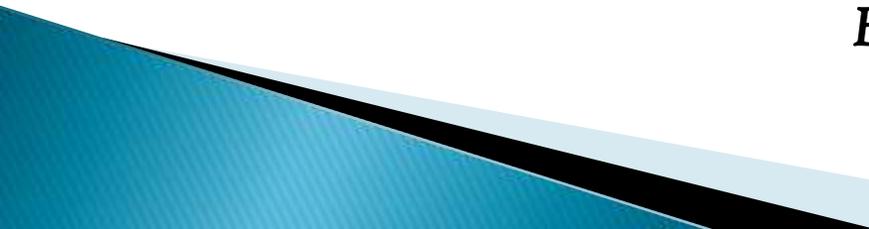
Any group of people who support or oppose the same position should
designate a spokesperson.

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: March 2, 2015

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:

NOTES:



SUGGESTED AGENDA
FOR
MARCH 2, 2015 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA

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 March 2, 2015 Suggested Agenda
6. Consent Agenda
 - A. Approve February 2, 2015 Regular Monthly Meeting Minutes
 - 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 Recognition of Earth Day April 22, 2015
7. Finance Office – Gloria Edmonds, Finance Director
 - A. Budget Amendment # 7 to 2014-15 Warren County Budget Ordinance
 - B. Amendment # 2 to the Capital Project Ordinance Warren County Water & Sewer District III, Eaton’s Ferry Bridge Waterline Crossing
8. Request from ABC Commission for Authorization to Use County’s Travel Policy – Larry Spruill, Executive Director

9. Amendment # 2 to Owner-Engineer Agreement for the Water & Sewer District III, Phase II Eaton's Ferry Bridge Waterline Crossing Project - Macon Robertson, Public Utilities Director
10. Appointments to Boards/Committees/Commissions
 - A. Lake Gaston Stakeholders' Board: Commissioner Davis & K. Bowman
 - B. Fire Commission: P. Hicks
 - C. Kerr Tar RPO: K. Bowman & P. Richardson
11. Surplus Property - Clerk to the Board
 - A. Consider Bids for 115 Huntsville Dr, Tax Property # E5-180B (.80 acre)
 - B. Resolution Declaring Surplus Property & Authorizing Auction of Telephone System
 - C. Resolution Conveying Surplus Computer Equipment to Various Area Non-profits
12. Amendment to Board of Commissioners Meeting Schedule - Clerk to the Board
13. Request to Encroach Soul City Sanitary District Water & Sewer Easement - FLS Energy, Inc.
14. Discussion of Independent Audit for Recreation Department - Commissioner Davis
15. County Manager's Report
 - A. Contracts Approved for February 2015
 - B. County Manager's February 2015 Status Report
16. Adjourn March 2, 2015 Board Meeting

Meeting Date: March 2, 2015

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes of February 2, 2015 Monthly Meeting have been supplied to the Board of Commissioners for review and are now presented for Board's action.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Minutes of:

**February 2, 2015 Regular Monthly Meeting
have been provided via e-mail to Board
Members for review.**

Meeting Date: March 2, 2015

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Interest Income Report for the month of January 2015 is submitted for the Board's information.

FUNDING SOURCE: Various Funds

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



INTEREST INCOME REPORT
Month of January 2015

FUND	DECEMBER INCOME	FISCAL YEAR TO - DATE
General	245.98	973.76
Revaluation	3.37	20.02
E 911 Telephone System	3.82	24.82
Buck Spring Project	2.71	17.66
Ambulance Storage Facility	0.42	2.77
Simulcast System Upgrade	1.78	5.05
Regional Water Enterprise Fund	10.41	48.42
District 1 Enterprise Fund	8.32	51.01
Solid Waste	0.17	2.77
District II Enterprise Fund	10.90	59.64
District III Phase II BANS	1.27	8.28
District III Enterprise Fund	3.05	9.38
Soul City Pump Station Improvements	0.35	2.28
District III Phase III	0.02	0.50
	292.57	1,226.36

Meeting Date: March 2, 2015

Consent Agenda Item # 6C

SUBJECT: Tax Collector's Report

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax Collector's Report for the month of January 2015 is presented for the Board's information.

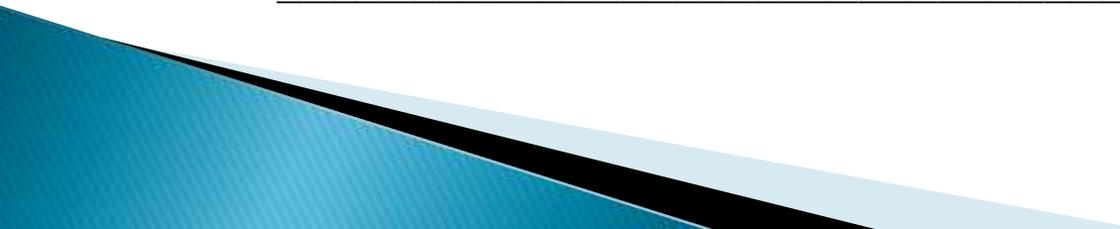
FUNDING SOURCE: General Fund

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:

NOTES:



**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month January 2015**

Current Year Collections

Tax Year	Charge	Collected in January	Collected to Date	Balance Outstanding	Percentage Collected
January 2015 FY15	\$16,392,810	\$2,345,762	\$14,876,533	\$1,516,277	90.75
January 2014 FY14	\$16,872,595	\$2,402,014	\$15,045,715	\$1,826,880	89.17

Delinquent Collections

2013	\$658,535	\$18,493	\$280,570	\$377,965	42.61
2012	256,167	3,317	61,277	\$194,890	23.92
2011	156,837	1,626	20,417	\$136,420	13.02
2010	119,251	1,202	11,443	\$107,808	9.60
2009	101,361	773	7,329	\$94,032	7.23
2008	98,891	1,314	6,399	\$92,492	6.47
2007	105,028	423	4,456	\$100,572	4.24
2006	107,404	81	2,832	\$104,572	2.64
2005	91,434	354	3,577	\$87,857	3.91
2004	83,155	135	1,240	\$81,915	1.49
Total Delinquent Years	\$ 1,778,063	\$27,718	\$ 399,540	\$ 1,378,523	

Other December Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 9,309	\$ 56,649
\$ 344,137	\$ 876,395
\$ 274,698	\$ 192,160
\$ 292,463	\$ 637,809
\$ 573	\$ 2,184

December GRAND TOTAL

\$ 3,294,660	\$17,041,270
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Starlin L. Beatty, Tax Administrator

Starlin L. Beatty, Tax Administrator

1/28/2015

DATE

Meeting Date: March 2, 2015

Consent Agenda Item # 6D

SUBJECT: Request for Approval of Tax Releases

REQUESTED BY: Starlin 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 105-38I. TAXPAYER'S REMEDIES

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

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

NOTES:



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

Over \$100

2/20/2015

Date: _____

ERROR CORRECTION RELEASES:

DAVIS ANTHONY JR	2004 8931 104	F9 52 1X	33002	\$744.58	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2005 8931 105	F9 52 1X	35369	\$709.66	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2006 8931 106	F9 52 1X	37977	\$674.74	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2007 8931 107	F9 52 1X	40018	\$639.74	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2008 8931 108	F9 52 1X	42478	\$596.43	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2009 8931 109	F9 52 1X	45138	\$395.91	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2010 8931 110	F9 52 1X	48070	\$436.23	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2011 8931 111	F9 52 1X	51272	\$416.01	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2012 8931 112	F9 52 1X	55173	\$401.95	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2013 8931 113	F9 52 1X	59967	\$377.41	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2014 8931 200	F9 52 1X	26706	\$326.41	DW TORN DOWN IN 2003
FRANKLIN VANCE WARREN OPP	2014 7564 302	B6 32H	1138	\$688.29	PROPERTY EXEMPT
STANCIL BARBARA S	2014 22719 300	C5 2	10764	\$167.25	DWELLING VANDALIZED IN 2012

SUB-TOTAL ERROR CORRECTIONS:

\$6,574.61

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$0.00

SUB-TOTAL CORRECTION RELEASES:

\$6,574.61

Total Releases

\$ 6,574.61

LANDFILL USER FEE RELEASES:

BRAXTON ALICE	2014 4532 300	G8 29	1512	\$ 120.00	HOUSE NOT LIVEABLE
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TOTAL LFUF RELEASES:

\$ 120.00

Total Releases

\$ 6,694.61

Request For Tax Releases Under \$100

Under \$100

2/20/2015

Date: 2/23/15

BW

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
CANADY BRIAN F	2014	31496 200		27738 \$	15.10	BOAT SOLD OUT OF COUNTY IN 2013
FRANKLIN VANCE WARREN OPP	2014	7564 304	B6 32 H1	18103 \$	44.38	PROPERTY EXEMPT
FRANKLIN VANCE WARREN OPP	2014	7564 321	B6 32 H20	18505 \$	44.38	PROPERTY EXEMPT
HARDISON STEVEN WAYNE	2014	39710 200		26589 \$	35.68	BOAT CHARGED TWICE
LUDOVICI JOHN	2014	38591 200		29530 \$	28.69	TRAVEL TRAILER LICENSED IN VA
MARTIN LOUIS C & ROSEMARY A	2014	5958 300	14A 35	3228 \$	37.06	BUILDING REMOVED 2012
OSTENDORF MATTHEW D	2014	34479 200		29745 \$	54.62	BOAT MOVED OUT OF COUNTY IN 2013
PRUITT BRIAN K	2012	13895 112		55476 \$	56.75	SOLD BOAT IN 2011
PRUITT BRIAN K	2013	13895 113		60327 \$	52.55	SOLD BOAT IN 2011
PRUITT BRIAN K	2014	13895 200		29697 \$	43.96	SOLD BOAT IN 2011
VERIZON WIRELESS	2014	28473 205		27067 \$	38.51	ASSESSED INCORRECTLY
WRENN RICHARD	2013	39251 113		60302 \$	31.21	TRAVEL TRAILER LICENSED IN VA
WRENN RICHARD	2013	39251 113		59859 \$	4.15	SOLD BOAT IN 2000
WRENN RICHARD	2014	39251 200		26349 \$	54.29	SOLD BOATS
YOUNG BRIAN K	2009	2317 109		45229 \$	5.48	MH DESTROYED IN 2008
YOUNG BRIAN K	2010	2317 110		48164 \$	15.11	MH DESTROYED IN 2008
YOUNG BRIAN K	2011	2317 111		51395 \$	17.57	MH DESTROYED IN 2008
YOUNG BRIAN K	2012	2317 112		55303 \$	17.45	MH DESTROYED IN 2008
YOUNG BRIAN K	2013	2317 113		60151 \$	16.13	MH DESTROYED IN 2008

SUB-TOTAL ERROR CORRECTIONS: \$ 613.07

MOTOR VEHICLE RELEASES:

EDWARDS LONNIE KARL	2010	16131 110	2E5163	48008	\$52.44	VEHCILE SOLD/PLATE TURNED IN
HICKS EDDIE	2014	3180 105	PTB2843	34743	\$21.79	VEHCILE SOLD
HICKS EDDIE	2014	3180 104	RRL4863	33072	\$45.39	VEHCILE SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES: \$119.62

SUB-TOTAL CORRECTION RELEASES: \$613.07

Total Releases \$ 732.69

Meeting Date: March 2, 2015

CONSENT AGENDA Item # 6E

SUBJECT: Resolution – County-Wide Celebration of Earth Day 2015

REQUESTED BY: Ms. Jasmine Jackson, Student at Warren New Tech High School

SUMMARY: Resolution is presented for Board’s review and adoption. Ms. Jackson along with her committee requests county-wide support during this event. Authorize Chairman Richardson to sign resolution.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution and authorize Chairman Richardson to sign same.

NOTES:



Resolution
In
Recognition of County-Wide Celebration Of Earth Day 2015

WHEREAS, there is a need to come together as a county to recognize Earth day because it reminds us that we need to take action now to protect the environment.

WHEREAS, the Warren New Tech High School Knights will educate citizens about the consequences of our actions and suggest ways we can be eco-friendly.

WHEREAS, there is a need for citizen participation in an **hour without power** to create a drastic consumption decrease.

WHEREAS, there is a need for this county to join other countries around the world to help unite people in protecting the planet and saving energy in the respected hour.

NOW, THEREFORE, BE IT FURTHER RESOLVED, We the Warren County Board of Commissioners recognize this April 22, 2015 as Earth Day and encourages citizens of Warren County to participate in the festivities.

Adopted on this 2nd day of March 2015.

Attest:

Barry Richardson Chairman
Warren County, Board of Commissioners

Meeting Date: March 2, 2015

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Budget Amendment # 7 to 2014-15 Warren County Budget Ordinance

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Budget Amendment #7 to the FY 15 Warren County Budget Ordinance as requested by the Finance Director.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2014/2015
Amendment No. 7

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:

Health Department	\$ 16,655
Senior Center	4,320
Building, Grounds & Maintenance - Contingency	<u>(4,320)</u>
Total	\$ 16,655

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:

Restricted Intergovernmental - Health	<u>\$ 16,655</u>
Total	\$ 16,655

This amendment:

- appropriates additional funds to the Health Department budget to agree with state grant funding.

Source of Funding: NC Dept of Health and Human Services - Division of Public Health

- appropriates additional funds to the Senior Center budget for building repairs and maintenance (i.e., HVAC system)

Source of Funding: Building, Grounds & Maintenance - Contingency

Respectfully Submitted 3/2/2015


Gloria M. Edmonds, Finance Director

Meeting Date: March 2, 2015

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment # 2 to the Capital Project Ordinance for Warren County Water & Sewer District III, Eaton's Ferry Bridge Waterline Crossing.

FUNDING SOURCE: NC Rural Center Grant

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment # 2 to the Capital Project Ordinance for Warren County Water & Sewer District III, Eaton's Ferry Bridge Waterline Crossing as requested by the Finance Director.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR
WARREN COUNTY WATER & SEWER DISTRICT NO. III
EATON'S FERRY BRIDGE CROSSING**

(Amendment No. 2)

Section 3 of the above-reference capital project ordinance shall be amended as follows:

Increase/(Decrease) Revenues:

NC Rural Center Grant	\$ (40,976)
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Section 4 of the above-reference capital project ordinance shall be amended as follows:

Increase/(Decrease) Appropriations:

Legal & Administrative	(4,035)
Engineering/Bidding	(48)
Engineering/Construction Administration	6,056
Engineering/Inspections	(23,161)
Engineering/Additional Services	(720)
Construction Contract	(9,068)
Contingency	\$ <u>(10,000)</u>
Total	\$ (40,976)

This amendment:

adjusts project line items to the most recent costs estimates.

Respectfully Submitted 03/2/2015

Gloria M. Edmonds
Finance Director

Meeting Date: March 2, 2015

Item # 8

SUBJECT: ABC Commission Requests Authorization to Use
County's Travel Policy

REQUESTED BY: Larry Spruill, Executive Director,
Warren County ABC System

SUMMARY: Annually, in accordance with NCGS 18B-700(g2), a request is made by the
ABC Commission for authorization to use Warren County's official travel policy.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

Recommend approval of the request from the Warren County ABC Commission for authorization
to use Warren County's Travel Policy.

NOTES:

Hello Angelena,

Can you provide us with the necessary authorization of the appointing authority so we can forward it to the NC ABC Commission.

Thanks

Larry C.Spruill

Warren County ABC Board

Subject: Travel Policy Authorization

Reminder:

Boards who have adopted the travel policy of the appointing authority, please submit to the Commission an approval from the appointing authority. G.S. 18B-700 (g2) states "...The local board shall annually provide the appointing authority's written confirmation of such approval to the Commission and a copy of the travel policy authorized by the appointing authority."

Moniqua S McLean, MAFM
ABC Board Auditor

NC ABC Commission
4307 Mail Service Center
Raleigh, NC 27699-4307
919-779-0700 Ext 265
919-661-5927 Fax

E-mail correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

SUBJECT: Water & Sewer District III, Phase II
Eaton's Ferry Bridge Crossing

REQUESTED BY: Macon Robertson, Director - Public Utilities

SUMMARY: It is presented to approve Amendment #2 to the Owner-Engineer Agreement (Rivers & Associates, Inc.) for Water & Sewer District III, Phase II – Eaton's Ferry Bridge Waterline Crossing Project. Modification deletes and replaces several paragraphs and adjusts the original amount from \$215,800 to \$143,327.04, and authorize Chairman Richardson to sign same.

FUNDING SOURCE: N/A

a. Original Agreement amount:	\$ 215,800.00
b. Net change for prior amendments:	\$ (54,600.00)
c. This amendment amount:	\$ (17,872.96)
d. Adjusted Agreement amount:	\$ 143,327.04

APPLICABLE LOCAL ORDINANCE &/or GENERAL

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #2 to the Owner-Engineer Agreement for the Water & Sewer District III, Phase II – Eaton's Ferry Bridge Waterline Crossing Project, and authorize Chairman Richardson to sign the amended agreement.

NOTES:

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2

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 C2.01.2.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 \$ 116,208.16 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 \$ 14,952.26
 - e. Construction Phase \$ 36,174.86
 - f. Post-Construction Phase \$ N/A
- b. Delete Paragraph C2.04.A.I 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 \$ 21,838.88 based upon full-time RPR services on an eight-hour workday, Monday through Friday, over a 90 day construction schedule.

c. Delete Paragraph C2.05.D in its entirety and replace with the following:

D. *The Total Compensation for Services under Paragraph C2.05 is estimated to be \$ 5,280.00 based on the following estimated distribution of compensation:*

1. Grant Assistance **\$ 5,280.00**

d. 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 \$ N/A

A.1.b. Preliminary Design Phase \$ N/A

A.1.c. Final Design Phase \$ N/A

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 \$ 7,261.11

A.3.b. Preliminary Design Phase \$ N/A

A.3.c. Final Design Phase \$ 57,819.93

A.3.d. Bidding or Negotiating Phase \$ 14,952.26

A.3.e. Construction Phase \$ 36,174.86

A.3.f. Post-Construction Phase \$ N/A

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

A.1. Resident Project Representative Services \$ 21,838.88

C2.05 Compensation for Additional Services – Standard Hourly Rates Method of Payment

D.1. Grant Assistance \$ 5,280.00

C2.01.1 through C2.05 TOTAL \$ 143,327.04

3. Agreement Summary (Reference only)

a. Original Agreement amount:	\$ <u>215,800.00</u>
b. Net change for prior amendments:	\$ <u>(54,600.00)</u>
c. This amendment amount:	\$ <u>(17,872.96)</u>
d. Adjusted Agreement amount:	\$ <u>143,327.04</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 March 2, 2015.

OWNER:

Warren County

By: _____

Title: Chairman, Board of Commissioners

Date Signed: _____

ENGINEER:

Rivers & Associates, Inc.

By: *Gregory J. Churchin*

Title: Vice President

Date Signed: 2-10-15

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: _____

MA: Macon P.
2/18/15

Meeting Date: March 2, 2015

Agenda Item # 10-A

SUBJECT: Appointments to Boards/Committees/Commissions

REQUESTED BY: Lake Gaston Stakeholders' Board

SUMMARY: It is submitted to appoint members to the Lake Gaston Stakeholders' Board as follows:

Primary - Commissioner Tare Davis to replace Ulysses Ross. Expires December 31, 2016

Alternate - EDC Director Kenneth Bowman to replace Gabe Cumming - No expiration.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

The LGSB is alive & well. Have a meeting this morning with Commissioner Davis to discuss the history of noxious weed management on Lake Gaston. Just remembered that the Board of Commissioners needs to formally appoint Commissioner Davis to the LGSB replacing former Commissioner Ross.

Each of the other 4 counties have also appointed an alternate. If memory serves me correctly, the Exec Director of the EDC was Warren County's alternate....at the time Gabe Cumming.

If you concur, can you facilitate these two updates: T Davis as the primary representative from Warren County; and Ken Bowman as the alternate.

Pete

----- Original Message -----

From: Linda T Worth

To: 'Pete & Susie Deschenes'

Sent: Thursday, February 09, 2012 9:58 AM

Subject: RE: Lake Gaston Stakeholders Board

Meeting Date: March 2, 2015

Agenda Item # 10-B

SUBJECT: Appointments to Boards/Committees/Commissions

REQUESTED BY: Fire Commission

SUMMARY: It is submitted to appoint Philip Hicks (who completed the unexpired term of M. Pitzing) to his first full term on the Fire Commission: commenced January 2014 and expires June 30, 2017.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



COUNTY OF WARREN, NC

Department of Emergency Services

Emergency Management * Emergency Medical Services * Fire Marshal's Office

PO Box 619
540 W. Ridgeway St.
Warrenton, NC 27589

Douglas R. Young, CEM / VP
Director / Fire Marshal
Dennis Paschall
EMS Division Chief

Office 252-257-2666
Fax 252-257-9458

To: Warren County Board of Commissioners
From: Douglas R. Young, CEM / Director, Fire Marshal
Ref: Recommendation to reappoint individual to Fire Commission Board

RECOMMENDATION:

The Warren County Fire Commission would like to recommend that the following individual be reappointed onto the Fire Commission Board for a three (3) year term.

Philip Hicks
170 Jones Chapel Road
Norlina, NC 27563

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Fire Commission
2. _____
3. _____
4. _____

Your full name Philip D. Nicks
Date of Birth 7-26-58 Sex M Race B
Mailing Address 170 Senechal rd
City and Zip Code Norline, NC 22563
Street Address _____
City and Zip Code _____
Home Phone 430-1846 Work Phone _____
Job Title _____
Company or Agency KELA
Email Address _____

Do you live in the county? Yes No

Please list your County Commissioner District _____
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Norline
Name and Address of College Attended _____
Degree Received _____

Please list any military experience _____

If you are presently serving as an elected or appointed official, please explain: _____

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience Kerr Lake 28 years

Volunteer Experience Fire Dept 26 years

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper

Current Warren County Volunteer

Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Philip A. H. 2/14

Date 12-2-14

Please feel free to attach a resume if so desired.

Meeting Date: March 2, 2015

Agenda Item # 10-C

SUBJECT: Appointments to Boards/Committees/Commissions

REQUESTED BY: Kerr Tar Rural Transportation Coordination Committee (TCC)

SUMMARY: It is submitted to appoint Warren County representatives to the above referenced committee as follows, terms expire February 1, 2018:

Primary Rep - Economic Development Director Kenneth Bowman
(replaces Gabe Cumming) and

Alternate Rep – Economic Development Coordinator Margaret “Peggy” Richardson

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: March 2, 2015

Agenda Item # 11-A

SUBJECT: Surplus Property – Award Bid

REQUESTED BY: Clerk to the Board

SUMMARY: Having declared certain tax foreclosed property as surplus by Resolution adopted October 7, 2013, bids on tax parcel ID E5-180B (115 Huntsville Rd., Warrenton) are now submitted for Board’s review and award. The minimum bid advertised for the property is \$7,522 (includes outstanding taxes and fees.) The Tax Office assessed value of the property is \$4,560. Authorize County Manager to sign deed of transfer.

<u>Bidder</u>	<u>Bid Amount</u>
Keishawn Mayes	\$4,000
Rodney Hunt	\$3,000

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

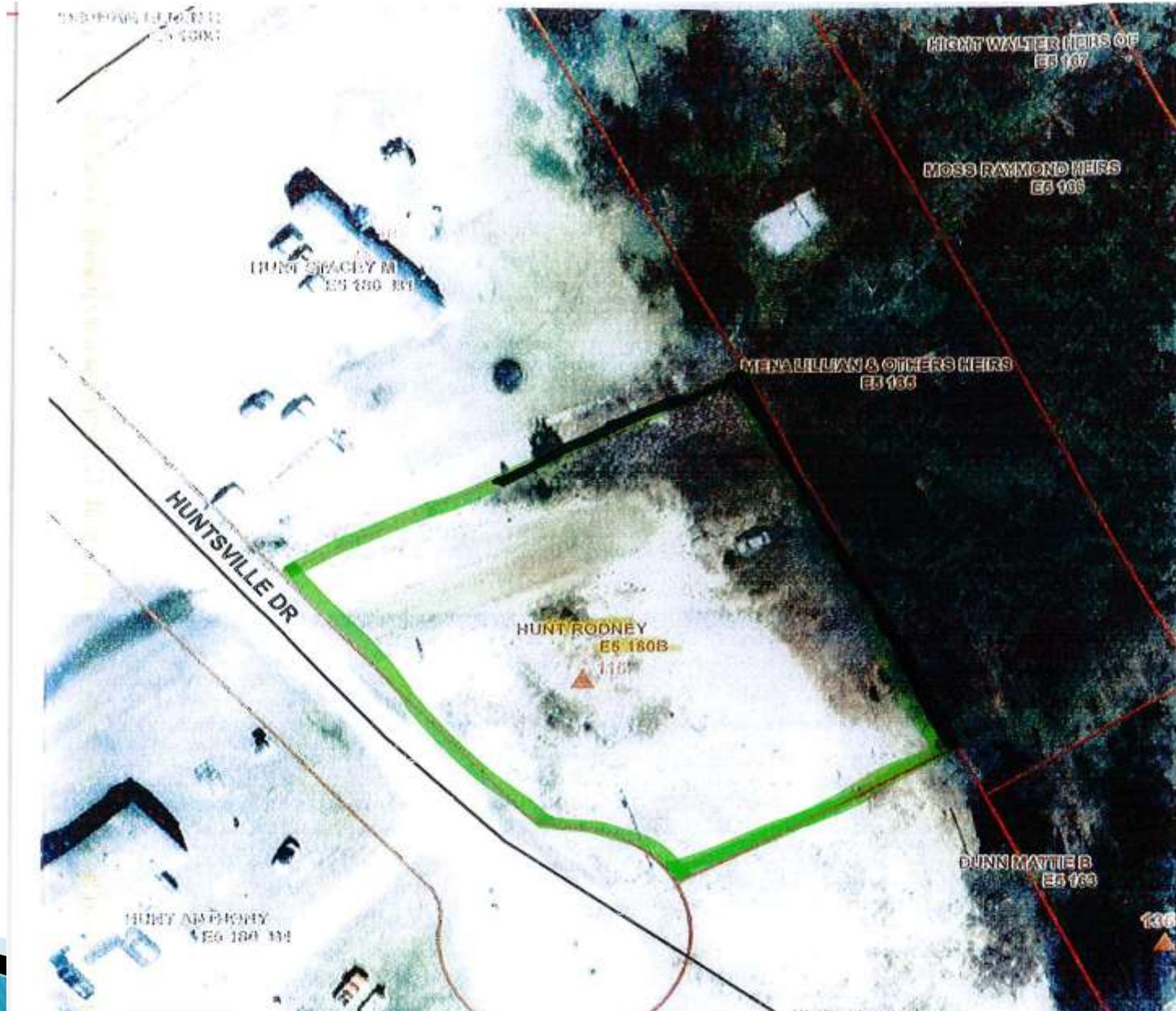
FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend bid received from Keishawn Mayes in the amount of \$4,000 for tax parcel ID E5-180B (115 Huntsville Rd., Warrenton) be accepted, and authorize the County Manager to sign the deed of transfer.

NOTES:

Tax parcel ID E5-180B (115 Huntsville Rd) 0.80 acre



OWNERSHIP 02112015 2267 418
 WARREN COUNTY
 P O BOX 240
 WARRENTON NC 27589
 DEED: 930 445D02282012 8000-99 115

PROPERTY DESCRIPTION
 & LOT 2 HUNT
 PLAT1/100/6
 HESTER ROAD
 HUNTSVILLE DR

TAX SUBDIVISIONS
 WARRENTON TWP
 CENTRAL WARREN FIRE

MAP NUMBER CABD NO
 E5 180B 1
 RECORD NUMBER: 4211
 ROUTE
 LISTER: BA021208
 REVIEW: BA021208

TOPG LEVEL STREET PAVED LOW TRFC UTILITY WBLW SEPTIC ELECTRIC ZONING 0.80 ACRES APCT: 6-HOM 1200
 NOTES: VACANT/VANDALIZED

#	LAND CLASS	SIZE	BASE RATE	*FENT	*DPTH	*ADJ	=ADJ RATE	*UNITS	=LND VALUE
2	220DIRT/BLD	0.80AC	5000		1.14ACF		5700	0.80	4560

LAND VALUE: 4560
 # OTHER FEET SIZE BASE RATE * COND = ADJ RATE * UNITS = OER VALUE

OTHER VALUE: 0

ENDATION	XTRFNISH	ROOFTYPE	ROOFMTRL	SIZE/QTZ
WALLFNISH	FLOORS	HEAT&AIR	HEATFUEL	

VACANT 0
 # STRUCTURE SKTCH SE * STHT AREA RATE * GRDF + HEAT + BKWL * NLHT = ADJ RAT * AREA = RPNH * DEPR * CNDR = STR VALUE

STRUCTURE VALUE: 0

VALUATION	VALUE	PREV VAL	P-NR	SALE	S-NR	TOTAL VALUE
LAND	4560	5472	83%			4560
OTHERFEAT	0			05232000		
STRUCTURE	0	63373	0%	739-921		
TOTAL	4560	68845	6%	2000	228%	

GEOGRAPHIC-ADJUSTMENT-NRDP: 1200 CAVR: 0 * 0.85 = 0 TOTAL APPRAISED-VALUE: 4560

Bid for Tax Foreclosed Property:

Name Keishawn Mayes

Address 131 Valley Rd Warrenton NC 27589

Contact telephone #'s (252) 762-5167 Alternate # ()

-Or- e-mail address: _____

Property Tax ID # E5 180B (.80 acre)

Bid amount \$ ~~3000~~ \$4,000.⁰⁰

Bid for Tax Foreclosed Property:

Name Rodney Hunt

Address 117 FERGERSON DR

Lot 326 Warrenton NC 27589

Contact telephone #'s (252) 820-5456 Alternate # ()

-Or- e-mail address: _____

Property Tax ID # E5 180B

Bid amount \$ ~~2500~~ 3000

SUBJECT: Surplus Property – Authorize Auction

REQUESTED BY: Natalie Brayboy, DSS Director

SUMMARY: Resolution Declaring Surplus Property and authorizing sale of Nortel Telephone System previously used by Department of Social Services is submitted for Board’s adoption. Authorize web-based or local auction, and conveyance if item is not sold. Grant Chairman signatory authority.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: *Article 12, NCGS 160A-268*

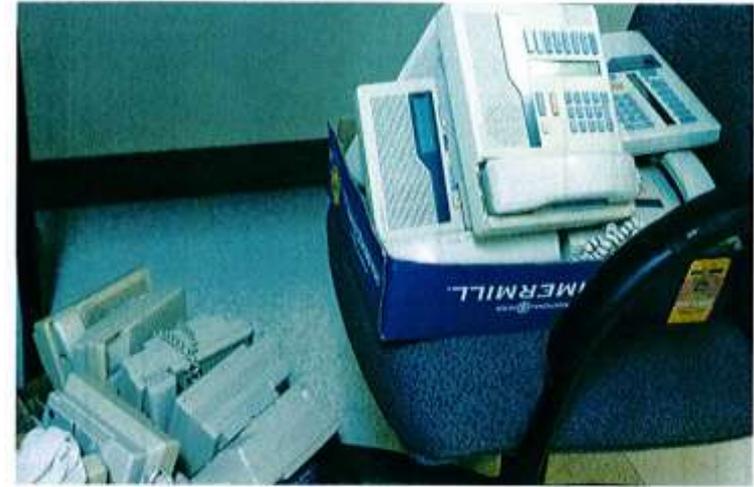
FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring Nortel Telephone System previously used by Department of Social Services as surplus property and authorize sale via on-line auction or conveyance if not sold, and authorize the Chairman to sign the Resolution.

NOTES:





70 Handsets & 3 Routers



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET

POST OFFICE BOX 619

WARRENTON, NORTH CAROLINA 27589

Barry Richardson, Chairman
Jennifer Jordan, Vice Chairman
Bertadean Baker
Tare Davls
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

STATE OF NORTH CAROLINA

COUNTY OF WARREN

RESOLUTION

SALE OF SURPLUS WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain items which are no longer used by the Department of Social Services and may lawfully dispose of such property through on-line auction or disposal.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal of Nortel Telephone System (70 handsets and 3 routers).

This item is being sold in "as is" condition with no warranties.

The Warren County Board of Commissioners reserve the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.

BE IT FURTHER RESOLVED, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sell property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site, notice in the Warren Record Newspaper and appropriately advertised according to law.

ADOPTED this the 2nd day of March 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

Barry Richardson, Chairman

Angelena Kearney-Dunlap, Clerk

Meeting Date: March 2, 2015

Agenda Item # II-C

SUBJECT: Surplus Property

REQUESTED BY: Clerk to the Board

SUMMARY: Resolution conveying equipment previously used in various county offices (declared surplus by Resolution adopted January 5, 2015) to various area non-profits. This equipment has been offered at auction with no bids. Authorize Chairman Richardson to sign same.

Computers & printers from Memorial Library
Map cabinets from Code Enforcement

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: *Article 12, NCGS 160A-268*

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution Conveying Personal Property by Private Sale to various area non-profits (equipment previously used in various county offices), and authorize the Chairman to sign the Resolution.

NOTES:

	<u>Date Requested</u>
6 – Epson C88 Inkjet Stylus Printers	
2 printers to Freedom House	2/18
1 printer to Littleton Senior Center	2/23
1 printer to Hollister REACH	2/24
6 - Dell Optiplex Computers	
3 computers to Freedom House	2/18
3 computers to Littleton Senior Center	2/23
2 - HP Laser Jet Network Printers	
1 printer to Warren Family Institute	2/19
1 printer to Lake Gaston Chamber of Commerce	2/16
1 - HP Laser Jet Wireless Printer	
1 printer Warren Co. Training Sch & North Warren Alum	2/18
4 – Map Cabinets	
2 cabinets to Lake Gaston Chamber of Commerce	2/16



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET

POST OFFICE BOX 619

WARRENTON, NORTH CAROLINA 27589

Barry Richardson, Chairman
Jennifer Jordan, Vice Chairman
Bertadean Baker
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

STATE OF NORTH CAROLINA

COUNTY OF WARREN

Resolution Conveying Personal Property By Private Sale

WHEREAS, the County has the authority to convey property pursuant to N.C.G.S. § 159A-176, and;

WHEREAS, N.C.G.S. § 160A-279 states that a County may, in lieu of or in addition to an appropriation of funds, convey real or personal property it owns, by private sale, to any entity which carries out a public purpose, and;

WHEREAS, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient entity, and;

WHEREAS, notice of this private sale has been published pursuant to N.C.G.S. § 160A-267.

NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT:

The Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey, by private sale, the following property as designated to area non-profits for \$1.00.

Epson C88 Inkjet Stylus Printer
2 to Freedom House
1 to Littleton Senior Center
1 to Hollister REACH
Dell Optiplex Computers
3 to Freedom House
3 to Littleton Senior Center

HP Laser Jet Network Printer
1 to Warren Family Institute
1 to Lake Gaston Chamber of Commerce
HP Laser Jet Wireless Printer to Warren County Training
School & North Warren Alumni
Map Cabinet to Lake Gaston Chamber of Commerce

Said property shall be used by the non-profit agencies for public purposes, in accordance with its mission statement in serving the public, as required by N.C.G.S. § 160A-279.

Adopted this 2nd day of March 2015.

Warren County Board of Commissioners

BY: _____
Barry Richardson, CHAIRMAN

ATTEST:

Angelena Kearney-Dunlap, Clerk

SEAL

Meeting Date: March 2, 2015

Item # 12

SUBJECT: Amendment to Board of Commissioner's Meeting Schedule

REQUESTED BY: Clerk to the Board

SUMMARY: The regularly scheduled April 15, 2015 work session conflicts with NC Association of County Commissioners District meeting in Durham. Therefore, it is submitted to reschedule the April 15, 2015 work session to April 22nd at 6:00 pm.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: March 2, 2015

Agenda Item # 13

SUBJECT: Request to Encroach Soul City Sanitary District Water & Sewer Easement

REQUESTED BY: Murphy Doty, Project Manager - FLS Energy Inc.

SUMMARY: FLS Energy, Inc. requests permission to encroach on Sewer Easement in Soul City for a Solar Project. County Attorney is reviewing the request and will render a recommendation on same.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





January 30, 2015

Ms. Linda Worth, County Manager
Warren County Manager's Office
602 West Ridgeway Street
Warrenton, NC 27589

Re: Notification of Encroachment on Sewer Easement
Soul City Solar Project
191 Crescent Drive
Norlina, Warren County, North Carolina

Ms. Worth:

As you may know FLS Energy Inc. (FLS) is developing and constructing a 3.8 megawatt solar farm at 191 Crescent Drive in Norlina, Warren County, North Carolina. In order for the electricity from the solar farm to be provided to Duke Progress Energy and interconnected into the electrical grid, the three medium voltage cables (25kVA) are designed to be trenched underground and set in four-inch PVC conduit at a target depth of between 24 and 36 inches along the inside bend of Crescent Drive approximately 20 feet inside of the curb. The medium voltage run is planned to go about 1,000 feet from our western solar array toward the fire station located in the general vicinity of the intersection of Soul City Boulevard and Crescent Drive and will need to encroach upon the 25-foot Soul City Sanitary District Water and Sewer Easement which transects the property. This entire proposed underground medium voltage run and transition to overhead and associated interconnection will be within the property that we have leased from is Mr. Michael Brame and Baker Industries, Inc., which is identified as Tax PIN 2917700605 in Deed Book 592, page 320 and is in general accordance with the plans that we submitted and approved by Warren County in November 2014. Refer to the attached plan drawings that depict the proposed medium voltage run with the sewer easement and property boundaries depicted.

Furthermore, FLS plans to connect inverter pad C/D to inverter pad A/B, which are located on the eastern and western sides of Crescent Drive, respectively. This connection will require trenching to a depth of between 24 and 36 inches across the Crescent Drive Access Easement. This planned medium voltage connection is still in general accordance with the plans that we submitted and approved by Warren County in November 2014. Refer to the attached plan drawings that depict the proposed medium voltage run with the Crescent Drive Access Easement and property boundaries depicted.

828.350.3993
www.flsenergy.com

130 Roberts Street
Asheville, NC 28801

MAKING SOLAR MAINSTREAM

Notification of Encroachment on Sewer Easement
January 30, 2015

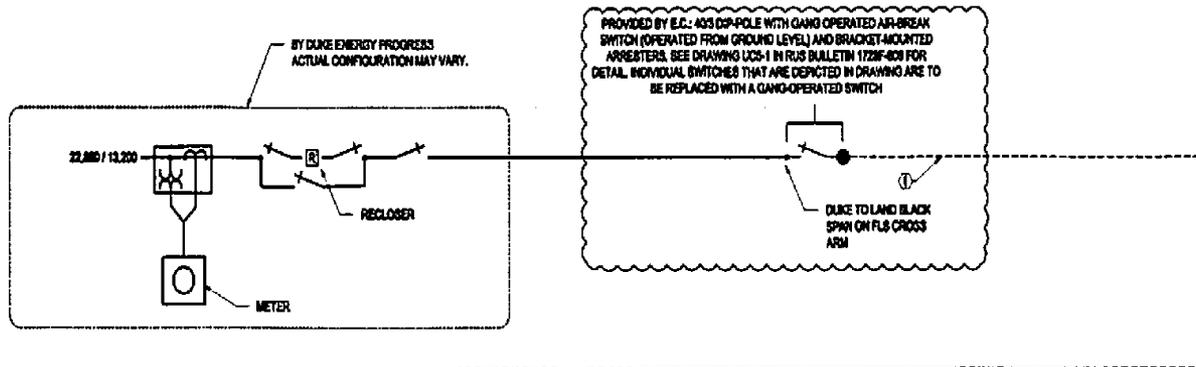
FLS respectfully requests to encroach on the 25-foot Soul City Sanitary District Water and Sewer Easement maintained by Warren County as well as to cross Crescent Drive between the two inverter pads with four-inch PVC conduit containing three 25kVA medium voltage cables in accordance with the attached plan drawings. This work will be performed in accordance with National Electric Code (NEC) and National Electric Safety Code (NESC) Standards.

Thank you in advance for your consideration of these matters and feel free to contact me (MDoty@FLSEnergy.com or (828) 575-3382) with any comments or concerns that you may have as well as to coordinate any on-site meetings to further discuss.

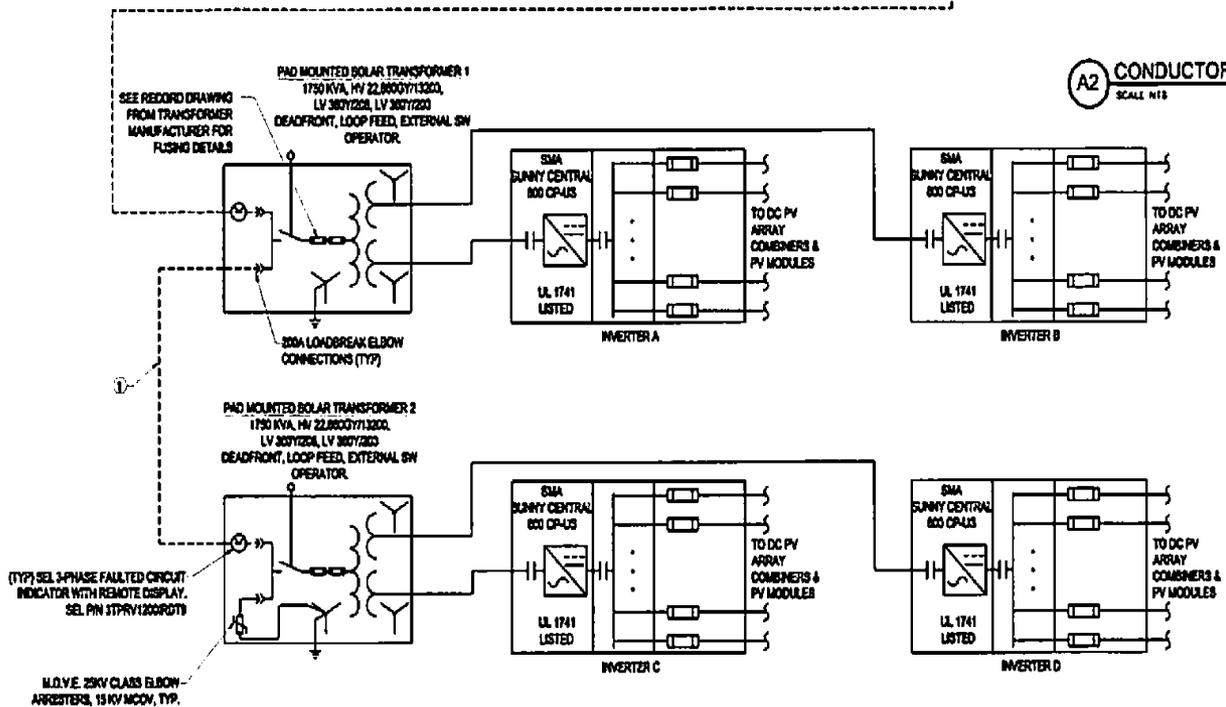
Kind Regards,


Murphy Doty
Project Manager

Attachments

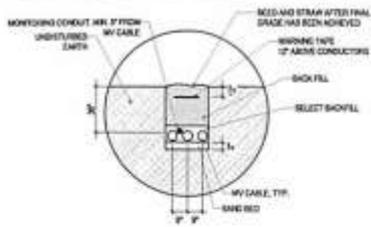


TAG #	CONDUCTORS	CONDUIT
①	THREE #2 AL, 25KV EPR LS CONCENTRIC NEUTRAL, UV RESISTANT JACKET, UL MV105, 137% INSULATION.	DIRECT BURIED



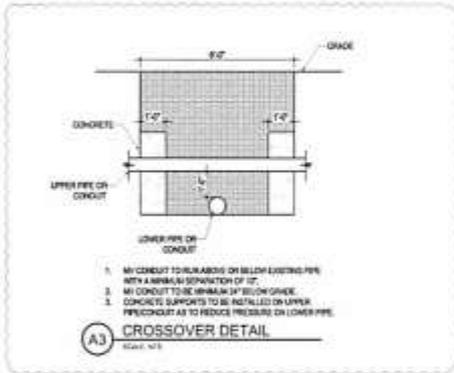
A2 CONDUCTOR & CONDUIT SCHEDULE
SCALE: NTS

A1 MEDIUM VOLTAGE ONE-LINE DIAGRAM
SCALE: NTS



1. BACKFILL SHALL BE PLACED IN 4-INCH LIFTS OR LESS OF UNCOMPACTED SOIL, THEN MECHANICALLY COMPACTED BEFORE PLACING ADDITIONAL LAYERS. P.O. PROVIDED RESERVES THE RIGHT TO SPOT-CHECK TRENCH COMPACTED DENSITY. TRENCHES FOUND TO NOT BE AT LEAST 90% MAXIMUM DRY DENSITY AS MEASURED BY A LICENSED GEOTECHNICAL ENGINEER ACCORDING TO ASTM D698 SHALL BE CORRECTED AT THE CONTRACTOR'S EXPENSE.
2. "SELECT BACKFILL" SHALL PASS THROUGH # 10' SIEVE AND CONTAIN NO SHARP OR FOREIGN OBJECTS.
3. "BACKFILL" SHALL BE FREE OF ROCKS LARGER THAN 1" IN DIAMETER.

A2 MEDIUM VOLTAGE TRENCH DETAIL
SCALE: 1"=3'



1. M.V. CONDUIT TO BE ALIGNED ON BELLY OF EXISTING PIPE WITH A MINIMUM SEPARATION OF 10".
2. M.V. CONDUIT TO BE MINIMUM 1" BELOW GRADE.
3. CONCRETE SUPPORTS TO BE INSTALLED ON UPPER PIPE/CONDUIT AS TO REDUCE PRESSURE ON LOWER PIPE.

A3 CROSSOVER DETAIL
SCALE: 1"=3'



A1 M.V. MONITORING AND TRENCH PLAN SECTION
SCALE: 1"=30'

PV202

Meeting Date: March 2, 2015

Agenda Item # 14

SUBJECT: Discussion of Independent Audit

REQUESTED BY: Commissioner Tare Davis

SUMMARY: It is presented to discuss conducting an independent audit of the Recreation Department.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: March 2, 2015

Agenda Item # 15-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:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: February 24, 2015
RE: Notice of Contract Approved by the County Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I approved the following contractual agreement in the month of February 2015 on behalf of Warren County:

Peck Center for Added Value Enterprise (CAVE) Project

Timmons Group
1001 Boulders Parkway, Suite 300
Richmond, VA 23225

A Letter of Agreement has been entered into with the Timmons Group to provide professional services for the Peck CAVE Project. Timmons Group will conduct a Property Condition Assessment of the structures situated on the former Peck Mfg. Plant property. The Golden LEAF Planning Grant in the amount of \$50,000 secured for the CAVE Project will pay the \$7,500 cost of this service.

Please advise if there are any questions or concerns regarding this agreement.

Attachment

LETTER OF AGREEMENT

Client: Ken Bowman - Director
Warren County Economic Development Commission
501 US Hwy 158-Business East
Warrenton, NC 27589
252-257-3114

Thank you for allowing Timmons Group to provide professional services for your exciting project. We will provide the requested services, complying with established standards, while being mindful of costs to the Client named above (sometimes referred to herein as "you") according to the terms and conditions of this Letter of Agreement (the "Agreement"). Prior to submittal to a public agency, all documents will be sent to the Client, as requested, to ensure a complete understanding by all parties.

SCOPE AND SCHEDULE OF SERVICES:

Timmons Group will provide the engineering and consultation services as detailed on the Scope of Services attached as Exhibit A (the "Scope of Services") relative to conducting a Property Condition Assessment. We will begin the services listed as Basic Services in Exhibit A immediately using preliminary site information that has already been shared and our recent phone conversation.

We will provide services in a timely and efficient manner and will keep you informed of the job status and any necessary changes. Any changes required to the Scope of Services must be reduced to writing in the form of a "ChangeOrder" issued by the project manager and signed by client to show approval of such change before any such change is implemented. Any changes in the Scope of Services caused by governing codes or Client revisions may require a schedule and/or fee change.

TERMS AND CONDITIONS:

Unless otherwise provided under the terms of this Agreement, all payments are due upon receipt. Interest shall accrue at the rate of twelve percent (12%) per annum on all unpaid invoices older than forty (40) days. We reserve the right to stop work on any Client account that becomes sixty (60) days past due and to notify local officials that professional seals should be removed from plans associated with such delinquent Client.

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

LETTER OF AGREEMENT

We will proceed upon receipt of this fully executed Agreement. Please note that the offer to accept the fees quoted herein is valid for sixty (60) days from the date first written above.

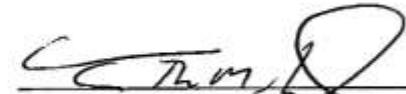
ACKNOWLEDGED AND ACCEPTED: On behalf of the Client, this Agreement, including Exhibit A [Scope of Services] and Exhibit B [Terms and Conditions], is accepted and agreed to as of the date written below.

IN WITNESS WHEREOF, the parties have duly executed this Agreement (including Exhibit A—Scope of Services and Exhibit B—Terms and Condition), by duly authorized officers, all as of the date set out below. The effective date of this Agreement is the date of the last party's execution.

Warren County, North Carolina

Timmons Group, Inc.





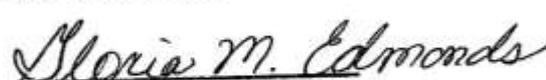
By: Linda T. Worth, County Manager

By: _____, Principal

1/27/2015
Date

2/5/15
Date

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

 1/27/15

Finance Director

EXHIBIT A

SCOPE OF SERVICES

We are pleased to submit this proposal to complete a modified Property Condition Assessment for the following facilities:

Peck Manufacturing – 500 Harper Street – Warrenton, NC

Main building – 180,000 SF +/-

Office building – 2,700 SF +/-

Timber out building – 6,000 SF +/-

Two story out building – 6,600 SF +/-

We have teamed with a long-time partner, The Patina Group (TPG) to complete the vertical elements of this project. We understand the task to be reviewing the buildings to determine their general condition, life expectancy and repair.

The work involves visual review of the foundations and slab, structure, cladding and components, roof, electrical, mechanical and sprinkler (if available). No intrusive testing will be performed. The necessity of in depth systems testing will be determined in the report as well as the approximate cost.

The report will include a general assessment and recommendation as to the future use of the buildings, code notes and compliance issues as well as an order of magnitude cost to replace any systems deemed necessary including but not limited to new electrical and HVAC for the manufacturing building. We will also provide cost estimates for new construction of similar size buildings and amenities based on available construction data and our recent experience.

The fee for this service is \$7,500. The work will take approximately 2-3 weeks to complete once authorized. Thank you for the opportunity to submit this proposal. I appreciate your call and look forward to speaking soon.



EXHIBIT B

TERMS AND CONDITIONS

1. **SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described in Exhibit A of the Letter of Agreement from TIMMONS GROUP to which these Terms and Conditions are attached. Separate Change Orders signed by authorized representatives of TIMMONS GROUP and the Client may, from time to time, describe additional or different services to be performed under this Agreement, such Change Orders are incorporated by reference herein. These Terms and Conditions shall apply to the Change Orders except to the extent expressly modified by such Change Order. TIMMONS GROUP' services with regard to the specific properties covered by this Agreement and subsequent Change Orders, if any, shall hereinafter be referred to as the "Project" or "Projects."
2. **DEFINED TERMS:** Capitalized terms used in this Exhibit B but not defined shall share the meanings ascribed in the Letter of Agreement.
3. **STANDARD OF CARE:** In providing services under this Agreement, TIMMONS GROUP will endeavor to perform in a professional manner consistent with the degree of skill and care ordinarily exercised in good faith by members of the same profession currently practicing under similar circumstances. It is not the intention of TIMMONS GROUP to provide or offer to provide services inconsistent with or contrary to such practices, nor to make any warranty or guaranty, expressed or implied, nor to have any agreement or contract for services subject to provisions of any section of any Uniform Commercial Code. Moreover, it is not the intention of TIMMONS GROUP to accept any terms and conditions offered by the Client in its purchase order, requisition, or notice of authorization to proceed except as set forth herein or as expressly accepted in writing. Written acknowledgement or receipt of the actual performance of services subsequent to receipt of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
4. **CODE COMPLIANCE:** TIMMONS GROUP shall exercise usual and customary professional care in its efforts to comply with all applicable codes, laws, regulations and the policies of regulatory agencies in effect as of the date of the Agreement. Design changes made necessary by newly enacted codes, laws, regulations and the policies of regulatory agencies after the date of this Agreement shall be treated as an additional service subject to an executed Change Order and TIMMONS GROUP shall be entitled to appropriate additional compensation. The Client understands that different officials charged with the enforcement of such codes, laws, regulations and policies of regulatory agencies may have different or inconsistent interpretations of the requirements of such codes, laws, regulations and policies of regulatory agencies, and that TIMMONS GROUP shall not be liable for any damages arising from conflicting interpretations by different officials. In the event of a conflict between the codes, laws, regulations or policies of regulatory agencies which apply to the Project, TIMMONS GROUP shall notify the Client of the nature and impact of such conflict, and the Client agrees to cooperate and work with TIMMONS GROUP in an effort to resolve the conflict.

5. **ELECTRONIC FILES:** Because of the possibility that information and data delivered in an electronic file format may be altered, whether inadvertently or otherwise, TIMMONS GROUP reserves the right to retain the original tapes, disks and other forms of electronic data, and to remove from copies provided to the Client all identification reflecting the involvement of TIMMONS GROUP in their preparation. TIMMONS GROUP also reserves the right to retain hard copy originals of all Project documentation which is delivered to the Client in electronic file format, which originals shall govern in the event of any inconsistency between the two. It is also understood that the automated conversion of information and data from the system and format used by TIMMONS GROUP to an alternate system or format may not be able to be accomplished without the introduction of inaccuracies, errors and anomalies. In the event any Project documentation provided to the Client in electronic file format is so converted by the Client, or someone acting on the Client's behalf, Client agree to assume all risks associated therewith and, to the fullest extent permitted by law.
6. **GOVERNING LAW:** The parties agree this Agreement, along with all additional documentation relating hereto, shall be interpreted and constructed in accordance with the laws of the State of North Carolina and venue for both personal and subject matter jurisdiction shall be solely in the state courts of Warren County, NC.
7. **THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and TIMMONS GROUP.
8. **ASSIGNMENT:** This Agreement may not be assigned without the prior written consent of the Client and TIMMONS GROUP; however, such consent not to be unreasonably withheld.
9. **PROJECT SITE SAFETY:** TIMMONS GROUP's Project site responsibilities are limited solely to the activities of TIMMONS GROUP and TIMMONS GROUP's employees on the Project site. As such, Timmons Group takes complete responsibility for the safety of its own employees and/or agents. However, these responsibilities shall not be inferred by any party to mean that TIMMONS GROUP has responsibility for Project site safety or the safety of others. The Client and TIMMONS GROUP agree that Project site safety is the sole and exclusive responsibility of the Project's owners or contractor(s). The parties likewise agree that the Project contractor(s) is solely responsible for Project means, methods, techniques, sequences of operation and procedures, and that TIMMONS GROUP shall have no obligations relating to these contractor(s) duties.
10. **INDEMNIFICATION:** The County cannot, by law, indemnify another party.

Meeting Date: March 2, 2015

Agenda Item # 15-B

SUBJECT: County Manager's Monthly Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's February 2015 Monthly Status Report is submitted for the Board's information and 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 the County Manager's February 2015 Monthly Status Report.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager *LW*

DATE: February 25, 2015

RE: February 2015 Status Report

Following is a recap of my work activities for the month of February 2015:

Administration

- Met with County Attorney to discuss various legal matters (2/2/15)
- Prepared for and attended Board of Commissioners Regular Meeting (2/2/15)
- Mtg. to discuss Misdemeanant Diversion Program with Com. Jordan and others (2/3/15)
- Attended NWTS Alumni Association meeting with USDA and others (2/5/15)
- Attended monthly JCPC Meeting (2/9/15)
- Met with G. Cumming and G. Cohen, of Matson Consulting, to share information that will be used to prepare a Business Plan for the CAVE Project (2/10/15)
- Met with DSS Director and HR Manager to discuss DSS matters (2/10/15)
- Met with representative of Davenport & Company, Finance Director, & Public Utilities Director to discuss possible refunding opportunities for Public Utilities debt (2/10/15)
- Met with DSS Director to discuss budgetary matters (2/11/15)
- Met with T. Hallowell and Animal Control Director to discuss animal control related concerns (2/11/15)
- Attended NC DOT's Public Meeting to discuss I-85 Rehab Project (2/12/15)
- Met with representative of TSS Partners and Emergency Services Director to discuss Radio System Upgrades Project- Phase II (2/12/15)
- Participated in WARR Radio interview with J. Jackson, New Tech Student Volunteer, and Deputy Clerk to discuss Buck Spring Park Project (2/12/15)
- Met with Public Utilities Director and staff to discuss budgetary issues (2/16/15)
- County Offices Closed due to Winter Storm (2/17/15)
- Met with representatives of BB&T Insurance and Travelers Insurance to discuss insurance matters (2/18/15)
- Viewed with the HR Manager the "Maturing Workforce" Webinar sponsored by BB&T Insurance (2/19/15)
- Facilitated Domestic Violence/Sexual Assault Community Stakeholders Meeting with various community representatives (2/19/15)
- Participated in KTREDC Conference Call with EDC Director (2/20/15)

- Greeted participants in Peer Support Services Class held at VGCC Satellite Campus sponsored by Cardinal Innovations (2/23/15)
- Met with Buildings & Grounds Manager and EDC Director to discuss Peck Property (2/24/15)
- Planning to attend FEMA Board Meeting (2/26/15)
- Planning to conduct monthly Department Heads Meeting (2/26/15)

Other Activities

- Attended Ribbon Cutting Ceremony for Carolina Images (2/4/15)
- Participated in Eaton's Ferry Bridge Waterline Crossing Project Valve Opening Ceremony (2/6/15)
- Attended Farm Bureau Legislative Reception and Dinner (2/10/15)
- Attended and participated in EDC sponsored Ribbon Cutting Ceremony for IP Warehouse Project (2/20/15)

Project Updates

Simulcast Radio System Upgrade Project – Phase II

Met with a representative of TSS Partners and the Emergency Services Director to discuss securing a proposal from TSS to provide project management services for Phase II of the Simulcast Radio System Upgrade Project. TSS Partners provided project management services for Phase I of this project. Services to be rendered by TSS for Phase II will consist of providing project management services for the SHP Manson Radio Tower upgrades to make the tower structurally capable of supporting Warren County's Phase II radio system equipment and to provide project management services for the Phase II Simulcast upgrade. Once the Manson Tower has been upgraded, we can begin work on the Simulcast upgrade. The tower upgrade is anticipated to take approximately eight months to complete, and the simulcast upgrade approximately 12 months.

Buck Spring Project

We are currently preparing the RFQ for the selection of an Architect/Engineering Firm to provide project management for the Phase I Buck Spring Project. Once an Architect or Engineering Firm is selected, we will be in a position to move Phase I of this project forward.

2011 Scattered Site CDBG Project

All work has been completed in the Scattered Site CDBG Project, and the close-out public hearing for the Project was held on 1/5/15. We are continuing to complete the necessary close-out paperwork to finally close this project.

Golden LEAF Community-Based Grantsmaking Initiative

A contract was signed with the Timmons Group and they are currently conducting a property condition assessment of the buildings situated on the Peck property. We are also finalizing a contractual agreement with Matson Consulting to have a Business Plan and Facility Utilization Plan prepared for the CAVE project as required by the Golden LEAF Grant Agreement. Both of these agreements for professional services for the CAVE Project are funded by the \$50,000 Golden LEAF Planning grant.

Adjourn

March 2, 2015
Regular Meeting

