



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
December 5, 2022**

9:00 am	Swearing In Ceremonies (Second Floor Courtroom, Sampson County Courthouse)	1 - 2
6:00 pm	Reconvene Regular Meeting (County Auditorium) Invocation and Pledge of Allegiance Approve Agenda as Published	
Item 1	Organization of the Board	3
Item 2	Zoning Items	4 - 50
	a. R22-08: Request to Rezone 2.88 Acre Parcel on Roseboro Highway from C-Commercial to RA-Residential Agricultural	16 - 24
	b. ZTA22-02: Request to Amend Certain Articles of the Sampson County Flood Damage Prevention Ordinance	25 - 50
Item 3	Presentations/Reports	
	a. Update on Efforts Regarding Employee Recruitment and Compensation Challenges	-
	b. Discussion Regarding Property Revaluation Cycles	51 - 53
Item 4	Action Items	
	a. Appointment of the Clerk to the Board	54
	b. Disposition of Old Emergency Services Building	55 - 57
	c. Selection of Architectural Services Firm for Animal Shelter Extension and Upgrade	58 - 59
	d. Public Hearing – Naming of Private Roads and a Report on Upcoming Road Naming Process	60 - 63
	e. Appointments	64 - 71
	• SRMC Board of Trustees	
	• Library Board	
	• Health Advisory Committee	
	• Fire Commission	
	• LEPC	

Item 5 Consent Agenda (as Board of Commissioners)	72 - 73
a. Approve the minutes of the November 7, 2022 meeting	74 - 81
b. Adopt a revised 2023 Sampson County Government Holiday Schedule	82 - 83
c. Award the bid for reconstruction of the Ellen Pridgen home in the CDBG-NR Program to the lowest responsible bidder, Holland Construction Co. (Owner Thomas J. Holland) at the bid price of \$154,500	84 - 87
d. Approve the recommended revisions to the Economic Development Commission bylaws	88 - 91
e. Adopt Capital Projects Ordinances for the FY22-23 State Capital Infrastructure Grant Funds and a Capital Project Ordinance for the 2307 Ivanhoe Water System project	92 - 98
f. Authorize execution of the Grant Agreement between the NC Tobacco Trust Fund Commission and NC Cooperative Extension-Sampson County Center, and approve associated budget amendment	99 - 110
g. Adopt a resolution supporting an application for the honorary designation of a portion of NC 24	111 - 116
h. Accept grant funds totaling \$25,000 awarded to Sampson County Emergency Services from Duke Energy to purchase an Unmanned Aerial System (drone)	117 - 118
i. Adopt a resolution clarifying that the Board Chair by position is authorized to execute the NC Welding, LLC property deed and other documents previously designated for signature prior to annual reorganization of the Board	119 - 120
j. Approve the updated 2023 Title VI Plan for Sampson Area Transportation	121 - 160
k. Approve late disabled veterans tax exclusion requests for Gleenwell Stevens, Isiah Herring, Jr.	161 - 166
l. Approve the tax refunds and releases as submitted	167 - 181
m. Approve budget amendments as submitted	182 - 193
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o. Approve fee revisions as recommended by SCHD Advisory Board	196
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	r. Approve SCHED Advisory Committee 2022 Conflict of Interest Policy (no change to policy, annual approval for reaccreditation)	219 - 223
	s. Approve Board of Health 2022 Operating Policy and Procedures (no change to policy, annual approval for reaccreditation)	224 - 231
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	<ul style="list-style-type: none"> • RKK Farms • James Gregory Horrell 	
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	Adjournment	

OUR PUBLIC CHARGE

The Board of Commissioners pledges to the citizens of Sampson County its respect. The Board asks its citizens to likewise conduct themselves in a respectful, courteous manner, both with Board members and fellow citizens. At any time should any member of the Board or any citizen fail to observe this public charge, the Chair (or presiding officer) will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair (or presiding officer) will recess the meeting until such time that a genuine commitment to this public charge is observed. All electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate.

NORTH CAROLINA'S SAMPSON COUNTY

SAMPSON COUNTY BOARD OF COMMISSIONERS SWEARING IN CEREMONY PROCEEDINGS

*Second Floor Courtroom, Sampson County Courthouse
Monday, December 5, 2022
9:00 a.m.*

BALIFF OPENS COURT

The Honorable Judge William B. Sutton, Jr. presiding.

CALL TO ORDER OF THE BOARD OF COMMISSIONERS

Chairperson, Sampson County Board of Commissioners

PLEDGE OF ALLEGIANCE

Led by Vice Chairperson R. Jerol Kivett

INVOCATION

Led by Rev. Brandon Glunt, Mt. Elam Baptist Church

RECOGNITION OF FORMER COMMISSIONERS

Chairperson Sue Lee

*Chairperson Lee will acknowledge any former commissioners present.
The Chairperson will then turn the floor over to the presiding judge.*

THE SWEARING IN CEREMONY

The Honorable William B. Sutton, Jr. District Court Judge, presiding

Each person to be sworn in will have a copy of his or her oath to read from. They will come forward as called by Judge Sutton to be sworn. Each person sworn must sign their oath following the ceremony so that Judge Sutton can then subscribe the oath. The oaths will be administered in the following order:

Swearing In of Board of Commissioners Members

In alphabetical order: Thaddeus L. Godwin, Sue Lee & C. Allen McLamb

Judge Sutton will call each commissioner-elect to come forward, one at a time, with family members as desired. The newly sworn commissioners will take their seats with the remainder of the Board while the others are sworn in.

Swearing In of Clerk of Court & Deputy Clerks of Court

Chris Fann, followed by Deputy and Assistant Clerks of Court

Judge Sutton will call Mr. Fann forward, with family members as desired, and administer his oath. Judge Sutton will then call forward all the assistant and deputy clerks of court and administer their oaths as a group.

Sheriff has advised that he will do a separate ceremony with his officers at an alternative location that can accommodate the group.

~~Swearing In of Sheriff, Deputies, Detention Center Officers and Civilian Employees of the Sheriff's Office~~

~~James H. Thornton, followed by Sheriff's Deputies, Detention Center Officers and Civilian Employees Judge Sutton will call Mr. Thornton forward, with family members as desired, and administer his oath. The Judge will call forward all the deputy sheriffs and administer their oaths as a group, followed by same with Detention Center Officers and lastly Civilian Employees (administrative assistants).~~

Swearing In of Soil & Water Supervisors

In alphabetical order: James L. Lamb, Henry E. Moore, III and L. Craig Thornton
Judge Sutton will call each gentleman to come forward, one at a time, with family members as desired.

This concludes the swearing in ceremony, and Judge Sutton will turn the ceremony back over to the Board of Commissioners.

RECESS TO RECONVENE

The Board will recess to reconvene at 6:00 p.m. in the County Auditorium to conduct their regular monthly meeting.

BALIFF CLOSSES COURT

PHOTOGRAPHS

If families wish to have pictures made, they may do so now.
Also, the former commissioners will gather for a group photograph for the newspaper.



Note to those being sworn in: We will have Bibles available for the swearing in ceremony. You may, of course, bring a family Bible to use if you so choose. Also, your spouse or family members may join you also for your swearing in. It is imperative that you sign your oath before leaving the ceremony! Copies will be available for your review before the ceremony.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1

Meeting Date: December 5, 2022	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Organization of the Board

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON(S): Edwin W. Causey, County Manager (for election of Chairman)
Chairman (for election of Vice Chairman)
Joel Starling, County Attorney

PURPOSE: To conduct annual election of officers

ATTACHMENTS: None

BACKGROUND:

North Carolina General Statutes require that the Board elect its officers during its first meeting in December each year. Customarily, the County Manager presides over the election of the Chairman. Then, the newly elected Chairman presides over the election of Vice Chairman.

The person conducting the election should ask for nominations from the Board (nominations do not require a second). After all nominations have been made, the Board should vote (typically in the order received) on the candidates, with each member casting one vote. The Board should agree in advance on what procedure to follow if no candidate receives a majority of the votes cast on the first round of voting. County Attorney Joel Starling will advise the Board on options for this procedure.

RECOMMENDED ACTION OR MOTION:

Elect officers as prescribed by General Statutes

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (a-b)

Meeting Date: December 5, 2022	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input checked="" type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Planning Issues

DEPARTMENT: Sampson County Planning & Zoning

PUBLIC HEARING: Yes

CONTACT PERSON: Myron Cashwell, Director of Inspections and Planning

PURPOSE: To consider actions on planning and zoning items as recommended by Planning Board

ATTACHMENTS: Planning Staff Memorandum; Maps

BACKGROUND:

- a. R22-08: Request to Rezone 2.88 Acre Parcel on Roseboro Highway from C-Commercial to RA-Residential Agricultural The Chair should open the hearing and call upon Mr. Cashwell to review the request by Charles B. Williams to rezone a 2.88-acre parcel (08003388301) on Roseboro Hwy. from C-Commercial to RA- Residential Agricultural. The request was unanimously recommended for approval by the Planning Board having found it to be consistent with the land use plan, reasonable, and in best public interest.

- b. ZTA22-02: Request to Amend Certain Articles of the Sampson County Flood Damage Prevention Ordinance The Chair should open the hearing and call upon Mr. Cashwell to review the recommendation to amend Article 1, Section A, Statutory Authorization; Article 3, Section B, Basis for Establishing the Special Flood Hazard Areas; Article 4, Section B(3)(e)(iii), Floodplain Development Application, Permit and Certification Requirements – Certification Requirements; Article 5, Section A(4), General Standards; and Article 5, Section B(8), Specific Standards – Accessory Structures of the Flood Damage Prevention Ordinance.

Continued next page

RECOMMENDED ACTION OR MOTION:

- a. Adopt the enclosed resolution approving R22-08, having found the proposed rezoning consistent with the Sampson County Land Use Plan

- b. Approve the amendments to the Flood Damage Prevention Ordinance as recommended

Sampson County Inspections & Planning Department

405 County Complex Rd. STE 110
Clinton, North Carolina 28328
(910) 592-0146 (T) (910) 596-0773 (F)



To: Ed Causey, County Manager
From: Michelle Lance, Planner, CZO
Subject: December 5, 2022, Board of Commissioners Meeting
Date: November 18, 2022

The following matters were addressed by the Planning Board at its November 14, 2022, meeting:

R22-08- A rezoning request by Charles B. Williams to rezone a 2.88-acre parcel (08003388301) on Roseboro Hwy. from C- Commercial to RA- Residential Agricultural was unanimously recommended for approval by the Planning Board with the following finding of fact and zoning consistency statement:

Findings of Fact:

1. Charles B. Williams has signed the rezoning application as the owner of the property under consideration.
2. The subject property is currently vacant with no existing structures.
3. The property contains 2.88 acres and has direct frontage on Roseboro Hwy. and Underwood Rd.
4. The use of adjacent properties are single-family dwellings, and agricultural uses.
5. Properties to the north, south, and east of the subject property are zoned Residential Agricultural (RA).
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Zoning Consistency Statement:

The Sampson County Planning Board finds the proposed rezoning to be consistent with the Rural Residential/Agriculture Land Use designation and to positively align with the main purpose and intent of such designation. The Sampson County Planning Board finds that the rezoning request is reasonable and in best public interest and recommends approval to the Sampson County Board of Commissioners. The Sampson County Planning Board finds the proposed rezoning to be consistent with the land use plan.

ZTA22-02- A text amendment request by Planning Staff to amend Article 1, Section A, Statutory Authorization; Article 3, Section B, Basis for Establishing the Special Flood Hazard Areas; Article 4, Section B(3)(e)(iii), Floodplain Development Application, Permit and Certification Requirements – Certification Requirements; Article 5, Section A(4), General Standards; and Article 5, Section B(8), Specific Standards – Accessory Structures, of the Sampson County Flood Damage Prevention Ordinance was unanimously recommended for approval as follows:

Sampson County Inspections & Planning Department

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ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES.

SECTION A. STATUTORY AUTHORIZATION.

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Articles 7, 9, and 11 of Chapter 160D; and Part 121, Article 6 of Chapter 153A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare.

ARTICLE 3. GENERAL PROVISIONS.

SECTION B. BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) dated December 6, 2019 for Sampson County and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto. Future revisions to the FIS and DFIRM panels that do not change flood hazard data within the jurisdictional authority of Sampson County are also adopted by reference and declared a part of this ordinance. ~~Subsequent Letter of Map Revisions (LOMRs) and/or Physical Map Revisions (PMRs) shall be adopted within 3 months.~~

ARTICLE 4. ADMINISTRATION.

SECTION B. FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.

3) Certification Requirements.

(e) Certification Exemptions. The following structures, if located within Zones A, AE, AH, AO, A99, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:

- iii) Accessory Structures that are 150 600 square feet or less or \$3,000 or less and meeting requirements of Article 5, Section B(8).

ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.

SECTION A. GENERAL STANDARDS.

- (4) All new electrical, heating, ventilation, plumbing, air conditioning equipment, duct systems, and other building utility systems, equipment, and service facilities equipment shall be located at or above the Regulatory Flood Protection Elevation (RFPE) and/or specially designed to prevent water from entering or accumulating within the components and installed to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding to the design flood elevation. Utility systems, equipment, and service facilities include, ~~These include,~~ but are not limited to, HVAC equipment, water softener units, bath/kitchen plumbing fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, water heaters, fuel tanks, and electric outlets/switches.

Sampson County Inspections & Planning Department

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ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.

SECTION B. SPECIFIC STANDARDS.

- (8) An accessory structure with a footprint ~~less than 150 square~~ of 600 square feet or ~~that is a minimal investment of \$3,000 or less in A, AO, AH, and AE zones~~ and satisfies the criteria outlined above is not required to meet the elevation or floodproofing standards of Article 5, Section B (2). Elevation or floodproofing standards and certifications are required for all other accessory structures in accordance with Article 4, Section B(3) and Article 5, Section B (2).

Please contact my office with any questions or comments.

cc: Susan J. Holder, Clerk to the Board

attachments

Sampson County Planning Department

405 County Complex Rd. STE 110
Clinton, North Carolina 28328
(910) 592-0146 (T) (910) 596-0773 (F)



***** D R A F T *****

Minutes of the Sampson County Planning Board

<u>Meeting Date</u>	<u>Members Present</u>	<u>Members Absent</u>
November 14, 2022	Marilyn Brooks Houston Crumpler, III Gail Gainey Jason Tyndall	Jay Darden

County Attorney Joel Starling, Planner Michelle Lance, and Inspections and Planning Director Myron Cashwell were also present.

Marilyn Brooks gave the invocation, and Chairman Crumpler led the Pledge of Allegiance.

Minutes and Written Decision Approved

Chairman Crumpler asked the Board to review the minutes of the September 13, 2022, meeting. Marilyn Brooks made a motion that the minutes be approved as presented. The motion was seconded by Gail Gainey.

Ayes: Unanimous

Chairman Crumpler asked the Board to review the written decision for special use permit SU22-02. Marilyn Brooks made a motion that the written decision be approved as written. The motion was seconded by Jason Tyndall.

Ayes: Unanimous

New Business

WILLIAMS REZONING

R22-08

General Information: 2.88 acres, Sampson County water is unavailable, individual septic

Location: Roseboro Hwy

Parcel #: 08003388301

Owner: Charles B. Williams

Current Zoning District: C

Proposed Zoning District: Residential Agricultural (RA)

Land Use Plan: Industrial Growth Corridor/Rural Residential/Agriculture

Planner Michelle Lance presented a rezoning request submitted by property owner Charles B. Williams to rezone 2.88 acres located on Roseboro Hwy. and the corner of Underwood Rd., Roseboro, NC from (C) Commercial to (RA) Residential Agricultural.

Mrs. Lance provided the Planning Board with the following proposed findings of fact for consideration by the Planning Board:

1. Charles B. Williams has signed the rezoning application as the owner of the property under consideration.
2. The subject property is currently vacant with no existing structures.
3. The property contains 2.88 acres and has direct frontage on Roseboro Hwy. and Underwood Rd.
4. The use of adjacent properties are single-family dwellings, and agricultural uses.
5. Properties to the north, south, and east of the subject property are zoned Residential Agricultural (RA).
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Decision

Chairman Crumpler moved to recommend approval of R22-08 to the Sampson County Board of Commissioners based on the following zoning consistency statement:

The Sampson County Planning Board finds the proposed rezoning to be consistent with the Rural Residential/Agriculture Land Use designation and to positively align with the main purpose and intent of such designation. The Sampson County Planning Board finds that the rezoning request is reasonable and in best public interest and recommends approval to the Sampson County Board of Commissioners. The Sampson County Planning Board finds the proposed rezoning to be consistent with the land use plan.

Ayes: Unanimous

ZONING ORDINANCE TEXT AMENDMENT REQUEST

ZTA22-01

Applicant: Tri-State Turf, Inc.

Request: An amendment seeking to add Sawmill (permanent) to the Table of Uses as a Special Use (S) in the Residential Agricultural (RA) District and a Permitted Use (P) in the Industrial (I) and Light Industrial (L-I) Zoning Districts; add a definition for Sawmill (permanent) to the definitions set forth in the Zoning Ordinance; and seeking to add certain requirements to the Special Use Requirements set forth in Section 15 of the Zoning Ordinance.

Planner Michelle Lance presented the text amendment request submitted by Tri-State Turf, Inc. as follows:

PROPOSED BY THE APPLICANT:

1. *Add Sawmill (permanent) to DEFINITIONS Section (in alphabetical order):*

SAWMILL (permanent) – The operation of a fixed sawmill and/or chipper to process timber, from any source or location, for the purpose of selling such forestry or lumber products.

PROPOSED BY THE APPLICANT:

2. *CHAPTER 15. SPECIAL USES: SPECIFIC USE REQUIREMENTS*

SAWMILL (permanent)

- Documentation regarding the specific materials to be manufactured, milled, or stored and the potential hazard which may be encountered in an emergency due to these materials must be provided with the required application.
- All buildings, storage sheds, structures and parking or storage areas for vehicles, equipment, or supplies shall be

set back from all property lines and public rights-of-way a minimum 30 feet or the building setbacks for the underlying zoning district, or as required by the North Carolina Department of Environmental Quality, whichever is greater.

- Dust, dirt, and sawdust shall be disposed of in a manner that is acceptable by the North Carolina Department of Environmental Quality.
- Description of all equipment to be used on site and estimated noise levels (measurements provided where possible).

PROPOSED BY THE APPLICANT:

3.

TABLE OF USES

INDUSTRIAL USES	RA	R	MRD	C	I	CON	L-I
Mining (under 1 acre)	SR				SR		SR
Mining & Quarrying	S				S		S
Asphalt/Concrete Manufacturing					S		S
Sawmill/Chipper (permanent)	S				P		P
Equipment Manufacturing	S				P		P
Feed Processing	SR				P		P
Bottling Plants					P		P
Textile Products Manufacturing					P		P
Toxic Chemicals Processing or Disposal					SR		SR
Fertilizer Manufacturing & Storage					S		S
Farm Equipment/Heavy Equipment Manufacturing	S				S		S
Metal Fabrication					P		P
Woodworking/Carpentry/Furniture Manufacturing	SR				P		P

Mrs. Lance informed the Board that staff had evaluated the appropriateness of permitting permanent sawmills and chipping operations in the Rural Agricultural (RA), Industrial (I), and Light Industrial (L-I) Zoning Districts as proposed by the applicant and made the following recommendations:

1. For development of a permanent sawmill/chipping operation in the Residential Agricultural (RA) and (I) Industrial zoning districts, a Special Use Permit should be required. The Special Use Permit process will provide individual review of proposed sawmill developments and ensure the appropriateness of the use at its proposed specific location and assure the facility will be well planned and maintained. Permanent sawmill/chipping operations should not be permitted as a Special Use or otherwise in the Light Industrial District due to the potential impacts to the less intensive land uses (commercial and residential) of surrounding properties.
2. In addition to the proposed text amendments submitted by Tri State Turf, Inc. to Chapter 15, Special Uses: Specific Requirements, staff recommends the following:
 - The sawmill/chipper must be located a minimum of 500' from any residential structure on surrounding properties. A residential structure inhabited by the property owner or operator of the other use of the tract is allowed.

- All buildings, storage sheds, structures and parking or storage areas for vehicles, equipment, or supplies shall be set back from all property lines and public rights-of-way a minimum ~~30~~ 60 feet or the building setbacks for the underlying zoning district, or as required by the North Carolina Department of Environmental Quality, whichever is greater.
- Screening is required which completely screens from view the stored items. Such screening shall be an opaque durable wall or opaque fence at least 8' high in addition to a minimum 30' wide vegetated strip around the entire perimeter of any outdoor storage area. This vegetated strip shall consist of a naturally wooded area or planted with a mixture of evergreen and deciduous trees and shrubs to simulate a naturally wooded area within 3 years.
- Any gates allowing for access must meet the same height requirement and must be kept closed and locked after dark and at any time when not open for business.
- All effluents and emissions into the air or surface or groundwater from the use including any land disturbing activity must be in conformity with all applicable Federal, State, and County Health and Environmental Quality regulations. Land development must also comply with all other applicable regulations, which also include floodplain, and watershed regulations. All applicable Health Department regulations shall apply.
- Noise levels shall be minimal to surrounding properties between the hours of 10:00 p.m. and 7:00 a.m. In any case, the noise level, regardless of the time of day, shall not become a nuisance to neighboring properties

Chairman Crumpler asked why staff would recommend that Sawmill/Chipper (permanent) be a Special Use in the RA-Residential Agricultural District but be prohibited use in L-I -Light Industrial? County Attorney Joel Starling reiterated the language in the staff report that the L-I Light Industrial District is intended to serve as a transitional/buffer area between more intensive Industrial uses and other types uses but noted that the Planning Board was not bound by the recommendations in the staff report and was free to recommend that sawmills and chippers be permitted as special uses in the Light Industrial District and not be permitted at all in the RA District.

Member Gail Gainey inquired of Mrs. Lance what zoning districts sawmills that are already established in the County were located in. Planner Michelle Lance named F.L. Turlington Lumber and noted that it was established prior to zoning and is currently located in the I-Industrial District.

Planning Board Member Gail Gainey expressed her concern regarding noise and potential odor for residential structures being located 500' from a sawmill.

Representing the applicant, Attorney Andrew J. Dickerhoff addressed the Board and expressed concern with a few of the specific requirements recommended by staff. Mr. Dickerhoff stated that the requirement that sawmills and chippers be located a minimum of 500' from any residential structure on surrounding properties seemed excessive. Mr. Dickerhoff stated that he had researched other county zoning ordinances in North Carolina regarding sawmill setbacks and noted that many did not contain any specific setback requirement for sawmills. Mr. Dickerhoff asked the Board if the recommended 500' distance requirement was due to concerns about noise and asked that a setback requirement of 350' be considered.

Planning Board Chairman Crumpler noted that dust and other particles were also a concern.

Planning Board Member Marilyn Brooks said she would like to see zoning ordinance materials from other counties regarding their setback requirements.

Chairman Crumpler requested that the Board be provided more information by staff and/or the applicant regarding other counties and their setback requirements for sawmills.

Mr. Dickerhoff also requested clarity regarding staff's recommendation for screening which completely screens from view the stored items and asked that the language of the requirement specify where screening is

specifically required.

Chairman Crumpler recommended that the hours of operation requirement be changed from 7:00 a.m. to 10:00 p.m. to 7:00 a.m. to 8:00 p.m.

Marilyn Brooks made a motion that text amendment request ZTZ22-01 be tabled until the December Planning Board meeting in order to allow the Planning Board to receive additional information on the proposal. The motion was seconded by Jason Tyndall.

Ayes: Unanimous

FLOOD DAMAGE PREVENTION ORDINANCE TEXT AMENDMENT REQUEST **ZTA22-02**

County Attorney Joel Starling provided the Board with an overview of the findings of a recent NCDPS Community Assistance site visit to review floodplain development records and the County's Flood Damage Prevention Ordinance for compliance. During the site visit, NCDPS staff recommended certain text amendments to the Flood Damage Prevention Ordinance as follows:

1.

ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES.

SECTION A. STATUTORY AUTHORIZATION.

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Articles 7, 9, and 11 of Chapter 160D; and Part 121, Article 6 of Chapter 153A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare.

2.

ARTICLE 3. GENERAL PROVISIONS.

SECTION B. BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) dated December 6, 2019 for Sampson County and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto. Future revisions to the FIS and DFIRM panels that do not change flood hazard data within the jurisdictional authority of Sampson County are also adopted by reference and declared a part of this ordinance.—Subsequent Letter of Map Revisions (LOMRs) and/or Physical Map Revisions (PMRs) shall be adopted within 3 months.

3.

ARTICLE 4. ADMINISTRATION.

SECTION B. FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.

3) **Certification Requirements.**

(e) Certification Exemptions. The following structures, if located within Zones A, AE, AH, AO, A99, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:

iii) Accessory Structures that are 150 600 square feet or less or \$3,000 or less and meeting requirements of Article 5, Section B(8).

4.

ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.

SECTION A. GENERAL STANDARDS.

(4) All new electrical, heating, ventilation, plumbing, air conditioning equipment, duct systems, and other building utility systems, equipment, and service facilities ~~equipment~~ shall be located at or above the Regulatory Flood Protection Elevation (RFPE) and/or specially designed to prevent water from entering or accumulating within the components and installed to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding to the design flood elevation. Utility systems, equipment, and service facilities include, ~~These include,~~ but are not limited to, HVAC equipment, water softener units, bath/kitchen plumbing fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, water heaters, fuel tanks, and electric outlets/switches.

5.

ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.

SECTION B. SPECIFIC STANDARDS.

An accessory structure with a footprint less than 150 square of 600 square feet or that is a minimal investment of \$3,000 or less in A, AO, AH, and AE zones and satisfies the criteria outlined above is not required to meet the elevation or floodproofing standards of Article 5, Section B (2). Elevation or floodproofing standards and certifications are required for all other accessory structures in accordance with Article 4, Section B(3) and Article 5, Section B (2).

After Board discussion, Marilyn Brooks moved to recommend approval of the text amendments as presented, seconded by Gail Gainey.

Ayes: Unanimous

Other Business

The Planning Board continued a discussion that it began at its previous meeting regarding potential revision to the shared driveway provisions of Section 606(b) of the Subdivision Regulations. As requested by the Planning Board, Members were provided with information from surrounding county ordinances by Planner Michelle Lance and a proposed text amendment by County Attorney Joel Starling for consideration and discussion.

Planning Board Member Jason Tyndall stated that he regularly witnesses the danger of multiple driveways on both State roads and secondary roads and expressed the frustration that multiple driveways cause for farmers when moving equipment from one farm to another.

Chairman Crumpler made a motion to table the discussion until the December Planning Board meeting to allow the Board time to review the material that they were provided. The motion was seconded by Marilyn Brooks.

Ayes: Unanimous

Proposed Regular Meeting Schedule

Planner Michelle Lance presented the proposed regular meeting schedule for 2023.

Chairman Crumpler moved that the schedule be accepted as presented, seconded by Gaily Gainey.

Ayes: Unanimous

There being no further business Chairman Crumpler called for a motion to adjourn. Motion to adjourn was made by Marilyn Brooks and seconded by Jason Tyndall.

Ayes: Unanimous

The Planning Board adjourned at 7:15 p.m.

Houston Crumpler III, Chairman

Michelle Lance, Secretary

Charles Williams, Rezoning Request

STAFF REPORT

PIN: 08003388301 (new)

Sampson County Planning & Zoning

R22-08

REQUEST SUMMARY

Application Number: R22-08

Property Location: Roseboro Hwy and Underwood Road

Request: Rezone from the Commercial (C) to the Residential Agricultural (RA) Zoning District.

Acreage: 2.88 acres

Applicant: Charles B. Williams

Existing Land Use: Vacant

Property Owner: Charles B. Williams

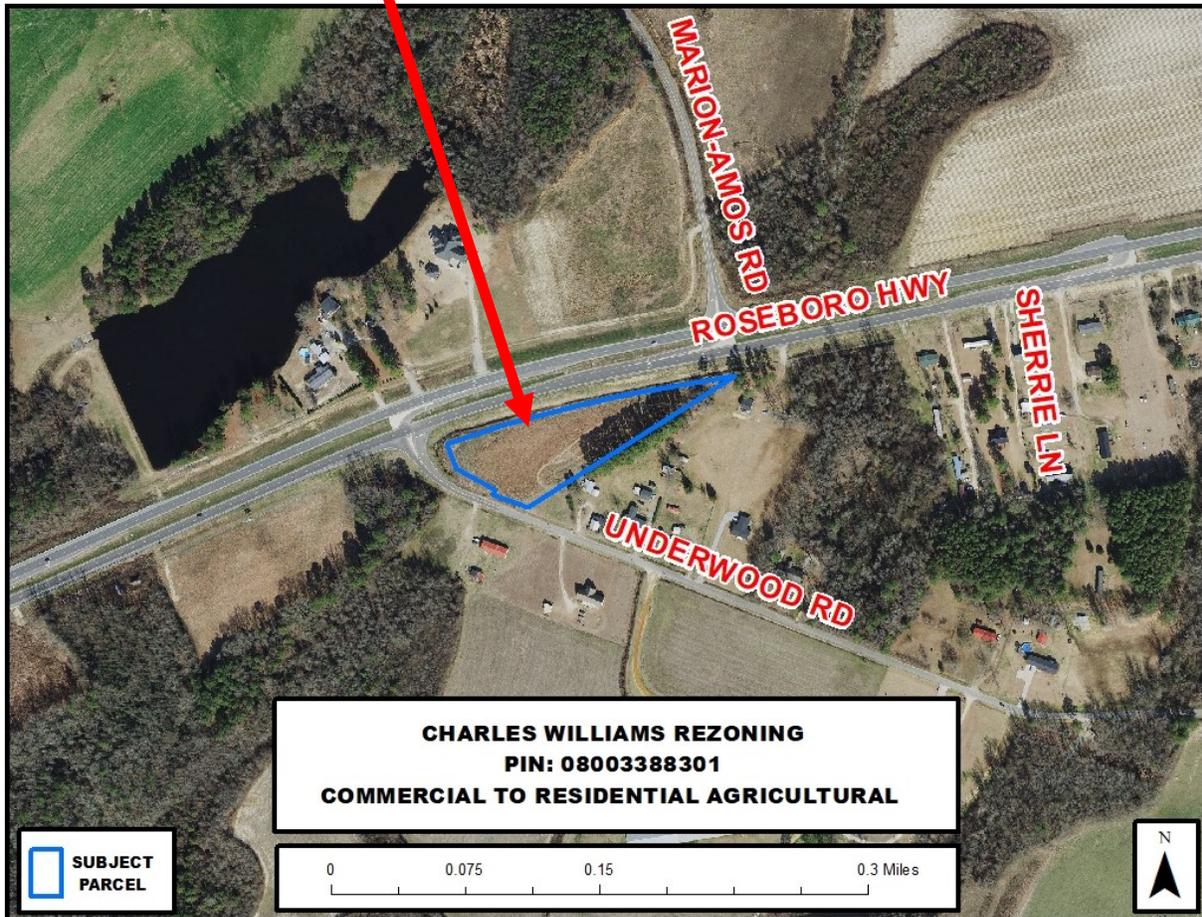
Current Zoning: Commercial (C)

Tax Map Number: Part of 08111464020

Proposed Zoning: Residential Agricultural (RA)

New Tax Map Number: 08003388301

Aerial Map



Charles Williams, Rezoning Request

STAFF REPORT

PIN: 08003388301 (new)

STAFF RECOMMENDATION

Staff is recommending approval of the proposed rezoning from a designation of Commercial (C) to Residential Agricultural (RA). The proposed rezoning is consistent with the Sampson County Land Use Plan and with the existing Residential Agricultural (RA) zoning designation of property to the north and east, and to the south across Underwood Rd. It is good zoning practice to have a consistent zoning designation on either side of an existing road, to provide land use balance and minimize any adverse impacts from incompatible uses. While this is a “straight” rezoning (not Conditional), for the Board’s information, the applicant is proposing to use the property for a single-family dwelling and a detached building.

COMPATIBILITY WITH ADOPTED PLANS

The Sampson County Land Use Plan (see following page) classifies this site as being within the “Rural Residential/Agricultural (Green)” land use category.

The purpose of the Rural Residential/Agricultural district is to preserve the agricultural areas of Sampson County. This district’s intent is to provide a place for low-density residential development that does not detract from the rural nature of the County. Limited commercial development and other types of development that supports agricultural uses or services utilized by the public can be expected.

Locational criteria for non-residential uses include frontage and access to a major State highway or secondary road, proximity to similar uses and spatial separation from non-compatible uses such as existing residential development. Land uses within this category would be expected to develop with public water or private wells and with private septic tank systems.

- **Corresponding Zoning District:** Residential Agricultural (RA), Residential (R), Mixed Residential District (MRD)
- **Appropriate Uses:** low-density residential development, agriculture/forestry activities, uses supporting agriculture, commercial/public institutional development meeting locational criteria intended to serve immediate surrounding areas.
- **Inappropriate Uses:** high-density residential development, uses detrimental to agriculture, large commercial development, industrial development.

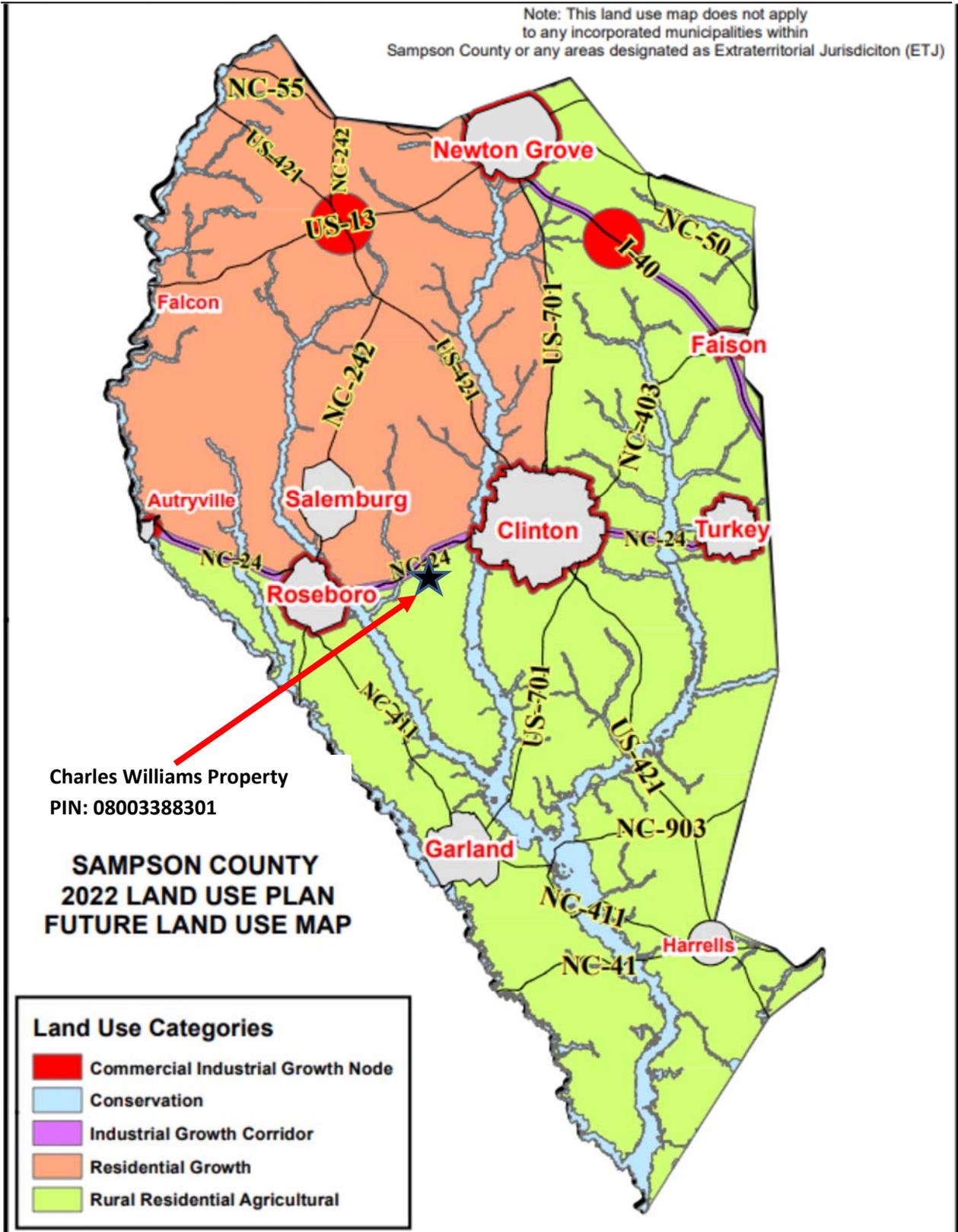
The proposed RA zoning would be consistent with the Sampson County Land Use Plan due to the property having direct frontage on Roseboro Hwy. and Underwood Road and is in proximity to similar low density residential/agricultural compatible uses.

Charles Williams, Rezoning Request STAFF REPORT

PIN: 08003388301 (new)

Sampson County Planning & Zoning

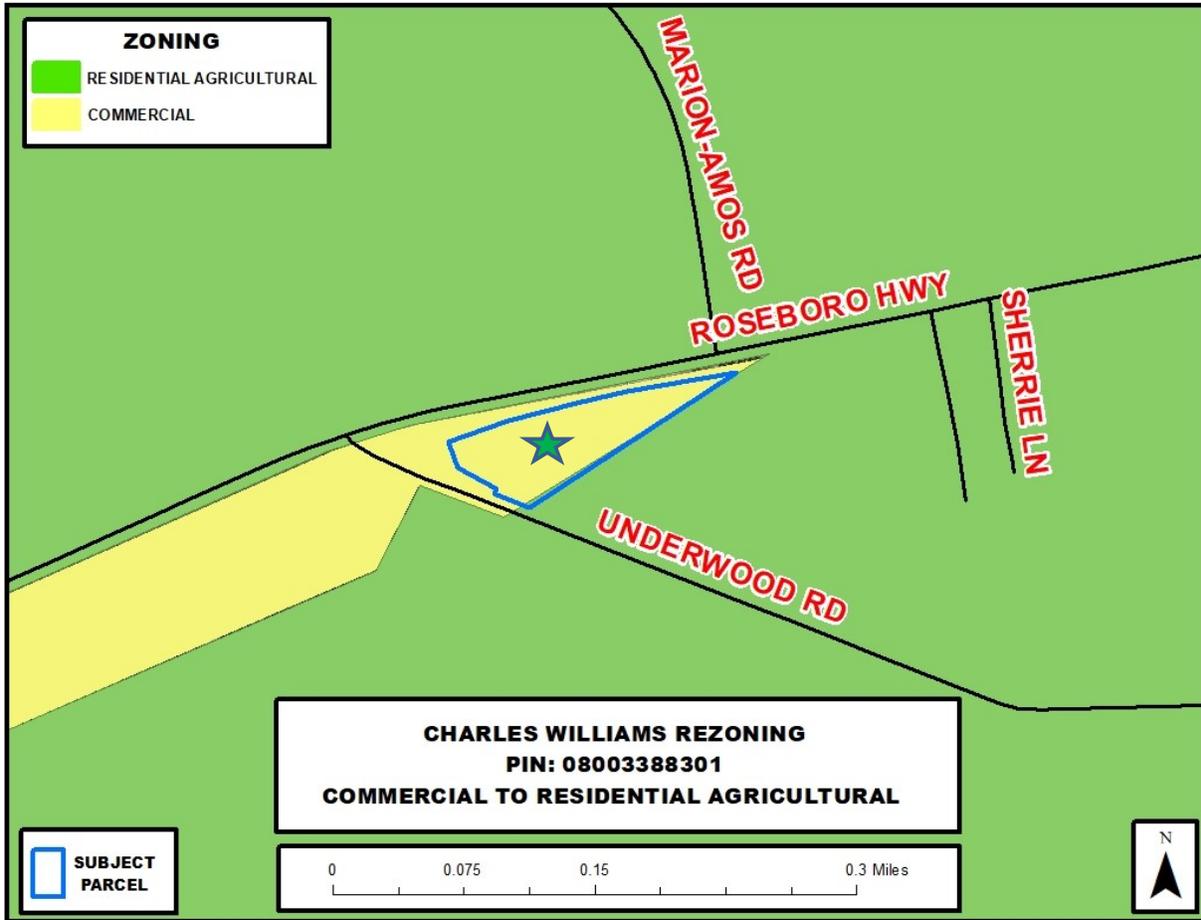
R22-08



Charles Williams, Rezoning Request

STAFF REPORT

PIN: 08003388301 (new)



SYNOPSIS OF SITE CONDITIONS AND SURROUNDING INFRASTRUCTURE

The subject property currently consists of farmland and wooded acreage. The 2.88 acres proposed to be rezoned has direct frontage on Roseboro Hwy. and Underwood Road. The land use of adjacent properties are agricultural uses and residences. County water is available to the site, however, there is no sewer service.

Environmental Site Conditions

- **Flood** – The parcel proposed to be rezoned is not located within the regulated floodplain.
- **Wetlands** – Wetlands are not present.

Charles Williams, Rezoning Request

STAFF REPORT

PIN: 08003388301 (new)

Fire Service Protection

- Fire service to the site is provided by the Coharie/Roseboro Fire Response District.

Surrounding Zoning and Land Use

- The surrounding property to the west is zoned Commercial (C) fronting Roseboro Hwy with agricultural and vacant wooded land use. The properties to the north, south, and east of the subject property are zoned Residential Agricultural (RA) with agricultural, vacant, and low density single family residence land uses.

Water & Sewer Utilities

- County water is available, and there are no sewer utilities.

Traffic Impacts & ADT

The uses allowed in the RA Zoning District have the potential to generate a mild to significant increase in traffic. However, it is not anticipated that traffic to be generated by the use of this property will exceed the maximum capacity of this road.

Traffic Count Year	Road Name	Average Trips per day (ATD) – Actual	Capacity (ATD)
2020	Roseboro Hwy.	5,500	12,700

District Schools

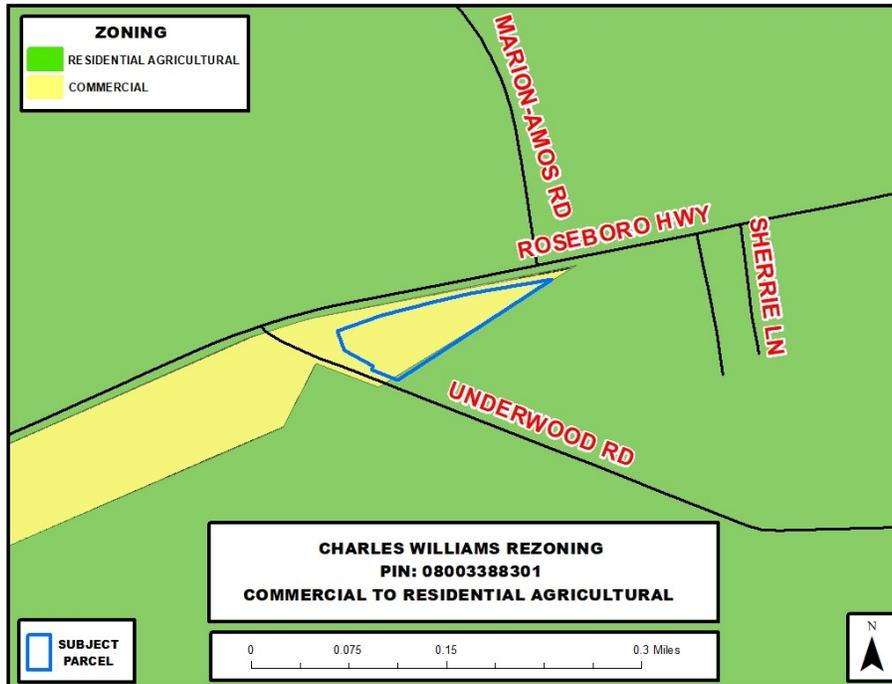
- Charles E Perry Elementary School
- Roseboro-Salemburg Middle School
- Lakewood High School

Charles Williams, Rezoning Request

STAFF REPORT

PIN: 08003388301 (new)

Zoning (current)



ZONING DISTRICT COMPARISON – Commercial (C) to Residential Agricultural (RA)

The subject property is currently zoned Commercial (C). The purpose of the Commercial (C) Zoning District is to accommodate many commercial uses that are essential services that benefit a community. It is important that each commercial district be located with appropriate traffic access and proper infrastructure to conduct business. Each new request will be reviewed so that the business and its location will not be detrimental to the public health safety or general welfare.

The subject property is proposed to be rezoned for Residential Agricultural (RA). The RA Zoning District provides an environment for residential use at densities that correspond with the available services and general farming operations as defined herein. It is intended to protect the agricultural sections of the community from an increase of urban density development that would make the land less suitable for farms and to protect residential development that is primarily dependent on private wells and septic tanks to insure a safe and healthy living environment. In addition, some uses that are necessary in a rural environment, which are nonresidential in nature may be allowed as a special requirement or by special use.

Charles Williams, Rezoning Request

STAFF REPORT

PIN: 08003388301 (new)

Zoning Comparison Table

Commercial (C)	Residential Agricultural (RA)
<p>40,000 sq ft minimum lot size</p> <p>For multi-family development there shall be no more than 6 units per acre</p>	<p>10,000 sq ft minimum lot size (public water & sewer available)</p> <p>25,000 sq ft minimum lot size (public water w/ no sewer available)</p> <p>30,000 sq ft minimum lot size (no public water & no public sewer)</p>
<p>PERMITTED USES</p> <p>Government Buildings Child Care Center **Weapons Range Baseball Hitting Facility Zoo Hotel/Motel Farm Equipment Sales Convenience Store/Gas Station Grocery Store Tobacco Shop</p> <p>Residential Uses</p> <p>*Single-Family Dwelling *Dwelling Multi-Family Manufactured Home Park</p> <p>(THIS IS NOT A COMPLETE LIST OF USES, JUST AN OVERVIEW OF CERTAIN TYPES)</p> <p>*Special Requirements **Special Use</p>	<p>PERMITTED USES</p> <p>*Restaurant **Brewery/Distillery/Winery *Farm Equipment Sales Barber & Beauty Shop **Convenience Store/Gas Station Volunteer Fire Station *Public Fishing Lake/Pond *Church</p> <p>Residential Uses</p> <p>Single-Family Dwelling Manufactured Home Modular Home *Apartment *Townhouse</p> <p>(THIS IS NOT A COMPLETE LIST OF USES, JUST AN OVERVIEW OF CERTAIN TYPES)</p> <p>*Special Requirements **Special Use</p>

Charles Williams, Rezoning Request

STAFF REPORT

PIN: 08003388301 (new)

Sampson County Planning & Zoning

R22-08

ATTACHMENT 1

APPROVAL OF REZONING PROPERTY FROM COMMERCIAL (C) TO RESIDENTIAL AGRICULTURAL (RA)

WHEREAS, Charles B. Williams, has submitted a petition to rezone Tax Parcel 08003388301 from Commercial (C) to Residential Agricultural (RA); and,

WHEREAS, The Sampson County Land Use Plan places the proposed rezoning area in the Rural Residential Agricultural category, and,

WHEREAS, the appropriate land uses identified for the Rural Residential Agricultural area are to provide a place for low-density residential development that does not detract from the rural nature of the County and limited commercial development that supports agricultural uses or services; and,

WHEREAS, the RA Zoning District is intended to provide an environment for residential use at densities that correspond with the available services and general farming operations and to protect the agricultural sections of the community from an increase of urban density development that would make the land less suitable for farms and to protect residential development that is primarily dependent on private wells and septic tanks to insure a safe and healthy living environment; and,

WHEREAS, the types of uses allowed in the Residential Agricultural (RA) District align with the main purpose and intent of the Rural Residential Agricultural Land Use Category; and,

WHEREAS, the Sampson County Board of Commissioners finds that the proposed rezoning is consistent with the Sampson County Land Use Plan; and,

WHEREAS, the proposed Rezoning is therefore considered reasonable and in the public interest.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

- A. A. The Official Zoning Map is hereby amended to classify Tax Parcel 08003388301 as Residential Agricultural (RA)
- B. The above amendment is effective upon adoption. Adopted this 5th day of December 2022.

SAMPSON COUNTY BOARD OF COMMISSIONERS

ATTEST:

Susan J. Holder, Clerk to the Board

Sue Lee, Chairman

Charles Williams, Rezoning Request

STAFF REPORT

PIN: 08003388301 (new)

Sampson County Planning & Zoning

R22-08

ATTACHMENT 2

RESOLUTION DENYING THE PETITION TO REZONE PROPERTY FROM COMMERCIAL (C) TO RESIDENTIAL AGRICULTURAL (RA)

WHEREAS, Charles B. Williams, has submitted a petition to rezone Tax Parcel 08003388301 from Commercial (C) to Residential Agricultural (RA) and,

WHEREAS, The Sampson County Land Use Plan places the proposed rezoning area in the Rural Residential Agricultural category; and,

WHEREAS, The Residential Agricultural (RA) Zoning District is not consistent with the Rural Residential Agricultural category and is not appropriate; and,

WHEREAS, the Sampson County Board of Commissioners finds that the proposed rezoning is not consistent with the Sampson County Land Use Plan; and,

WHEREAS, the proposed rezoning request would encourage development that could negatively impact properties located in close proximity; and,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT: the petition to classify Tax Parcel 08003388301 as Residential Agricultural (RA) is hereby DENIED

Adopted this 5th Day of December 2022.

SAMPSON COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Susan J. Holder, Clerk to the Board

Sue Lee, Chairman

FLOOD DAMAGE PREVENTION ORDINANCE

Non-Coastal Regular Phase

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FLOOD DAMAGE PREVENTION ORDINANCE

Non-Coastal Regular Phase

ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES.

SECTION A. STATUTORY AUTHORIZATION.

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Articles 7, 9, and 11 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare.

Therefore, the Board of Commissioners of Sampson County, North Carolina, does ordain as follows:

SECTION B. FINDINGS OF FACT.

- (1) The flood prone areas within the jurisdiction of Sampson County are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- (2) These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards.

SECTION C. STATEMENT OF PURPOSE.

It is the purpose of this ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

- (1) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- (5) Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

SECTION D. OBJECTIVES.

The objectives of this ordinance are to:

- (1) Protect human life, safety, and health;
- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

- (4) Minimize prolonged business losses and interruptions;
- (5) Minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (6) Minimize damage to private and public property due to flooding;
- (7) Make flood insurance available to the community through the National Flood Insurance Program;
- (8) Maintain the natural and beneficial functions of floodplains;
- (9) Help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- (10) Ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

ARTICLE 2. DEFINITIONS.

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance it’s most reasonable application.

“Accessory Structure (Appurtenant Structure)” means a structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

“Addition (to an existing building)” means an extension or increase in the floor area or height of a building or structure.

“Alteration of a watercourse” means a dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

“Appeal” means a request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance.

“Area of Shallow Flooding” means a designated Zone AO or AH on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

“Area of Special Flood Hazard” see “Special Flood Hazard Area (SFHA)”.

“Base Flood” means the flood having a one (1) percent chance of being equaled or exceeded in any given year.

“Base Flood Elevation (BFE)” means a determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a “Special Flood Hazard Area”, it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the “Freeboard”, establishes the “Regulatory Flood Protection Elevation”.

“Basement” means any area of the building having its floor subgrade (below ground level) on all sides.

“Building” see “Structure”.

“Chemical Storage Facility” means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

“Design Flood”: See “Regulatory Flood Protection Elevation.”

“Development” means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

“Development Activity” means any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

“Digital Flood Insurance Rate Map (DFIRM)” means the digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

“Disposal” means, as defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

“Elevated Building” means a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

“Encroachment” means the advance or infringement of uses, fill, excavation, buildings, structures or development into a special flood hazard area, which may impede or alter the flow capacity of a floodplain.

“Existing building and existing structure” means any building and/or structure for which the “start of construction” commenced before July 16th 1991.

“Existing Manufactured Home Park or Manufactured Home Subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before April 18, 1988, the initial effective date of the floodplain management regulations adopted by the community.

“Flood” or “Flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (a) The overflow of inland or tidal waters; and/or
- (b) The unusual and rapid accumulation or runoff of surface waters from any source.

“Flood Boundary and Floodway Map (FBFM)” means an official map of a community, issued by the FEMA, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

“Flood Hazard Boundary Map (FHBM)” means an official map of a community, issued by the FEMA, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

“Flood Insurance” means the insurance coverage provided under the National Flood Insurance Program.

“Flood Insurance Rate Map (FIRM)” means an official map of a community, issued by the FEMA, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated. (see also DFIRM)

“Flood Insurance Study (FIS)” means an examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the FEMA. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

“Flood Prone Area” see “Floodplain”

“Flood Zone” means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

“Floodplain” means any land area susceptible to being inundated by water from any source.

“Floodplain Administrator” is the individual appointed to administer and enforce the floodplain management regulations.

“Floodplain Development Permit” means any type of permit that is required in conformance with the provisions of this ordinance, prior to the commencement of any development activity.

“Floodplain Management” means the operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.

“Floodplain Management Regulations” means this ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

“Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.

“Flood-resistant material” means any building product [material, component or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

“Floodway” means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

“Floodway encroachment analysis” means an engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and models.

“Freeboard” means the height added to the BFE to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, and the hydrological effect of urbanization of the watershed. The BFE plus the freeboard establishes the “Regulatory Flood Protection Elevation”.

“Functionally Dependent Facility” means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

“Hazardous Waste Management Facility” means, as defined in NCGS 130A, Article 9, a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

“Highest Adjacent Grade (HAG)” means the highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

“Historic Structure” means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a local inventory of historic landmarks in communities with a “Certified Local Government (CLG) Program”; or
- (d) Certified as contributing to the historical significance of a historic district designated by a community with a

“Certified Local Government (CLG) Program.”

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

“Letter of Map Change (LOMC)” means an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- (a) Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- (b) Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- (c) Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community’s floodplain management regulations.
- (d) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

“Light Duty Truck” means any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

- (a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- (b) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
- (c) Available with special features enabling off-street or off-highway operation and use.

“Lowest Adjacent Grade (LAG)” means the lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

“Lowest Floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building’s lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

“Manufactured Home” means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term “manufactured home” does not include a “recreational vehicle”.

“Manufactured Home Park or Subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“Market Value” means the building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.

“New Construction” means structures for which the “start of construction” commenced on or after April 18, 1988, the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

“Non-Encroachment Area (NEA)” means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

“Post-FIRM” means construction or other development for which the “start of construction” occurred on or after July 16th 1991, the effective date of the initial Flood Insurance Rate Map.

“Pre-FIRM” means construction or other development for which the “start of construction” occurred before July 16th 1991, the effective date of the initial Flood Insurance Rate Map.

“Principally Above Ground” means that at least 51% of the actual cash value of the structure is above ground.

“Public Safety” and/or “Nuisance” means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

“Recreational Vehicle (RV)” means a vehicle, which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck;
- (d) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use, and
- (e) Is fully licensed and ready for highway use.

(For the purpose of this ordinance, “Tiny Homes/Houses” and Park Models that do not meet the items listed above are not considered Recreational Vehicles and should meet the standards of and be permitted as Residential Structures.)

“Regulatory Flood Protection Elevation” means the “Base Flood Elevation” plus the “Freeboard”. In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus 2 feet freeboard). In “Special Flood Hazard Areas” where no BFE has been established, this elevation shall be at least 2 feet above the highest adjacent grade.

“Remedy a Violation” means to bring the structure or other development into compliance with state and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

“Riverine” means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

“Salvage Yard” means any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.

“Solid Waste Disposal Facility” means any facility involved in the disposal of solid waste, as defined in NCGS 130A-290(a)(35).

“Solid Waste Disposal Site” means, as defined in NCGS 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.

“Special Flood Hazard Area (SFHA)” means the land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Article 3, Section B of this ordinance.

“Start of Construction” includes substantial improvement, and means the date the building permit was issued provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling,

floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

“Substantial Damage” means damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of “substantial improvement. Substantial damage also means flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.]

“Substantial Improvement” means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (a) Any correction of existing violations of state or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (b) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to Article 4 Section E of this ordinance.

“Technical Bulletin and Technical Fact Sheet” means a FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

It should be noted that Technical Bulletins and Technical Fact Sheets provide guidance on the minimum requirements of the NFIP regulations. State or community requirements that exceed those of the NFIP take precedence. Design professionals should contact the community officials to determine whether more restrictive State or local regulations apply to the building or site in question. All applicable standards of the State or local building code must also be met for any building in a flood hazard area.

“Temperature Controlled” means having the temperature regulated by a heating and/or cooling system, built-in or appliance.

“Variance” is a grant of relief from the requirements of this ordinance.

“Violation” means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Articles 4 and 5 is presumed to be in violation until such time as that documentation is provided.

“Water Surface Elevation (WSE)” means the height, in relation to NAVD 1988, of floods of various magnitudes and frequencies in the floodplains of riverine areas.

“Watercourse” means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

ARTICLE 3. GENERAL PROVISIONS.

SECTION A. LANDS TO WHICH THIS ORDINANCE APPLIES.

This ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction of Sampson County.

SECTION B. BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) dated December 6, 2019 for Sampson County and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto. Future revisions to the FIS and DFIRM panels that do not change flood hazard data within the jurisdictional authority of Sampson County are also adopted by reference and declared a part of this ordinance.

SECTION C. ESTABLISHMENT OF FLOODPLAIN DEVELOPMENT PERMIT.

A Floodplain Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities within Special Flood Hazard Areas determined in accordance with the provisions of Article 3, Section B of this ordinance.

SECTION D. COMPLIANCE.

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this ordinance and other applicable regulations.

SECTION E. ABROGATION AND GREATER RESTRICTIONS.

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

SECTION F. INTERPRETATION.

In the interpretation and application of this ordinance, all provisions shall be:

- (a) Considered as minimum requirements;
- (b) Liberally construed in favor of the governing body; and
- (c) Deemed neither to limit nor repeal any other powers granted under State statutes.

SECTION G. WARNING AND DISCLAIMER OF LIABILITY.

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of Sampson County or by any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

SECTION H. PENALTIES FOR VIOLATION.

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$100.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Sampson County from taking such other lawful action as is necessary to prevent or remedy any violation.

ARTICLE 4. ADMINISTRATION.

SECTION A. DESIGNATION OF FLOODPLAIN ADMINISTRATOR.

The Head Building Inspector, hereinafter referred to as the “Floodplain Administrator”, is hereby appointed to administer and implement the provisions of this ordinance. In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and implement this ordinance, the Floodplain Administrator shall be responsible for the coordination and community’s overall compliance with the National Flood Insurance Program and the provisions of this ordinance.

SECTION B. FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.

- (1) **Application Requirements.** Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:
 - (a) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
 - (i) The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
 - (ii) The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Article 3, Section B, or a statement that the entire lot is within the Special Flood Hazard Area;
 - (iii) Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Article 3, Section B;
 - (iv) The boundary of the floodway(s) or non-encroachment area(s) as determined in Article 3, Section B;
 - (v) The Base Flood Elevation (BFE) where provided as set forth in Article 3, Section B; Article 4, Section C; or Article 5, Section D;
 - (vi) The old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
 - (vii) The certification of the plot plan by a registered land surveyor or professional engineer.
 - (b) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
 - (i) Elevation in relation to NAVD 1988 of the proposed reference level (including basement) of all structures;
 - (ii) Elevation in relation to NAVD 1988 to which any non-residential structure in Zones A, AE, AH, AO, A99 will be floodproofed; and
 - (iii) Elevation in relation to NAVD 1988 to which any proposed utility systems will be elevated or floodproofed.
 - (c) If floodproofing, a Floodproofing Certificate (FEMA Form 086-0-34) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.
 - (d) A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all

provisions of this ordinance are met. These details include but are not limited to:

- (i) The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
 - (ii) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Article 5, Section B(4)(d) when solid foundation perimeter walls are used in Zones A, AE, AH, AO, A99.
- (e) Usage details of any enclosed areas below the lowest floor.
 - (f) Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.
 - (g) Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.
 - (h) Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Article 5, Section B, subsections (6) and (7) of this ordinance are met.
 - (i) A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

(2) **Permit Requirements.** The Floodplain Development Permit shall include, but not be limited to:

- (a) A complete description of all the development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.).
- (b) The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Article 3, Section B.
- (c) The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.
- (d) The Regulatory Flood Protection Elevation required for the protection of all public utilities.
- (e) All certification submittal requirements with timelines.
- (f) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of Article 5, Section F have been met.
- (g) The flood openings requirements, if in Zones A, AE, AH, AO, A99.
- (h) For areas of enclosure below the RFPE the following is required. Flood openings, and limitations to only parking, building access or storage.
- (i) A statement, that all materials below RFPE must be flood resistant materials.

(3) **Certification Requirements.**

- (a) Elevation Certificates
 - (i) An Elevation Certificate (FEMA Form 086-0-33) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or

failure to make required corrections shall be cause to deny a floodplain development permit.

- (ii) A final Finished Construction Elevation Certificate (FEMA Form 086-0-33) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" × 3". Digital photographs are acceptable.
- (b) Floodproofing Certificate
- (i) If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.
 - (ii) A final Finished Construction Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.
- (c) If a manufactured home is placed within Zones A, AE, AH, AO, A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Article 5, Section B(3)(b).
- (d) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.
- (e) Certification Exemptions. The following structures, if located within Zones A, AE, AH, AO, A99, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:
- (i) Recreational Vehicles meeting requirements of Article 5, Section B(6)(a);

- (ii) Temporary Structures meeting requirements of Article 5, Section B(7); and
- (iii) Accessory Structures that are 600 square feet or less and meeting requirements of Article 5, Section B(8).

(4) **Substantial Damage or Substantial Improvement Determinations.**

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

- (a) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
- (b) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure; When the cost estimate exceeds 35% of the market value, a signed affidavit must be provided by the applicant;
- (c) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage, the Floodplain Administrator reserves the right to request additional cost estimates before making a final determination; and
- (d) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

SECTION C. DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR.

The Floodplain Administrator shall perform, but not be limited to, the following duties:

- (1) Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this ordinance have been satisfied.
- (2) Review all proposed development within Special Flood Hazard Areas to assure that all necessary local, state and federal permits have been received, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (3) Notify adjacent communities and the North Carolina Department of Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).
- (4) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.
- (5) Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Article 5, Section F are met.
- (6) Obtain actual elevation (in relation to NAVD 1988) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the provisions of Article 4, Section B(3).
- (7) Obtain actual elevation (in relation to NAVD 1988) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Article 4, Section B(3).
- (8) Obtain actual elevation (in relation to NAVD 1988) of all public utilities in accordance with the provisions of Article 4,

Section B(3).

- (9) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of Article 4, Section B(3) and Article 5, Section B(2).
- (10) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.
- (11) When BFE data has not been provided in accordance with the provisions of Article 3, Section B, obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a federal, state, or other source, including data developed pursuant to Article 5, Section D(2)(c), in order to administer the provisions of this ordinance.
- (12) When BFE data is provided but no floodway or non-encroachment area data has been provided in accordance with the provisions of Article 3, Section B, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a federal, state, or other source in order to administer the provisions of this ordinance.
- (13) When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a Special Flood Hazard Area is above the BFE, advise the property owner of the option to apply for a Letter of Map Amendment (LOMA) from FEMA. Maintain a copy of the LOMA issued by FEMA in the floodplain development permit file.
- (14) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.
- (15) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
- (16) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.
- (17) Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.
- (18) Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
- (19) Follow through with corrective procedures of Article 4, Section D.
- (20) Review, provide input, and make recommendations for variance requests.
- (21) Maintain a current map repository to include, but not limited to, historical and effective FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with the provisions of Article 3, Section B of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.

- (22) Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).

SECTION D. CORRECTIVE PROCEDURES.

- (1) Violations to be corrected: When the Floodplain Administrator finds violations of applicable state and local laws; it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
- (2) Actions in Event of Failure to Take Corrective Action: If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:
- (a) That the building or property is in violation of the floodplain management regulations;
 - (b) That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and
 - (c) That following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.
- (3) Order to Take Corrective Action: If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than sixty (60) calendar days, nor more than least 180 calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.
- (4) Appeal: Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the clerk within ten (10) days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.
- (5) Failure to Comply with Order: If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58 and shall be punished at the discretion of the court.

SECTION E. VARIANCE PROCEDURES.

- (1) The Board of Adjustment as established by Sampson County, hereinafter referred to as the "appeal board", shall hear and decide requests for variances from the requirements of this ordinance.
- (2) Any person aggrieved by the decision of the appeal board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.
- (3) Variances may be issued for:
- (a) The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;
 - (b) Functionally dependent facilities if determined to meet the definition as stated in Article 2 of this ordinance, provided provisions of Article 4, Section E(9)(b), (c), and (e) have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety;

or

- (c) Any other type of development provided it meets the requirements of this Section.
- (4) In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:
- (a) The danger that materials may be swept onto other lands to the injury of others;
 - (b) The danger to life and property due to flooding or erosion damage;
 - (c) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - (d) The importance of the services provided by the proposed facility to the community;
 - (e) The necessity to the facility of a waterfront location as defined under Article 2 of this ordinance as a functionally dependent facility, where applicable;
 - (f) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 - (g) The compatibility of the proposed use with existing and anticipated development;
 - (h) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - (i) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (j) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - (k) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (5) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (6) Upon consideration of the factors listed above and the purposes of this ordinance, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this ordinance.
- (7) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the BFE and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE may result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- (8) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the FEMA and the State of North Carolina upon request.
- (9) Conditions for Variances:
- (a) Variances shall not be issued when the variance will make the structure in violation of other federal, state, or local laws, regulations, or ordinances.
 - (b) Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
 - (c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

- (d) Variances shall only be issued prior to development permit approval.
 - (e) Variances shall only be issued upon:
 - (i) A showing of good and sufficient cause;
 - (ii) A determination that failure to grant the variance would result in exceptional hardship; and
 - (iii) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (10) A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
- (a) The use serves a critical need in the community.
 - (b) No feasible location exists for the use outside the Special Flood Hazard Area.
 - (c) The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.
 - (d) The use complies with all other applicable federal, state and local laws.
 - (e) Sampson County has notified the Secretary of the North Carolina Department of Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance.

ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.

SECTION A. GENERAL STANDARDS.

In all Special Flood Hazard Areas the following provisions are required:

- (1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
- (2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage in accordance with the FEMA Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*.
- (3) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.
- (4) All new electrical, heating, ventilation, plumbing, air conditioning equipment, duct systems, and other building utility systems, equipment, and service facilities shall be located at or above the Regulatory Flood Protection Elevation (RFPE) and/or specially designed to prevent water from entering or accumulating within the components and installed to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding to the design flood elevation. Utility systems, equipment, and service facilities include, but are not limited to, HVAC equipment, water softener units, bath/kitchen plumbing fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, water heaters, fuel tanks, and electric outlets/switches.
 - (a) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.
 - (b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consistent with the code and requirements for the original structure.

- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.
- (7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- (8) Nothing in this ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance.
- (9) New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in Article 4, Section E(10). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of Article 4, Section B(3).
- (10) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.
- (11) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (12) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- (13) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (14) When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.
- (15) When a structure is located in multiple flood hazard zones or in a flood hazard risk zone with multiple base flood elevations, the provisions for the more restrictive flood hazard risk zone and the highest BFE shall apply.

SECTION B. SPECIFIC STANDARDS.

In all Special Flood Hazard Areas where BFE data has been provided, as set forth in Article 3, Section B, or Article 5, Section D, the following provisions, in addition to the provisions of Article 5, Section A, are required:

- (1) Residential Construction. New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance. The elevation requirements also apply to all new electrical, heating, ventilation, plumbing, air conditioning equipment and other service equipment.
- (2) Non-Residential Construction. New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance. Structures located in Zones A, AE, AH, AO, A99 may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with Article 5, Section G (2). A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain

Administrator as set forth in Article 4, Section B(3), along with the operational plan and the inspection and maintenance plan.

(3) Manufactured Homes.

- (a) New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance.
- (b) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
- (c) All enclosures or skirting below the lowest floor shall meet the requirements of Article 5, Section B(4).
- (d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.

(4) Elevated Buildings. Fully enclosed area, of new construction and substantially improved structures, which is below the lowest floor:

- (a) Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
- (b) Shall not be temperature-controlled or conditioned;
- (c) Shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and
- (d) Shall include, in Zones A, AE, AH, AO, A99 flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:
 - (i) A minimum of two flood openings on different sides of each enclosed area subject to flooding;
 - (ii) The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
 - (iii) If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
 - (iv) The bottom of all required flood openings shall be no higher than one (1) foot above the higher of the interior or exterior adjacent grade;
 - (v) Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
 - (vi) Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.

(5) Additions/Improvements.

- (a) Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - (i) Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
 - (ii) A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.
- (b) Additions to pre-FIRM or post-FIRM structures that are a substantial improvement with no modifications/rehabilitations/improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.
- (c) Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - (i) Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction consistent with the code and requirements for the original structure.
 - (ii) A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- (d) Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a 1 year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started must comply with the standards for new construction. For each building or structure, the 1 year period begins on the date of the first improvement or repair of that building or structure subsequent to the effective date of this ordinance. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:
 - (i) Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions.
 - (ii) Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

(6) Recreational Vehicles. Recreational vehicles shall either:

- (a) Temporary Placement
 - (i) Be on site for fewer than 180 consecutive days; or
 - (ii) Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions.)
 - (iii) Decks, porches, and accessory attachments that prohibit the RV from being "road ready" shall not be permitted.
- (b) Permanent Placement. Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.

(7) Temporary Non-Residential Structures. Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be

submitted in writing to the Floodplain Administrator for review and written approval:

- (a) A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
 - (b) The name, address, and phone number of the individual responsible for the removal of the temporary structure;
 - (c) The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
 - (d) A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
 - (e) Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.
- (8) Accessory Structures. When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
- (a) Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
 - (b) Accessory structures shall not be temperature-controlled;
 - (c) Accessory structures shall be designed to have low flood damage potential;
 - (d) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
 - (e) Accessory structures shall be firmly anchored in accordance with the provisions of Article 5, Section A(1);
 - (f) All service facilities such as electrical shall be installed in accordance with the provisions of Article 5, Section A(4); and
 - (g) Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Article 5, Section B(4)(d).

An accessory structure with a footprint of 600 square feet or less in A, AO, AH, and AE zones and satisfies the criteria outlined above is not required to meet the elevation or floodproofing standards of Article 5, Section B (2). Elevation or floodproofing standards and certifications are required for all other accessory structures in accordance with Article 4, Section B (3) and Article 5, Section B (2).

- (9) Tanks. When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
- (a) Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
 - (b) Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
 - (c) Above-ground tanks, not elevated. Above-ground tanks that do not meet the elevation requirements of Article 5, Section B (2) of this ordinance shall be permitted in flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential

buoyant and other flood forces acting on an empty tank during design flood conditions.

- (d) Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:
 - (i) At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
 - (ii) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

(10) Other Development.

- (a) Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Article 5, Section F of this ordinance.
- (b) Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
- (c) Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.

SECTION C. RESERVED.

SECTION D. STANDARDS FOR FLOODPLAINS WITHOUT ESTABLISHED BASE FLOOD ELEVATIONS.

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Article 3, Section B, where no BFE data has been provided by FEMA, the following provisions, in addition to the provisions of Article 5, Section A, shall apply:

- (1) No encroachments, including fill, new construction, substantial improvements, or new development shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (2) The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:
 - (a) When BFE data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this ordinance and shall be elevated or floodproofed in accordance with standards in Article 5, Sections A and B.
 - (b) When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Article 5, Sections B and F.
 - (c) All subdivision, manufactured home park and other development proposals shall provide BFE data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such BFE data shall be adopted by reference in accordance with Article 3, Section B and utilized in implementing this ordinance.
 - (d) When BFE data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in

Article 2. All other applicable provisions of Article 5, Section B shall also apply.

SECTION E. STANDARDS FOR RIVERINE FLOODPLAINS WITH BASE FLOOD ELEVATIONS BUT WITHOUT ESTABLISHED FLOODWAYS OR NON-ENCROACHMENT AREAS.

Along rivers and streams where BFE data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

- (1) Standards of Article 5, Sections A and B; and
- (2) Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the community. The certification and supporting technical data, commonly referred to as a “No-Rise Study” shall not contain any mitigation, or mitigation requirements. Mitigation shall not be used to achieve the no-rise certification.

SECTION F. FLOODWAYS AND NON-ENCROACHMENT AREAS.

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Article 3, Section B. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in Article 5, Sections A and B, shall apply to all development within such areas:

- (1) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
 - (a) It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood discharge, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit; or
 - (b) A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained within six months of completion of the proposed encroachment.
- (2) If Article 5, Section F(1) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.
- (3) Manufactured homes may be permitted provided the following provisions are met:
 - (a) The anchoring and the elevation standards of Article 5, Section B(3); and
 - (b) The encroachment standards of Article 5, Section F(1).

SECTION G. STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AO).

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

- (1) The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of 2 feet, above the highest adjacent grade; or at least 2 feet above the highest adjacent

grade if no depth number is specified.

- (2) Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Article 5, Section G(1) so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Article 4, Section B(3) and Article 5, Section B(2).
- (3) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

SECTION H. STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AH).

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

- (1) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

ARTICLE 6. LEGAL STATUS PROVISIONS.

SECTION A. EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.

This ordinance in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted April 18th, 1988, as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the Flood Damage Prevention Ordinance of Sampson County enacted on April 18th, 1988, as amended, which are not reenacted herein are repealed.

The date of the initial Flood Damage Prevention Ordinance for each municipal jurisdiction within Sampson County is as follows:

The City of Clinton initial Flood Damage Prevention Ordinance June 7, 1977.

The Town of Autryville initial Flood Damage Prevention Ordinance February 9, 1988.

SECTION B. EFFECT UPON OUTSTANDING FLOODPLAIN DEVELOPMENT PERMITS.

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this ordinance.

SECTION C. SEVERABILITY.

If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

SECTION D. EFFECTIVE DATE.

This ordinance shall become effective upon adoption.

SECTION E. REVISION CERTIFICATION.

I hereby certify that this is a true and correct copy of the Flood Damage Prevention Ordinance as revised by the County Commissioners of Sampson County, on the 5th day of December 2022.

WITNESS my hand and the official seal of Sue L. Lee, County Commissioner Chairman, this the 5th day of December, 2022.

(signature)

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3 (b)

Meeting Date: December 5, 2022	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Discussion Regarding Property Revaluation Cycles

DEPARTMENT: Administration

PUBLIC HEARING: No

CONTACT PERSON(S): Edwin W. Causey, County Manager

PURPOSE: To discuss options for frequency of revaluation cycles

ATTACHMENTS: NC Department of Revenue Correspondence

BACKGROUND:

In May, the County received the attached correspondence from the NC Department of Revenue advising us that the County had fallen outside of the acceptance range of standards regarding the frequency of property reappraisals. Currently, the County conducts property reappraisals in eight-year cycles. Because our sales ratio has dropped below 90 percent, the NCDOR has recommended that the County conduct its next reappraisal earlier than our currently scheduled reappraisal (January 2025).

There are a number of considerations for an expedited schedule, including the type of revaluation which could be conducted within a compressed timeline and the availability and cost of appraisal services. Before the Board elects to change its appraisal schedule, you may wish staff to issue an RFP to firms on the NCDOR's qualified firms list to determine what alternative options/timeframes are available and assess the costs for those options.

RECOMMENDED ACTION OR MOTION:

Direct staff to issue an RFP for potential appraisal services



NORTH CAROLINA DEPARTMENT OF REVENUE

Roy Cooper Governor

Ronald G. Penny Secretary

May 09, 2022

Mr. James E. Johnson
Sampson County Assessor
P. O. Box 1082
Clinton, NC 28328

Dear Mr. James Johnson,

In 2017, the NC Department of Revenue's Local Government Division finalized and approved the Reappraisal Standards ("Standards"). The goal of the Standards is ensuring more equitable and accurate reappraisals statewide. The Standards went into effect on January 1, 2018.

Section 1 of the Standards provides for the frequency of countywide reappraisals. We recommend that all counties conduct reappraisals at least once every four years, or by January 1 of the third year following notification by our office that the county has failed to meet one of the following criteria:

- 1. The median sales ratio of real property pursuant to 105-284 falls below 90 percent or exceeds 110 percent, or
2. The overall trimmed coefficient of dispersion (COD), as determined by our office, is above 25.

By statute, no county can extend the countywide reappraisal beyond eight years.

You are receiving this notice because it has been determined by our office that Sampson County has fallen outside of the acceptable range of the Standards. The 2022 NCDOR ratio study has determined a trimmed COD of 22.58 and a median sales ratio of 82.25. It is our recommendation that the county conduct its next reappraisal at the earlier of the currently scheduled reappraisal, or January 1, 2025.

If you feel this notice has reached your office in error, please inform our office immediately. If you have not already done so, please submit your completed random sample study (in accordance with Section 2 of the Standards) to our office no later than September 1, 2022.

If you have questions, please contact us at 919-814-1129.

Sincerely,

LOCAL GOVERNMENT DIVISION
John A. (Tony) Simpson, Director

LOCAL GOVERNMENT DIVISION
Doug C. Huffman, Real Property Manager

2022 Sales Assessment Ratios (All 100 Counties)

County	Final Ratio	COD	#Sales	Appraisal Yr	County	Final Ratio	COD	#Sales	Appraisal Yr
ALAMANCE COUNTY	67.57	34.60	355	2017	JOHNSTON COUNTY	80.78	13.01	313	2019
ALEXANDER COUNTY	65.61	47.19	264	2015	JONES COUNTY	100.21	9.07	169	2022
ALLEGHANY COUNTY	83.94	35.51	277	2021	LEE COUNTY	73.89	20.81	353	2019
ANSON COUNTY	91.21	13.35	82	2018	LENOIR COUNTY	82.24	38.02	256	2017
ASHE COUNTY	79.39	26.85	330	2019	LINCOLN COUNTY	75.40	18.28	350	2019
AVERY COUNTY	99.47	25.24	329	2022	MACON COUNTY	89.38	21.68	380	2019
BEAUFORT COUNTY	81.01	45.62	299	2018	MADISON COUNTY	72.50	40.81	250	2020
BERTIE COUNTY	103.51	22.72	111	2020	MARTIN COUNTY	99.02	45.68	180	2017
BLADEN COUNTY	96.77	38.90	203	2022	MCDOWELL COUNTY	74.20	65.87	266	2019
BRUNSWICK COUNTY	75.18	21.79	488	2019	MECKLENBURG COUN	74.33	13.75	1231	2019
BUNCOMBE COUNTY	86.18	14.31	624	2021	MITCHELL COUNTY	99.76	4.21	190	2022
BURKE COUNTY	74.55	30.93	390	2019	MONTGOMERY COUN	84.88	40.15	239	2020
CABARRIUS COUNTY	78.18	14.86	754	2020	MOORE COUNTY	80.28	30.02	446	2019
CALDWELL COUNTY	91.42	10.53	208	2021	NASH COUNTY	70.90	33.60	391	2017
CAMDEN COUNTY	73.30	29.30	302	2015	NEW HANOVER COUN	96.71	11.93	1196	2021
CARTERET COUNTY	77.18	31.05	422	2020	NORTHAMPTON COU	77.34	61.35	334	2015
CASWELL COUNTY	94.59	25.99	101	2022	ONSLow COUNTY	101.51	8.49	532	2022
CATAWBA COUNTY	69.73	19.81	404	2019	ORANGE COUNTY	81.97	15.47	410	2021
CHATHAM COUNTY	82.53	27.55	359	2021	PAMLICO COUNTY	84.42	30.48	258	2020
CHEROKEE COUNTY	80.93	41.07	273	2020	PASQUOTANK COUNT	97.55	17.75	143	2022
CHOWAN COUNTY	98.38	18.25	409	2022	PENDER COUNTY	71.79	26.60	367	2019
CLAY COUNTY	80.40	121.18	211	2018	PERQUIMANS COUNT	83.33	58.40	393	2016
CLEVELAND COUNTY	74.98	34.80	342	2021	PERSON COUNTY	91.33	24.29	307	2021
COLUMBUS COUNTY	79.44	40.06	199	2021	PITT COUNTY	81.02	22.12	499	2020
CRAVEN COUNTY	76.88	19.81	374	2016	POLK COUNTY	84.45	27.50	273	2021
CUMBERLAND COUNT	75.89	12.52	580	2017	RANDOLPH COUNTY	76.64	19.28	336	2019
CURRITUCK COUNTY	86.78	16.72	405	2021	RICHMOND COUNTY	88.30	32.26	479	2016
DARE COUNTY	79.11	15.92	417	2020	ROBESON COUNTY	84.90	41.36	325	2018
DAVIDSON COUNTY	87.09	13.88	444	2021	ROCKINGHAM COUNT	77.86	36.07	350	2019
DAVIE COUNTY	86.42	23.13	179	2021	ROWAN COUNTY	73.38	27.45	246	2019
DUPLIN COUNTY	87.62	75.00	274	2017	RUTHERFORD COUNT	68.73	47.66	342	2019
DURHAM COUNTY	76.64	16.18	680	2019	SAMPSON COUNTY	82.25	35.52	275	2019
EDGECOMBE COUNTY	96.67	17.92	175	2017	SCOTLAND COUNTY	84.07	16.72	196	2019
FORSYTH COUNTY	84.51	13.93	591	2021	STANLY COUNTY	98.70	3.93	246	2021
FRANKLIN COUNTY	71.52	14.64	295	2018	STOKES COUNTY	90.77	16.51	318	2021
GASTON COUNTY	68.67	24.46	723	2019	SURRY COUNTY	88.51	11.82	1188	2021
GATES COUNTY	88.26	52.62	138	2017	SWAIN COUNTY	81.89	50.93	576	2021
GRAHAM COUNTY	72.61	50.27	90	2019	TRANSYLVANIA COUN	84.80	20.75	168	2021
GRANVILLE COUNTY	67.50	27.93	288	2018	TYRRELL COUNTY	89.91	57.14	95	2017
GREENE COUNTY	83.70	24.65	126	2021	UNION COUNTY	82.03	17.17	707	2021
GUILFORD COUNTY	98.51	13.90	154	2022	VANCE COUNTY	74.77	45.40	287	2016
HALIFAX COUNTY	84.55	23.31	276	2020	WAKE COUNTY	80.52	14.37	1030	2020
HARNETT COUNTY	99.35	14.39	422	2022	WARREN COUNTY	86.18	54.73	326	2017
HAYWOOD COUNTY	79.37	22.74	351	2021	WASHINGTON COUNT	99.72	7.61	35	2021
HENDERSON COUNTY	73.58	23.06	378	2019	WATAUGA COUNTY	98.41	10.86	2144	2022
HERTFORD COUNTY	90.65	23.69	159	2019	WAYNE COUNTY	83.35	19.42	352	2019
HOKE COUNTY	98.68	9.26	342	2022	WILKES COUNTY	90.87	16.54	165	2019
HYDE COUNTY	69.86	44.91	188	2017	WILSON COUNTY	71.69	20.44	376	2016
IREDELL COUNTY	71.46	21.77	415	2019	YADKIN COUNTY	77.90	32.62	201	2017
JACKSON COUNTY	95.62	6.01	226	2021	YANCEY COUNTY	93.44	11.11	153	2016

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (a)

Meeting Date: December 5, 2022	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Appointment of Clerk to the Board

DEPARTMENT: Administration

PUBLIC HEARING: No

CONTACT PERSON(S): Edwin W. Causey, County Manager
Stephanie Shannon, Administrative Assistant

PURPOSE: To formally appoint a Clerk to the Board (effective 1/1/23)

ATTACHMENTS: None

BACKGROUND:

Currently, the Assistant County Manager serves as the Clerk to the Board. As the Assistant Manager will retire as of January 1, 2022, the Board must appoint someone to fill the Clerk position. We recommend that the Board appoint Stephanie Shannon, who currently serves as Administrative Assistant in the Administration Department, as Clerk to the Board, effective January 1, 2023. Ms. Shannon would then take the oath of office at your January 9, 2023 meeting.

RECOMMENDED ACTION OR MOTION:

Appoint Ms. Shannon as Clerk to the Board

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (b)

Meeting Date: December 5, 2022	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Disposition of the Old Emergency Services Building

DEPARTMENT: Administration

PUBLIC HEARING: No

CONTACT PERSON(S): Edwin W. Causey, County Manager

PURPOSE: To prepare for disposition of the Old Emergency Services Building at 107 Underwood Street

ATTACHMENTS: Resolution Directing Staff to Informally Solicit Offers to Purchase

BACKGROUND:

As part of a larger effort to identify potential new sources of revenue for Sampson County Government, staff would like to informally solicit offers to purchase the Emergency Services Building at 107 Underwood Street, Clinton, NC 28328, which will be vacated by the Emergency Services Department in the coming months. Once staff has had an opportunity to solicit offers, the Finance Department will report back to the Board. At that time, the Board can consider whether to dispose of the property through the negotiated offer and upset bid process authorized by N.C. Gen. Stat. § 160A-269.

RECOMMENDED ACTION OR MOTION:

Confirm the Board's decision to dispose of the old EMS Building and adopt the Resolution Directing Staff to Informally Solicit Offers to Purchase

NORTH CAROLINA'S
SAMPSON COUNTY
OFFICE *of the* COUNTY ATTORNEY

MEMORANDUM

TO: Susan J. Holder
FROM: Joel Starling
DATE: November 30, 2022
RE: Possible Sale of the Old Emergency Services Building

As part of a larger effort to identify potential new sources of revenue for Sampson County Government, staff would like to informally solicit offers to purchase the Emergency Services Building at 107 Underwood Street, Clinton, NC 28328, which will be vacated by the Emergency Services Department in the coming months. Once staff has had an opportunity to solicit offers, the Finance Department will report back to the Board. At that time, the Board can consider whether to dispose of the property through the negotiated offer and upset bid process authorized by N.C. Gen. Stat. § 160A-269.

Materials:

1. Resolution Directing Staff to Informally Solicit Offers

**RESOLUTION OF THE SAMPSON COUNTY BOARD OF COMMISSIONERS
DIRECTING STAFF TO INFORMALLY SOLICIT OFFERS**

WHEREAS, Sampson County is the owner of certain real property located at 107 Underwood Street, Clinton, NC 28328, which is assigned Sampson County Parcel ID No. 12-0101151-03 and currently serves as the primary base of operations for the Sampson County Emergency Services Department; and

WHEREAS, the Board wishes to consider at a later date disposing of the above-described real property using the negotiated offer and upset bid procedure authorized by N.C. Gen. Stat. § 160A-269; and

WHEREAS, units of local government are authorized to informally solicit offers and negotiate with prospective purchasers prior to initiating the aforementioned statutorily-authorized negotiated offer and upset bid procedure; and

WHEREAS, the Board finds that it will be helpful to its consideration of whether to dispose of the above-described real property for staff to informally solicit offers and negotiate with prospective purchasers for the possible sale of the property;

NOW, THEREFORE, be it Resolved that Staff is directed to informally solicit offers and negotiate with prospective purchasers regarding the sale of the Sampson County Emergency Services Department property; and Staff is further directed to report back to the Board of Commissioners regarding any informal offers so that the Board may consider whether to dispose of the above-described real property pursuant to N.C. Gen. Stat. § 160A-269.

Adopted the 5th day of December, 2022.

By: _____
CHAIR,
Sampson County Board of Commissioners

ATTEST:

SUSAN J. HOLDER, Clerk to the
Sampson County Board of Commissioners

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (c)

Meeting Date: December 5, 2022	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue
	<input type="checkbox"/>		<input type="checkbox"/>	

SUBJECT: Selection of Architectural Services Firm for Animal Shelter Extension and Upgrade

DEPARTMENT: Finance

PUBLIC HEARING: No

CONTACT PERSON(S): David K. Clack, Finance Officer

PURPOSE: To select firm to provide architectural services for the Sampson County Animal Shelter Extension and Upgrade

ATTACHMENTS: Memo

BACKGROUND:

The County was fortunate to receive State grant funding which will allow us to make improvements to our Animal Shelter facilities. Because of the type and amount of grant funding, we have followed our policies regarding technical evaluations of proposals and selection of best qualified firms. We received two responses to our RFQ, performed an initial review for conformity, and a Technical Review Committee has evaluated and scored the responses. Based upon this process, the Committee has recommended the selection of DWG Architects/Shelter Planner as the best qualified firm.

RECOMMENDED ACTION OR MOTION:

Select DWG Architects as the best qualified firm and authorize the County Manager to negotiate the contract for architectural services

Memo

To: Susan Holder, Assistant County Manager
David K. Clack, Finance Officer

From: Juanita Brewington, CLGPO, Purchasing & Contracting Officer

Date: November 29, 2022

Re: Architectural Services for Sampson County Animal Shelter Extension and Upgrade Request for Qualifications (RFQ) Evaluation Results

On October 17, 2022 an RFQ was issued with submittal deadline of November 15, 2022 for Architectural Services Contract for the Sampson County Animal Shelter Extension and Upgrade project. Notice of the RFQ was published in the Sampson Independent. The RFQ was posted on the County's website and was sent to the State's Historically Under-Utilized Businesses (HUB) department for posting and availability to more than one hundred firms.

We received two responses to the RFQ by the submittal date of November 15, 2022. The responses received were from DWG Architects/Shelter Planner and Peacock Architects.

Per County policy, there was an initial review for conformity with the RFQ of the proposals received. Afterwards the Technical Review Committee (TRC) evaluated and scored the responses and met to discuss the results. The TRC determined based on responses to the RFQ that interviews were not necessary, and the results are listed below:

Engineering Firm	Ranked
DWG Architects/Shelter Planner	#1
Peacock Architects	#2

A meeting was held with DWG Architects/Shelter Planners to discuss the next steps and the determination of the TRC that the firm was the best qualified firm for which we would seek the Board of Commissioners concurrence.

Based on the above ranking the TRC's recommendation of the best qualified firm is DWG Architects/Shelter Planner.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (d)

Meeting Date: December 5, 2022	<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Public Hearing – Naming of Private Roads and a Report on Upcoming Road Naming Process

DEPARTMENT: Emergency Services/Administration

PUBLIC HEARING: No

CONTACT PERSON(S): Susan J. Holder, Assistant County Manager

PURPOSE: (1) To consider public input on the naming of certain private roads
(2) To receive a report on upcoming road naming activities

ATTACHMENTS: Memo/Ad

BACKGROUND:

1. We have duly advertised a public hearing to receive comments on the recommendations of the Road Naming Committee with regard to the names of certain private roads. The Road Naming Committee recommends that PVT 1742-2113 be named Meadow Run Lane.
2. The construction of NC 24 has resulted in some sections of the road being rerouted; certain sections of the highway segmented from the new route; and the creation of new road sections. Because of these changes, the impacted sections no longer comply with the standards required by the County's 911 System. Our 911 Addressing staff and the Road Naming Committee have worked diligently to develop proposals for readdressing the affected sections (approximately nine sections of road and the reassignment of approximately 175 addresses) to ensure prompt emergency response. The Committee will bring full addressing recommendations to the Board at a later date. The Committee appreciates the impact this will have on those being readdressed and will endeavor to keep the public well advised of the process.

RECOMMENDED ACTION OR MOTION:

Name the private road as recommended

NORTH CAROLINA'S
SAMPSON COUNTY
OFFICE OF EMERGENCY SERVICES

MEMORANDUM:

TO: Ms. Susan Holder, Assistant County Manager
FROM: Richard Sauer, Emergency Services *RS*
DATE: November 21, 2022
SUBJECT: Private Road Name/Public Hearing Request

The Road Naming Committee members have reviewed road name suggestions for the following pending private road. The Committee's recommendation has been listed below:

PVT 1742-2113

Meadow Run Ln

This is being forwarded for your review and if you concur, please place this on the Board's agenda for consideration at a public hearing.

Please review and advise.



107 Underwood Street | Clinton, NC 28328

OFFICE: (910) 592-8996 | FAX: (910) 592-5383

NOTICE OF PUBLIC HEARING NAMING OF PRIVATE ROADS

The Sampson County Board of Commissioners will hold a public hearing at 6:00 p.m. (or as soon as possible thereafter) on Monday, December 5, 2022 in the County Auditorium, Sampson County Complex Building A, 435 Rowan Road, Clinton NC to consider public input on the naming of the following private roads:

PVT ROAD CODE

PVT 1742 2113

PROPOSED NAME

Meadow Run Lane

Only those roads listed will be considered at this time.

The Board will also accept written comments until 5:00 p.m. on December 5, 2022 via email at susanh@sampsonnc.com or via US Mail to Clerk to the Board, 406 County Complex Road, Building C, Clinton, NC 28328. Written comments submitted by members of the public will be read aloud by the Clerk and provided as part of the meeting minutes.

Questions or comments may be directed to the Office of the Clerk to the Board, 406 County Complex Road, Clinton, NC 28328
(tel: 910/592-6308)

MEMORANDUM:

TO: Ms. Susan Holder, Assistant County Manager

FROM: Jessie Matthews, Emergency Services

DATE: November 21, 2022

SUBJECT: Update on Readdressing of State Route 24

The North Carolina Department of Transportation has completed construction on State Route 24 from the Cumberland County line to Clinton City Limits. Due to the construction, some sections of the road have been rerouted. Previous sections of the highway have been segmented from the new route, and other sections have been newly created. Because of these changes, the impacted sections no longer comply with the standards required by the 911 System. The Road Naming Committee has reviewed these changes, and solutions have been developed to insure prompt emergency response. These solutions include renaming approximately nine sections of road and reassigning approximately 175 addresses. A complete recommendation will be made to the Board of Commissioners in an upcoming meeting.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. **4 (e)**

Meeting Date: December 5, 2022	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairperson Jerol Kivett

PURPOSE: To consider appointments to various boards and commissions

Sampson Regional Medical Center Board of Trustees

The Board of Trustees has five members whose terms expire on December 31, 2022; two of which are not eligible for reappointment. In accordance with their bylaws, the hospital has submitted for consideration two persons for each vacancy. See attached memo.

Library Board

The Library Director has recommended the reappointment of Library Board member Natalie Smith. In addition, the Director has advised that Library Board member Karen Kinlaw has moved out of the County, and has thus resigned from the Library Board, leaving a vacancy.

Health Advisory Board

The Health Advisory Board recommends the appointment of committee members as follows for three-year terms:

- Appoint Daniel Cumbo (Engineer position)
- Appoint Russell Lee Devane (General Public Member position)
- Re-Appoint Cynthia Davis (Veterinarian)
- Re-Appoint Yire Hernandez (General Public Member)
- Allie Ray McCullen (General Public Member)

Fire Commission

In accordance with Section 1 of the Fire Commission Resolution, the Board of Commissioners shall appoint members of the Fire Commission the first Monday of December as follows:

- One member of the Sampson County Board of Commissioners (to be appointed by the Board of Commissioners to the Office of Fire Commissioner);
- The Director of Sampson County Emergency Services;
- The Sampson County Fire Marshall;
- One resident of Sampson County who works in the insurance industry
- The President of the Sampson County Fireman's Association;
- One Sampson County fire department chief, to be appointed by the Sampson County Fireman's Association;
- A resident of Sampson County with an expressed interest in fire protection services.

LEPC

The LEPC has requested the appointment of 1st Sgt. J.E. Stahl, NCSHP to the LEPC Board.



607 Beaman Street • Post Office Drawer 260 • Clinton, NC 28329-0260
Telephone: (910) 592-8511 • Fax: (910) 590-2321

November 22, 2022

Office of Sampson County Manager
406 County Complex Road
Clinton, NC 28328

Dear Mr. Causey,

Sampson Regional Medical Center is notifying you that the Board of Trustees has five (5) active Board members whose terms are expiring on December 31, 2022. In accordance with Sampson Regional Medical Center’s Governing Board By-Laws, the Board of Trustees shall nominate two (2) persons for each vacancy to occur by the expiration of the term and shall immediately certify said nominations to the Sampson County Board of Commissioners, who shall fill such vacancy by appointment. Therefore, the Sampson Regional Medical Center Board of Trustees submit the following persons for consideration of appointment for the five (5) vacancies:

Board members with terms ending that are eligible and willing for reappointment:

- Andy Darden
- Craig Richardson
- Telfair Simpson

Board members who have served three, 6-year terms and are no longer eligible for reappointment:

- Arthur Lee Naylor
- Lamont Parker

Current Board Members

- Andy Darden
- Craig Richardson
- Telfair Simpson
- Arthur Lee Naylor
- Lamont Parker

Recommendations

1. Andy Darden
2. Craig Richardson
3. Telfair Simpson
4. Wendy Becton
5. Nelson Powell

Alternates

- Elizabeth Rogers
- Brandon Warren
- Vince Nelson
- Christopher Naylor
- Alison Carr

Thank you for your consideration. If you have any questions, please contact me at 910-590-8716.

Best regards,

Shawn Howerton, M.D.
Chief Executive and Medical Officer

Memo

To: Sampson County Board of Commissioners
From: Kelsey Edwards, Library Director
CC: Ed Causey, County Manager & Susan Holder, Assistant County Manager
Date: Monday, November 21, 2022
Re: Request to Reappoint Library Board Member

I request that the Board of Commissioners reappoint Ms. Natalie Smith to the library board for another term as her term expires at the end of 2022. Ms. Natalie Smith is a valuable member of the board and represents the Newton Grove community, and I look forward to the opportunity of having her serve another term on the board.

Thank you.

Memo

To: Sampson County Board of Commissioners
From: Kelsey Edwards, Library Director
CC: Ed Causey, County Manager & Susan Holder, Assistant County Manager
Date: Thursday, November 11, 2022
Re: Appointment of New Library Board Member to fill Vacancy

I request the Board of Commissioners appoint a new Library Board member to replace Kinlaw as she has moved out of the area, and resigned from the board. Karen was a valuable member of the Library Board and will be missed. Currently, I do not have any suggestions for a new appointee. However, please note that our current board structure is as follows: seven members have a Clinton address, one member has a Newton Grove address, and one member has a Roseboro address. I appreciate your assistance with this.

Thank you.

To: Edwin Causey
From: Wanda Robinson
Subject: Action Item -SCHD Advisory Committee Appointments
Date: November 21, 2022

The Sampson County Health Department Advisory Committee recommends the appointment of the committee members listed below effective as of January 2023:

New committee members:

1. Daniel Cumbo, appointed in the position of Engineer.
2. Russell Lee Devane, appointed in the position of General Public Member.

Reappointment of committee members:

1. Cynthia Davis, Veterinarian
2. Yire Hernandez, General Public Member
3. Allie Ray McCullen, General Public Member

These appointments are for a three-year term based on the requirements of GS 130A-35.

Thank you for your assistance in this matter.

NORTH CAROLINA'S
SAMPSON COUNTY
OFFICE OF EMERGENCY SERVICES

MEMORANDUM:

TO: Sampson County Board of Commissioners

FROM: J.W. Simmons, LEPC Chairman

DATE: November 21, 2022

SUBJECT: LEPC MEMBERSHIP APPOINTMENT

We would like to request appointment of 1st Sgt. J.E. Stahl, NCSHP to the LEPC.

JWS/klc

Attachments:

1



107 Underwood Street | Clinton, NC 28328
OFFICE: (910) 592-8996 | FAX: (910) 592-5383

Kelsey Carter

From: James Simmons <jwsimmonsedu@gmail.com>
Sent: Monday, November 21, 2022 5:11 PM
To: Kelsey Carter
Cc: Richard Sauer; Jared Rouse
Subject: New LEPC Member Approval

Hello Kelsey,

Would you please submit 1st Sgt. J.E. Stahl, NCSHP member approval for the LEPC.

Contact information:

JAMES.STAHL@NCDPS.GOV

OFFICE # 910 592 3141

Thank you.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 5

Meeting Date: December 5, 2022	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ATTACHMENTS:

Consent Agenda (as Board of Commissioners)

- a. Approve the minutes of the November 7, 2022 meeting
 - b. Adopt a revised 2023 Sampson County Government Holiday Schedule
 - c. Award the bid for reconstruction of the Ellen Pridgen home in the CDBG-NR Program to the lowest responsible bidder, Holland Construction Co. (Owner Thomas J. Holland) at the bid price of \$154,500
 - d. Approve the recommended revisions to the Economic Development Commission bylaws
 - e. Adopt Capital Projects Ordinances for the FY22-23 State Capital Infrastructure Grant Funds and a Capital Project Ordinance for the 2307 Ivanhoe Water System project
 - f. Authorize execution of the Grant Agreement between the NC Tobacco Trust Fund Commission and NC Cooperative Extension-Sampson County Center, and approve associated budget amendment
 - g. Adopt a resolution supporting an application for the honorary designation of a portion of NC 24
 - h. Accept grant funds totaling \$25,000 awarded to Sampson County Emergency Services from Duke Energy to purchase an Unmanned Aerial System (drone)
 - i. Adopt a resolution clarifying that the Board Chair by position is authorized to execute the NC Welding, LLC property deed and other documents previously designated for signature prior to annual reorganization of the Board
 - j. Approve the updated 2023 Title VI Plan for Sampson Area Transportation
 - k. Approve late disabled veterans tax exclusion requests for Gleenwell Stevens, Isiah Herring, Jr.
- (continued next page)

- l. Approve the tax refunds and releases as submitted
- m. Approve budget amendments as submitted

Consent Agenda (as Board of Health)

- n. Approve SCHED Advisory Committee Meeting Schedule
- o. Approve fee revisions as recommended by SCHED Advisory Board
- p. Authorize submission of United Way Grant (BCCP)
- q. Approve SCHED Advisory Committee 2022 Operating Policy and Procedures (no change to policy, annual approval for reaccreditation)
- r. Approve SCHED Advisory Committee 2022 Conflict of Interest Policy (no change to policy, annual approval for reaccreditation)
- s. Approve Board of Health 2022 Operating Policy and Procedures (no change to policy, annual approval for reaccreditation)

RECOMMENDED ACTION OR MOTION:

Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, November 7, 2022, in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairperson Sue Lee, Vice Chairperson Jerol Kivett, and Commissioners Thaddeus Godwin and Lethia Lee. Absent: Commissioner Clark Wooten.

Chairperson Sue Lee called the meeting to order and turned the meeting over to Vice Chairperson Kivett. Vice Chairperson Kivett called upon Assistant County Manager and Clerk to the Board Susan Holder who provided the invocation. Vice Chairperson Kivett then led the Pledge of Allegiance.

Approval of Agenda

Upon a motion by Chairperson Lee and seconded by Commissioner Godwin, the Board voted unanimously to approve the agenda as published with the following changes:

- On Consent Agenda Item 4(c), corrected the date for the observance of Martin Luther King Jr.'s birthday from January 23, 2023, to January 16, 2023 on the 2023 County Government Holiday Schedule
- Added a Closed Session following the Public Comment section of this meeting

Item 1: Presentation of Recommendations for Resolution of Employee Compensation Issues

Chairperson Lee called upon Susan Holder who made this presentation due to the County Manager's loss of voice. Mrs. Holder reviewed the memorandum regarding "Recommendations for Resolution of Employee Recruitment and Retention Challenges" as follows:

"At your planning session this past February and during our special session on September 21, 2022, staff attempted to highlight the significant and escalating challenges of employee recruitment and retention as well as the external factors and internal budgetary concerns which constrain our ability to resolve those challenges. As we have discussed, employment challenges are not limited to one department, they are not limited to one local government, and they are not limited to public versus private industry. The issues - that we are competing for a diminishing workforce of willing, able, and qualified workers, that we are experiencing a tsunami of retirement by trained, knowledgeable personnel, and that we are shifting to a generation of employees whose expectation of work environment is vastly different than how we currently operate - are pervasive. Moreover, these issues exist as we are experiencing the impact of inflation, as we face the alarming possibility of a recession, and as we struggle to keep taxes as low as possible for our citizens who are feeling those financial impacts, all without abandoning the need to prudently plan for our County's future. As a rural local government, these fiscal issues are particularly constricting to us.

At your October meeting, the Board gave us the directive to develop options for consideration that to the greatest extent possible achieve the following three items:

1. Improves the County's ability to recruit employees, particularly for the most critical positions in public safety, for example, law enforcement, emergency services and telecommunicators, and human services (DSS and Health Department).
2. Maintain equity in our pay classification system to avoid unintended consequences when one classification of employees receives consideration and others are not included.
3. Remains mindful of the impact that any recommendation to current and future budgets so that the impact to our taxpayers is mitigated.

Staff has spent countless hours discussing recommendations which achieve these goals and believe that we cannot fulfill the directives of the Board unless we approach our challenges holistically (by definition, in a way that deals with or treats the whole of something or someone and not just a part) and deliberately, seeking a long-term solution versus a short-term act.

We must:

1. Avoid actions which may entice new employees in the short term but serve to demoralize existing employees and accelerate the loss of trained, experienced workers. We must not exacerbate our existing challenges.
2. Avoid the impact of actions taken outside of the budget process. The Board's previous actions to respond to critical operational needs and improve compensation for our workforce outside of the regular budget process left us out of sync with other local governments' compensation decisions and rendered us less competitive in recruiting our workforce. And, while desired and appreciated by our citizens and employees, the Board's accomplishments left us with fixed increased expenditures of \$2,409,290 as we started the current year budget, without corresponding increases in revenues. To continue this trend would leave the county in dire financial straits.

Therefore, mindful of the Board's directives, we recommend the Board take the following actions which seek a long-term resolution to our challenges:

1. Immediately authorize a comprehensive market study, budgeting associated costs not to exceed \$50,000. Such study to be performed as soon as possible, with the intention of implementing study recommendations to the fullest extent within budgetary restrictions.
2. As compensation issues are being addressed, immediately research and implement operational changes which enhance our competitiveness when recruiting new employees and improve the retention of existing employees. We are now and will continue to be recruiting from a new generation that values non-traditional work schedules, hybrid/remote work opportunities, technology, and wellness as much as financial compensation. Understanding that there is not a one-size fits all solution for our recruiting challenges, we should explore utilization of these non-traditional work schedules, as well as other incentives such as additional paid holidays, career ladders, and targeted professional development, which are used by other local governments and

private industry, then monitor and evaluate them for effectiveness and inclusion in future budgets.

3. Working with our department heads who have particularly hard to fill positions, move forward expeditiously to establish apprenticeship/cadet programs which create a pipeline of trained, employable workers.

If we are to resolve our employment challenges long-term, our conversations about redefining government must begin now, and we must begin to view how we deliver our services through the lens of a changing national economy.”

Item 2: Public Hearings

Public Hearing – Sampson Area Transportation Grants Chairperson Lee opened the public hearing and called upon Sampson Area Transportation Director Rosemarie Oates-Mobley who informed the Board that each year the County applies to the North Carolina Department of Transportation for Community Transportation Funding, which is used by our Sampson Area Transportation program to coordinate existing transportation programs operating in Sampson County and to provide transportation services within our communities. At the September 2022 meeting, the Board authorized Sampson Area Transportation to submit funding applications as follows:

CTP/5311 Funding (Admin Expenses)	\$285,000	Requires 15% local match of \$42,750
Capital (Vehicles, Computers)	\$250,000	Requires 20% local match of \$50,000
5310 Elderly/Disabled Services	\$40,000	Requires 50% local match (in kind) of \$20,000
Total Grant Requests	\$575,000	Total Local Share \$112,750

The grant match amounts will be budgeted later in the FY 23-24 Sampson Area Transportation budget. Chairperson Lee opened the floor for public comments, and hearing none she closed the public hearing. No further action was needed.

Public Hearing – Naming of Private Roads Chairperson Lee opened the public hearing and called upon Assistant County Manager Susan Holder. Ms. Holder offered the name Boyd Sutton Lane for PVT 1900-1941, as recommended by the Road Naming Committee. Chairperson Lee opened the floor for public comments and hearing none closed the public hearing. Upon a motion by Vice Chairperson Kivett and seconded by Commissioner Godwin, the Board voted unanimously to name the road as recommended.

Public Hearing – CDBG-NR Program Amendment Chairperson Lee opened the public hearing and called upon Finance Officer David Clack. Mr. Clack explained that the County intends to submit a program amendment to its CDBG-NR program to add one property for reconstruction and one property for rehabilitation (that meet the budget and state requirements), replacing two properties which opted out of the program. Chairperson Lee opened the floor for public comments and hearing none closed the public hearing. Upon a motion by Vice Chairperson Kivett and seconded by Chairperson Lee, the Board voted unanimously to approve the amendment to the CDBG-NR program as recommended.

Item 3: Action Items

Award of Bid for Reconstruction of Two Homes in the CDBG-NR Program Chairperson Lee called upon Finance Officer David Clack who informed the Board that the County advertised bids for two homes in the 2020 Sampson County CDBG-NR Program. The bids were opened and read aloud on October 31, 2022. The Adams Company, the grant administrators, reviewed the bids and provided a Bid Tabulation Summary. Upon a motion by Vice Chairperson Kivett and seconded by Commissioner Godwin, the Board voted unanimously to award Contract William Simmons to the lowest responsible bidder, Holland Construction Co. (Owner Thomas J. Holland) at the bid price of \$160,500 as recommended by The Adams Company. (The second bid will be considered for award at the December meeting.)

Award of Bid for Construction of Clement Area Water Main Project Chairperson Lee called upon Public Works Director Lin Reynolds who introduced engineer David Ross. Mr. Ross informed the Board that the County advertised for bids for the construction of the Clement Area Water Main Project, with a bid opening on November 3, 2022. Dewberry Engineers reviewed the bids and provided a Bid Tabulation Summary. Upon a motion by Chairperson Lee and seconded by Vice Chairperson Kivett, the Board voted unanimously to award the bid for construction of the Clement Area Water Main Project, as recommended by Dewberry Engineers, to the lowest responsive and responsible bidder, Herring-Rivenbark, Inc., based upon the lowest cost alternate, Schedule A and Alternate A at a rate of \$1,378,670, contingent upon subsequent NCDWI approval.

Item 4: Consent Agenda

Upon a motion by Commissioner Godwin and seconded by Vice Chairman Kivett, the Board voted unanimously to approve the Consent Agenda as follows:

- a. Approved the minutes of the October 3, 2022 and October 26, 2022 meetings
- b. Adopted the Resolution Supporting Operation Green Light for Veterans (Copy filed in Inc. Minute Book ____, Page ____.)
- c. Adopted the 2023 County Government Holiday Schedule (Copy filed in Inc. Minute Book ____, Page ____.)
- d. Adopted the 2023 Board of Commissioners Meeting Schedule (Copy filed in Inc. Minute Book ____, Page ____.)
- e. Approved the Sampson County Public Library request to discard certain items weeded from collection from August 31, 2022-October 25, 2022, and other donated items pursuant to Collection Development Policy
- f. Adopted a resolution approving the purchase of an approximately 0.63-acre parcel of real property for airport use from Willie L. Rackley and wife, Yvonne S. Rackley (cost of

purchase to be shared with City of Clinton) and authorizing the execution of the contract of sale (Copies filed in Inc. Minute Book _____, Page _____.)

- g. Approved ARPA project financial policies: Records Retention Policy, Eligible Use Policy, UG Cost Principals Policy, Nondiscrimination Policy, and Conflicts of Interest and Gifts Policy (Copies filed in Inc. Minute Book _____, Pages _____.)
- h. Approved late disabled veterans tax exclusion requests for Nickie Smith, Robert Flynn Hollingsworth, and Darrell Wrampe
- i. Approved the tax refunds and releases as submitted

#10038	Johnny Foss	\$173.90
#10035	Joseph Alvin Pope	\$731.84
#10037	Lisa Coleman Williams	\$235.31
#10036	Devan Nicole Avery	\$381.63
#10018	Prestage Farms Inc.	\$176.90
#10031	Frances Marshall	\$106.44
#10009	Jeffrey Scott Smith	\$727.41
#10008	Larry Deleon Pope	\$255.84
#09998	Lloyd Gordon Brown	\$416.25
#10028	Michael Jones	\$416.25
#10000	Nathan Troy McKee	\$481.50
#10027	Deborah Ann Averitt	\$225.46
Tax Release	Bettie Williams	\$193.47
Tax Release	Jonathan Hall	\$267.76
Tax Release	Cape Fear Service Center Inc.	\$108.61
Tax Release	Francisco Delgado	\$629.29
Tax Release	Spectrum Southeast LLC	\$469.46
Tax Release	Spectrum Southeast LLC	\$1,286.15
Tax Release	Spectrum Southeast LLC	\$2,684.92

- j. Approved the budget amendments as submitted

<u>EXPENDITURE</u>		Sampson County Schools Capital Outlay	
<u>Code Number</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11659140	555030 Category 1 Capital Outlay	\$1,678,320.	
11659140	555031 Category 2 Capital Outlay	\$38,493.	
11659140	555032 Category 3 Capital Outlay	\$209,552.	
11659140	550000 Unallocated Funds		\$1,039,110.
19959140	582096 Transfer to General Fund	\$887,255.	
<u>REVENUE</u>		<u>Increase</u>	<u>Decrease</u>
<u>Code Number</u>	<u>Source of Revenue</u>		
19932320	409900 Fund Balance Appropriated	\$887,255.	
11035914	409612 Transfer from School Capital Reserve	\$887,255.	

<u>EXPENDITURE</u>		Emergency Management		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243300	526201	Department Supplies - Equipment	\$3,691.	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034330	408406	Other Grants	\$3,691.	
<u>EXPENDITURE</u>		Library		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11761100	526200	Department Supplies		\$2,808.
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11036110	403625	Correction as NC Bright Ideas Grant purchases less than expected		\$2,808.
<u>EXPENDITURE</u>		Library		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11761100	531100	Department Supplies	\$3,000.	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11036110	408900	Dollar General Literacy Grant	\$3,000.	
<u>EXPENDITURE</u>		Library		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11761100	531100	Department Supplies	\$22.	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11036110	403625	Additional amount being reimbursed by ASRL Scholarship	\$22.	
<u>EXPENDITURE</u>		Finance		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100	544000	Contracted Services	\$3,598.	
11999000	509700	Contingency		\$3,598.
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
<u>EXPENDITURE</u>		Expo		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
62998610	522102	Beer & Wine	\$6,500.	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
62939861	404010	Bar Sales	\$6,500.	

Item 5: Consideration of Tax Appeal (Lamb Farms)

Assistant County Manager Susan Holder reviewed a request by Lamb Farms to adjust the penalties applied to their business personal property tax account for failure to timely list assets. Upon a motion by Chairperson Lee and seconded by Commissioner Godwin, the Board voted unanimously to reduce the penalty by one-half.

Item 6: County Manager's Report

No report was given.

Item 7: Public Comment Period

Chairperson Lee opened the floor for public comments. The following were received:

Wayne High, 1235 Timberlake Drive, Clinton, NC - I wanted to talk about Item F on the consent agenda which first came to my knowledge on the agenda for the meeting of September 12 when it was recommended that we transfer the equivalent of \$210,000 plus closing costs, less the city's contribution to buy a little postage stamp of land at the airport. If we look at that, the amount of purchase for that land is \$210,000 for shade over half an acre. If we equate that to what you all just paid for the land at Newton Grove, that mean an equivalent of \$66,000,000 to buy that land in Newton Grove is what you're willing to pay for this half an acre. Nowhere in this meeting does it say that you're going to spend \$200,000. In that I couldn't find a posted agenda for this meeting, I'm coming off the cuff a little bit that I can't understand. It's bad enough that we spent \$17,000 an acre to buy the original 10-acres of a "air park" which didn't have anything but weeds, but now all of a sudden we're going to spend \$233,000, \$333,000 equivalent, to buy .63 of an acre. I've got to believe that there's something going on, ladies and gentlemen, that you all aren't telling the taxpayers. I don't know if there's any land in this county worth \$300,000 an acre. It hurts me that we don't put any information out to the public on things like this. First of all, it shouldn't be in the consent agenda anyway if you read the rules for the consent agenda. That's another subject. So, I just want taxpayers to understand how much money you're willing to spend at the airport on top of the hundred and seventy some thousand, excuse me, we spent a couple years ago to buy 10 acres. Now we're going to spend the equivalent of \$300,000 to buy half an acre. This is revolting. I don't understand it and you all should give us an explanation of why you are willing to approve, or you already have approved it, I'm not sure it should have, excuse me I've got a cold, it should have had a public hearing, but that's neither here nor there, that's for Mr. Starling to determine. I just find it totally unacceptable, and I've got a feeling taxpayers are getting shafted. Thank you.

Closed Session - Pursuant to GS 143-318.11(a)(6), Personnel Matters

Upon a motion made by Chairperson Lee and seconded by Commissioner Godwin, the Board voted unanimously to enter into Closed Session pursuant to GS 143-318.11(a)(6). In closed session, the Board discussed a request by the County Attorney to reconstitute his employment status to contracted services. Upon a motion by Chairperson Lee and seconded by Vice Chairperson Kivett, the Board voted unanimously to come out of Closed Session. Upon a motion by Chairperson Lee and seconded by Vice Chairperson Kivett, the Board voted

unanimously to reconstitute the employment status of the County Attorney to contracted services and authorize the County Manager to enter into a contract not to exceed \$150/hour (to be effective December 1, 2022).

Adjournment

Upon a motion made by Vice Chairperson Kivett and seconded by Chairperson Lee, the Board voted unanimously to adjourn.

Sue L. Lee, Chairperson

Susan J. Holder, Clerk to the Board

NORTH CAROLINA'S
SAMPSON COUNTY
OFFICE *of the* COUNTY MANAGER

MEMORANDUM

To: Sampson County Board of Commissioners
From: Stephanie Shannon, Administrative Assistant
Date: November 18, 2022
Re: 2023 County Government Holiday Schedule Reconsideration

Attached please find the revised 2023 County Government Holiday Schedule. This schedule has been resubmitted for approval due to an error made in the dates for Christmas. It is the County's tradition to follow the State's Holiday Schedule, and our schedule is being revised to continue that process.

NORTH CAROLINA'S SAMPSON COUNTY

2023 HOLIDAY SCHEDULE

Holiday	Observance Date	Day of Week
New Year's Day	January 2, 2023	Monday
Martin Luther King, Jr. Birthday	January 16, 2023	Monday
Good Friday	April 7, 2023	Friday
Memorial Day	May 29, 2023	Monday
Independence Day	July 4, 2023	Tuesday
Labor Day	September 4, 2023	Monday
Veterans Day	November 10, 2023	Friday
Thanksgiving	November 23 & 24, 2023	Thursday & Friday
Christmas	December 25, 26 & 27, 2023	Monday, Tuesday & Wednesday

THE **ADAMS COMPANY** INC.

ENGINEERING AND DESIGN

Firm License No. C-4438

708 Abner Phillips Road | Warsaw, NC 28398 | (910) 293-2770

MEMO

To: Juanita Brewington

From: David Carter

Subject: Recommendation of Award
Sampson County CDBG-NR Reconstruction
Contract Ellen Pridgen

Date: November 2, 2022

On October 31, 2022 at 2:00 pm bids were received at the Sampson County Purchasing and Contracting Office. The Bids were opened and read aloud. Attached is the Bid Tabulation Summary and a Notice of Award.

Based on the information on the Bid Tabulation Summary, it is recommended that Sampson County award Contract Ellen Pridgen to the lowest responsible bidder, Holland Construction Co. (Owner Thomas J. Holland) at the bid price of \$154,500.

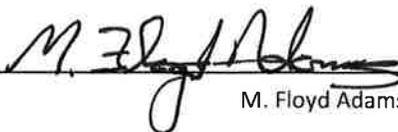
Please present this to the Board and upon Board approval have the County Manager sign the Notice of Award and forward me a copy.

Bid Tabulation Summary
Sampson County CDBG-NR
 Unit 20-02-Rec Ellen Pridgen/4128 Corinth Church Road, Roseboro
 Bid Date: Monday, October 31, 2022 - 2:00 pm

No.	Contractor	New Home Costs	Demo Costs	Total Bid
1.	Ginger Carter Finesse Builders, Inc. 250 Dixie Rd. Red Springs, NC 28377	\$145,900.00	\$10,000.00	\$155,900.00
2.	Wiggins Custom Builders 2145 Hwy. 11 S. Kinston, NC 28504	\$212,600.00	\$8,800.00	\$221,400.00
3.	Faith Home Improvements & Const. 212 Ottmus Rd. Pembroke, NC 28372	\$168,000.00	\$9,000.00	\$177,000.00
4.	Thomas J. Holland 2496 Hwy 41 South Chinquapin, NC 28521	\$146,000.00	\$8,500.00	\$154,500.00

I certify that these bids were received by Sampson County at 2:00 pm on October 31, 2022.

The bids have been checked and verified to be correct to the best of my knowledge and belief.



 M. Floyd Adams, P.E.

11/2/22

SECTION 00350

NOTICE OF AWARD

To: Holland Construction Co.
2496 Hwy 41 South
Chinquapin, NC 28521

PROJECT Description:

SAMPSON COUNTY CDBG-NR Reconstruction Project: Contract – Ellen Pridgen

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Advertisement for BIDS dated October 10, 2022 and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$ 154,500.00.

You are required by the Information for BIDDERS to execute the certificates of insurance within twenty (20) calendar days from the date of this Notice to you.

If you fail to execute said Agreement within twenty (20) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this ____ day of _____, 20_____.

Owner: Sampson County

By: _____

Name: Edwin W. Causey

Title: Sampson County Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by
_____ this the _____ day of _____, 20____.

By: _____

Name: _____

Title: _____

END OF SECTION



MEMORANDUM

TO: Sampson County Board of Commissioners

FROM: Sampson County Economic Development Commission

DATE: November 8, 2022

RE: EDC Bylaws Revision

Sampson County Economic Development Commission's (EDC) Advisory Board and staff recommends Bylaws revisions as provided.

Two significant revision recommendations are:

1. Voting members may serve up to two, consecutive, 3-year terms before they must be off for at least one year; and
2. A modification to the list of non-voting members, including the recommended addition of Sampson Community College's Dean of Workforce Development and Continuing Education and the Director or Business Services Manager designee of Mid-Carolina Workforce Development Board.

EDC staff members are no longer identified on the list of non-voting members. However, a statement, "Economic development team members will coordinate and attend meetings" was included.

Thank you for your consideration.

Respectfully submitted.



Perfectly Positioned.

ADVISORY BOARD BYLAWS

ARTICLE I – PURPOSE

The Sampson County Economic Development Commission Advisory Board (herein referred to as “the Board”) is established by the Sampson County Board of Commissioners for the following purposes:

Section 1.: The Board will assist, in an advisory capacity, the Sampson County Economic Development Commission, and carry out any duty or assignment expressly delegated to it by resolution of the Sampson County Board of Commissioners.

Section 2.: The Board will study, plan and develop information that will provide and serve as resources to the Sampson County Economic Development Commission that will aid in the recruitment of new industry and that will aid and assist in the retention and expansion of existing industry.

Section 3.: The Board may offer suggestions that will improve the ability of the Sampson County Economic Development Commission to meet its goals and objectives as established by the Sampson County Board of Commissioners, which will be subject to approval by the Sampson County Board of Commissioners.

ARTICLE II -- MEMBERSHIP

Section 1. Board Membership: The make-up of the Board shall consist of business and industry, education, and government leaders.

Section 2. Number: The Board shall be comprised of nine voting members appointed by the Sampson County Board of Commissioners.

Of the nine voting members appointed, five shall be a business or industry professional. Four shall be comprised of business or non-business members who have demonstrated or expressed an interest in economic development.

There will also be ten non-voting members on the Board, without regard to terms, as follows:

- Sampson County Manager
- Sampson County Attorney
- Immediate Past Chair, EDC Advisory Board (*if serving as Chair in their last year of a term in which they will not serve on the advisory board the following year*)
- City Manager, City of Clinton
- President, Sampson Community College
- Dean of Workforce Development and Continuing Education, Sampson Community College
- Director or Business Services Manager Designee, Mid-Carolina Workforce Development Board
- President or Executive Board Member, Clinton 100

- President or Executive Board Member, Western Sampson Commerce Group
- President or Executive Board Member, Clinton-Sampson County Chamber of Commerce

Economic development team members will coordinate and attend meetings.

Section 3. Term: Voting members may serve up to two, consecutive, 3-year terms. Upon serving two consecutive terms, members must be off the Advisory Board at least one year before being recommended to a new 3-year term, unless appointed by the Sampson County Board of Commissioners to fill an existing term of another member.

Section 4. Removal: The Sampson County Board of Commissioners may remove a member of the Board if they miss three consecutive meetings without a valid excuse, or if their personal conduct or moral behavior is not in the best interest of the county.

Section 5. Compensation: No Board member shall receive compensation for any service he/she may render to the Board.

ARTICLE III -- MEETINGS

Section 1. Number: The Board shall meet bi-monthly and at other times when a meeting is called by the Chairman, Director of the Sampson County Economic Development Commission, or a majority of Board members. The first meeting in July of each year shall be designated as the annual meeting at which time officers shall be elected.

Section 2. Quorum: A simple majority of the voting members is required for the purpose of constituting a quorum.

Section 3. Location and Meeting Time: Meetings of the Board will be held at a place and time to be determined by the Director of the Sampson County Economic Development Commission or a majority vote of the Economic Development Commission Board members.

Section 4. Notice: Written and or electronic notice shall be delivered to each Board member not less than five business (5) days before the date of a meeting (notwithstanding emergency meetings). Meeting agendas are recommended, but not required, for meetings to be held.

Section 5. Public Meetings: All meetings of the Board shall be open to the public. The Board shall comply, at all times, with the Open Meetings Law.

ARTICLE IV – OFFICERS AND COMMITTEES

Section 1. Number: The officers of the Economic Development Commission Advisory Board will consist of the following: (1) Chair; (2) Vice-Chair; and (3) Secretary. In addition, the Board may elect other officers from time to time by resolution (vote). Each officer of the Board, except for the Secretary, shall be elected at the annual meeting of the Board.

Section 2. Chair: The Chair will be the executive officer of the Sampson County Economic Development Commission Advisory Board and will, subject to the control of the majority of the Board itself or subject to the control of the majority of members of the Sampson County Board of Commissioners, supervise and administer the affairs of the Sampson County Economic Development Commission Advisory Board. The Chair of the Board

may serve no more than once during a 3-year term and will not serve two years in a row. A member may not serve as Chair in year one of their first 3-year term.

Section 3. Vice-Chair: The Vice-Chair will perform all duties and exercise all powers of the Chair in his/her absence. A member may not serve as Vice Chair in year one of their first 3-year term.

Section 4. Secretary: The Economic Development Director, who is Clerk to the Board, will serve as Secretary and will keep the minutes of all meetings of the Board, send notices of the meetings of the Board as required by law, and will be the custodian of the Board's records.

Section 5. Committees: The Board through its chair, majority of members, or by the Director of Economic Development Commission may create ad hoc teams and or working committees to assist the Board in furthering its purpose and objectives.

Section 6. Non-Board Members: Non-board members may be invited to attend Advisory Board meetings, and to participate on ad hoc teams and/or working committees.

ARTICLE V -- OPERATIONS

Section 1. Fiscal Year: The fiscal year of the Board shall be July 1 to June 30 of each year, concurrent with the fiscal year of the County of Sampson.

Section 2. Books and Records: The Sampson County Finance Office will maintain current and complete books and all records of accounts according to G.S. 159 of the Budget and Fiscal Control Act.

Section 3. Personnel: The Sampson County Board of Commissioners will employ the Director and Assistant Director pursuant to the recommendation of the Sampson County Manager. All personnel actions shall follow the County of Sampson's Personnel Resolution. The Board may recommend employment of additional personnel as may be necessary (and appropriately budgeted) for the proper execution of the purposes and duties of the Board.

Section 4. Compliance: The Board shall, at all times, endeavor to operate the programs of the Sampson County Economic Development Commission in compliance with all city, county, state, and federal laws, ordinances, rules and regulations which are in effect.

Section 5. Contracts: The Board or its members shall have no authority to make binding contractual agreements on behalf of the Sampson County Economic Development Commission or Sampson County.

ARTICLE VI -- AMENDMENTS

Based on G.S. 153A-76, Sampson County Board of Commissioners may create, change, abolish, and consolidate boards, including changing the composition and manner of selection of boards.

IN WITNESS WHEREOF, these bylaws were amended this ___ day of _____, 2022.

Chair, Sampson County Board of Commissioners

Secretary, Sampson County Board of Commissioners

**CAPITAL PROJECT ORDINANCE CONCERNING
SCIF FUNDED PROJECTS
(STATE GRANTS TO COUNTY)**

PROJECT ORDINANCE NO: _____ **ADOPTED:** _____

BE IT ORDAINED by the Board of Commissioners of Sampson County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1.0 The project authorized is 2301 Sampson Community College Project.

Section 2.0 The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3.0 The following revenues are available to complete this project:

State SCIF Grant 20567	\$1,000,000
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Section 4.0 The following amounts are appropriated for this project:

Sampson Community College Project	\$1,000,000
--------------------------------------	-------------

Section 5.0 The Finance Officer is hereby directed to maintain within the Capital Projects Fund sufficient records to provide for appropriate accounting.

Section 6.0 Funds that have been advanced, or may be advanced from the General Fund for project costs are intended to be reimbursed from grant proceeds.

Section 7.0 The Finance Officer is directed to report quarterly on the financial status of the project and on the total proceeds received.

Section 8.0 Copies of this capital project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 5th day of December 2022.

Chairperson

Clerk to the Board

**CAPITAL PROJECT ORDINANCE CONCERNING
SCIF FUNDED PROJECTS
(STATE GRANTS TO COUNTY)**

PROJECT ORDINANCE NO: _____ **ADOPTED:** _____

BE IT ORDAINED by the Board of Commissioners of Sampson County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1.0 The project authorized is 2302 Sheriff Body & Car Cameras.

Section 2.0 The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3.0 The following revenues are available to complete this project:

State SCIF Grant 20567	\$ 200,000
State SCIF Grant 20568	1,000,000

Section 4.0 The following amounts are appropriated for this project:

Capital Outlay Equipment	\$1,200,000
--------------------------	-------------

Section 5.0 The Finance Officer is hereby directed to maintain within the Capital Projects Fund sufficient records to provide for appropriate accounting.

Section 6.0 Funds that have been advanced, or may be advanced from the General Fund for project costs are intended to be reimbursed from grant proceeds.

Section 7.0 The Finance Officer is directed to report quarterly on the financial status of the project and on the total proceeds received.

Section 8.0 Copies of this capital project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 5th day of December 2022.

Chairperson

Clerk to the Board

**CAPITAL PROJECT ORDINANCE CONCERNING
SCIF FUNDED PROJECTS
(STATE GRANTS TO COUNTY)**

PROJECT ORDINANCE NO: _____ **ADOPTED:** _____

BE IT ORDAINED by the Board of Commissioners of Sampson County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1.0 The project authorized is 2303 History Museum Project.

Section 2.0 The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3.0 The following revenues are available to complete this project:

State SCIF Grant 20567	\$ 50,000
------------------------	-----------

Section 4.0 The following amounts are appropriated for this project:

History Museum Project Costs	\$ 50,000
------------------------------	-----------

Section 5.0 The Finance Officer is hereby directed to maintain within the Capital Projects Fund sufficient records to provide for appropriate accounting.

Section 6.0 Funds that have been advanced, or may be advanced from the General Fund for project costs are intended to be reimbursed from grant proceeds.

Section 7.0 The Finance Officer is directed to report quarterly on the financial status of the project and on the total proceeds received.

Section 8.0 Copies of this capital project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 5th day of December 2022.

Chairperson

Clerk to the Board

**CAPITAL PROJECT ORDINANCE CONCERNING
SCIF FUNDED PROJECTS
(STATE GRANTS TO COUNTY)**

PROJECT ORDINANCE NO: _____ **ADOPTED:** _____

BE IT ORDAINED by the Board of Commissioners of Sampson County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1.0 The project authorized is 2304 Western District Park Project.

Section 2.0 The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3.0 The following revenues are available to complete this project:

State SCIF Grant 20567	\$ 457,000
------------------------	------------

Section 4.0 The following amounts are appropriated for this project:

Western District Park Lighting	\$ 450,000
Capital Outlay Equipment	7,000

Section 5.0 The Finance Officer is hereby directed to maintain within the Capital Projects Fund sufficient records to provide for appropriate accounting.

Section 6.0 Funds that have been advanced, or may be advanced from the General Fund for project costs are intended to be reimbursed from grant proceeds.

Section 7.0 The Finance Officer is directed to report quarterly on the financial status of the project and on the total proceeds received.

Section 8.0 Copies of this capital project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 5th day of December 2022.

Chairperson

Clerk to the Board

**CAPITAL PROJECT ORDINANCE CONCERNING
SCIF FUNDED PROJECTS
(STATE GRANTS TO COUNTY)**

PROJECT ORDINANCE NO: _____ **ADOPTED:** _____

BE IT ORDAINED by the Board of Commissioners of Sampson County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1.0 The project authorized is 2305 Animal Shelter Improvements.

Section 2.0 The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3.0 The following revenues are available to complete this project:

State SCIF Grant 20567	\$ 750,000
------------------------	------------

Section 4.0 The following amounts are appropriated for this project:

Facility Improvements	\$ 630,000
Professional Services	57,000
Contingency	63,000

Section 5.0 The Finance Officer is hereby directed to maintain within the Capital Projects Fund sufficient records to provide for appropriate accounting.

Section 6.0 Funds that have been advanced, or may be advanced from the General Fund for project costs are intended to be reimbursed from grant proceeds.

Section 7.0 The Finance Officer is directed to report quarterly on the financial status of the project and on the total proceeds received.

Section 8.0 Copies of this capital project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 5th day of December 2022.

Chairperson

Clerk to the Board

**CAPITAL PROJECT ORDINANCE CONCERNING
SCIF FUNDED PROJECTS
(STATE GRANTS TO COUNTY)**

PROJECT ORDINANCE NO: _____ **ADOPTED:** _____

BE IT ORDAINED by the Board of Commissioners of Sampson County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1.0 The project authorized is 2306 Plainview Community Center Project.

Section 2.0 The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3.0 The following revenues are available to complete this project:

State SCIF Grant 20566	\$ 150,000
------------------------	------------

Section 4.0 The following amounts are appropriated for this project:

Plain View Community Center Project	\$ 150,000
--	------------

Section 5.0 The Finance Officer is hereby directed to maintain within the Capital Projects Fund sufficient records to provide for appropriate accounting.

Section 6.0 Funds that have been advanced, or may be advanced from the General Fund for project costs are intended to be reimbursed from grant proceeds.

Section 7.0 The Finance Officer is directed to report quarterly on the financial status of the project and on the total proceeds received.

Section 8.0 Copies of this capital project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 5th day of December 2022.

Chairperson

Clerk to the Board

**CAPITAL PROJECT ORDINANCE CONCERNING
WATER SYSTEM IMPROVEMENTS
(DWI PROJECT NO. SRP-D-ARP-0114)**

PROJECT ORDINANCE NO: _____ **ADOPTED:** _____

BE IT ORDAINED by the Board of Commissioners of Sampson County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1.0 The project authorized is 2307 Ivanhoe Water System.

Section 2.0 The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3.0 The following revenues are available to complete this project:

DWI Grant 0114	\$ 13,283,000
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Section 4.0 The following amounts are appropriated for this project:

Engineering	\$ 1,714,490
Land acquisition	50,000
Connection fees	525,000
Contingency	999,410
Construction	<u>9,994,100</u>
	\$13,283,000

Section 5.0 The Finance Officer is hereby directed to maintain within the Capital Projects Fund sufficient records to provide for appropriate accounting.

Section 6.0 Funds that have been advanced, or may be advanced from the General Fund for project costs are intended to be reimbursed from grant proceeds.

Section 7.0 The Finance Officer is directed to report quarterly on the financial status of the project and on the total proceeds received.

Section 8.0 Copies of this capital project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 5th day of December 2022.

Chairperson

Clerk to the Board



Sampson County Finance Department
David K. Clack, Finance Officer

MEMORANDUM

TO: Board of Commissioners

FROM: David K. Clack, Finance Officer

DATE: November 22, 2022

SUBJECT: Grant for Cooperative Extension

Attached please find a grant agreement for Cooperative Extension. This grant was made to the County for the purchase of a mobile beef cattle working facility.

We request that the Board accept the grant and approve the attached budget amendment.

Grant Number 2022-001-16

**Grant agreement between the North Carolina Tobacco Trust Fund
Commission and the NC COOPERATIVE EXTENSION -
SAMPSON COUNTY CENTER**

This Grant Agreement ("the Agreement") is entered into this 1st day of November, 2021 ("Effective Date") by and between the **North Carolina Tobacco Trust Fund Commission** ("the Commission"), an agency of the State of North Carolina organized pursuant to Article 75 of Chapter 143 of the NC General Statutes and the **NC Cooperative Extension - Sampson County Center, a Local Government Unit (town, country office)** with its principal place of business in **Clinton, NC, 28328** ("the Grantee") (together "the Parties" and each in the singular "the Party").

The Grantee's fiscal year is **July June**.

In consideration of mutual promises and such other valuable consideration as is set out in this Agreement, the Parties do mutually agree to the following:

Section I. Term.

This Agreement shall commence on the Effective Date and shall terminate on or before **11/1/2024** ("Termination Date") unless sooner terminated pursuant to this Agreement.

Section II. Scope of the Grant.

In executing this Project titled "Mobile Beef Cattle Working Facility", the Grantee shall develop, perform and complete the work set out in the Project Scope of Services contained in Exhibit A. Exhibit A, which incorporates the Grantee's application for the Project, is expressly incorporated by reference and is made a part of this Agreement. The Grantee's application for the Project is therefore also incorporated by reference and made a part of this Agreement.

If there is a conflict among or between this Grant Agreement, the Project Scope of Services contained in Exhibit A, or the Grantee's application for the Project, provisions of this Grant Agreement shall first control, then provisions of Exhibit A, Scope of Services shall control, and finally the Grantee's application shall control.

If the Grantee uses any of the funds disbursed from the Commission under this Agreement to grant funds to other entities as part of the Project ("Subgrantees"), it must require its Subgrantees to comply with certain reporting requirements of Section VII of this Agreement and certain record keeping provisions of Section VIII of this Agreement. Subgrantees must also comply with certain parts of Sections IV, V, VII, VIII, IX, XII and XV of this Agreement as is provided for in those Sections.

Section III. Changes in the Project.

- A. The Commission must authorize any changes with respect to the Project in writing including any changes the Grantee requests be made to budgeted line items as provided in Exhibit A attached. **The Grantee may not make changes to budgeted line items without first getting written authorization from the Commission.** Written requests for extending the contract's ending date

must be submitted to the Commission a minimum of 90 days before or in advance of the existing end date.

- B. The Grantee shall immediately notify the Commission of any change in conditions or applicable law or any other event which may significantly affect its ability to perform the Project in accordance with the provisions of Section II above, including but not limited to loss of other funding. In the event of any such significant change, the Commission reserves the right to terminate this Agreement.
- C. If within five (5) years of the contract end date, equipment purchased with more than \$5,000 of grant funds is no longer being used for the purpose of the grant, GRANTEE must notify the Commission.

Upon consultation with the Commission, GRANTEE may be advised to do one of the following:

- a) Sell the equipment at current market value rates and return the proceeds to the Commission within 30 days of the sale date along with all sale documentation;
 - b) if replacement equipment is deemed necessary to meet the grant's goals, GRANTEE may sell the current equipment and purchase replacement equipment with the proceeds and provide related sale and purchase documentation to the Commission; or,
 - c) transfer the equipment to another Commission-supported and/or mission-oriented entity which can utilize the equipment to satisfy its project goals.
- D. Any contract agreements between the Grantee and any Subgrantees that include the purchase of equipment by the Subgrantee with grant funds, will also include the conditions of Section III. C.

Section IV. Funding.

- A. The Commission grants to the Grantee an amount not to exceed **\$24,400.00** for the Project to be disbursed as described in Section V below.
- B. The Grantee represents and warrants that all sums as may be awarded under this grant shall be utilized exclusively for the purpose of the Project.
- C. In the event the Grantee or, if applicable, any of its Subgrantees breaches any of the material terms or conditions of this Agreement, the Grantee agrees to repay to the Commission the full amount of sums awarded under this Agreement and any interest that has accrued on that sum.

Section V. Method of Payment.

- A. After the contract funding stipulations are met and subject to the limitations set forth in Section XI.C., the Commission shall disburse the sum of up to **\$22,800 that equals 95% of grant total** in installments reimbursing the Grantee for amounts spent on or encumbered for the Project. The Grantee shall request payments by submitting a Financial Report Form (Exhibit C) and an invoice for the amount requested for reimbursement to the Commission no more frequently than monthly. On the Financial Report Form, the Grantee shall certify that the amount requested for payment is for work performed as required under the Scope of Services and shall include documentation of the amounts for which the Grantee requests reimbursement. The Grantee must show to the Commission's satisfaction how this payment has been used to accomplish the terms of the Agreement before funding will be disbursed pursuant to this Agreement. Upon determining that the Grantee has provided proper documentation and qualifies for reimbursement of encumbered funds, the Commission will disburse payment within a reasonable time.

- B. The Commission shall withhold 5% of the total funding or **\$1,200** to be disbursed upon the satisfactory conclusion of the Project which conclusion shall include a Final Report as described in Section VII.F.
- C. If applicable to the Scope of the project, the Grantee must adhere to Travel Subsistence Rates as provided by the State of North Carolina Office of State Budget and Management. Travel that will occur outside of North Carolina must be included specifically in the Scope of Services (Exhibit A) or be requested in writing by the Grantee for approval prior to travel.
- D. If the Grantee or, if applicable, the Grantee and its Subgrantees, cannot show to the satisfaction of the Commission that it has or they have spent grant monies to accomplish the terms of the Agreement, the Commission may decline to disburse money until such a showing is made.

Section VI. Independent Status of the Parties.

- A. The Parties are independent entities and neither this Agreement nor any provision of it shall be deemed to create a partnership or joint venture between the Commission and the Grantee.
- B. The Grantee shall not represent itself as an agent of the Commission nor is the Agreement intended to be construed to make the Grantee an agent of the Commission. The Grantee shall not have the ability to bind the Commission to any agreement for payment of goods or services, nor shall it represent to any person or entity that it has such ability.
- C. All expenses incurred by the Grantee are its sole responsibility and the Commission shall not be liable for the payment of any obligations incurred in the performance of the Project.
- D. The Parties agree that this Agreement has not been made for the benefit of any third parties and no third party to this Agreement has authority to attempt to enforce it in any way.

Section VII. Reports.

- A. The Grantee will furnish the Commission with detailed written Semiannual Project Reports consisting of both a Programmatic Report (Exhibit B) and a Financial Report (Exhibit C). These semiannual Reports shall be submitted during the term of this Agreement to the Commission on or before January 15 and July 15, and shall be inclusive of information up to the end of the prior month.
- B. The Commission, in its sole discretion, may require more frequent reporting, including Quarterly Reporting. Factors that may influence the Commission's exercise of this discretion include, but are not limited to:
 - a. late submission of Semiannual Reports,
 - b. insufficient project information, specifics, or data,
 - c. incorrect Financial Report (Exhibit C),
 - d. insufficient or incomplete documentation supporting request(s) for payment or
 - e. incomplete Exhibit forms.

The Commission may exercise this option by giving written notice to the Grantee and the new reporting requirements shall be deemed in effect on the date of the written notice. Notwithstanding the foregoing, upon the discovery of the misuse of funds, or upon the determination of noncompliance with the requirements of this contract, the Commission shall

take the appropriate action or actions to employ the sanctions set forth in the Uniform Administration of State Awards of Financial Assistance, Title 09 N.C.A.C. 03M .0801(c) and .0801(d).

- C. If the Grantee or Subgrantee is a non-governmental organization and receives, holds, uses, or expends State financial assistance in an amount, including all State sources, equal to or greater than five hundred thousand dollars (\$500,000) within its fiscal year, the Grantee or Subgrantee shall also provide a single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards, also known as the Yellow Book, within Three (3) months of Grantee's or Subgrantee's fiscal year end, pursuant to Title 09 N.C.A.C. Subchapter 03M .0205.
- D. The Grantee and its Subgrantee(s), if any, agree that if the Grantee or its Subgrantee(s) do not file the required reports, the Commission shall not disburse grant funds to the Grantee.
- E. Project Reports shall describe the status of the Project, progress made by the Grantee toward achieving the purpose(s) for which the funds were awarded, notable occurrences and any significant problems encountered, and steps taken to overcome the problems. Failure to submit a required report by the scheduled submission date may result in the withholding of any subsequent grant payment until the Commission is in receipt of the delinquent report.
- F. The Grantee agrees that within thirty (30) days after the conclusion of the Project or termination date as described in Section I above, a Final Project Report consisting of both a Programmatic Report (Exhibit B) and a Financial Report (Exhibit C) shall be submitted to the Commission. The Final Project Report will include a review of performance and activities over the entire project period. The Commission may use this information for future publications. The Grantee will describe the Project, how it was implemented, to what degree the established Project goals and objectives were met, the difficulties encountered, lessons learned, what aspects of the tobacco related segment of the State's agricultural economy the Project changed and the Project cost. The Final Financial Report (Exhibit C) shall provide the complete financial report of the use of grant funds by category (i.e., salaries, material, equipment, etc.) showing all expenditures during the entire term of this Agreement, and shall also report the sources, amounts and use of all other funds used to support the Project.
- G. The Commission reserves the right to request information from the Grantee which will assist the Commission with evaluation of the short-and long-range impact of its programs. The Grantee recognizes that such requests may occur after termination of this Agreement and agrees, to the extent possible, to provide such information to the Commission.
- H. Equipment purchased with more than \$5,000 of grant funds may be required to submit Exhibit E annually for five (5) years after the contract end date, or until Grantee complies with Section III C of this Agreement.

Section VIII. Project Records.

- A. The Grantee agrees to maintain full, accurate and verifiable financial records, supporting documents, and all other pertinent data for this Project in such a manner so as to identify and document the expenditure of the Commission funds provided under the Agreement separate from accounts for other awards, monetary contribution or other revenues sources for this Project. The Grantee must require any Subgrantees to maintain the same records.

- B. The Grantee shall retain all financial records, supporting documents and all other pertinent records related to the Project for a period of five (5) years from the Termination Date. In the event such records are audited, all Project records shall be retained beyond such five-year period until any and all audit findings have been resolved. The Grantee must require any Subgrantees to retain all records for five (5) years from the Termination Date or from the resolution of any audit findings, whichever is later.
- C. The Grantee agrees to allow the State Auditor or the State Auditor's designee to enter its premises and examine its records in accordance with N.C. Gen. Stat. 147-64.7. The Grantee further agrees to permit the examination of work papers in the possession of the Grantee's auditors. The Grantee shall require any Subgrantees to permit the State Auditor or the State Auditor's designee the same access to the Subgrantees' records and work papers. Upon request, the Grantee and any Subgrantee shall make available its records and reports for inspection by the Office of State Budget and Management pursuant to 9 NCAC 03M .0202(2) and (3).
- D. The Grantee further agrees to make available to the Commission or its designated representative all of its records which relate to the Project and agrees to allow the Commission or its representative to audit, examine and copy any and all data, documents, proceedings, records and notes of activities relating in any way to the Project. Access to these records shall be allowed upon request at any time during normal business hours and as often as the Commission or its representative may deem necessary.
- E. In the event the Grantee dissolves or otherwise goes out of existence before the Termination Date or before five (5) years from the Termination Date has elapsed, records produced under this contract will be turned over to the Commission.

Section IX. Subcontracting.

- A. The Grantee or any of its Subgrantees shall not subcontract any of the work contemplated under this Agreement without obtaining prior written approval from the Commission.
- B. Any approved subcontract shall be subject to all terms and conditions of this Agreement and the Grantee and any Subgrantees shall not be relieved of any of the duties and responsibilities of this Agreement by the approved subcontract. The Grantee shall be responsible for the performance of any subcontractor and the subcontractor shall provide sufficient information to the Grantee or any of its Subgrantees to allow the Grantee to comply with all terms and conditions of this Agreement.

Section X. Publicity and Publications.

- A. Any published or distributed reports, data, or other information shall contain an acknowledgment of the support of the Commission as well as a disclaimer statement to the following effect: *Any opinion, finding conclusion or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view and policies of the North Carolina Tobacco Trust Fund Commission.* Upon publication of materials resulting from the work of the Project, the Grantee shall furnish a minimum of two (2) copies of reports to the Commission. The Grantee shall acknowledge the support of the Commission by including its logo on printed information, presentations and other materials produced pursuant to the Project.

- B. The Grantee shall place signage at its expense at the Project site or sites identifying the Project as receiving Commission Funds. Any printed materials, websites, presentations, news releases, or other visual or audio materials supported by grant funds will acknowledge the Commission's support. The Grantee will receive Logo Specification and Guidelines from the Commission and will be provided approved Commission logos. Prior to publication, a draft of the materials must be sent to the Commission for approval. The materials, size and color shall be large enough so that the Project, Grantee and Commission are recognized appropriately. This signage shall be in mutually agreeable wording and format.
- C. Subject to the requirements of Section X.A above, the Grantee may publish or arrange for the publication of information resulting from work carried out under this Agreement; however, the information shall not be marketed for profit by the Grantee.
- D. If work performed pursuant to this Agreement, including but not limited to Reports required by Section VII of this Agreement and any other materials resulting from the work of the Project, results in any intellectual property right accruing to the Grantee, the Grantee hereby grants to the Commission an assignable royalty-free, non-exclusive irrevocable license to publish, translate, reproduce, deliver, perform or use the material covered by the intellectual property right.

Section XI. Termination & Availability of Funds.

- A. Either Party shall have the ability to terminate this Agreement on thirty (30) days' written notice.
- B. If after notice and reasonable opportunity to cure a defect or problem, the Grantee fails for any reason to fulfill in proper manner its obligations under this Agreement, or violates any of the material terms or conditions of this Agreement, the Commission shall have the right to terminate this Agreement by giving fourteen (14) days written notice to the Grantee of such termination. In such event, the Commission shall have no responsibility to make additional payments under this Agreement after the Termination Date. No further expenditures shall be made under this Agreement upon notice of termination except for such work as shall have already been performed prior to the notice of Termination Date and the Grantee shall repay all unspent grant funds upon the demand of the Commission together with any interest accrued on those unspent funds.
- C. **The Commission's obligation to pay any amounts under this Agreement is contingent upon the availability of funds to it to fund the Project.** In the event that funds for this Project become unavailable, the Commission may terminate this Agreement immediately upon written notice to the Grantee. In the event of notice of the unavailability of funds, all obligations of the Commission to make payments under this Agreement shall cease as of the date of the notice of termination for unavailability of funds except for such work as shall have already been performed prior to the date of the notice of termination for unavailability of funds.
- D. Pursuant to N.C. General Statute 143C-6-23(k), a Grantee or Subgrantee that intends to dissolve or cease operations shall report that decision in writing to the Office of State Budget and Management and to the Fiscal Research Division at least thirty (30) days prior to taking that action. The Grantee and Subgrantee shall also notify the Commission in writing within the same thirty (30) day time period.

Section XII. Liabilities and Loss.

- A. The Commission assumes no liability with respect to accidents, bodily injury, illness, breach of contract or any other damages, claims or losses arising out of any activities undertaken by the

Grantee or any of its Subgrantees under this Agreement, with respect to persons or property of the Grantee, Subgrantee or third parties.

- B. The Grantee and all of its related Subgrantees, shall assure that it maintains commercial insurance of such type and with such terms and limits as may be reasonably associated with the performance of this Agreement. Documentation of such insurance coverage of the Grantee must be provided upon request to the Commission. All applicable Subgrantees shall provide the same to the Grantee. If the Grantee and all of its related Subgrantees are government agencies, they may maintain a self-insurance program of such type and with such terms and limits as may be reasonably associated with the performance of this Agreement. Documentation of such insurance coverage of the Grantee must be provided upon request to the Commission. All applicable Subgrantees shall provide the same to the Grantee.
- C. The Grantee agrees to indemnify, defend and hold harmless the Commission and its respective officers, agents and employees against any liability, including costs, expenses and attorneys' fees **from all** claims, damages, losses and liabilities arising from Grantee's performance related to this contract. The Grantee further agrees to similarly require all Subgrantees to indemnify, defend and hold harmless the Commission and its respective officers, agents and employees **from all** claims, damages, losses or liabilities arising from Grantee's or Subgrantee's performance related to this contract. To the extent that Grantee is a state governmental entity, Grantee shall in accordance with the laws of the State of North Carolina, including the North Carolina Tort Claims Act, the Defense of State Employees Act, and the Excess Liability Policy administered through the North Carolina Department of Insurance and without waiving any rights or defenses of the governmental entity, indemnify, defend and hold harmless the Commission and its respective officers, agents and employees against any liability, including costs, expenses and attorney's fees **from all** claims, damages, losses and liabilities arising from Grantee's performance related to this contract. The Grantee further agrees to require all Subgrantees to indemnify, defend and hold harmless the Commission and its respective officers, agents and employees **from all** claims, damages, losses or liabilities arising from Grantee's or Subgrantee's performance related to this contract.
- D. To the extent permitted by State law, including but not limited to the North Carolina Torts Claims Act, the Grantee shall defend, indemnify and hold harmless the Commission and its officers, agents and employees from any person, entity or corporation furnishing or supplying work, services, material or supplies in connect with the Project and the performance of this Agreement and from claims and losses accruing or resulting to any person, entity or corporation who may be injured or damaged in any way by the Grantee, any Subgrantees or any of their agents in the performance under this Agreement.
- E. **Force Majeure:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Section XIII. Entire Agreement.

- A. This Agreement, including its exhibits, contains the entire understanding between the Parties.
- B. The Agreement may be amended only in writing duly executed by authorized persons for the Commission and the Grantee, except that, should the Commission exercise the option of requiring

more frequent reporting, as set forth in Section VII.B, the Commission's written notification shall be deemed effective without the written authorization of the Grantee.

Section XIV. Grantee Representation and Warranties.

The Grantee hereby represents and warrants that:

- A. The Grantee is duly organized and validly existing under the laws of the State of North Carolina.
- B. This Agreement constitutes a binding obligation of Grantee, enforceable against it in accordance with its terms. The execution and delivery of this Agreement have been duly authorized by all necessary action on the part of Grantee and does not violate any applicable organizational documents of the Grantee or any agreement or undertaking to which it is a party of by which it is bound.
- C. There is no action, suit, proceeding, or investigation at law or in equity or before any court, public board or body pending or to the Grantee's knowledge, threatened against or affecting it, that could or might adversely affect the Project or any of the transactions contemplated by the Agreement or the validity or enforceability of this Agreement or the Grantee's ability to discharge its obligation under this Agreement.
- D. If any consent or approval is necessary from any governmental authority as a condition to the execution and delivery of this Agreement by the Grantee or the performance of any of its obligations under the Agreement, all such requisite government consent or approvals have been obtained.

Section XV. Special Provisions and Conditions.

- A. Nondiscrimination. The Grantee, and all of its related Subgrantees, agree not to discriminate by reason of age, race, religion, color, sex, national origin or disability in the performance of this Agreement and to take affirmative action in complying with all relevant Federal and State requirements.
- B. Conflict of Interest. Pursuant to NC Gen. Stat. 143C-6-23(b), the Grantee must provide a copy of its conflict of interest policy to the Commission prior to any disbursement of funds under this Agreement.
- C. Compliance with Laws. The Grantee, and all of its related Subgrantees, shall at all times observe and comply with all laws, ordinances, rules and regulations of the state, federal and local governments which may affect the performance of the Agreement.
- D. Non-Assignability. The Parties shall not assign any interest in the Agreement; provided, however, that claims for money due to the Grantee from the Commission under this Agreement may be assigned after notice and approval of the Commission.
- E. Personnel. The Grantee represents that it has or will secure at its own expense all personnel required to carry out and perform the scope of services required under this Agreement. Such personnel shall be fully qualified and shall be authorized under state and local law to work on the Project. Such employees shall not be employees of the Commission.

- F. Restriction on use of the funds. The Grantee will expend funds consistent with the terms and conditions of this Agreement. Failure to do so may result in legal action to recover funds spent inconsistently with the terms and condition of this Agreement without further notice. If the Grantee has Subgrantees, the Grantee must require this restriction on use of funds by all of its Subgrantees.

- G. Certification of No Overdue Taxes. Pursuant to N.C. Gen. Stat. §143C-6-23, any non-State entity Grantee or Subgrantee(s,) must execute the certification of no overdue taxes attached as Exhibit D to this Agreement prior to receiving funds under this Agreement.

- H. Taxpayer Identification Number. The Grantee and any Subgrantees must provide taxpayer identification information to the Commission prior to receiving funds under this Agreement.

- I. Exhibits. All Exhibits to this Agreement are expressly incorporated by reference and made a part of this Agreement.

Section XVI. Notice.

- A. All notices required by this Agreement with the exception of Notice provided pursuant to Section XI.C shall be in writing and shall be deemed given when personally delivered or when deposited in the United States mails, certified, return receipt requested, first class, postage prepaid and addressed as follows:

If to the Commission: Mr. William Upchurch
 Executive Director
 NC Tobacco Trust Fund Commission
 1080 Mail Service Center
 Raleigh, NC 27699-1080
 Tel: (919) 733-2160 Fax: (919) 733-2510

If to the Grantee: Mr. Paul Gonzalez
 Extension Agent - Livestock
 NC Cooperative Extension - Sampson County Center
 55 Agriculture Place
 Clinton, NC 28328
 Tel: (910) 592-7161

- B. Each Party may designate another Notice recipient by written communication to the other Party.

Section XVII. Construction.

This Agreement shall be construed and governed by the laws of the State of North Carolina.

The Parties do hereby execute this Agreement in duplicate originals:

**NC TOBACCO TRUST
FUND COMMISSION**

William H. Teague
Chairman

Grant Number 2022-001-16

**NC Cooperative Extension - Sampson
County Center**

Mr. Paul Gonzalez
Extension Agent - Livestock

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

11/14/22

FROM: Brad Hardison

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for Fiscal Year 2022-2023

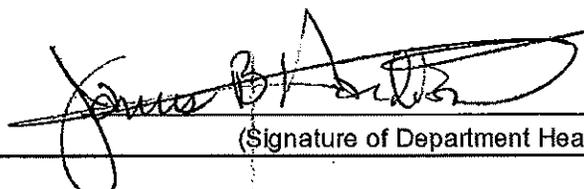
1. It is requested that the budget for the Cooperative Extension Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04449560-555000	CAPITAL OUTLAY	19000.00	
04449560-526200	DEPT SUPPLIES	5400.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04034956-404010	LOCAL FEES-LAGOON	24,400.00	

2. Reason(s) for the above request is/are as follows:

NC TOBACCO TRUST FUND COMMISSION GRANT FOR LIVESTOCK FACILITY SUPPLIES



 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)



RESOLUTION SUPPORTING THE NAMING OF A PORTION OF NC 24 WESTWARD FROM CLINTON TO ROSEBORO IN HONOR OF JEFFERSON B. STRICKLAND

WHEREAS, North Carolina General Statutes grant the North Carolina Board of Transportation the authority to name roads, bridges, or ferries with honorary designations in response to local resolutions; and

WHEREAS, the family of Jefferson B. Strickland has submitted an application requesting that the North Carolina Board of Transportation name that portion of NC Highway 24 from the city limits of Clinton westward to the intersection of that portion of NC Highway 24 previously named in honor of R. Geddie Herring in honor of Mr. Strickland; and

WHEREAS, the Board of Commissioners supports the naming of that portion of NC 24 in recognition and honor of the notable contributions made by Mr. Strickland to betterment of Sampson County; and

WHEREAS, Mr. Strickland served state government as a member of the NC Board of Transportation, and served local governments both as a commissioner for the Town of Roseboro and as a member and Chairman of the Sampson County Board of Commissioners; and

WHEREAS, in each of those roles, Jefferson B. Strickland worked tirelessly – despite many challenges in funding and numerous delays – to see NC Highway 24 developed and widened to better serve the community’s transportation needs, to provide an important military corridor, and to foster the economic growth of the county and the region.

NOW, THEREFORE, BE IT RESOLVED, that the Sampson County Board of Commissioners unanimously supports the request that the North Carolina Department of Transportation name the section of NC Highway 24 westward to the intersection of that portion of NC Highway 24 previously named in honor of R. Geddie Herring in honor of Jefferson B. Strickland.

ADOPTED this 5th day of December, 2022.

Chairman, Board of Commissioners

Clerk to the Board



Road, Bridge, Ferry Naming Application

Date: 11/10/2022

Information about Yourself	
Your Name: <i>Neal Strickland, Mark Strickland and Stephen Strickland</i> Mailing Address: <i>514 Pineview Road Clinton, NC 28328</i> Relationship to Honoree: <i>Sons</i>	Phone Number: <i>910-596-1071</i> Alternate Phone Number: Click here to enter text. Email Address: <i>nostrickland@gmail.com</i>

Information about What You Want to Have Named	
Do You Wish to Name a Road, Bridge or Ferry? <i>Road</i>	
If a road or bridge, is it currently under construction? <i>In order for a road or bridge to be named in honor of an individual, that road or bridge must be already constructed, or within 3 months of its expected construction completion date. (See Section III. B. in the Honorary Designations of State Transportation Assets Policy)</i>	<i>No</i>
County: <i>Sampson</i>	Route: <i>NC 24</i>
Description: <i>If a road request, please include preferred section (Point A to Point B), and if a bridge request, please include what the bridge crosses. For road requests, the distance of the proposed dedication should be 5 miles or less. Law enforcement officers will be honored with bridge dedications in lieu of highways. (See Section III. in Policy)</i> <i>Where the Rufus Geddy Herring dedication ends and eastward towards the city of Clinton. Would love for it to begin at the city limits of Clinton and go westward until it intersects with the Rufus Geddy Herring section around Roseboro.</i>	



Road, Bridge, Ferry Naming Application

Information about the Honoree (Person for whom the Road, Bridge or Ferry Request is being made)	
Honoree's Name: <i>Jefferson B. Strickland</i>	
<p>1. If approved, what is the preferred name you would like to have on the sign? <i>Names can include one title, one given name and initial, a surname, and a suffix. (See Section III. E. in Policy) "Memorial" is no longer included on signs.</i></p>	<i>Jefferson B. Strickland</i>
<p>2. Is the honoree living or deceased? <i>If deceased, please provide date of death: To qualify for a road, bridge, or ferry naming, an honoree must be either living, or be deceased longer than one year but less than 75 years. (See Section II. A. in Policy)</i></p>	<p><i>living</i></p> <p>If deceased, click here to enter date of death.</p>
<p>3. Is the honoree currently serving or seeking a term as an elected official? If so, please indicate what kind of office. <i>To qualify for a road, bridge, or ferry naming, an honoree must not be currently seeking or serving a term as a federal, state, or local elected official. (See Section II. B. of Policy)</i></p>	<p><i>not currently serving or seeking a term as an elected official</i></p> <p>Select the office.</p>
<p>4. Is the honoree currently a North Carolina resident? If no, please provide dates when the honoree was a North Carolina resident. <i>To qualify for a road, bridge, or ferry naming, an honoree must be or have been a North Carolina resident. (See Section II. C. in Policy)</i></p>	<p><i>Yes</i></p> <p>Click here to enter dates when honoree was a North Carolina resident.</p>
<p>5. Has the honoree made notable local, state, and/or national contributions and/or had significant accomplishments? <i>(See Section II. D. in Policy) Later, you will be required to list these.</i></p>	<i>Yes</i>



Road, Bridge, Ferry Naming Application

Information about the Honoree (Person for whom the Road, Bridge or Ferry Request is being made)	
<p>6. Does the honoree already have a state-owned road, bridge, or ferry named for him or her?</p> <p><i>To qualify for a road, bridge, or ferry naming, an honoree must not already have a state-owned road, bridge, or ferry named for him or her. (See Section II. E. in Policy)</i></p>	<p><i>No</i></p>
<p>7. Is the honoree a law enforcement officer killed in the line of duty?</p> <p><i>Municipal officials, employees, and law enforcement officers (including those killed in the line of duty) should be recognized with a municipally owned bridge in lieu of a state owned bridge except in extraordinary circumstances. (See Section II. F. in Policy)</i></p> <p>If you are requesting a state owned bridge be named for a local law enforcement officer, please describe what you believe to be the extraordinary circumstances that justify the exception.</p>	<p><i>No</i></p> <p>Click here to enter text.</p>
<p>8. Is the honorary designation being requested on the basis of the individual's military service?</p> <p>If yes, which valor medal has the honoree received? Verification of the award will be required at the time the resolution is submitted. <i>Only recipients of Medals of Honor are eligible for a road or bridge naming based military service (See Section II. I. of Policy). (Other military personnel are honored by the 1300+ mile Blue Star Memorial Highway Network across North Carolina, See Section V. of Policy.)</i></p>	<p><i>No</i></p> <p>Choose an item.</p>
<p>Description: Please describe the background information of the honoree, and list his/her credentials that justify the road, bridge, or ferry naming. These must include notable local, state, and/or national contributions and/or significant accomplishments. <i>(See Sections II. D. and IV. A. in Policy)</i></p> <p><i>Jefferson is a lifelong resident of Sampson County. He has served the county in many positions. Jefferson was a Town Commissioner for the Town of Roseboro in the early 1970's. Starting in the 1980's he worked tirelessly with the towns, cities, county, and state to get Hwy 24 widen. This work carried him to Raleigh to meet with the Sampson County legislatures and the Department of Transportation to make sure that Hwy 24, through Sampson County, was in line for widening. During this effort he delveloped many friendships with Department leaders and State officials. He</i></p>	



Road, Bridge, Ferry Naming Application

Information about the Honoree (Person for whom the Road, Bridge or Ferry Request is being made)

was getting the reputation, some good and some bad, of being the face of Hwy 24 in Sampson County. In the early 1990's the opportunity was presented to him to become a member on the North Carolina Board of Transportation. Again, this was another platform for him to remind the leaders of the Department how important Hwy 24 was to the County and or military. It was the thoroughfare from Fort Bragg to Camp Lejeune. As time moved on and funding kept getting delayed. His efforts increased, he began asking and getting help from our National leaders. It was a happy day for Jefferson Strickland received a call that parts on the Hwy 24 project had been funded. In the early 2000's another opportunity presented itself to Jefferson. He became a County Commissioner. First serving as the Vice Chairman than the Chairman. He served 8 years in this role. Jefferson has spent his entire adult life trying to help the lives of Sampson County resident, from his beginning at Clinton Toyota to his role as a County Commissioner. During all this time he has earned many awards including The Order of The Long Leaf Pine, became a member Of the Sampson County Hall of Fame just to name a few of the awards that he has received. I am glad that he has been able to see the effects and benefits of his hard work by Hwy 24 being widen through Sampson County. As I travel the State and see roads that have been named for people, I realize that many of them have passed away and never get to see the fruits of their labor. He is very proud of the work he did getting Hwy 24 widen. This will be a HUGE honor to him to be able to share this with his children, grandchildren and great grandchildren.

Support for Proposed Road/Bridge/Ferry Naming

1. Does the proposed naming have strong local support?
Requested naming must have strong local support. Unanimous resolutions from the local governments with jurisdiction, passed in a public forum, will be required. (See Sections II. G. and Section IV. B. in Policy) At a later stage of the review process, you will need to provide at least three letters of recommendation from civic, service, or business organizations that demonstrate this support. (See Section IV. D. in Policy)

Yes

2. Does the family of the honoree support the proposed naming?
The family must support the proposed naming. (See Section II. H. & Section IV. E. in Policy)

Yes



Road, Bridge, Ferry Naming Application

Information about the Honoree (Person for whom the Road, Bridge or Ferry Request is being made)

3. Has a source of the \$2000 administrative fee for the sign been identified?
The requesting party or local government is responsible for \$2000 towards the cost of the signs. *The local government or designee must participate by paying an administrative fee of \$2000. (See Section IV. G. in Policy)*

Yes

When complete, this form should be emailed to the appropriate Division contact for Honorary Designations. For assistance identifying the appropriate contact, you may email the Road, Bridge or Ferry Naming Committee Service account at roadnaming@ncdot.gov.

MEMORANDUM:

TO: Susan Holder
FROM: Rick Sauer, Emergency Services Director
DATE: November 23, 2022
SUBJECT: Request to Accept Duke Energy Grant and Budget Amendment

Sampson County Emergency Services has been notified by Duke Energy that Sampson County has been selected to received \$25,000 from the Duke Energy Emergency Management Grant. The funds awarded would be used to purchase an Unmanned Aerial System (UAS), also commonly known as a Drone, that has greater capacity, longer flight times, and a higher resolution camera to aid in our mission.

I respectfully request this be added to next Board of Commissioner's meeting agenda for their consideration in the acceptance of the the Duke Energy Grant.

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

11/23/2022

FROM: RICHARD SAUER, DIRECTOR

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2022-2023

1. It is requested that the budget for the EMERGENCY MANAGEMENT Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243300-551000	CAPITAL OUTLAY	25,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034330-408406	OTHER GRANTS	25,000.00	

2. Reason(s) for the above request is/are as follows:

TO BUDGET FUNDS FROM DUKE ENERGY EMERGENCY MANAGEMENT GRANT TO PURCHASE DRONE.

Rick Sauer

(Signature of Department Head) 11/23/2022

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

D

11/22, 2022

D. H. H.

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

NORTH CAROLINA'S
SAMPSON COUNTY
OFFICE *of the* COUNTY ATTORNEY

MEMORANDUM

TO: Susan J. Holder
FROM: Joel Starling
DATE: November 30, 2022
RE: Deed to North Carolina Welding, LLC

At its September regular meeting, the Board authorized the sale of 17.21 ± acres of real property to North Carolina Welding, LLC pursuant to N.C. Gen. Stat. § 158-7.1. The resolution approving the sale authorized Sue L. Lee, as Chair of the Board of Commissioners, to sign the deed conveying the property. The closing of the sale will not occur until after the Board's organizational meeting on December 5, 2022. In the event that a member of the Board other than Commissioner Lee is elected chair, staff would like for the Board to adopt a resolution clarifying that the Board Chair is authorized to execute the deed and any other documents that Commissioner Lee may have been authorized to sign by virtue of her position as Board Chair.

Materials:

1. Resolution

RESOLUTION OF THE BOARD OF COMMISSIONERS OF SAMPSON COUNTY

WHEREAS, the Sampson County Board of Commissioners previously authorized the sale of the County’s fee simple interest in a 17.21 ± portion of a 21.54 ± acre property located west of the Town of Roseboro near the intersection of NC Highway 24 and Autryville Highway (being a portion of Sampson County Parcel No. 08-0808440-02) to North Carolina Welding, LLC, a North Carolina limited liability company; and

WHEREAS, the Resolution approving the sale authorized Sue L. Lee, as Chair of the Sampson County Board of Commissioners, to execute a deed conveying the property to North Carolina Welding, LLC, subject to certain covenants; and

WHEREAS, the closing of said sale will not take place until after the Board of Commissioners’ December regular meeting, at which time the Board will elect a chair and vice-chair in accordance with N.C. Gen. Stat. § 153A-39; and

WHEREAS, to the extent that some other member of the Board of Commissioners is elected chair at said meeting, the Board would like to clarify that said individual, by virtue of his or her position as Chair of the Board of Commissioners, shall be authorized to execute the deed conveying the property to North Carolina Welding, LLC; and

NOW, THEREFORE, BE IT RESOLVED:

1. The Chair of the Sampson County Board of Commissioners is hereby authorized to execute a deed conveying the above-described real property to North Carolina Welding, LLC, subject to the covenants set forth in the authorizing Resolution and the Agreement of Purchase & Sale.

2. The Board further authorizes the Chair of the Sampson County Board of Commissioners to execute any other instruments or documents that the Board previously authorized Sue L. Lee to execute in her capacity as Chair, to the extent that a different member of the Board is elected as chair at the Board’s December regular meeting.

ADOPTED, this the 5th day of December, 2022.

CHAIR,
Sampson County Board of Commissioners

ATTEST:

SUSAN J. HOLDER, Clerk,
Sampson County Board of Commission



SAMPSON AREA TRANSPORTATION
311 COUNTY COMPLEX RD.
BUILDING H
CLINTON, NC 28328
PHONE: (910) 299-0127

ROSEMARIE OATES MOBLEY, DIRECTOR
Email: roates@sampsonnc.com

Memorandum:

TO: Mr. Ed Causey, County Manager
FROM: Rosemarie Oates, Director, Sampson Area Transportation
DATE: November 29, 2022
RE: 2023 Title VI Plan

I am requesting the Board of Commissioners approve the updated Title VI Plan for 2023.
This plan has been approved by The Office of Civil Rights.

Please let me know if you have any questions.

Thank you,

Rosemarie Oates Mobley
Director, Sampson Area Transportation

Attachments: 2023 Title VI Plan

SAMPSON AREA TRANSPORTATION



Date Adopted
Month/Day/Year

Title VI Program Plan



TITLE VI PLAN REVIEW AND ADOPTION

On behalf of the Sampson County Board of Commissioners, I hereby acknowledge receipt of the Title VI Nondiscrimination Plan. We, the Sampson County Board of Commissioners, have *reviewed and hereby adopt* this Plan. We are committed to ensuring that all decisions are made in accordance with the nondiscrimination guidelines of this Plan, to the end the no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Sampson Area Transportation services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal Transit Administration.

Signature of Authorizing Official

DATE

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Type chapter title (level 2)	
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TITLE VI NONDISCRIMINATION AGREEMENT
BETWEEN
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
AND
SAMPSON AREA TRANSPORTATION

In accordance with DOT Order 1050.2A, Sampson Area Transportation (SAT) assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of **race, color, national origin, sex, creed, age, or disability**, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by (SAT).

Further, SAT hereby agrees to:

1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Director of the organization.
2. Issue a policy statement, signed by the Director of the organization, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of Director.
3. Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization. Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.
4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.
5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.
6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's subrecipients.
7. Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by NCDOT.
8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

THIS AGREEMENT is given in consideration of, and for the purpose of obtaining, any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding.

Authorized Signature

Date

Sue Lee
Sampson County BOC Chairperson

1.0 INTRODUCTION

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d provides that: “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, creed (religion), and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal-aid recipients, subrecipients, and contractors, including those that are not federally-funded (see Appendix A – Applicable Nondiscrimination Authorities).

SAT is a recipient of Federal Transit Administration (FTA) funds from the North Carolina Department of Transportation (NCDOT). SAT establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined within the FTA Certifications & Assurances, “Nondiscrimination Assurance.” This document details the nondiscrimination program, policies, and practices administered by SAT, and will be updated periodically to incorporate changes and additional responsibilities as they are made. This Plan will be submitted to NCDOT or FTA, upon request.

2.0 DESCRIPTION OF PROGRAMS AND SERVICES

2.1 PROGRAM(S) AND SERVICES ADMINISTERED

SAT provides public transportation options to its customers within Sampson County, North Carolina. This transportation is available to the elderly, disabled, and general-public residents Monday through Friday from 5:00 a.m. to 5:00 p.m. for trips to local agencies, work, non-emergency medical appointments, individual shopping trips, community college, nutrition sites, and senior centers. SAT does not operate on holidays that have been approved by the Sampson County Board of Commissioners. These holidays are listed on the Sampson County website. Transportation reservations should be made two days in advance by calling our office at 910-299-0127. Medicaid transportation clients should call DSS at 910-592-7131. SAT receives Rural Operating Assistance Program funding from state funds to supplement the cost of non-Medicaid trips. The rider fare for in county, non-Medicaid trips is \$2.00 per one-way trip. SAT staff includes the following: Transportation Director, Transportation Supervisor, Transportation Office Assistant, three Admin. Support Specialists, six full time drivers, and 19 part time drivers.

Type of Service	Days of week	Times	Fare (if applicable)
RGP, EDTAP, Employment	Mon-Fri	5:00 am-5:00 pm	\$2.00 each way, in-county
Non-emergency medical	Mon-Fri	5:00 am-5:00 pm	\$2.00 each way, in-county
Medicaid NEMT	Mon-Fri	5:00 am-5:00 pm	

2.2 FUNDING SOURCES / TABLES

For the purpose of federally assisted programs, "federal assistance" shall include:

1. grants and loans of Federal funds;
2. the grant or donation of Federal property and interest in property;
3. the detail of Federal personnel;
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and

5. any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Each FTA Formula Grant received by our system, and whether the funds were received through NCDOT or directly from FTA, is checked below.

Grant Title	NCDOT	FTA	Details (i.e., purpose, frequency, and duration of receipt)
5310 (Transportation for Elderly Persons and Persons with Disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trans. To dialysis and medical appointments
5311 (Formula Grants for Other than Urbanized Areas)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Funds received annually for both Admin and Capital costs.
5311 (b)(3) (Rural Transit Assistance)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Funds received annually for both Admin and Capital costs.

2.3 DECISION-MAKING PROCESS

The Sampson County Board of Commissioners is the governing Board for Sampson Area Transportation, and they make the final decision on adopting program documents. The BOC meets once per month. When approval from the BOC is needed, a request will be made by the agency Director with all pertinent information being sent to the County Manager for approval and then to put on the BOC agenda. All plans, policies, grants, rate changes, and budgets are required to be adopted by the BOC. Sampson County Local Coordinated Plan (LCP) must be approved every four years. Drug and Alcohol, System Safety Plan, and Title VI Plan are initially approved by the BOC, as well as any revisions or needed updates. The BOC approves by vote from the five-

Any documents that need BOC approval will be discussed and voted on by the Transportation Advisory Board at a quarterly meeting that is currently held on the third Wednesday of January, April, July, and October, prior to sending to the BOC for final approval. TAB also may vote on issues that do not require BOC approval.

Board or Committee Name	Appointed	Elected	# of Members
Transit Advisory Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Board of Commissioners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5

2.4 TITLE VI COORDINATOR

The individual below has been designated as the Title VI Coordinator for SAT, and is empowered with enough authority and responsibility to implement the Title VI Nondiscrimination Program:

Name: Rosemarie Oates Mobley
 Official Title: Director, Title VI Coordinator
 Address: 405 County Complex Rd Clinton NC 28328
 Phone : 910-299-0127
 Email: roates@sampsonnc.com

Key responsibilities of the Co-ordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT or any other regulatory agency.

- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Training internal staff and officials on their Title VI nondiscrimination obligations.
- Disseminating Title VI information internally and to the general public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income, and other underserved groups are included and not discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.
- Implementing procedures for prompt processing (receiving, logging, investigating and/or forwarding) of discrimination complaints.
- Coordinating with, and providing information to, NCDOT and other regulatory agencies during compliance reviews or complaint investigations.
- Promptly resolving areas of deficiency to ensure compliance with Title VI nondiscrimination requirements.

2.5 CHANGE OF TITLE VI COORDINATOR AND/OR SAT DIRECTOR

If Title VI Coordinator or SAT Director changes, this document and all other documents that name the Coordinator, will immediately be updated, and an updated policy statement will be signed by the new SAT Director.

2.6 ORGANIZATIONAL CHART

SAT currently employs 25 staff which consist of the following job categories:

- Director
- Transportation Supervisor
- Administrative Assistants (3)
- Office Assistant
- Drivers (19)

An organizational chart showing the Title VI Coordinator's place within the organization is in **Appendix B**.

2.7 SUBRECIPIENTS

Sampson Area Transportation does not have pass through funds to any other organizations and, therefore, does not have any subrecipients.

3.0 TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of SAT, as a federal-aid recipient, to ensure that no person shall, on the ground of **race, color, national origin, sex, creed (religion), age or disability**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all other related nondiscrimination laws and requirements.

Sue Lee, Sampson County BOC Chairperson

Date

Title VI and Related Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d) provides that, “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The 1987 Civil Rights Restoration Act (P.L. 100-259) clarified and restored the original intent of Title VI by expanding the definition of “programs and activities” to include all programs and activities of federal-aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not.

Related nondiscrimination authorities include, but are not limited to: U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act”; 49 U.S.C. 5332, “Nondiscrimination (Public Transportation)”; FTA Circular 4702.1B - Title VI Requirements and Guidelines for Federal Transit Administration Recipients; DOT Order 5610.2a, “Actions to Address Environmental Justice in Minority Populations and Low-Income Populations”; FTA C 4703.1 - Environmental Justice Policy Guidance For Federal Transit Administration Recipients; Policy Guidance Concerning (DOT) Recipient's Responsibilities to Limited English Proficient (LEP) Persons, 74 FR 74087; The Americans with Disabilities Act of 1990, as amended, P.L. 101-336; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790; Age Discrimination Act of 1975, as amended 42 U.S.C. 6101; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601; Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d

Implementation

- This statement will be signed by the Director of Sampson Area Transportation and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist’s desk, in meeting rooms, inside vehicles, and disseminated within brochures and other written materials.
- The *core* of the statement (signature excluded) will circulate *internally* within annual acknowledgement forms.
- The statement will be posted or provided in languages other than English, when appropriate.

4.0 NOTICE OF NONDISCRIMINATION

- Sampson Area Transportation operates its programs and services without regard to **race, color, national origin, sex, creed (religion), age, and disability** in accordance with Title VI of the Civil Rights Act and related statutes. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with Sampson Area Transportation.
- For more information on SAT's civil rights program, and the procedures to file a complaint, contact 910-299-0127, (TTY 877-243-2823); email roates@sampsonnc.com; or visit our administrative office at 405 County Complex Rd Clinton NC 28328. For more information, visit www.sampsoncountync.com/city.ca.us.
- If information is needed in another language, contact 910-299-0127.
- A complainant may file a complaint directly with the North Carolina Department of Transportation by filing with the Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511, Attention: Title VI Nondiscrimination Program; phone: 919-508-1808 or 800-522-0453, or TDD/TTY: 800-735-2962.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Implementation

- The notice will be posted in its entirety on our website and in any documents and reports we distribute.
- The notice will be posted in our offices and inside our vehicles.
- Ads in newspapers and other publications shall include the following: "Sampson Area Transportation operates without regard to **race, color, national origin, sex, creed (religion), age or disability**. For more information on Sampson Area Transportation's Title VI program or how to file a discrimination complaint, please contact Rosemarie Oates Mobley at 910-299-0127 or roates@sampsonnc.com."
- The statement will be posted or provided in languages other than English and Spanish.

5.0 PROCEDURES TO ENSURE NONDISCRIMINATORY ADMINISTRATION OF PROGRAMS AND SERVICES

We are committed to nondiscriminatory administration of our programs and services, organization wide. SAT will remind employees of Title VI nondiscrimination obligations through staff training and use of the **Annual Education and Acknowledgment Form** below. The Title VI Coordinator will periodically assess program operations to ensure this policy is being followed.

Annual Education and Acknowledgement Form

Title VI Nondiscrimination Policy

(Title VI and related nondiscrimination authorities)

No person shall, on the grounds of race, color, national origin, sex, age, creed, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of SAT are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Rosemarie Oates Mobley at 910-299-0127 or roates@sampsonnc.com.

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

Acknowledgement of Receipt of Title VI Program

I hereby acknowledge receipt of SAT's Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program and I am committed to ensuring that no person is excluded from participation in or denied the benefits of SAT's programs, policies, services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

Signature

Date

Implementation

- Periodically, but not more than once a year, employees and representatives will receive, review and certify commitment to the Title VI Program.
- New employees shall be informed of Title VI provisions and expectations to perform their duties, accordingly, asked to review the Title VI Program, and required to sign the acknowledgement form.
- Periodic review of operational practices and guidelines by the Title VI Coordinator to verify compliance with the Title VI Program. Maintain documents of each review on file.
- Signed acknowledgement forms and records of internal assessments will remain on file for at least three years.

6.0 CONTRACT ADMINISTRATION

SAT ensures all contractors will fulfill their contracts in a nondiscriminatory manner. While contractors are not required to prepare a Title VI Program, they must comply with the nondiscrimination requirements of the organization to which they are contracted. SAT and its contractors will not discriminate in the selection and retention of contractors (at any level) or discriminate in employment practices in connection with any of our projects.

6.1 CONTRACT LANGUAGE

I. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally assisted programs of the U.S. Department of Transportation, Federal Transit Administration (FTA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FTA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FTA, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

(6) Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FTA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

II. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been

acquired because of Federal or Federal-aid programs and projects);

- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

*The Contractor has read and is familiar with the terms above:

Contractor's Initials

Date

Implementation

- The nondiscrimination language above (**with** initials line) will be appended to any *existing* contracts, purchase orders, and agreements that do not include it, and initialed by the responsible official of the other organization.
- The nondiscrimination language above (**without** initials line) will be incorporated as standard language before the signature page of our standard contracts, purchase orders, and agreements.
- The Title VI Coordinator will review *existing* contracts to ensure the language has been added.

6.2 NONDISCRIMINATION NOTICE TO PROSPECTIVE BIDDERS

The SAT, in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities, and Title 49 Code of Federal Regulations, Parts 21 and 26, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority and women business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, creed, limited English proficiency, low-income, or disability in consideration for an award.

Implementation

- The nondiscrimination language above will be included in all solicitations for bids for work or material and proposals for negotiated agreements to assure interested firms that we provide equal opportunity and do not discriminate.
- Outreach efforts will be made to minority and women-owned firms that work in requested fields and documented.
- Unless specifically required under Disadvantaged Business Enterprise (DBE) or Affirmative Action programs, all contractors will be selected without regard to their race, color, national origin, or sex.

7.0 EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

These discrimination complaint procedures outline the process used by SAT to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to SAT programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

FILING OF COMPLAINTS

1. **Applicability** – These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
2. **Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, sex, age, national origin, creed (religion) or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative and must be in writing.
3. **Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:
 - The date of the alleged act of discrimination; or
 - The date when the person(s) became aware of the alleged discrimination; or
 - Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- **Sampson Area Transportation 405 County Complex Rd Clinton NC 28328**
 - **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453
 - **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
Federal Transit Administration, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg. 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
 - **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228
4. **Format for Complaints** – Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant's name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
 5. **Discrimination Complaint Form** – The Discrimination Complaint Form is consistent with the FTA Certifications & Assurances, "Nondiscrimination Assurance."
 6. **Complaint Basis** – Allegations must be based on issues involving race, color, national origin, sex, age, creed (religion) or disability. The term "basis" refers to the complainant's membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations
			FTA
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 49 U.S.C. 5332(b); FTA Circular 4702.1B
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin	Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	49 U.S.C. 5332(b); Title IX of the Education Amendments of 1972
Age	Persons of any age	21 year old person	Age Discrimination Act of 1975
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, para-amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Creed	Religion.	Muslim, Christian, Hindu, Atheist	49 U.S.C. 5332(b)

Complaint Processing

1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).
3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has enough merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

Complaint Log

1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information and assigned a **Case Number**. (Note: All complaints must be logged).
2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also be request the complaints log during pre-grant approval processes).
3. The **Log Year(s)** since the last submittal will be entered (e.g., 2015-2018, 2017-2018, FFY 2018, or 2018) and the complaints log will be signed before submitting the log to NCDOT.
4. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.

Sampson Area Transportation
DISCRIMINATION COMPLAINT FORM

Any person who believes that he/she has been subjected to discrimination based upon race, color, creed, sex, age, national origin, or disability may file a written complaint with Sampson Area Transportation, within 180 days after the discrimination occurred.

Last Name:		First Name:		<input type="checkbox"/> Male			
				<input type="checkbox"/> Female			
Mailing Address:			City	State			
				Zip			
Home Telephone:		Work Telephone:		E-mail Address			
Identify the Category of Discrimination:							
<input type="checkbox"/> RACE <input type="checkbox"/> COLOR <input type="checkbox"/> NATIONAL ORIGIN <input type="checkbox"/> SEX <input type="checkbox"/> CREED (RELIGION) <input type="checkbox"/> DISABILITY <input type="checkbox"/> LIMITED ENGLISH PROFICIENCY <input type="checkbox"/> AGE							
<small>*NOTE: Title VI bases are race, color, national origin. All other bases are found in the "Nondiscrimination Assurance" of the FTA Certifications & Assurances.</small>							
Identify the Race of the Complainant							
<input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other _____							
Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.							
Names of individuals responsible for the discriminatory action(s):							
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary).							
The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.							
Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).							
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;"><u>Name</u></td> <td style="width: 33%; text-align: center;"><u>Address</u></td> <td style="width: 33%; text-align: center;"><u>Telephone</u></td> </tr> </table>					<u>Name</u>	<u>Address</u>	<u>Telephone</u>
<u>Name</u>	<u>Address</u>	<u>Telephone</u>					
1. _____							
2. _____							
3. _____							
4. _____							

DISCRIMINATION COMPLAINT FORM

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

NC Department of Transportation _____
 Federal Transit Administration _____
 US Department of Transportation _____
 US Department of Justice _____
 Federal or State Court _____
 Other _____

Have you discussed the complaint with any SAT representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

****WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

_____ COMPLAINANT'S SIGNATURE	_____ DATE
---	----------------------

MAIL COMPLAINT FORM TO:
 Sampson Area Transportation
 Attention: Rosemarie Oates Mobley
 405 County Complex Rd
 Clinton, NC 28328
 roates@sampsonnc.com
 910-299-0127

FOR OFFICE USE ONLY

Date Complaint Received: _____

Processed by: _____

Case #: _____

Referred to: NCDOT FTA Date Referred: _____

INVESTIGATIVE GUIDANCE

- A. Scope of Investigation** – An investigation should be confined to the issues and facts relevant to the allegations in the complaint, unless evidence shows the need to extend the issues.
- B. Developing an Investigative Plan** – It is recommended that the investigator prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:
1. Complainant(s) Name and Address (Attorney name and address if applicable)
 2. Respondent(s) Name and Address (Attorney for the Respondent(s) name and address)
 3. Applicable Law(s)
 4. Basis/(es)
 5. Allegation(s)/Issue(s)
 6. Background
 7. Name of Persons to be interviewed
 - a. Questions for the complainant(s)
 - b. Questions for the respondent(s)
 - c. Questions for witness(es)
 8. Evidence to be obtained during the investigation
 - a. Issue – e.g., Complainant alleges his predominantly African American community was excluded from a meeting concerning a future project which could affect the community.
 - i. Documents needed: e.g., mailing list which shows all physical addresses, P.O. Box numbers, property owner names, and dates when the meeting notification was mailed; other methods used by the RPO to advertise the meeting.
- C. Request for Information** – The investigator should gather data and information pertinent to the issues raised in the complaint.
- D. Interviews** – Interviews should be conducted with the complainant, respondent, and appropriate witnesses during the investigative process. Interviews are conducted to gain a better understanding of the situation outlined in the complaint of discrimination. The main objective during the interview is to obtain information that will either support or refute the allegations.
- E. Developing an Investigative Report** – The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each issue. A sample investigative report is provided below.

SAT Investigative Report

- I. COMPLAINANT(S) NAME:**
- II. RESPONDENT(S)**
- III. APPLICABLE LAW/REGULATION**
- IV. COMPLAINT BASIS**
- V. ISSUES/ALLEGATIONS**
- VI. BACKGROUND**
- VII. INVESTIGATIVE PROCEDURES**
- VIII. ISSUES/FINDINGS OF FACT**
- IX. CONCLUSION**
- X. RECOMMENDED ACTIONS**

8.0 SERVICE AREA POPULATION CHARACTERISTICS

To ensure that Title VI reporting requirements are met, we will collect and maintain population data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service area. This data provides context for the Title VI Nondiscrimination Program and will be used to ensure nondiscrimination in public outreach and delivery of our programs and services.

8.1 RACE AND ETHNICITY

The following table was completed using data from Census Table QT-P3, Race and Hispanic or Latino Origin: 2010:

Race and Ethnicity	Number	Percent
Total Population	63,284	100
White	38,439	60.7
Black or African American	16,115	25.5
American Indian or Alaska Native		
Asian	370	.6
Native Hawaiian and Other Pacific Islander	0	0
Some other Race	4,932	7.8
Two or More Races	2,110	3.3
HISPANIC OR LATINO (of any race)		
Mexican	7,445	11.8
Puerto Rican	515	0.8
Cuban	326	.5
Other Hispanic or Latino	4,379	6.9

8.2 AGE & SEX

The following table was completed using data from Census Table QT-P1, Age Groups and Sex: 2010:

Age	Number			Percent		
	Both sexes	Male	Female	Both sexes	Male	Female
Total Population	63,284	31,128	32,156	100%	100%	100%
Under 5 years	4,088	2,072	2,016	6.5	6.7	6.3
Under 18 years	16,490	7,962	7,628	24.5	25.6	23.4
18 to 64 years						
65 years and over	11,340	4,868	6,472	17.9	15.6	20.1
Median Age	40.3	38.9	41.8			

8.3 DISABILITY

The following table was completed using data from Census Table S1810, Disability Characteristics:

Subject	Total		With a Disability		Percent with a Disability	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Total civilian noninstitutionalized population	62,446	+/-244	9,462	+/-837	15.2%	+/-1.3
Population under 5 years	4,087	+/-20	58	+/-59	1.4%	+/-1.7
Population 5 to 17 years	11,379	+/-25	728	+/-217	6.4%	+/-1.9
Population 18 to 64 years	35,909	+/-133	4,976	+/-488	24.1%	+/-2.9
Population 65 years and over	11,071	+/-142	3,700	+/-253	15.2%	+/-1.5
SEX						
Male	30,473	+/-218	4,589	+/-553	15.1%	+/-1.8
Female	31,973	+/-116	4,873	+/-479	19.7%	+/-1.5
RACE AND HISPANIC OR LATINO ORIGIN						
White	37,991	+/-955	5,415	+/-583	14.3%	+/-1.6
Black or African American	15,779	+/-382	3,168	+/-499	20%	+/-3.1
American Indian and Alaska Native	1,302	+/-262	232	+/-91	17.8%	+/-5.7
Asian	309	+/-33	11	+/-9	3.0%	+/-2.5
Native American and Other Pacific Islander	0	+/-31	0	+/-31		
Some other Race	4,921	+/-891	411	+/-175	8.4%	+/-3.7
Two or more races	2,064	+/-556	235	+/-107	11.4%	+/-4.9
Hispanic or Latino	12,573	+/-46	993	+/-298	7.9%	+/-2.4

8.4 POVERTY

The following table was completed using data from Census Table S1701, Poverty Status in the Past 12 Months: bject	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	62,404	+/-268	13,541	+/-1,615	21.7%	+/-2.6
AGE						
Under 18	15,307	+/-98	5,287	+/-962	34.5%	+/-6.1
18 to 64	36,026	+/-168	7,009	+/-870	19.5%	+/-2.4
65 years and over	11,071	+/-154	1,245	+/-279	11.2%	+/-2.5
SEX						
Male	30,525	+/-209	6,095	+/-887	20%	+/-2.9
Female	31,879	+/-135	7,446	+/-909	23.4%	+/-2.8
RACE AND HISPANIC OR LATINO ORIGIN						
White	38,001	+/-953	7,075	+/-1,450	18.5%	+/-3.7
Black or African American	15,767	+/-383	6,028	+/-703	31.9%	+/-4.3
American Indian and Alaska Native	1,302	+/-282	321	+/-164	24.7%	+/-12.2
Asian	369	+/-33	63	+/-53	17.1%	<u>-</u> 14.4
Native American and Other Pacific Islander						
Some other Race	4,901	+/-894	606	+/-413	12.4%	+/-8.6
Two or more races	2,064	+/-556	448	+/-347	21.7%	+/-14.5
Hispanic or Latino	12,553	+/-58	3,652	+/-901	29.1%	+/-7.2
RACE AND HISPANIC OR LATINO ORIGIN						
All individuals below:						
50 percent of poverty level	4,561	+/-987				
125 percent of poverty level	16,325	+/-1,555				
150 percent of poverty level	20,210	+/-1,545				
185 percent of poverty level	25,774	+/-1,524				
200 percent of poverty level	27,964	+/-1,479				

8.5 HOUSEHOLD INCOME

The following table was completed using data from Census Table S1901, Income in the Past 12 Months (In 2013 Inflation-Adjusted Dollars):

Subject	Households	
	Estimate	Margin of Error +/-
Total		
Less than \$10,000	8.5%	+/-1.6
\$10,000 to \$14,999	5.4%	+/-1.1
\$15,000 to \$24,999	14.1%	+/-1.9
\$25,000 to \$34,999	12.3%	+/-1.8
\$35,000 to \$49,999	15.7%	+/-2.1
\$50,000 to \$74,999	18.7%	+/-2.1
\$75,000 to \$99,999	9.8%	+/-1.3
\$100,000 to \$149,999	10.4%	+/-1.6
\$150,000 to \$199,999	2.8%	+/-0.8
\$200,000 or more	2.3%	+/-0.7
Median income (dollars)	42,914	+/-2,515
Mean income (dollars)	60,840	+/-3,618

8.6 LIMITED ENGLISH PROFICIENCY POPULATIONS

1.	Sampson County, NC	
	Estimate	Margin of Error +/-
Total	59,196	+/-20
Speak only English	48,118	+/-483
Spanish or Spanish Creole:	20,742	+/-295
Speak English "very well"	53,292	+/-680
Speak English less than "very well"	5,904	+/-680

8.7 POPULATION LOCATIONS

Federal-aid recipients are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. We will document this narratively or through maps that overlay boundaries and demographic features on specific communities, and provide this information to NCDOT, upon request.

9.0 TITLE VI EQUITY ANALYSES (AND ENVIRONMENTAL JUSTICE ASSESSMENTS)

Title VI Equity Analyses. In accordance with FTA Circular 4702.1B, a Title VI equity analysis will be conducted whenever we construct a facility, such as a vehicle storage facility, maintenance facility, or operation center. The equity analysis will be conducted during the planning stage, with regard to the location of the facility, to determine if the project could result in a disparate impact to minority communities based on race, color or national origin. Accordingly, we will look at various alternatives before selecting a site for the facility. Project-specific demographic data on potentially affected communities and their involvement in decision-making activities will be documented. Title VI Equity Analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

Environmental Justice Analyses. As required by FTA C 4703.1, environmental justice (EJ) analyses will be conducted to determine if our programs, policies, or activities will result in disproportionately high and adverse human health and environmental effects on minority populations and low-income populations. EJ applies to our projects, such as when we construct or modify a facility, and our policies, such as when there will be a change in service, amenities or fares. Thus, we will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document their involvement in the decision-making process. EJ analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

10.0 PUBLIC INVOLVEMENT

10.1 INTRODUCTION

Effective public involvement is a key element in addressing Title VI in decision-making. This **Public Participation Plan** describes how SAT will disseminate vital agency information and engage the public. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

General public involvement practices will include:

- Expanding traditional outreach methods. Think outside the box: Go to hair salons, barbershops, street fairs, etc.
- Providing for early, frequent and continuous engagement by the public.
- Use of social media and other resources as a way to gain public involvement.
- Coordinating with community- and faith-based organizations such as the Hispanic Liaison, educational institutions, and other entities to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP persons could also include audio programming available on podcasts.

10.2 PUBLIC NOTIFICATION

Passengers and other interested persons will be informed of their rights under Title VI and related authorities with regard to our program. The primary means of achieving this will be posting and disseminating the policy statement and notice as stipulated in Sections 3.0 and 4.0, respectively. Additional measures may include verbally announcing our obligations and the public's rights at meetings, placing flyers at places frequented by targeted populations, and an equal opportunity tag-on at the end of radio announcements. The method of notification will be determined through an initial screening of the area.

10.3 DISSEMINATION OF INFORMATION

Information on Title VI and other programs will be crafted and disseminated to employees, contractors and subrecipients, stakeholders, and the general public. Public dissemination efforts may vary depending on factors present, but will generally include: posting public statements setting forth our nondiscrimination policy in eye-catching designs and locations; placing brochures in public places, such as government

offices, transit facilities, and libraries; having nondiscrimination language within contracts; including nondiscrimination notices in meeting announcements and handouts; and displaying our Notice of Nondiscrimination at all our public meetings.

At a minimum, nondiscrimination information will be disseminated on our website and on posters in conspicuous areas at our office(s). Project-related information and our most current Title VI-related information will be maintained online.

10.4 MEETINGS AND OUTREACH

There is no one-size-fits-all approach to public involvement. A variety of comprehensive and targeted public participation methods will be used to facilitate meaningful public involvement. Methods for engaging stakeholders and target audiences, including traditionally underserved and excluded populations (i.e., minorities, youth, low-income, the disabled, etc.) will include the following:

Public Relations and Outreach

Public relations and outreach (PRO) strategies aim to conduct well-planned, inclusive and meaningful public participation events that foster good relations and mutual trust through shared decision-making with the communities we serve.

- We will seek out and facilitate the involvement of those potentially affected.
- Public events will aim to be collaborative, fun, and educational for all, rather than confrontational and prescriptive.
- Media plans will typically involve multiple channels of communication like mailings, radio, TV, and newspaper ads.
- Abstract objectives will be avoided in meeting announcements. Specific “attention-grabbing” reasons to attend will be used, such as “Help us figure out how to relieve congestion on [corridor name]” or “How much should it cost to ride the bus? Let us know on [date].”
- Efforts will be made to show how the input of participants can, or did, influence final decisions.
- We will do our best to form decision-making committees that look like and relate to the populations we serve.
- We will seek out and identify community contacts and partner with local community- and faith-based organizations that can represent, and help us disseminate information to, target constituencies.
- Demographic data will be requested during public meetings, surveys, and from community contacts and committee members.

Public Meetings

“Public meeting” refers to any meeting open to the public, such as hearings, charrettes, open house and board meetings.

- Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
- Meeting materials will be available in a variety of predetermined formats to serve diverse audiences.
- An assortment of advertising means may be employed to inform the community of public meetings.
- Assistance to persons with disabilities or limited English proficiency will be provided, as required.

Small Group Meetings

A small group meeting is a targeted measure where a meeting is held with a specific group, usually at their request or consent. These are often closed meetings, as they will typically occur on private property at the owner’s request.

- If it is determined that a targeted group has not been afforded adequate opportunities to participate, the group will be contacted to inquire about possible participation methods, including a group meeting with them individually.

- Unless unusual circumstances or safety concerns exist, hold the meeting at a location of the target group's choosing.
- Share facilitation duties or relinquish them to members of the target group.
- Small group discussion formats may be integrated into larger group public meetings and workshops. When this occurs, the smaller groups will be as diverse as the participants in the room.

Community Surveying

- Opinion surveys will occasionally be used to obtain input from targeted groups or the general public on their transportation needs, the quality or costs of our services, and feedback on our public outreach efforts.
- Surveys may be conducted via telephone, door-to-door canvassing, at community fairs, by placing drop boxes in ideal locations, or with assistance from other local agencies like social services.
- Surveys will be translated into languages other than English, when appropriate.

10.5 LIMITED ENGLISH PROFICIENCY

Limited English Proficient (LEP) persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. These individuals reported to the U.S. Census Bureau that they speak English less than very well.

To comply with USDOT's LEP Policy Guidance and Executive Order 13166, this section of our Title VI Plan outlines the steps we will take to ensure meaningful access by LEP persons to all benefits, services and information provided under our programs and activities. A four-factor analysis was conducted to determine the LEP language groups present in our planning area and the specific language services that are needed.

Four Factor Analysis

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
- (4) The resources available to the recipient and costs.

Factor #1: *The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.*

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
Total (population 5 years and over):	59,196	+/- 20	(X)	(X)
Speak only English	48,118	+/- 483	81.3%	+/- .8%
Spanish or Spanish Creole:	10,371	+/- 498	17.5%	+/- .8
Speak English "very well"	4,784	+/- 486	46.1%	+/- 5.2%
Speak English less than "very well"	5,904	+/- 680	%	+/- %

Based on census estimates, factoring in margins of error, there is one individual LEP language group within Sampson County that meets the safe harbor threshold, which is Spanish speaking individuals. These individuals are settled throughout Sampson County, generally living outside the town limits of

Clinton, Roseboro, Autryville, Salemburg, and Garland. Sampson Area Transportation provides services throughout Sampson County and does not place any limits on the areas within the county that it picks up from. There is a staff member that is bilingual in English and Spanish, and interpreters are also available through Sampson County Dept. of Social Services and Health Dept. All advertising is provided in both English and Spanish. In accordance with the USDOT LEP guidance, SAT will provide Title VI related written notice and materials free of cost in Spanish

Factor #2: *The frequency with which LEP individuals come in contact with the program.*

SAT provides rides to approximately 25 LEP persons per year. While formal data has not been collected, the agency has indicated it has encountered approximately 25 LEP persons using the service within the last 6 months.

SAT has an open-door policy and will provide rides to any county resident who requests to do so. If an individual has speech limitations, the office staff or driver will work with the Office Manager and Sampson County, if needed, to ensure the individual receives access to the transportation services.

SAT will distribute a survey once per year in order to gather information from transit riders and the general public regarding the services provided. This information will help SAT determine what they are doing well, and what areas need improvement.

Factor #3: *The nature and importance of the program, activity, or service provided by the recipient to people's lives.*

Sampson Area Transportation understands that a person who has a LEP language barrier also faces difficulties obtaining health care, education, and access to employment. A transportation system is a key link to connecting LEP persons to these essential services. SAT provides transportation for residents to and from the following agencies:

- Dept of Social Services
- Health Department
- Department of Aging
- Nutrition Sites
- Adult Day Care
- Senior Centers
- Vocational Rehabilitation
- Community College

SAT has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include having emergency evacuation procedures posted in our facilities and in the transit vehicles and providing information to the public on security awareness and emergency preparedness. Information can also be distributed via public television and radio broadcasts. SAT is an integral part of the Sampson County Emergency Operations Plan and is actively involved with Sampson County Emergency Services whose staff disseminates information to the general public, in both English and Spanish.

SAT's assessment of what programs, activities, and services that are most critical include contact with community organizations such as Sampson County Dept. of Social Services & Health Dept., Sampson Community College, and churches throughout Sampson County that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of

services that are provided to LEP populations. Brochures that explain the services that are provided have been distributed to these agencies and are written in both the English and Spanish language.

In order to help SAT understand the significance of our program to our community, the following questions are included on the survey that has been previously mentioned. Surveys are also completed via telephone, and a translator is available for those who speak limited English.

- Is SAT important to you?
- Do you have other means of transportation?
- Does using SAT services help you financially?

Factor #4: The resources available to the recipient and costs.

SAT makes every reasonable effort to communicate with LEP persons about available transit services, including providing the funding for translation of current services and bilingual materials and pay for Language Line services, as needed. As resources permit, SAT will include training for all drivers on best practices for serving LEP individuals.

SAT works with Sampson County Social Services and Health Department to gain insight regarding the needs and concerns of LEP persons about local transit services. SAT is continually exploring options for the best methods of delivering information and meeting the transit needs of all LEP persons and Sampson County residents.

LANGUAGE ASSISTANCE PLAN

As a result of the above four factor analysis, a Language Assistance Plan (Plan) was required. This Plan represents our commitment to ensuring nondiscrimination and meaningful access by persons who are Limited English Proficient (LEP). This Plan also details the mechanisms we will use to reach LEP persons and the language assistance services we provide. We will provide services to any person, upon request. If an individual is LEP, we will work with the individual to ensure they receive the needed transportation service. Our employees will be routinely oriented on the principles and practices of Title VI and LEP to ensure fairness in the administration of this Plan.

Language Assistance Measures

The following general language assistance measures are reasonable and achievable for our organization at this time:

- Translating public notices posted in the local paper and at stations, stops, and in vehicles into **any languages that meet the safe harbor threshold in Factor 1.**
- Vital documents—such as brochures with service times and routes—are translated into Spanish across the entire service area, and available in our facilities, doctor’s offices and shopping centers.

- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Posting vital bulletin board information and disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through small group meetings.
- Where possible, utilizing or hiring staff who speak a language other than English and can provide competent language assistance.
 - Note: We will not ask community-based organizations (CBO) to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethical concerns. If a CBO decides (on its own) to translate any materials for its constituents, or bring interpreters it trusts to our meetings, we will not object. That is their right.
- Using language identification flashcards to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures.
 - Spanish: When written interpretation/translation is needed, SAT staff may contact an interpreter at either Sampson County Health Department or Sampson County Department of Social Services for assistance. All SAT legal notices, public notices, and agency brochures are printed in both English and Spanish. SAT brochures are distributed throughout the county to local agencies such as Sampson County Health Department, Sampson County Social Services, Sampson Community College, and other area businesses. Currently, SAT receives referrals for LEP persons from the Sampson County Health Department and Sampson County Social Services for transit assistance.

Written Translation and Oral Interpretation

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only, and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document will be communicated orally in the appropriate language.

In the event that the 5% trigger is reached for a LEP language group that is fewer than 50 persons, written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or door hangers, will be determined in consideration of the circumstances on the ground and in coordination with LEP community contacts.

Staff Support for Language Assistance

- Agency staff will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Officer. This list will be updated as needed to remain current.
- All main offices and vehicles will have on hand a supply of language assistance flashcards and materials translated into the languages of the largest LEP language groups. When encountered by an LEP person, staff (including drivers) should present the individual with an iSpeak flashcard and let them choose the language. Do not assume you know their preferred language. Drivers are permitted to seek volunteer assistance from other passengers before contacting a referral resource. Document the encounter and report it to the Title VI Coordinator.

- **Training:** All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in person will receive annual refresher training. All other employees will be reminded of LEP through annual Title VI program acknowledgements (Section 5.0) and basic Title VI trainings (Section 11.0).

Project-Specific LEP Outreach

A project-specific four factor analysis will be conducted for any project or outreach event limited to a specific geographical area (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

Monitoring and Updating the LAP

Monitoring of daily interactions with LEP persons will be continuous, thus language assistance techniques may be refined at any time. This Plan will be periodically reviewed—at least annually—to determine if our assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and observing how agency staff responds to requests, including observing drivers or surveying riders. To the best of our ability, we will attempt to never eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

10.6 DEMOGRAPHIC REQUEST

The following form was used to collect required data on Key Community Contacts and nonelected committee members.

Sampson Area Transportation is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

<p>Race/Ethnicity:</p> <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other (please specify): _____	<p>National Origin: (if born outside the U.S.)</p> <input type="checkbox"/> Mexican <input type="checkbox"/> Central American: _____ <input type="checkbox"/> South American: _____ <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean <input type="checkbox"/> Other (please specify): _____
<p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>Age:</p> <input type="checkbox"/> Less than 18 <input type="checkbox"/> 45-64 <input type="checkbox"/> 18-29 <input type="checkbox"/> 65 and older <input type="checkbox"/> 30-44
<p>Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>I choose not to provide any of the information requested above: <input type="checkbox"/></p>	

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact the Sampson Area Transportation at 910-299-0127 or by email at roates@sampsonnc.com.

Please sign below acknowledging that you have completed this form.

Thank you for your participation!

Name (print): _____

Signature: _____

Implementation

- Forms will be completed prior to NCDOT Title VI reviews and remain on file for three years.
- All new and existing members of appointed decision-making boards or committees will be **required** to complete this form for reporting purposes.
- If a member, for whatever reason, selects *“I choose not to provide any of the information requested above,”* this will be accepted as a **completed** form.
- If a member chooses not to provide any of the information on the form, the Title VI Coordinator will be permitted to indicate that member’s race and gender, based on the Co-ordinator’s best guess.
- Data from these forms will be used to complete the Demographic Request Table.
- Once a new member submits this form, the Demographic Request Table for the associated committee will be updated.

10.7 KEY COMMUNITY CONTACTS

Contact Name	Community Name	Interest or Affiliation	Also a Committee Member? (Y/N)
Dana Hall	Sampson County Dept. of Aging	Senior Population	Yes
Lynn Fields	Sampson County Dept of Social Services	All County Residents	Yes
Ann Knowles	Sampson County Veteran's Services	All County Military Veteran's	Yes
Wanda Robinson	Sampson County Health Dept.	All county residents	Yes
Cliff Ireland	Military Veteran's Rep.	All county military veteran's	Yes
Amanda Raynor	Sampson Community College	All county residents	Yes
Richard Sauer	Sampson County Emergency Services	All county residents	Yes
Becky Spruill-Vann	Tim's Gifts, Inc	All county residents	Yes

Contact information for key community contacts is not public information and is maintained outside of this document. Any staff member who wishes to contact any individual listed above must request that information from the Title VI Coordinator.

10.8 SUMMARY OF OUTREACH EFFORTS MADE SINCE THE LAST TITLE VI PROGRAM SUBMISSION

The following format is used to document SAT’s outreach efforts in reports to NCDOT. All meetings and disseminations of information capture information for the table below:

Meeting Date	Meeting Time	Meeting Purpose	Target Audience	Information Disseminated
2 nd Wednesday of the following months: July, October, January, April	10:00 am	Transit Advisory Board Meeting	General Public, any persons interested in the services available through SAT	Information varies based on current events relevant to SAT, the Board, and public comments/input/recommendations

11.0 STAFF TRAINING

All employees will receive basic Title VI training at least once every three years. New hires will receive this training within 15 days of their start date. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized training on how Title VI applies to their specific work areas. Those who routinely encounter the public, such as office personnel, call center staff, and vehicle drivers, will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings, such as agendas, sign-in sheets, copies of calendars, and certificates, will remain on file for at least three years (and in personnel files).

12.0 NONELECTED BOARDS AND COMMITTEES – BY RACE AND GENDER

The table below depicts race and gender compositions for each of our nonelected (appointed) decision-making bodies. Member names and full demographics for each committee are available, upon request.

Body	Male %	Female %	Caucasian %	African American %	Asian American %	Native American %	Other %	Hispanic %
Service Area Population	49.2	50.8	61.9	25	.05	.03	11.3	21.2
Transit Advisory Board	25	75	75	12.5			12.5	

Strategies for Representative Committees

Diversification goals will be provided to our nonelected boards and committees to help ensure that their membership mirrors our service area demographics, as adequately as possible. We will provide periodic updates on our outreach efforts at meetings. When there is an opening on a board or committee, we will ensure the following:

- Current members will be made aware of diversity goals and polled for nominees.
- Officials from local minority groups will be made aware of the diversity goals and polled for nominees.
- Key Contacts from LEP groups will be contacted and polled for nominees.
- A recruitment notice for a Board Member opening will be posted on our website.
- An advertisement of recruitment notice for a Board Member will be placed with the local newspaper and other publications popular with minorities and other protected groups.

13.0 RECORD-KEEPING AND REPORTS

As a subrecipient of FTA funds through NCDOT, we are required to submit a Title VI Program update to NCDOT every three years, on a schedule determined by NCDOT. Records will be kept to document

compliance with the requirements of the Title VI Program. Unless otherwise specified, Title VI-related records shall be retained indefinitely. These records will be made available for inspection by authorized officials of the NCDOT and/or FTA. Reports on Title VI-related activities and progress to address findings identified during Title VI compliance reviews may also be provided, upon request. It will occasionally be necessary to update this Title VI Plan or any of its components (e.g., complaints, Public Involvement, and LEP). Updates will be submitted to NCDOT for review and approval and adopted by our Board when required.

In addition to items documented throughout this Plan, records and reports due at the time of compliance reviews or investigations may include:

Compliance Reviews

- Title VI Program Plan
- List of civil rights trainings provided or received
- Summaries from any *internal* reviews conducted
- Ads and notices for specific meetings
- Findings from reviews by any other *external* agencies
- Title VI equity analyses and EJ assessments
- Discrimination Complaints Log

Complaint Investigations

- Investigative Reports
- Discrimination complaint, as filed
- List of interviewees (names and affiliations)
- Supporting Documentation (e.g., requested items, photos taken, dates and methods of contact, etc.)

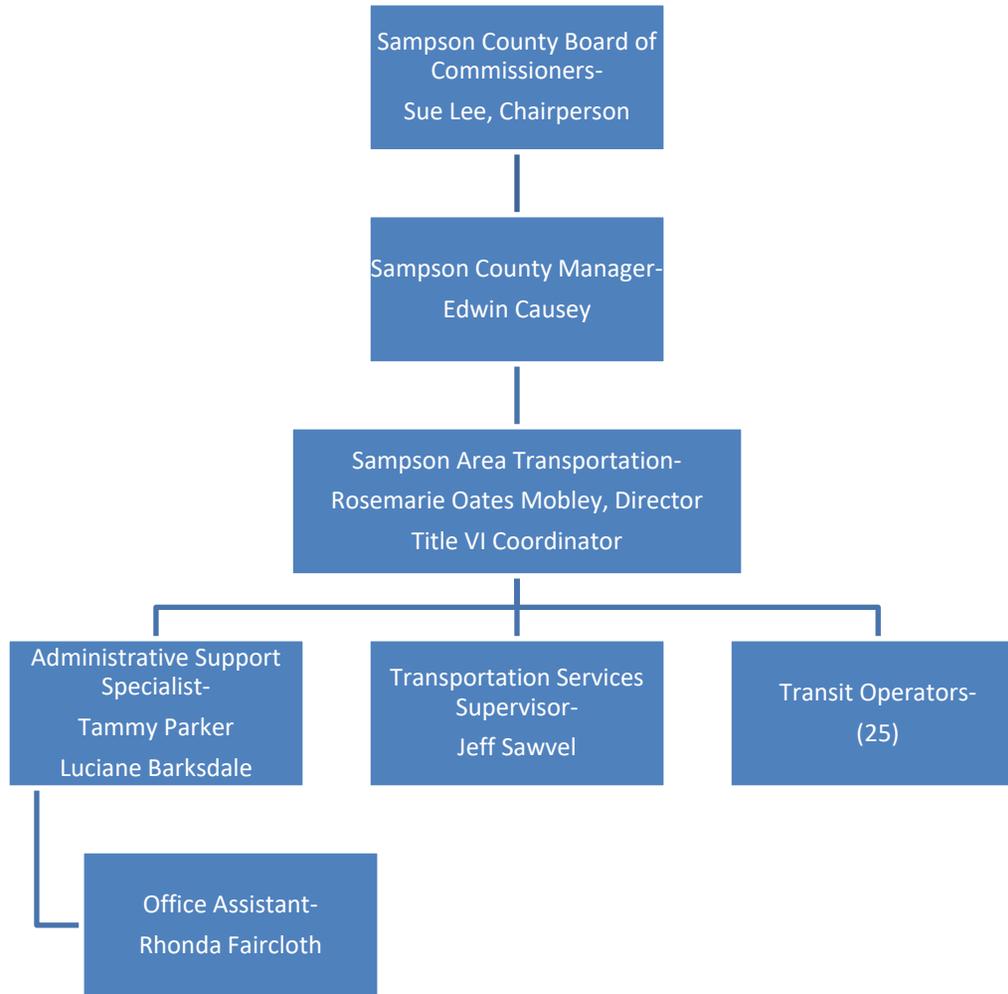
Appendix A

Applicable Nondiscrimination Authorities

During the implementation of this Title VI Program, the organization, for itself, its assignees and successors in interest, is reminded that it has agreed to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*, Pub. L. 88-352), (prohibits employment discrimination on the basis of race, color, creed (religion), sex, or national origin);
- 49 CFR Part 26, regulation to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed (religion), color, national origin, or sex);
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

Appendix B-Organizational Chart



Appendix C
NCDOT's Compliance Review Checklist for Transit

I. Program Administration (General Requirements)	
<i>Requirement: FTA C 4702.1B – Title VI Requirements and Guidelines for FTA Recipients, Chapter III – General Requirements and Guidelines.</i>	
Note: Every NCDOT subrecipient receiving any of the FTA Formula Grants listed above must complete this section.	
Requested Items (Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	Completed
1. A copy of the recipient's <i>signed</i> NCDOT's Title VI Nondiscrimination Agreement	<input type="checkbox"/>
2. Title VI Policy Statement (<i>signed</i>)	<input type="checkbox"/>
3. Title VI Notice to the Public, including a list of locations where the notice is posted	<input type="checkbox"/>
4. Type the name and title of your Title VI Coordinator and attach a list of their Title VI duties Name/Title:	<input type="checkbox"/>
5. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)	<input type="checkbox"/>
6. Title VI Complaint Form	<input type="checkbox"/>
7. List of transit-related Title VI investigations, complaints, and lawsuits (i.e., discrimination complaints log)	<input type="checkbox"/>
8. Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, limited English proficient populations (LEP), low-income, disabled), as well as a summary of outreach efforts made since the last Title VI Program submission	<input type="checkbox"/>
9. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses	<input type="checkbox"/>
10. A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees	<input type="checkbox"/>
11. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program	<input type="checkbox"/>
12. A description of the procedures the agency uses to ensure nondiscriminatory administration of programs and services	<input type="checkbox"/>
13. If you pass through FTA funds to other organizations , include a description of how you monitor your subrecipients for compliance with Title VI, and a schedule for your subrecipients' Title VI Program submissions. ➤ No Subrecipients <input type="checkbox"/>	<input type="checkbox"/>
14. A Title VI equity analysis if you have constructed or conducted planning for a facility , such as a vehicle storage facility, maintenance facility, operation center, etc. ➤ No Facilities Planned or Constructed <input type="checkbox"/>	<input type="checkbox"/>
15. Copies of environmental justice assessments conducted for any construction projects during the past three years and, if needed based on the results, a description of the program or other measures used or planned to mitigate any identified adverse impact on the minority or low-income communities	<input type="checkbox"/>

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager
From: Jim Johnson, Tax Administrator
Date: November 21, 2022
Subject: Disabled Veteran Exclusion
(GS 105-277.1 c)

The attached disabled veteran exclusion application was received after June 1, 2022. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Gleenwell Stevens

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed. The late application was received on October 19, 2022.

Please put on the next Board of Commissioners consent agenda for their action.

To. Sampson County TAX
OFFICE

I, Glenwell STEVENS
a Veteran OF U.S. ARMY
Did not know that
there was a cut off
day, concerning Disabled
Veterans. I was not aware
of the cut off date.

Glenwell A. Stevens

958100

13-0953100-01

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager
From: Jim Johnson, Tax Administrator
Date: November 21, 2022
Subject: Disabled Veteran Exclusion
(GS 105-277.1 c)

The attached disabled veteran exclusion application was received after June 1, 2022. After that date, the Board of Commissioners must approve the application.

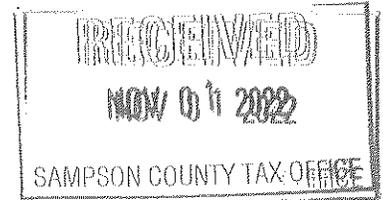
The applicant is as follows:

Isiah Herring, Jr.

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed. The late application was received on November 1, 2022.

Please put on the next Board of Commissioners consent agenda for their action.



October 13, 2022

Sampson County Board of Commissioners
Rowan Rd
Clinton, NC 28328

Re: Isiah Herring, Jr.

Dear Commissioners,

I am an honorably discharged Veteran. I received a permanent and total rating with the Veterans Administration for my service connected disabilities in February 2014. I just became aware of the property tax exclusion, and I am requesting the Sampson County Commissioners accept my application and grant me the Property Tax Exclusion.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Isiah Herring, Jr.", written over a horizontal line.

Isiah Herring, Jr.
7331 Old Mintz Hwy
Garland, NC 28441

198541

09-0441920-01

Acct: 198541 Parcel: 09044192001	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	Sampson County Veterans Service Office COUNTY
-------------------------------------	---	---

SECTION 1 TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

Isiah Herring, Jr. NAME (Print or Type)	Isiah Herring, Jr. DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)
7331 Old Mintz Hwy STREET ADDRESS OR P.O. BOX NUMBER	SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE) (If Applicable)
Garland NC 28441 CITY STATE ZIP CODE	

U.S. DEPT. OF VETERANS AFFAIRS
FILE NUMBER

VETERAN'S SOCIAL SECURITY NUMBER

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request NCDMVA complete this certification *in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.*

SECTION 2 Disabled Veteran's Signature

I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.

10-13-2022
 DATE

DISABLED VETERAN'S SIGNATURE

SECTION 3 Surviving Spouse's (who has not remarried) Signature

I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.

10-13-2022
 DATE

SURVIVING SPOUSE'S SIGNATURE

SECTION 4 To be completed by Secretary of NC Department of Military and Veterans Affairs, or Secretary's designee

Please check all that apply:

- A. Veteran does not meet either B, C, D, or E of the below criteria.
- B. Veteran has a service-connected permanent and total disability that existed as of 02/08/2014
- C. Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
- D. Veteran died on _____ and had a service-connected permanent and total disability at death.
- E. Veteran died on _____ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-214) Honorable Under Other than Honorable Conditions Under Honorable Conditions

The NCDMVA has verified the Department of Veterans Affairs certification for the veteran above.

 SIGNATURE OF NCDMVA OFFICIAL	Sherry M. Hope PRINTED NAME OF NCDMVA OFFICIAL
10-13-2022 DATE	Sampson Co. VSO TITLE OF NCDMVA OFFICIAL

NC Department of Military and Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10051

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Rafaela Serrano in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2022</u>	\$ <u>109.94</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 109.94

These taxes were assessed through clerical error as follows.

Bill# 0068100848
Plate# TLK1527
Plate Turn In- Sold
2010 chev MP

602 County Tax	<u>84.77</u>
501 School Tax	<u>14.90</u>
Flg Fire Tax	<u>10.27</u>
City Tax	_____
TOTAL \$	<u>109.94</u>

Mailing Address.

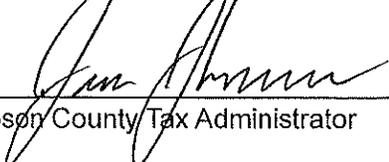
72 Green tree LN
Clinton NC 28328

Yours very truly

Rafaela Serrano
Taxpayer

Social Security # _____

RECOMMEND/APPROVAL:



Sampson County Tax Administrator

Board Approved _____ Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10040

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Neal Shawn Matthews in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2021</u>	\$ <u>148.29</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 148.29

These taxes were assessed through clerical error as follows.

DD47314973 2021 2021 0000 00
HAH 8804
Tag turned in
2018 BMW

G02 County Tax	<u>89.30</u>
S01 School Tax	<u>15.69</u>
Fire Tax	_____
T02 City Tax	<u>43.30</u>
TOTAL \$	<u>148.29</u>

Mailing Address.

Neal Shawn Matthews
205 East Arrowhead Drive
Clinton, N. Carolina. 28328

Yours very truly,

Neal S. Matthews
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10041

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Jennifer Dawn Leggette in Little Cohare Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2021</u>	\$ <u>243.01</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>243.01</u>

These taxes were assessed through clerical error as follows.

0067206658-2021-2021-0000-00
KAV 1442
Tag turned in, vehicle sold
2017 Jeep

GDI County Tax 216.74
School Tax _____
F19 Fire Tax 26.27
City Tax _____
TOTAL \$ 243.01

Yours very truly

Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Sampson County Tax Administrator

Mailing Address.

Jennifer Dawn Leggette
2104 Forest Village Dr
Holly Springs NC 275

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10030

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Darrell W Wilson in Diomal Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2022</u>	\$ <u>416.25</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>416.25</u>

These taxes were assessed through clerical error as follows.

DV - Approved by B.O.C.

001	County Tax	<u>371.25</u>
	School Tax	_____
F16	Fire Tax	<u>45.00</u>
	City Tax	_____
	TOTAL \$	<u>416.25</u>

90305
256 McPhail Rd.
Tax Parcel 02052637101

Mailing Address.

Darrell W Wilson
256 McPhail Rd 910-850-303
Roseboro NC 28382 910-850-387

Yours very truly

Darrell W. Wilson
Taxpayer

Social Security

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10053

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Robert F Hollingsworth in SR Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2022</u>	\$ <u>416.25</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 416.25

These taxes were assessed through clerical error as follows.

16-0844720-04

DV Approved by BOC
748 Hill Circle

<u>602</u> County Tax	<u>371.25</u>
School Tax	_____
<u>F22</u> Fire Tax	<u>45.00</u>
City Tax	_____
TOTAL \$	<u>416.25</u>

Mailing Address.

Robert F. Hollingsworth
P.O. Box 102
Carland NC 28441

Yours very truly

[Signature]
Taxpayer

✓ Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Board Approved _____ Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10054

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Nickie N. Smith in SC Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2022</u>	\$ <u>416.25</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 416.25

These taxes were assessed through clerical error as follows.

15-0500660-01

B.O.C approved DV
175 Fork Lake Drive

Co1	County Tax	<u>371.25</u>
	School Tax	_____
FI9	Fire Tax	<u>45.00</u>
	City Tax	_____
	TOTAL \$	<u>416.25</u>

Mailing Address.

Nickie N Smith
x 175 Fork Lake Drive
Clinton, NC 28328

Yours very truly

Nickie N Smith
Taxpayer

Social Security # _____

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10043

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Charles Price in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR		
<u>2021</u>	\$	<u>225.01</u>
<u>2021</u>	\$	<u>3.42</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL REFUND	\$	<u>228.43</u>

Bill # 0051319214/0063709029 These taxes were assessed through clerical error as follows.

Plate # - 3PRICES/CH19275
Plate Turn In - Registered in SC
2018 VOLV MP
1975 TRAI TL

602 County Tax	<u>137.56</u>
601 School Tax	<u>24.17</u>
Fire Tax	_____
702 City Tax	<u>66.70</u>
TOTAL \$	<u>228.43</u>

Mailing Address. Ainsley Drive
2086 Ainsley Dr
Little River, SC 295

Yours very truly
Charles Price
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:
Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10045

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Amado Francisco Bravo
_____ in Turkey _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2021</u>	\$ <u>201.91</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 201.91

These taxes were assessed through clerical error as follows.

0065166389 2021 2021 0000 00
HCE40166
Tag turned in, vehicle sold
2021 Honda

Gov County Tax 186.12
School Tax _____
F10 Fire Tax 15.79
City Tax _____
TOTAL \$ 201.91

Mailing Address.

Amado Francisco Bravo
571 Needmore rd
TURKEY NC 28393

Yours very truly

Amado F Bravo
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10048

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Harry Halstead
_____ in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2021</u>	\$ <u>111.31</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 111.31

These taxes were assessed through clerical error as follows.

Bill # 0061333525
Plate # JFR 6855
Plate Turn In - sold
2015 Jeep MP

602 County Tax	<u>99.28</u>
School Tax	_____
F07 Fire Tax	<u>12.03</u>
City Tax	_____
TOTAL \$	<u>111.31</u>

Mailing Address.

13418 Spirey's Corner Hwy
Newton Grove, NC 28366

Yours very truly

Harry C Halstead
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10056

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Isiah Herring Jr.
McDaniel in McDaniel Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2021</u>	\$ <u>152.83</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 152.83

These taxes were assessed through clerical error as follows.

00654114202021.2021 0000 00
2ND LOVE
2021 Hyun
Vehicle Totalled

602 County Tax 152.83
School Tax _____
Fire Tax _____
City Tax _____
TOTAL \$ 152.83

Yours very truly
Isiah Herring Jr.
Taxpayer

Mailing Address.
Isiah Herring Jr.
7331 Old Mintz Hwy
Garland, NC 28441

Social Security #
RECOMMEND APPROVAL
Jim Johnson
Sampson County Tax Administrator

Board Approved _____ Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10057

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Adrian Boden Pimentel in Belvoir Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2022</u>	\$ <u>265.02</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>265.02</u>

These taxes were assessed through clerical error as follows.

DD67648647 2022 2022 @DDD 60
RDY 3168
Tag turned in, Vehicle Totalled
2019 Chev

GDI County Tax	<u>204.34</u>
SDI School Tax	<u>35.91</u>
F16 Fire Tax	<u>24.77</u>
City Tax	_____
TOTAL \$	<u>265.02</u>

Mailing Address.

Yours very truly

Adrian Boden Pimentel
Taxpayer

Adrian Boden Pimentel
170 emerly Ln. Clinton
NC 28328

Social Security #

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed

by Sampson County against the property owned by Cayenne Acquisitions Group LLC

in South River Township, Sampson County, for the year(s) and in the amount(s) of:

Year		
<u>2022</u>	\$	<u>-410.88</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Release/Adjustment	\$	_____

County Tax	\$	_____
School Tax	\$	_____
<u>F22</u> Fire Tax	\$	<u>-410.88</u>
City Tax	\$	_____
Total	\$	<u>-410.88</u>

The taxes were assessed through clerical error or an illegal tax as follows:

Charge Fire tax in error should have been the city (C04) Rebilled for the city.

Taxpayer: Cayenne Acquisitions Group

Tax Administrator: Jim Jones

Board Approved: _____

Date: _____ Initials: _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by Richard Dixon III

in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

Year	
<u>2021</u>	\$ <u>300.66</u>
<u>2021</u>	\$ <u>296.94</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Release/Adjustment	\$ <u>597.60</u>

602 County Tax	\$ <u>533.00</u>
School Tax	\$ _____
F13 Fire Tax	\$ <u>64.60</u>
City Tax	\$ _____
Total	\$ <u>597.60</u>

The taxes were assessed through clerical error or an illegal tax as follows:

LES on file - State of Residence - MA
Vehicle Military Exemption

Taxpayer:

Richard Dixon III

Tax Administrator:

Jon Gunn

Board Approved:

Date

Initials

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

FROM: Sheriff Jimmy Thornton

9-Nov-22

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2022-2023

1. It is requested that the budget for the Sheriff Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-521300	Uniforms	1,496.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-402602	DOJ BPV Grant	1,496.00	

2. Reason(s) for the above request is/are as follows:

To budget BVP reimbursements

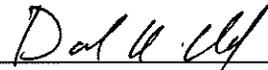


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 11/22, 2022

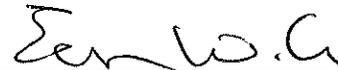


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20__



(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

11/18/2022

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2022-2023

1. It is requested that the budget for the BCCCP Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551560-519300	MEDICAL SERVICES	2,600.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535156-408900	MISCELLANEOUS REVENUE	2,600.00	

2. Reason(s) for the above request is/are as follows:

TO ALLOCATE ADDITIONAL FUNDING FROM "PINK OUT" IVANHOE CANCER WALK

Wanda Febrer
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

11/22, 2022
Dal A. Hill
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____
Eamond C. [Signature]
(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

COUNTY OF SAMPSON

BUDGET AMENDMENT

31 October 2022

MEMO

TO: Sampson County Board of Commissioners

FROM: Ray Jordan, Executive Director, Exposition Center

VIA: County Manager and Finance Officer

SUBJECT: Budget Amendment for Fiscal Year: 2022-2023

It is requested that the budget for the Sampson County Exposition Center be amended as follows:

EXPENDITURE

<u>Code Number (ORG-OBJ)</u>	<u>Description</u>	<u>INCREASE</u>	<u>DECREASE</u>
62998610-544007	Contract Serv-House Managers	\$6,000.00	

REVENUE

<u>Code Number (ORG-OBJ)</u>	<u>Description</u>	<u>INCREASE</u>	<u>DECREASE</u>
62939861-405303	House Manager Revenue	\$6,000.00	

1. Reason(s) for the above request is/are as follows: To increase House Manager Revenue and House Manager Expense to allow for collection of sales revenue and for paying House Manager fees.

Ray Jordan

Signature of Department Head

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. Date: 11/22/2022

Del H. Bell
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. Date: _____

Sam W. C.
(County Manager & Budget Officer)

(Date of approval/disapproval by B. O. C)

**CLINTON CITY SCHOOLS
BUDGET AMENDMENT**

Fund: State

Budget Amendment: 1

The Clinton City Board of Education at a meeting on the 21st day of September, 2022, passed the following resolution:

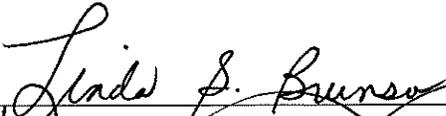
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

SEE ATTACHED LISTING

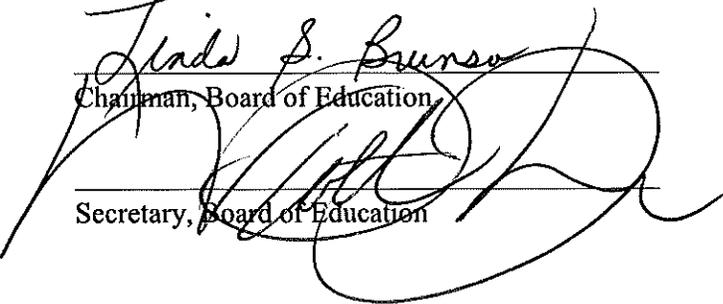
Total appropriation in current budget	\$23,523,153.00
Total increase/decrease of amendment	\$8,850.00
Total appropriation in amended budget	\$23,532,003.00

Passed by majority vote of the Clinton City Board of Education on the 25th day of October 2022.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2022.



Chairman, Board of Education



Secretary, Board of Education

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: LOCAL

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
1.6400.073.343.000.000.00	Tech Support-Telecommunications <i>School Connectivity Allotment</i>	\$8,850.00	

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: **FEDERAL**

Budget Amendment: 1

The Clinton City Board of Education at a meeting on the 21st day of September, 2022, passed the following resolution:

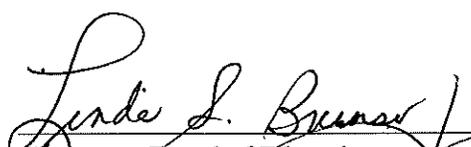
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

SEE ATTACHED LISTING

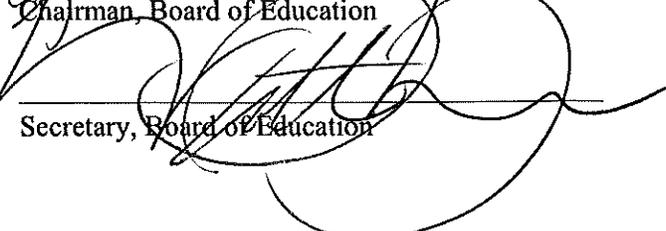
Total appropriation in current budget	\$9,632,959.18
Total increase/decrease of amendment	\$619,585.96
Total appropriation in amended budget	\$10,252,545.14

Passed by majority vote of the Clinton City Board of Education on the 25th day of October 2022.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2022.



Chairman, Board of Education



Secretary, Board of Education

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: FEDERAL

CODE	DESCRIPTION	INCREASE	DECREASE
3.5210.060.162.000.000.00	IDEA Substitute Teacher	\$14,500.00	
3.5210.060.165.000.000.00	Transportation Personnel	\$500.00	
3.5210.060.142.000.000.00	Teacher Assistant	\$52,847.00	
3.5210.060.121.000.000.00	Teacher	\$75,064.42	
3.5210.060.131.000.000.00	Instructional Support I	\$69.60	
3.5210.060.146.000.000.00	School-Based Specialist	\$4,386.20	
3.5210.060.211.000.000.00	Social Security Cost	\$13,580.73	
3.5210.060.221.000.000.00	Retirement Cost	\$40,806.55	
3.5210.060.231.000.000.00	Hospitalization Cost	\$22,191.12	
3.5210.060.199.000.000.00	Overtime Pay	\$500.00	
3.5210.060.163.000.000.00	Substitute Teacher-Staff Dev	\$500.00	
3.5210.060.181.000.000.00	Supplementary Pay	\$30,000.00	
3.5210.060.541.000.000.00	Purchase of Equipment-Capital	\$7,814.11	
3.5210.060.184.000.000.00	Longevity		\$840.68
3.5210.060.411.000.000.00	Supplies and Materials	\$297,056.71	
3.5230.060.142.316.000.00	Teacher Assistant	\$2,578.50	
3.5230.060.162.316.000.00	Substitute Teacher	\$1,500.00	
3.5230.060.211.000.000.00	Social Security Cost	\$38.25	
3.5230.060.211.316.000.00	Retirement Cost	\$738.61	
3.5230.060.165.000.000.00	Transportation Personnel	\$500.00	
3.5230.060.211.316.000.00	Social Security Cost	\$325.29	
3.5230.060.184.316.000.00	Longevity Pay	\$173.55	
3.5240.060.318.000.000.00	Speech and Language Contract	\$23,072.24	
3.8100.060.392.000.000.00	Indirect Cost	\$31,683.77	
3.8200.060.399.000.000.00	Unbudgeted Funds		\$0.01
	<i>IDEA VI-B Carryover Budget</i>		

**CLINTON CITY SCHOOLS
2022-2023 BUDGET RESOLUTION**

NOV 15 2022

BE IT RESOLVED by the Board of Education of the Clinton City Schools **MANAGER'S OFFICE**
Administrative Unit:

Section 1: The following amounts are hereby appropriated for the operation of the school administrative unit in the **Local Current Expense Fund** for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Classroom Teachers	\$539,138.00
Central Office Administration	\$405,377.00
Non – Certified Support	\$64,277.00
Instructional Support Personnel – Certified	\$105,834.00
School Building Administrators	\$208,483.00
Support Services	\$66,952.00
Employee Benefits	\$85,219.00
School Technology	\$619,361.00
Teacher Assistants	\$105,219.00
Staff Development	\$22,910.00
Charter School Payments	\$5,600.00
Drivers' Education	\$3,500.00
Transportation of Students	\$77,509.00
Instructional Supplies	\$110,799.00
School Operations	\$692,509.00
Operations of Facilities	\$3,023,219.37
Security/COPS Grant	\$152,428.63
Band	\$17,000.00
TOTAL CURRENT EXPENSE FUND	\$6,305,335.00

Section 2: The following revenues are estimated to be available to the **Local Current Expense Fund** for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

County Appropriation	\$3,667,513.00
County Appropriation – Supplemental Tax	\$1,999,000.00
Contributions and Donations	\$5,000.00
Fines and Forfeiture	\$130,000.00
Technology Revenue	\$20,000.00
Miscellaneous Revenue	\$1,000.00
Fund Balance Appropriated	\$482,822.00
TOTAL CURRENT EXPENSE FUND REVENUES	\$6,305,335.00

Section 3: The following amounts are hereby appropriated for the operation of the school administrative unit in the **State Public School Fund** for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Classroom Teacher (001)	\$10,002,426.00
Central Office Administration (002)	\$498,024.00
Non-instructional Support Personnel (003)	\$893,915.00
K-5 Program Enhancement Teachers (004)	\$488,040.00
School Building Administration (005)	\$912,335.00
School Psychologist Position (006)	\$139,175.00
Instructional Support Personnel (007)	\$1,117,116.00
Non-Contributory Benefits (009)	\$250,000.00
Driver Training (012)	\$60,662.00

Vocational Education (013)	\$1,357,596.00
Vocational Education Program Support (014)	\$51,933.00
School Technology Plan (015)	\$50,904.00
Summer Reading Camps 2021 (016)	\$67,159.00
Disadvantaged Student Supplement (024)	\$289,840.00
Teacher Assistant (027)	\$930,421.00
Low Wealth (031)	\$2,162,048.00
Exceptional Children (032)	\$1,249,431.00
Academically Gifted (034)	\$165,085.00
Limited English (054)	\$412,382.00
Transportation (056)	\$439,600.00
Consolidated Funds (061)	\$88,971.00
At-Risk Students (069)	\$738,806.00
Supplemental Funds for Teachers (071)	\$770,210.00
Early Grade Reading (085)	\$78,415.00
Textbooks (130)	\$126,659.00
School Bus Safety Pilot Grant (140)	\$182,000.00
TOTAL STATE PUBLIC SCHOOL FUND	\$23,523,153.00

Section 4: The following revenues are estimated to be available to the State Public School Fund for the year beginning July 1, 2022 and ending June 30, 2023.

TOTAL STATE PUBLIC SCHOOL FUND REVENUES **\$23,523,153.00**

Section 5: The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Vocational Education Program Improvement	(PRC 017)	\$47,217.00
IDEA Preschool Handicapped	(PRC 049)	\$31,421.00
IDEA VI-B Handicapped	(PRC 060)	\$647,143.00
Rural & Low Income Schools	(PRC 109)	\$78,034.00
ESSER I- Digital Curricula	(PRC 165)	\$21,329.00
GEER Supplemental Instructional Services	(PRC 170)	\$5,213.00
ESSER II- Emergency Relief Fund	(PRC 171)	\$2,457,447.00
ESSER II- Learning Loss-Summer Bridge	(PRC 176)	\$76,101.00
ESSER II- CTE Summer Career Accelerated	(PRC 177)	\$41,538.00
ESSER II- Competency Based Assessment	(PRC 178)	\$222.00
ESSER III- K-12 Emergency Relief Fund	(PRC 181)	\$5,887,101.00
ESSER III- ARP IDEA 611	(PRC 185)	\$160,797.00
ESSER III-ARP IDEA Preschool	(PRC 186)	\$17,099.00
ESSER III-Summer Career Accelerator Program	(PRC 188)	\$64,482.00
ESSER III-Math Enrichment Program	(PRC 189)	\$69,505.00
ESSER III-ID & Location Missing Students	(PRC 191)	\$25,919.00
ESSER III-Cyberbullying & Suicide Prevention	(PRC 192)	\$2,390.00
TOTAL FEDERAL GRANT FUND APPROPRIATION		\$9,632,960.00

Section 6: The following revenues are estimated to be available to the Federal Grant Fund for the fiscal year July 1, 2022 and ending June 30, 2023.

Vocational Education Program Improvement	(PRC 017)	\$47,217.00
IDEA Preschool Handicapped	(PRC 049)	\$31,421.00
IDEA VI-B Handicapped	(PRC 060)	\$647,143.00
Rural & Low Income Schools	(PRC 109)	\$78,034.00
ESSER I- Digital Curricula	(PRC 165)	\$21,329.00

GEER Supplemental Instructional Services	(PRC 170)	\$5,213.00
ESSER II- Emergency Relief Fund	(PRC 171)	\$2,457,447.00
ESSER II- Learning Loss-Summer Bridge	(PRC 176)	\$76,101.00
ESSER II- CTE Summer Career Accelerated	(PRC 177)	\$41,538.00
ESSER II- Competency Based Assessment	(PRC 178)	\$222.00
ESSER III- K-12 Emergency Relief Fund	(PRC 181)	\$5,887,101.00
ESSER III- ARP IDEA 611	(PRC 185)	\$160,797.00
ESSER III-ARP IDEA Preschool	(PRC 186)	\$17,099.00
ESSER III-Summer Career Accelerator Program	(PRC 188)	\$64,482.00
ESSER III-Math Enrichment Program	(PRC 189)	\$69,505.00
ESSER III-ID & Location Missing Students	(PRC 191)	\$25,919.00
ESSER III-Cyberbullying & Suicide Prevention	(PRC 192)	\$2,390.00
TOTAL FEDERAL GRANT FUND APPROPRIATION		\$9,632,960.00

Section 7: The following amount is hereby appropriated for the operation of the school administrative unit in the **School Child Nutrition Fund** for the fiscal year July 1, 2022 and ending June 30, 2023.

Food Service Expense	\$2,763,447.00
TOTAL SCHOOL CHILD NUTRITION FUND APPROPRIATION	\$2,763,447.00

Section 8: The following revenues are estimated to be available to the **School Child Nutrition Fund** for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Federal Funds	\$2,651,547.00
Local Revenue	\$66,900.00
Required Transfer From State Public Schools Funds	\$45,000.00
TOTAL SCHOOL CHILD NUTRITION FUNDS	\$2,763,447.00

Section 9: The following amounts are hereby appropriated for the operation of the school administrative unit in the **Capital Outlay Fund** for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

CATEGORY I: Buildings and Land	\$338,632.00
CATEGORY II: Furniture and Equipment	\$93,539.00
CATEGORY III: Vehicles	\$40,000.00
K-12 Athletic Facilities Grant (NCDPI -CHS Track)	\$339,791.00
TOTAL CAPITAL OUTLAY APPROPRIATION	\$811,962.00

Section 10: The following revenues are estimated to be available to the **Capital Outlay Fund** for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

County Appropriation	\$385,890.00
County Appropriation Carryover	\$83,781.00
Mackenzie Pope Sand Volleyball Grant	\$2,500.00
K-12 Athletic Facilities Grant (NCDPI -CHS Track)	\$339,791.00
TOTAL CAPITAL OUTLAY APPROPRIATION REVENUE	\$811,962.00

Section 11: The following amounts are hereby appropriated for the operation of the school administrative unit in the **Special Revenue Fund** for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

JROTC	\$60,000.00
Medicaid Fee for Service/Admin	\$528,156.00
Indian Education	\$34,343.27
Facility Rentals	\$8,715.87

NC Pre-K	\$622,614.00
Security Services	\$1,291.80
Employee Services	\$17,177.02
Scholarships	\$1,500.00
Memorial Fund and Grant	\$550.00
ABC Funds	\$112,430.83
School Nurse Initiative	\$219,874.12
Athletics	\$34,625.25
Transportation	\$58,267.76
Operations of Facilities	\$300,000.00
TOTAL SPECIAL REVENUE FUND	\$1,999,545.91

Section 12: The following revenues are estimated to be available to the Special Revenue Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

School Nurse Initiative	\$150,000.00
Sales Tax Refund	\$26,500.00
JROTC	\$60,000.00
Indian Education Grant	\$34,343.27
Out of District	\$28,000.00
NC Pre-K	\$622,614.00
Rentals	\$7,315.00
Medicaid-Admin and Fee for Service	\$198,159.00
Interest and Scholarships	\$50.00
ABC Revenue	\$57,951.78
Security Services	\$34,158.22
Indirect Cost	\$300,000.00
Fund Balance Appropriated	\$480,454.64
TOTAL SPECIAL REVENUE FUND REVENUES	\$1,999,545.91

Section 13: All appropriations shall first be paid from revenues restricted as to use and secondly from general unrestricted revenues.

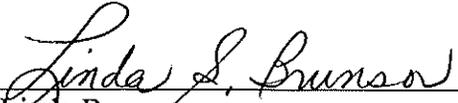
Section 14: The Superintendent is hereby authorized to transfer appropriation within a fund under the following conditions:

- A. He may transfer amounts between functions and objects of expenditures within a program with a report on such transfer being provided to the Clinton City Board of Education.
- B. He may transfer amounts between programs within a fund with a report on such transfer being provided to the Clinton City Board of Education.
- C. He may not transfer any amounts between funds or from any contingency appropriation within a fund without approval by the Clinton City Board of Education.
- D. The Superintendent shall forward copies of all budget amendments and the budget resolution to the County Commissioners for their review. All amendments affecting the county appropriation of transfers to or from the Capital Outlay Fund will require formal approval by the County Commissioners.

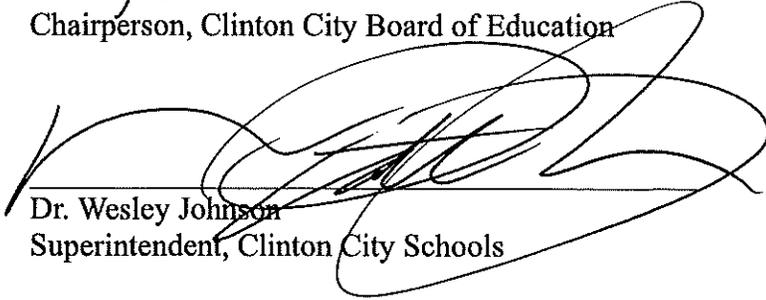
Section 15: The Board of Education authorizes pay increase for all employees consistent with those approved by the North Carolina General Assembly for the 2022-2023 fiscal year.

Section 16: Copies of the Budget Resolution shall be immediately furnished to the Superintendent of the Clinton City Schools and to the School Finance Officer for direction in carrying out their duties.

Adopted the 21st day of September, 2022.



Dr. Linda Brunson
Chairperson, Clinton City Board of Education



Dr. Wesley Johnson
Superintendent, Clinton City Schools

To: Mr. Edwin Causey
County Manager

Susan Holder
Assistant County Manager

From: Wanda Robinson
Health Director

Subject: County Commissioner's Agenda Items-Consent Agenda

Date: November 21, 2022

Attached are the items that will be presented for approval by the Health Advisory Board on November 21, 2022. These are being submitted for approval by the County Commissioners.

- I. 2023 SCHD Advisory Committee meeting dates
- II. Fee/CPT Code Update
- III. United Way Grant Application
- IV. SCHD Advisory Committee 2022 Operating Policy and Procedures (no change to policy)
- V. SCHD Advisory Committee 2022 Conflict of Interest Policy (no change to policy)
- VI. Board of Health 2022 Operating Policy and Procedures (no change to policy)

The following are included with the Budget Amendments:

- VII. Pink Out Ivanhoe Walk and Fund Donation: \$2,600

For any questions or comments, please contact me. Your assistance is appreciated.

Attachments:

- 2023 SCHD Advisory Committee meeting dates
- Fee/CPT Code Update
- United Way Grant Application
- SCHD Advisory Committee 2022 Operating Policy and Procedures
- SCHD Advisory Committee 2022 Conflict of Interest Policy
- Board of Health 2022 Operating Policy and Procedures

SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director

360 County Complex Road, Suite 200
Clinton, NC 28328



2023 SCHD Advisory Committee Meeting Dates **Meeting times 6:30 pm** **Health Department 2nd floor conference room**

January 23, 2023
* 4th Monday*

March 20, 2023
*Budget Meeting

May 15, 2023

July 17, 2023

September 18, 2023

November 20, 2023

*Dangerous Dog Appeals scheduled as needed based on request

Sampson County Health Department Fees/CPT Update

11/21/2022

Date Added	Name of Procedure	LabCorp Order Number	CPT Code	Price
11/21/2022	Most Recent HbA1c \geq 7% & $<$ 8%	N/A	3051F	No Charge
	Most Recent HbA1c \geq 8% & \leq 9%	N/A	3052F	No Charge
	Rabies Titer	083885	86382	\$90.62 (Price decrease & using different lab)
	Mono Test	006189	86308	\$31.71
	Novavax COVID-19 Admin- Booster	N/A	0044A	\$40.00

Program Funding

Request Application



United Way of Sampson County

Sponsoring Agency: _____

Program Name: _____

Mailing Address: _____

Phone/email _____

Funding Request for 2023 Program Funding \$ _____

CERTIFICATION

The requested amount herein was considered and approved for submission by the

_____ Board of Directors at a meeting on _____
(Sponsoring Agency) (date)

Our fiscal year is _____ to _____
(date) (date)

Management and the Board of Directors have read and are prepared to discuss this Funding Request.

We acknowledge that funds allocated by United Way are contributed dollars and that fair and full disclosure is required in the completion of this Funding Request Application and all other requested information.

Executive Director ~ Name

Board President or Authorized person Name

Volunteer Title

Signature - Executive Director

Signature ~ Board President or Authorized Person

Date

Date

This tool is provided for completion by each Agency applying for United Way funding in Sampson County. Some of the information may be captured on the full application, however, this form is intended to provide clear, summarized program/impact statements which will not only assist applicant presentations, but will also assist board members as considerations are given and award decisions made. Completion of this form is required as part of your application.

Introductory Statement

What is Community Impact? (as defined by United Way of Sampson County) The *measurable and substantial impact* made in the community by the *effective investment of funds to improve the lives of our residents*.

With the above impact statement in mind, please complete the following and restrict all responses to the allotted space for each.

AGENCY NAME: SCHD/BCCCP

COMPLETED BY: Wanda Robinson

DATE: 11/21/22

1. Amount of funding requested? \$7,000.00
2. **For previous/current recipients:** Does your funding request reflect an increase, decrease or no change in relation to prior award? (Requests differing from prior year *must* include an explanation)

The funding request reflects an increase in relation to the prior year award due to diagnostic procedures, such as ultrasounds and biopsies that further exhaust state funding.
3. What high priority need(s) will you address using United Way funds? (education, financial stability, health issues)

United Way funds will be utilized in providing mammograms and diagnostic procedures such as ultrasounds and biopsies for BCCCP eligible women due to lack of adequate state funding.
4. List the TOTAL anticipated number of individuals that benefit through this project AND the number benefited SPECIFICALLY due to United Way funds. Please include categorical data (such as children, teenagers, adults, elderly, etc.) and how you will address diversity among those served. (Note: At the conclusion of the United Way funding year, recipients will be asked to complete a final report of actual outcome in comparison to anticipated.)

During FY 21-22, 39 females ages 40-64 who are uninsured or underinsured and need assistance obtaining basic preventive services such as screening mammograms benefited through the BCCCP clinic. Of those, 17 mammograms were provided to 17 women specifically with United Way funds. During FY 22-23, at least 30 females will be seen through the BCCCP clinic. United Way funds will be used for mammograms and diagnostic procedures (ultrasounds and biopsies) in the BCCCP clinic.

Note: Women of all races/ethnicities are accepted in the BCCCP program with priority given to minority females due to greater risk factors such as heredity, low income, and low healthcare literacy.

5. List two measurable project goals and the anticipated outcome that will be used to gauge the effectiveness of your investment as explained above. (Example: % Increase due to United Way Funds). (Note: At the conclusion of the United Way funding year, recipients will be asked to complete a final report detailing actual outcomes in comparison to anticipated outcomes).
 - 1.) BCCCP eligible women will receive mammograms and diagnostic procedures (ultrasounds and biopsies) without a barrier to care.
 - 2.) Increase the number of women served utilizing United Way funds.

Note: In order for women to utilize United Way funds for mammograms and diagnostic procedures, they are required to come through the BCCCP clinic.

6. Please describe the impact on your project/services if you are not awarded United Way funding?

If we are not awarded United Way funding, there will likely be a gap in services due to unavailable funds. In addition, there will probably be a waiting list due to BCCCP state funds being exhausted.

7. Please describe how your Agency supports our United Way. (for example: Encouraging board members/employees to contribute to the annual campaign, increasing visibility via our logo on all written materials, mentioning our funding in newspaper articles, on social media, etc.)

We support United Way by:

1.) Using the United Way logo and mentioning United Way funding in newspaper articles and on social media in relation to providing mammograms and diagnostic procedures through our BCCCP clinic.

Form Revised/Effective October 28, 2019

United Way of Sampson County
Audit Policy

The following Audit Policy was adopted by the United Way Board of Directors at a meeting held on October 30, 1991, and was revised on February 23, 1994, October 27, 1000, and February 7, 2005.

The financial records of the affiliated agencies shall be submitted and examined by the United Way of Sampson County, Inc. (UWSC) at least annually. Each agency should comply with the following set of rules when submitting financial reports to United Way, however, in no case should the reports be in any less detail than that which is required by each agency's governing board.

Failure to adhere to United Way of Sampson County's financial standing guidelines may restrict or prohibit funding of an agency and/or program.

- (A) If the total support and revenue to the agency from UWSC exceeds \$35,000 for the fiscal year, the agency shall submit a copy of their financial statement including both a balance sheet and income/expense statement in nothing less than an audit format and performed by a certified public accountant (CPA). Information as to the total support and revenue and all of the fundraising activities including the kind and amounts of all funds raised, costs and expenses incidental thereto, allocation and disbursement of funds raised, changes in fund balances, notes to the audit and opinion as to the fairness of the presentation by the accountant shall be included.
- (B) If the total support and revenue to the agency from UWSC exceeds \$10,000, but is less than or equal to \$35,000 for the fiscal year, the agency may select one of these options:
 - (1) A copy of their financial statement, audited by a certified public accountant as defined in (A) above, or
 - (2) A copy of their financial position (balance sheet and income statement) presented in a review format by a CPA.
- (C) If the total support and revenue to the agency from UWSC is less than or equal to \$10,000 for the fiscal year, the agency may select one of these options:
 - (1) A copy of the financial statements audited by a certified public accountant as defined in (A) above; OR
 - (2) A copy of a review performed by a certified public accountant as defined in (B) above; OR
 - (3) A copy of a compilation performed by an independent public accountant accompanied by a statement signed by three members of the organization's governing board that to the best of their knowledge and belief the financial reports are true and correct, OR
 - (4) A copy of your completed current year IRS Form 990 accompanied by a statement signed by three members of the organization's governing board that to the best of their knowledge and belief the financial report is true and correct. In addition, the organization must provide an income statement, balance sheet and prior six months of bank statements.
- (D) Annual financial statements shall be submitted to United Way within four months after the agency's fiscal year.

BY: Sampson County Health Department
AGENCY

BY: _____
CHAIRMAN/PRESIDENT OF BOARD OF DIRECTORS

BY: _____
CHIEF EXECUTIVE OFFICER OR SECRETARY

DATE

UNITED WAY OF SAMPSON COUNTY, INC.

BY: _____
PRESIDENT OF BOARD OF DIRECTORS

BY: _____
VICE PRESIDENT/SECRETARY/TREASURER

DATE

AGREEMENT OF AFFILIATION

BETWEEN

Sampson County Health Department

with its office located

360 County Complex Rd., Suite 200 Clinton, NC 28328

(Hereinafter referred to as the Agency)

And

UNITED WAY OF SAMPSON COUNTY, INC.
(Hereinafter referred to as United Way)

This agreement is entered into in the mutual beliefs of the above named parties that: (a) the county of Sampson, North Carolina forms the basis for our community--wide efforts and that participation from all areas of our community is essential; (b) a effective way of providing maximum resources for health and human care services: and (c) it is the consideration of the total health and human care needs of our community, development of volunteers and our commitment to bring about a delivery system according to open, rational and non-discriminatory procedures which form the basis for this working relationship.

Both United Way and the Agency Agree, That Each

1. Has an active, responsible, and voluntary governing body, with representation from diverse elements in the community, which exercises effective control over the operations of the organization;
2. Faithfully adheres to a policy of nondiscrimination with respect to age, sex, race, religion, and national origin in connection with the makeup of its governing body, committees, and staff and the persons whom it directly and indirectly serves;
3. Has been ruled exempt from taxation under Section 501(c) (3) of the Internal Revenue code as well as corresponding provisions of other applicable state, local, or foreign laws or regulations;
4. Uses ethical methods of publicity and promotion as established by national professional public relations associations. (For example, see attached "Code of Professional Standards" adopted by the Public Relations Society of America.);

5. Issues an annual report to the public, including a financial report that complies with the "Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations" or similar standards that are recognized and approved by United Way of America's Board of Governors.

B The Agency Agrees

1. To provide a needed, non-duplicated service of education, prevention, remediation and/or contribution in the field of health, welfare or recreation within our community/county;
2. To support and assist the United Way in the annual fund raising campaign;
3. To engage in an effective public relations program in which the objectives, services and accomplishments of the Agency and the United Way support of such services are adequately publicized; to cooperate with and assist the United Way in its public information programs; and to make use of the United Way logo on letterheads and at all of its public functions;
4. To submit its proposed annual budget and budget request approved in advance by its governing board and in the format prescribed by United Way to the United Way within the agreed upon time schedule and to cooperate with the Allocations Committee in accordance with its review procedures;
5. To cooperate with the United Way planning committee in its efforts to coordinate human care services in the community and cooperate in the conduct of such studies as may be needed in support or planning, Allocations, Communications and/ or Fund Raising;
6. To conform with the united Way audit policy as approved by the Board of Directors on 10/30/91 as revised 2/23/94. A copy of the audit, financial statement, or IRS form 990 should b submitted of the United Way within four months after the Agency's fiscal year;
7. To submit quarterly financial reports to the United Way on the forms provided for that purpose that accurately reflect the Agency's current financial status;
8. To submit for prior approval and discussion by the United Way, all proposals for supplementary fundraising efforts as outlined in the United Way Policy On

Supplementary Fund Raising;

9. To submit for prior approval and discussion by United Way all proposals for new programs and/or expansion of a programs that may require United Way financial support now or in the future; and

10. To realize and utilize all possible operating income that might be secured through the Agency's normal activities, e. g. , fees for service, interest, non-designated contributions and membership fees, while at no time paying a commission in connection with fund raising.

C. The United Way Agrees

1. To respect the essential autonomy of the individual Agency and the authority of its Board of Directors to determine its own policies and to manage its own service;
2. To develop its objectives for the annual fund raising campaign with due regard for the requirements of all anticipating agencies, fund raising realities and other pertinent considerations to raise the maximum funds. To use its best efforts to achieve the campaign objectives and to exceed those objectives whenever possible;
3. To provide a reasonable, comprehensive and courteous review of each Agency;
4. To allocate contributed funds in a manner which recognizes the relative need among services provided by the Agencies;
5. To pay the Agency on the basis of the annual approved allocation and campaign collections;
6. To act as a steward of contributed funds by informing the public of the allocations; and
7. To submit its annual financial records to an audit by a Certified Public Accountant, a copy of which shall be made available for inspection by the Agency upon request.

D. Enforcement and Termination

1. This agreement may be revoked by either party by such party giving written notice to the other party at least ninety (90) days prior to the United Way annual fund raising drive. The party to whom notice of termination

raising drive. The party to whom notice of termination is given shall have the right to a hearing before the governing board of the other party; and

2. The United Way reserves the right to issue a "Notice of Exception" to an agency exhibiting substantial problems or deficiencies as identified by the United Way in any area of operation. Said Notice, signed by the originating allocations review committee, shall describe such problem or deficiency and explain the nature of contraction to United Way policy or understanding. The Agency shall be given one (1) year to show substantial progress in eliminating the problem or deficiency.

If substantial progress has not been made during the year, a "Notice of Probation" will be issued. All officers and executives of the Agency, as well as, any state or national office to which the Agency is affiliated shall receive a copy of the "Notice of Probation". If the problem or deficiency noted has not been resolved to the satisfaction of United Way by the end of the second year, the Agency's affiliation with the United Way will be terminated. If the Agency requests a meeting, the United Way will arrange for a panel of representative board members and will insure the members of the originating allocations committee group attend the meeting.

In witness of approval of this Agreement of Affiliation, the undersigned have affixed their signatures:

Sampson County Health Department
AGENCY

BY:

CHAIRMAN / PRESIDENT OF BOARD OF DIRECTORS

BY:

CHIEF EXECUTIVE OFFICER OR SECRETARY

DATE

UNITED WAY OF SAMPSON COUNTY, INC.

BY:

PRESIDENT OF BOARD OF DIRECTORS

BY:

VICE PRESIDENT / SECRETARY / TREASURER

DATE

POLICY ON SUPPLEMENTAL FUND RAISING BY AFFILIATED

PREAMBLE

The United Way of Sampson County, Inc. (hereinafter referred to as United Way) and our affiliate agencies (hereinafter referred to as agencies) are jointly concerned with the total effect of all fund raising activities conducted throughout the Sampson County area by community service organizations. In order for the United Way to maintain its integrity, it must provide a clear set of guidelines for member agencies to follow when seeking additional (non-United Way) financial support. These guidelines for the conduct of supplemental fund raising activities are designed to maximize yield, minimize competition, and avoid excessive intrusion on the donor community.

In an environment of limited resources and expanding needs, the United Way recognizes the value to participating agencies and to the community served of expanded supplemental resources generated by activities which do not conflict with the United Way. The United Way endorses the concept that good management practices dictate that agencies explore all ethical avenues for earning and obtaining multiple sources of funding to provide human care services. However, the methods used by the agencies to approach these sources should be in harmony with the United Way's fund raising principle that there will be one (1) annual, comprehensive effort for contributions from the community.

It is therefore essential that supplemental fund raising activities be conducted in a manner which would not adversely affect the United Way annual campaign or the member agencies abilities to provide human care services.

STRUCTURE

The chairman of the allocations committee will be responsible for forming a standing subcommittee which will be called the supplemental income producing subcommittee. Membership may include representation from the executive committee to include the treasurer and from the planning committee. This subcommittee will provide a forum for careful consideration, encouragement, consultation and advice on agency income producing proposals. This subcommittee will also serve as a clearing house for gathering resource information and scheduling, as appropriate, to help prevent competing activities.

Agencies are encouraged to have preliminary discussion with United Way well in advance of commitments being made regarding any proposed fund raising activity. Agencies making proposals will submit a written request to the supplemental income producing subcommittee or the allocations committee chairman at least sixty (60) days

prior to the scheduled commencement dated, specifying the activity, the area and population to be covered, the resource development method to be employed, expected completion date and anticipated revenues. Annual activities will be discussed prior to the initial event and then again only if significant changes occur.

All supplemental income received by agencies will be considered part of the total agency budget and will be reviewed by the allocations committee.

III. DEFINITION

"Income producing activity" is any activity by or in behalf of a participating agency that produces income for any purpose in addition to and other than the support of United Way.

ACTIVITIES

Agency income producing activities as covered in these guidelines fall within three (3) major groups: (A) Self-support activities which do not require prior approval of United Way; (B) Activities which require consultation and prior approval by United Way; and (C) Activities which are generally inappropriate.

SELF-SUPPORT ACTIVITIES NOT REQUIRING PRIOR UNITED WAY APPROVAL

Certain types of revenues are encouraged by the United Way and do not require approval. Such operating revenue, however, must be reflected in the agency's annual operating budget.

1. Membership - All types of membership programs wherein the member becomes involved and identified with the agency and being a part of an active constituency.
2. Program Service Fees - Fees related to participating in agency programs and services. establishment of appropriate fees are entirely within the province of the agency's Board of directors.
3. Rental Fees - Fees for the use of agency facilities are appropriate sources of agency revenue.
4. Grants-In-Aid - Private and public foundations, corporations and individuals, government agencies and private organizations that are in the business of being grant makers to the extent that these funds have no implications for United Way funding.
5. Purchase of Service Contracts - Reimbursements

from private and public agencies for services rendered on a contractual basis.

6. Requests and Memorials - Endowments, trusts, honor gifts, scholarships, real property, and other forms of deferred or donor restricted or unrestricted giving.
7. Investment Income - Agencies having endowment funds are encouraged to manage such funds in a manner consistent with the agency's endowment policy and donor's wishes.
8. Out of Area Contributions - Agencies rendering significant services outside the United Way of Sampson County defined community are expected to develop appropriate amounts of contribution support from such areas.
9. Sales of Services or Manufactured Products - Agencies able to derive income from the sale of services, salvaged materials, or manufactured items as a part of their service program are encouraged to develop income from these sources.
10. Contributed Equipment, Materials, or Services - which do not diminish the support of the annual United Way campaign, and for which no general appeal is made between September 1 and November 1.

ACTIVITIES WHICH REQUIRE CONSULTATION AND PRIOR

APPROVAL BY UNITED WAY

1. Sustaining Membership - Sustaining membership is an affiliation with an agency for the primary purpose of financially supporting the aims of the organization without expectation of use of services or participating in the activities of the agencies. Those approached for membership should have a genuine personal interest in a relationship with the agency.
2. Entertainment - Motion pictures, concerts, stage plays, celebrity show, circuses, ice show, variety show, amateur nights, rodeos, etc.
3. Meals and Refreshments - Breakfast, lunches, dinners, picnics, wine-tasting, cocktail parties, teas, etc.
4. Shows - Painting, photography, antiques, home and garden, hobbies, flower arranging, pets, boats, autos, sporting goods, program activities, fashions, etc.
5. Public Sales - Income from value received sales of products directed toward the community-at-large.

6. Sports Tournaments - Golf, bowling, tennis, bridge, baseball, basketball, football, automobiles, airplanes, boats, horses, etc., directed toward the general public.
7. Social Activities - Dances, tours, charter trips, skating parties, excursions, etc., directed toward the general public.
8. Solicitations of Agency Board Members, Volunteers and Staff only.
9. Capital Fund Raising Campaigns.
10. Any and all other forms of fund raising not mentioned above but which might occur during or immediately preceding the United Way annual campaign.

C. ACTIVITIES WHICH ARE GENERALLY INAPPROPRIATE

1. Commercial Promotions - wherein a for-profit business or organization is given responsibility for raising funds for the agency.
2. Activities - seeking charitable gifts in which the persons being solicited are not likely to be identified by the agency or its representatives such as those names received from a purchased mailing list.
3. Solicitation - from companies which are not presently contributing to the United Way. Confirmation with the United Way office prior to making such contacts is required.
4. Lending its Name - to the promotional campaign of a business or sales organization.
5. Telethons - or similar mass media appeals designed to raise funds for special or specifically identified projects or purposes not otherwise provided for in the agency's budget.
6. Door-to-Door fund - solicitation of the general public.
7. Mailing of unordered items - with a request for money in return.
8. Employee work place solicitations.
9. Gambling

ADVOCATE BODIES

All fund raising activities conducted by guilds, auxiliaries, or other community organizations on behalf of the member agency shall be considered activities of the agency itself. The agency will be considered responsible to assure that the fund raising activities conform to the United Way guidelines.

VI. APPROVAL PROCEDURES

Where prior United Way approval is required, the following process will be followed:

1. A written request on United Way forms at least sixty (60) days prior to the beginning of the event.
2. The written request will be reviewed by the designated United Way committee.
3. A decision will be given to the agency within thirty (30) days of submission of the request.

AMENDMENTS

Certain programs and activities historic in character and/or required by charter terms of the member agencies' national organization may necessitate ratification of these guidelines. These requirements should be presented by the member agency to the United Way in the form of an addendum to this policy. Any waivers of addenda negotiated between the United Way and one member agency will be made known to all member agencies.

EFFECTIVE DATE

These guidelines will take effect October 30, 1991.

AGENCY

BY: _____
CHAIRMAN/PRESIDENT OF BOARD OF DIRECTORS

By: _____
CHIEF EXECUTIVE OFFICER OR SECRETARY

DATE

UNITED WAY OF SAMPSON COUNTY, INC.

By: _____
PRESIDENT OF BOARD OF DIRECTORS

BY: _____
VICE PRESIDENT/SECRETARY/TREASURER

DATE

SAMPSON COUNTY HEALTH DEPARTMENT
Advisory Committee
Operating Policy and Procedures: Year ~~2021~~
2022

Manual: Board of Health	<u>Applicable Signatures/Title</u>
Title: Operating Policy Procedures	Program Coordinator/Specialist: N/A
()SCHD Advisory Committee Policy	Supervisor: N/A
Distributed to: Advisory Committee Members	Director of Nursing: Kelly Parrish, RN
	Medical Director: Dr. Tim Smith
	Health Director: Wanda Robinson
	County Commissioner Chair: Sue Lee
	Health Advisory Board Chair: Dr. Jeffrey Bell
	Effective date: 12/01/2021 12/06/2022
	Supersedes: 12/01/2020 12/01/2021

Review/Revision Date: 11/18/13; 11/17/14; 11/16/15; 11/21/16; 11/20/17; 11/01/2018; 2/3/2020; 12/01/20;11/05/2021, 11/01/2022

Board of Health Chair

Date

SCHD Advisory Committee Chair

Date

Health Director

Date

**Sampson County Health Department
Advisory Committee Operating Procedures Program Policy
Review & Revision Form**

Annual Review Date	Revision Date	Revision: Name, Location, Page # of Section w/ Revision(s)	Changes Made By	Date Staff Notified
11/2020		Page 1 Dates and Names Page 2 Review & Revision Form added Page 6 Dates updated	S. DeMay	11-16-20
11/2021		Page 1 Dates and Names Page 6 & & Dates Updated	Cherish Allen/Wanda Robinson	
11/2022		Dates updated. No additional changes.	C. Allen	

**SAMPSON COUNTY HEALTH DEPARTMENT ADVISORY COMMITTEE
OPERATING PROCEDURES**

I. Name and Principal Office.

The name of the organization is the Sampson County Health Department Advisory Committee (the "Committee"). The principal office of the Committee is located at 360 County Complex Road, Suite 200, Clinton, North Carolina 28328.

II. Officers and Committees.

A. Chair and Vice-Chair.

The Committee members shall elect a Chair and a Vice-Chair by majority vote each year at the Committee's January regular meeting.

B. Secretary.

The local health director shall serve as Secretary to the Committee but is not a member of the Committee. The local health director may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate local health department employee or other designee.

C. Standing Sub-Committees.

The Committee shall have such standing sub-committees as it shall from time to time constitute. There is currently one (1) standing sub-committee: the Executive Sub-Committee, which is comprised of the Chair, the Vice-Chair, and two (2) other Committee members selected by majority vote of the Committee. All standing sub- committees are subject to North Carolina open meetings laws and shall comply with the provisions thereof.

D. Temporary Sub-Committees.

The Committee may establish and appoint members for temporary sub-committees as needed to carry out the Committee's work. All temporary sub-committees are subject to North Carolina open meetings laws and shall comply with the provisions thereof.

E. Membership.

Members of the Committee shall serve three (3) year terms. No member may serve more than three (3) consecutive three (3) year terms. The ex-officio, non-voting county commissioner serving on the Committee shall serve only

so long as he or she is also members of the Sampson County Board of Commissioners. Meetings.

F. Regular Meetings.

The Committee shall hold a regular meeting at least quarterly on the third Monday of the month. The meeting shall be held at a predetermined designated location at 6:30 p.m.

G. Special Meetings.

The Chair or a majority of the members of the Committee may at any time call a special meeting of the Committee by signing a notice stating the time and place of the meeting and the subjects to be considered. The person(s) who call the meeting shall cause the notice to be posted on the door of the regular meeting place and delivered to the Chair and all other Committee members or left at the usual dwelling place of each member at least 48 hours before the meeting. In addition, notice shall be provided to individual persons and news media organizations who have requested such notice. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.

H. Emergency Meetings.

If a special meeting is called to deal with an unexpected circumstance that requires immediate consideration by the Committee, the notice requirements for regular and special meetings do not apply. However, the person or persons who call an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news organizations who have requested notice of special meetings shall be notified of such emergency meeting by the same method used to notify Committee members. Only business connected with the emergency may be discussed at the meeting.

I. Agenda.

The Secretary to the Committee shall prepare an agenda for each meeting. Any Committee member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least two (2) working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least ten working days before the meeting.

J. Presiding Officer.

The Chair of the Committee shall preside at Committee meetings if he or she is present. If the Chair is absent, the Vice-Chair shall preside. If the Chair and Vice-Chair are both absent, another member designated by a majority vote of members present at the meeting shall preside.

K. Quorum.

A majority of the actual membership of the Committee, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

L. Voting.

A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention. A quorum must be present to vote. Electronic voting is allowed in between board meeting, if deem necessary by the Chair and the Secretary.

M. Minutes.

The Secretary shall prepare minutes of each Committee meeting. Copies of the minutes shall be made available to each Committee member before the next regular Committee meeting. At each regular meeting, the Committee shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of Committee meeting minutes at Sampson County Health Department.

III. Rule-Making Procedures and Other Procedural Matters.

The Committee is advisory in nature and shall have no rule-making authority. Although the Committee may recommend proposed rules to the Board of Health as part of its advisory function, the Board of Health shall be the sole body with the authority to adopt rules. The Committee shall refer to the current edition of *Robert's Rules of Order Newly Revised ("RONR")* to answer procedural questions not addressed in these Operating Procedures so long as the procedures prescribed in *RONR* do not conflict with North

Carolina law.

IV. Amendments to Operating Procedures.

These Operating Procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the Operating Procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments to the Operating Procedures are discussed and approved, and any amendments to the Operating Procedures must be approved by a majority of the members present at the meeting.

V. Compliance with North Carolina Law.

In conducting its business, the Committee shall comply with all applicable North Carolina law, including, but not limited to, open meetings laws and public records laws. To assist the Committee in compliance, the Secretary shall maintain a current copy of relevant North Carolina General Statutes and make them available to Committee members upon request.

APPROVED and ADOPTED, by the Sampson County Health Department Advisory Committee, this ___ day of November ~~2021~~2022.

Jeffrey Bell, Chair,
Sampson County Health Department Advisory
Committee

Wanda Robinson, Secretary,
Sampson County Health Department Advisory
Committee

APPROVED and ADOPTED, by the Sampson County Board of Health, this ____ day of December ~~2021~~2022.

Sue Lee, Chair,
Sampson County Board of Health

**SAMPSON COUNTY HEALTH DEPARTMENT
Annual Review/Policy Update Staff Review Form**

2022

Program Policy: Advisory Committee Operating Procedures

Review Date: 11/2022

Name

Date

SAMPSON COUNTY HEALTH DEPARTMENT
Conflict of Interest Policy and Procedures: Year ~~2021~~ 2022

Manual: Board of Health	Applicable Signatures/Title
Title: Conflict of Interest Policy	Program Coordinator/Specialist: N/A
()SCHD Advisory Committee Policy	Supervisor: N/A
Distributed to: Advisory Committee Members	Director of Nursing: Kelly Parrish, RN
	Medical Director: Dr. Tim Smith
	Health Director: Wanda Robinson
	County Commissioner Chair: Sue Lee
	Health Advisory Board Chair: Dr. Jeffrey Bell
	Effective date: 12/01/2021 12/06/2022
	Supersedes: 12/01/2020 12/01/2021

Review/Revision Date: 11/18/13; 11/17/14; 11/16/15; 11/21/16; 11/20/17; 11/01/2018; 02/03/20; 12/01/20; 11/08/2021; 11/01/2022

Board of Health Chair

Date

SCHD Advisory Committee Chair

Date

Health Director

Date

**Sampson County Health Department
Advisory Committee Conflict of Interest Program Policy Review
& Revision Form**

Annual Review Date	Revision Date	Revision: Name, Location, Page # of Section w/ Revision(s)	Changes Made By	Date Staff Notified
11/2020		Page 1 Dates and Names; Page 4 dates	SDeMay	11-16-20
11/2021		Page 1 Dates and Names; Page 4 Dates and Updated Advisory Chair Page 5 Review Date	Cherish Allen/Wanda Robinson	
11/2022		Updated Date; No additional changes.	C.Allen	

SAMPSON COUNTY HEALTH DEPARTMENT ADVISORY COMMITTEE CONFLICT OF INTEREST POLICY

I. Policy Review:

This Conflict of Interest policy will be reviewed on an annual basis by the Sampson County Health Department Advisory Committee (the “Committee”) and statement signed to assure there is no conflict of interest.

II. Conflict of Interest Defined:

A. A conflict of interest is defined as an actual or perceived interest by a Committee member in an action that results in, or has the appearance of resulting in, personal, organization, or professional gain. A conflict of interest occurs when a committee member has a direct or fiduciary interest in another relationship. A conflict of interest could include:

1. Ownership with a member of the Committee or an employee where one or the other has supervisory authority over the other or with a client who receives services.
2. Employment of or by a Committee member or an employee where one or the other has supervisory authority over the other or with a client who receives services.
3. Contractual relationship with a Committee member or an employee where one or the other has supervisory authority over the other or with a client who receives services.
4. Creditor or debtor to a Committee member or an employee where one or the other has supervisory authority over the other or with a client who receives services.
5. Consultative or consumer relationship with a Committee member or an employee where one or the other has supervisory authority over the other or with a client who receives services.

B. The definition of conflict of interest includes any bias or the appearance of bias in a decision making process that would reflect a dual role played by a member of the organization or group. An example, for instance, might involve a person who is an employee and Committee member, or a person who is an employee and who hires family members as consultants.

III. Health Department Advisory Committee Responsibilities:

A. It is in the interest of the organization, individual staff, and Committee members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual

stress that can be caused by a conflict of interest. Committee members are to avoid any conflict of interest, even the appearance of a conflict of interest.

- B. This organization serves the community as a whole rather than only serving a special interest group. The appearance of a conflict of interest can cause embarrassment to the organization and jeopardize the credibility of the organization. Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to the Advisory Committee chair immediately. Advisory Committee members are to maintain independence and objectivity with clients, the community, and organization. Health Department Advisory Committee Members are called to maintain a sense of fairness, civility, ethics and personal integrity even through law, regulation, or custom does not require them.

IV. Acceptance of Gifts:

- A. Members of the Committee are prohibited from accepting gifts, money, or gratuities from the following:
 - 1. Persons receiving benefits or services from the organization;
 - 2. Any person or organization performing or seeking to perform services under contract with the organization; and
 - 3. Persons who are otherwise in a position to benefit from the actions of any Committee members.

APPROVED and ADOPTED, by the Sampson County Health Department Advisory Committee, this the ___ day of November ~~2021~~2022.

Jeffrey Bell, Chair
Sampson County Health Department
Advisory Committee

Wanda Robinson, Secretary
Sampson County Health Department
Advisory Committee

APPROVED and ADOPTED, by the Sampson County Health Board of Health, this the ___ day of December ~~2021~~2022.

Sue Lee, Chair
Sampson County Board of Health

**SAMPSON COUNTY HEALTH DEPARTMENT
Annual Review/Policy Update Staff Review Form**

Program Policy: Advisory Committee Conflict of Interest

Review Date: 11/2022

Name

Date

SAMPSON COUNTY HEALTH DEPARTMENT
Board of Health
Operating Procedures
 Year ~~2021~~ **2022**

Manual: Board of Health	<u>Applicable Signatures/Title</u>
Title: Operating Procedures	Program Coordinator/Specialist: N/A
() Board of Health	Supervisor: N/A
Distributed to: Board of Health Members	Director of Nursing: Kelly Parrish, RN
	Medical Director: Dr. Tim Smith
	Health Director: Wanda Robinson
	County Commissioner Chair: Sue Lee
	Health Advisory Board Chair: Jeffrey Bell
	Effective date: 12/01/2021 12/06/2022
	Supersedes: 12/01/2020 12/01/2021

Review/Revision Date: 11/18/13; 11/17/14; 11/16/15; 11/21/16; 11/20/17; 11/01/2018; 2/3/2020; 12/01/20; 11/08/2021; 12/06/2021; **11/01/2022**

 Board of Health Chair

 Date

 Health Director

 Date

**SAMPSON COUNTY BOARD OF HEALTH
OPERATING PROCEDURES**

I. Name and Principal Office,

The name of this organization is the Sampson County Board of Health (the "Board"). The principal office of the Board is located at 406 County Complex Road, Building C, Clinton, North Carolina 28328.

II. Officers and Committees.

A. Chair and Vice-Chair.

In even-numbered years, the Board shall hold an organizational meeting at the County Courthouse at 9 o'clock a.m. on the first Monday in December. The agenda for this organizational meeting shall consist of the induction of newly-elected Board members and the organization of the Board for the ensuing year. The organizational meeting shall be convened and concluded before the regular December meeting is convened. Newly-elected Board members shall take and subscribe the oath of office as the first order of business. The Board shall then elect by majority vote a Chair and Vice Chair from among its members. In odd-numbered years, the Board shall at its regular meeting in December, elect by majority vote a Chair and Vice from among its members. The Chair of the Board shall be elected annually for a term of one (1) year and shall not be removed from office of Chair unless he or she becomes disqualified to serve as a member of the Board.

Secretary.

The local health director shall serve as Secretary to the Board but is not a member of the Board. The local health director may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate local health department employee or other designee.

!::, Temporary Committees.

The Board may establish and appoint members for temporary committees as needed to carry out the Board's work. All temporary committees are subject to North Carolina open meetings laws and shall comply with the provisions thereof.

Membership.

Members of the Board shall serve four (4) year terms and shall serve only so long they are also members of the Sampson County Board of Commissioners.

III. Meetings.

A. Regular Meetings.

The Board shall hold a regular meeting on the first Monday of each month, unless the Board adopts a schedule which calls for changes in this date. If a regular meeting is a holiday on which Sampson County offices are closed, the meeting shall be held on the next Monday or such other day as may be specified in the motion adjourning the immediately preceding regular meeting. Regular meetings shall be held at 6:00 p.m. in the County Auditorium located at 437 Rowan Road, Clinton, North Carolina 28328. The Board may change the place or time of a particular regular meeting or all regular meetings within a specified time period by resolution adopted, posted and noticed no less than seven (7) days before the change takes effect. Such resolution shall be filed with the Secretary to the Board and posted at or near the regular meeting place, and copies shall be sent to those who have requested notice of special meetings of the Board.

B. Special Meetings.

The Chair or a majority of the members of the Board may at any time call a special meeting of the Board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person(s) who call the meeting shall cause the notice to be posted on the door of the regular meeting place and delivered to the Chair and all other Board members or left at the usual dwelling place of each member at least 48 hours before the meeting. In addition, notice shall be provided to individual persons and news media organizations who have requested such notice. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.

C. Emergency Meetings.

If a special meeting is called to deal with an unexpected circumstance that requires immediate consideration by the Board, the notice requirements for regular and special meetings do not apply. However, the person or persons who call an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news organizations who have requested notice of special meetings shall be notified of such emergency meeting by the same method used to notify Board members. Only business connected with the emergency may be discussed at the meeting.

D. Agenda.

For every regular and special meeting of the Board, the Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. The notice and agenda can be combined into one document. All items of business to be discussed at a meeting of the Board shall be briefly described on the agenda. The description should set forth as clearly as practical a description of the item to be discussed so that members of the public will know the nature of the action under review and discussion.

E. Presiding Officer.

The Chair (or presiding officer) shall preside at all meetings of the Board. A member must be recognized by the Chair (or presiding officer) in order to address the Board. The Chair (or presiding officer) shall have the following powers:

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

If the Chair (or presiding officer) wishes to become actively engaged in debate on a particular proposal, he or she shall designate another board member or a staff member to preside. The Chair (or presiding officer) shall resume the duty to preside as soon as action on the matter is concluded. **If** the Chair is absent, the Vice-Chair shall preside. **If** the Chair and the Vice-Chair are absent, another Board member designated by a majority vote of those members present at the meeting shall preside.

E. Quorum.

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

Q. Voting.

The Board shall proceed by motion in the manner prescribed by the *Rules of Procedure and Conduct of the Sampson County Board of Commissioners*. A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina and federal law.

!L Minntes.

Minutes shall be prepared of each Board meeting. Copies of the minutes shall be made available to each Board member before the next regular Board meeting. At each regular Board meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of Board meeting minutes.

IV. Rule-Making Procedures and Other Procedural Matters.

The Board shall adopt rules in the manner prescribed by the *Rules of Procedure and Conduct of the Sampson County Board of Commissioners*. The Board shall consider any rules recommended by the Sampson County Health Department Advisory Board; however, the Board may promulgate and adopt rules without the recommendation of the Sampson County Health Department Advisory Board, which is a purely advisory body, and retains ultimate authority for adopting all rules in accordance with North Carolina law.

All other matters, with the exception of appeals floverned by N.C. Gen. Stat. § 130A-24, which shall be conducted in accordance with Section IVA of these Operating Procedures, shall be conducted in the manner prescribed by the *Rules of Procedure and Conduct of the Sampson County Board of Commissioners*.

IVA. Appeals Procedure.

Appeals concerning the enforcement of rules adopted by the Board and concerning the imposition of administrative penalties by the local health director shall be conducted pursuant to the provisions of N.C. Gen. Stat. § 130A-24 and this Section.

A. Notice of Appeal.

An aggrieved person may request an appeal hearing to contest the enforcement of rules adopted by the Board and the imposition of administrative penalties by the local health director by submitting a notice of appeal in writing to the local health director within 30 days of the challenged action. The notice of appeal must contain the name and address of the aggrieved person, a description of the action challenged, and a statement of the reasons why the challenged action is incotTect in order to be effective.

Transmission of AppealMaterials.

Within five (5) working days of his or her receipt of a valid notice of appeal, the local health director shall transmit to the Board the notice of appeal and the papers and materials upon which the challenged action was taken.

Notice of Hearing.

The Board shall schedule and hold a hearing within fifteen (15) days of the receipt of the notice of appeal and shall give the appealing person not less than ten (10) days' notice of the date, time, and place of the hearing.

Continuances.

An appealing person may, for good cause shown, request a continuance of the hearing. The Board shall determine if a continuance should be granted and shall inform the appealing person of its decision at least one (1) day prior to the scheduled hearing.

E. Waiver of Hearing.

An appealing person waives his or her right to a hearing if he or she fails to file an effective notice of appeal with the local health director within thirty (30) days of the action being challenged or fails to attend a scheduled hearing after sufficient notice.

Discovery.

Pre-hearing discovery shall not be available to any party.

Q. Disqualification of Board Member.

If any Board member cannot attend the appeal hearing or cannot conduct a fair and impartial hearing in a particular case, he or she shall not participate in the hearing, deliberation, or decision of the matter.

I. Oath.

No person may testify or present any evidence to be admitted into the record without first being put under oath or affirmation. The Chair or other presiding officer shall have the power to administer oaths or affirmations.

L. Conduct of Hearing.

The Board shall have complete control over the conduct of the hearing, including, but not limited to, the order of the calling of witnesses and the presentation of evidence and the exclusion of irrelevant, immaterial, repetitious, or redundant testimony or evidence.

,1 Evidence at Hearing.

The rules of evidence, as applied in the General Courts of Justice, shall not apply at the hearing. Any competent evidence relevant to the decision or ruling in the case shall be admissible in the record. The Board may restrict or exclude unduly repetitious or redundant testimony or exhibits.

K. Counsel.

An appealing person may have an attorney present to assist in the presentation of his or her case before the Board. The County Attorney shall assist the Board with the procedural and evidentiary aspects of the appeal hearing.

L. Deliberation by the Board.

After all competent testimony and all evidence has been presented to the Board, the Board shall deliberate in open session and shall have the authority to affirm, modify, or reverse the challenged action based upon majority vote of the members participating in the hearing, provided that a quorum is present.

M. Decision.

The Board shall issue a written decision based on the evidence presented at the hearing. The written decision shall contain a concise statement of the reasons for the Board's decision. A copy of the written decision shall be sent to the appealing person by certified mail, return receipt requested, and filed concurrently with the Sampson County Manager and the Sampson County Attorney.

Appeal to District Court Division.

A person who wishes to contest a decision of the Board under this Section shall have the right to appeal to the District Court having jurisdiction over the matter within thirty (30) days after the date of the decision by the Board. The scope of review in District Court shall be the same as in N.C. Gen. Stat. § 1S0B-51.

V. Amendments to Operating Procedures.

These Operating Procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the Operating Procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments to the Operating Procedures are discussed and approved, and any amendments to the Operating Procedures must be approved by a majority of the members present at the meeting.

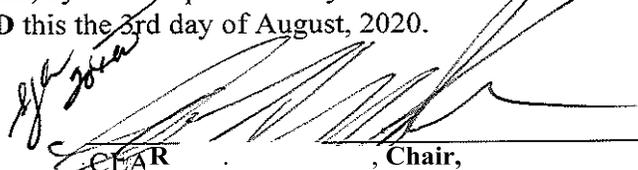
VI. Code of Ethics and Conflicts of Interest.

The Board's members shall comply with the ethical and conflict of interest provisions set forth in the *Sampson County Board of Commissioners Code of Ethics Adopted Pursuant to NC. Gen. Stat. § 160A-86*.

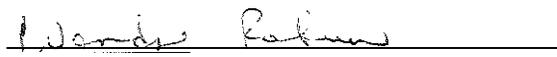
VII. Compliance with North Carolina Law.

In conducting its business, the Board shall comply with all applicable North Carolina law, including, but not limited to, open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the Board in compliance, the Secretary shall maintain a current copy of relevant North Carolina General Statutes and make them available to Board members upon request.

APPROVED AND ADOPTED, by the Sampson County Board of Health the 1st day of October, 2018 and **AMENDED** this the 3rd day of August, 2020.



Chair,
Sampson County Board of Health



WANDA ROBINSON, Secretary,
Sampson County Board of Health

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 6

Meeting Date: December 5, 2022	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue
	<input type="checkbox"/>		<input type="checkbox"/>	

SUBJECT: Consideration of Tax Appeals

DEPARTMENT: Board of Commissioners

PUBLIC HEARING: No

CONTACT PERSON(S): Edwin W. Causey, County Manager
Jim Johnson, Tax Administrator

PURPOSE: To consider taxpayer appeals of penalties assessed for failure to timely list business personal property

ATTACHMENTS: Appeal requests and tax billings

BACKGROUND:

Assessments and billings have been issued as a result of business personal property compliance reviews. The following individuals have requested an adjustment of the penalties applied to their accounts, pursuant to North Carolina General Statutes, for failure to timely list their business personal property.

RKK Farms: (Tax \$11,985.00 + Penalty \$4,747.27 = \$16,732.27)

James Gregory Horrell (Tax \$6,846.04 + Penalty \$2,321.26 = \$9,167.30)

RECOMMENDED ACTION OR MOTION:

Consider appeal; traditionally the Board has waived ½ of the penalty

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-1227

Date: 11/3/22

RKK Farms
1475 W Mt Gilead Church Rd.
Clinton, NC 28328

Account # 7686

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.



Signature

385 8792
call when letter done / do not mail
233

Installments

Recalc Charges

Property ID **73707** Version **7 - Subsequent**
 Tax year **2022** AR category **25** Bill number **1009728**
 Owner **7606** **RKK FARMS INC.**

Year	Charge	Description	Activi	Calc Code	Taxable Value	Percent	Count	Rate	Amount
2022	F23	TAYLORBR...	PRIN	3	206,736	100.000000	0	0.100000	206.74
2021	F23	TAYLORBR...	PRIN	3	152,453	100.000000	0	0.100000	152.45
2020	F23	TAYLORBR...	PRIN	3	135,556	100.000000	0	0.100000	135.56
2019	F23	TAYLORBR...	PRIN	3	113,749	100.000000	0	0.100000	113.75
2018	F23	TAYLORBR...	PRIN	3	376,423	100.000000	0	0.070000	263.50
2017	F23	TAYLORBR...	PRIN	3	333,791	100.000000	0	0.070000	233.65
2022	G01	CNTY TAX	PRIN	3	206,736	100.000000	0	0.825000	1,705.57
2021	G01	CNTY TAX	PRIN	3	152,453	100.000000	0	0.825000	1,257.74
2020	G01	CNTY TAX	PRIN	3	135,556	100.000000	0	0.825000	1,118.34
2019	G01	CNTY TAX	PRIN	3	113,749	100.000000	0	0.825000	938.43
2018	G01	CNTY TAX	PRIN	3	376,423	100.000000	0	0.825000	3,105.49
2017	G01	CNTY TAX	PRIN	3	333,791	100.000000	0	0.825000	2,753.78
2022	F23L	TAYLORS BR	LL	1	0	100.000000	0	10.0000...	20.67
2021	F23L	TAYLORS BR	LL	1	0	100.000000	0	20.0000...	30.49
2020	F23L	TAYLORS BR	LL	1	0	100.000000	0	30.0000...	40.67
2019	F23L	TAYLORS BR	LL	1	0	100.000000	0	40.0000...	45.50
2018	F23L	TAYLORS BR	LL	1	0	100.000000	0	50.0000...	131.75
2017	F23L	TAYLORS BR	LL	1	0	100.000000	0	60.0000...	140.19
2022	G01L	COUNTY LAT	LL	1	0	100.000000	0	10.0000...	170.56
2021	G01L	COUNTY LAT	LL	1	0	100.000000	0	20.0000...	251.55
2020	G01L	COUNTY LAT	LL	1	0	100.000000	0	30.0000...	335.50
2019	G01L	COUNTY LAT	LL	1	0	100.000000	0	40.0000...	375.37
2018	G01L	COUNTY LAT	LL	1	0	100.000000	0	50.0000...	1,552.75
2017	G01L	COUNTY LAT	LL	1	0	100.000000	0	60.0000...	1,652.27

110.335
 15.245
 20.335
 22.75
 65.87
 70.09
 85.28
 125.78
 167.75
 187.685
 776.37
 826.13

Total rate **5.490000** Total tax **16,732.27** - 2373.64 = 14,358.63

F23LL = \$409.27
 F23LL 1/2 Penalty reduction = \$204.64
 G01LL = \$4338.00
 G01LL = 1/2 Penalty reduction = \$2169
 total : 2373.64

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-1227

Date: 11-3-22

James Gregory Horrell
8461 Tomahawk Hwy
Harrells, NC 28344-8900

Account # 20210

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

James Horrell
Signature

F09 L 1/2 penalty reduction is \$106.22
G01 L 1/2 penalty reduction is \$1054.42
total: \$ 1160.64
amount to be waived: →



Installments

Property ID **70682** Version **1 - Tax**
 Tax year **2022** AR category **25** Bill number **1006757**
 Owner **20210** **HORRELL, JAMES GREGORY**

quer	Charge	Description	Activi	Calc Code	Taxable Value	Percent	Count	Rate	Amount
1	F09	FRANKLINF	PRIN	3	129,899	100.000000	0	0.100000	129.90
2	F09	FRANKLINF	PRIN	3	132,915	100.000000	0	0.100000	132.92
3	F09	FRANKLINF	PRIN	3	121,749	100.000000	0	0.080000	97.40
4	F09	FRANKLINF	PRIN	3	139,031	100.000000	0	0.080000	111.22
5	F09	FRANKLINF	PRIN	3	123,317	100.000000	0	0.080000	98.65
6	F09	FRANKLINF	PRIN	3	103,748	100.000000	0	0.080000	83.00
7	G01	CNTY TAX	PRIN	3	129,899	100.000000	0	0.825000	1,071.67
8	G01	CNTY TAX	PRIN	3	132,915	100.000000	0	0.825000	1,096.55
9	G01	CNTY TAX	PRIN	3	121,749	100.000000	0	0.825000	1,004.43
10	G01	CNTY TAX	PRIN	3	139,031	100.000000	0	0.825000	1,147.01
11	G01	CNTY TAX	PRIN	3	123,317	100.000000	0	0.825000	1,017.37
12	G01	CNTY TAX	PRIN	3	103,748	100.000000	0	0.825000	855.92
13	F09L	FRANKLIN F	LL	1	0	100.000000	0	10.0000...	12.99
14	F09L	FRANKLIN F	LL	1	0	100.000000	0	20.0000...	26.58
15	F09L	FRANKLIN F	LL	1	0	100.000000	0	30.0000...	29.22
16	F09L	FRANKLIN F	LL	1	0	100.000000	0	40.0000...	44.49
17	F09L	FRANKLIN F	LL	1	0	100.000000	0	50.0000...	49.33
18	F09L	FRANKLIN F	LL	1	0	100.000000	0	60.0000...	49.80
19	G01L	COUNTY LAT	LL	1	0	100.000000	0	10.0000...	107.17
20	G01L	COUNTY LAT	LL	1	0	100.000000	0	20.0000...	219.31
21	G01L	COUNTY LAT	LL	1	0	100.000000	0	30.0000...	301.33
22	G01L	COUNTY LAT	LL	1	0	100.000000	0	40.0000...	458.80
23	G01L	COUNTY LAT	LL	1	0	100.000000	0	50.0000...	508.69
24	G01L	COUNTY LAT	LL	1	0	100.000000	0	60.0000...	513.55

6.495 = 6.50
 13.29
 14.61
 22.245 = 22.25
 24.665 = 24.67
 24.90
 53.585 = 53.59
 109.655 = 109.66
 150.66
 229.40
 254.34
 256.77

Total rate **5.470000** Total tax **9,167.30**

OVR

* F09L = 212.41 total
 F09L = 1/2 penalty to be released is: \$106.22
 reduction
 * G01L = 2108.85
 G01L 1/2 = penalty to be released is: \$1054.42

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 7

Meeting Date: December 5, 2022 Information Only Public Comment
 Report/Presentation Closed Session
 Action Item Planning/Zoning
 Consent Agenda Water District Issue

INFORMATION ONLY

For all Board Information items, please contact the County Manager's Office if you wish to have additional information on any of the following.

- a. Engineers Recommendation for Alternatives for Development of Ivanhoe Water Project
- b. September 19, 2022 Minutes, SCHED Advisory Committee
- c. October 4, 2022, Minutes Dangerous Dog Appeal Hearing
- d. 2021-22 SCHED Annual Report
- e. 2021-22 NC Child Health Report Card
- f. 2022 County Health Rankings Report

Susan Holder

From: Ross, David <dross@Dewberry.com>
Sent: Wednesday, November 30, 2022 1:24 PM
To: Ed Causey; Susan Holder; Juanita Brewington
Cc: Linwood Reynolds; Mark Turlington; Mac Ellen Brown
Subject: Ivanhoe Water System - Project Update

All,

Dewberry has been working to complete the Engineering Report required by DWI for the Ivanhoe Water System Project. As part of the engineering report, an alternative analysis is performed to identify multiple ways that the project can be constructed to meet the original intent of the project. The Alternatives that were identified are listed below for your reference:

- No-Action Alternative (*Not Feasible*)
- Alternative 1 – 40 Miles of Water Main Extensions (*Not Feasible due to low pressures*)
- Alternative 2 – One Booster Pump Station & 40 Miles of Water Main Extensions
- Alternative 3 – Elevated Storage Tank, Two Wells, Two Booster Pump Stations, & 25 Miles of Water Main Extensions
- Alternative 4 – Elevated Storage Tank, Two Wells, Two Booster Pump Stations, & 40 Miles of Water Main Extensions (*Original Application*)

Alternative 4 is the original project plan that was described in the Funding Application. The following conclusion was drawn from the Alternative Analysis regarding this alternative:

- Alternative 4 – Elevated Storage Tank, Two Wells, Two Booster Pump Stations, & 40 Miles of Water Main Extensions is feasible; however, this is not the most efficient or effective alternative because of the associated capital cost and significant operational and maintenance cost.

Dewberry recommends that we change the preferred alternative to Alternative 2 based on the following conclusion drawn from the Alternative Analysis:

- Alternative 2 - One Booster Pump Station & 40 Miles of Water Main Extensions meets the original project objective, has the lowest present worth cost of all feasible alternatives, and has the lowest yearly maintenance and operation cost.

Dewberry intends to submit the Engineering Report to the State this week for their review. Our intent is to submit the engineering report showing Alternative 2 as the preferred alternative. If there are any questions regarding this change or if a more in depth explanation is required, please let me know. A full description of Alternative 2 is provided below for your reference.

Alternative 2 Project Description:

This project is to design and construct a new public water supply system for the Ivanhoe Area of Sampson County. The project will create a water distribution system to connect the residents within the disadvantaged, underserved community of Ivanhoe (who have expressed the desire to connect to a public water system) to Sampson County's water supply.

The infrastructure improvements required for the water supply system include:

- Water main extensions to connect residences within the Ivanhoe Area to the proposed system
- Residential water service meters and connections
- 1 Booster pump station

- 67,700 LF of 8" PVC Watermain
- 86,900 LF of 6" PVC Watermain
- 60,350 LF of 4" PVC Watermain

The proposed water main extensions will connect the disadvantaged, underserved residents located along Lisbon Bridge Road, Harrells Highway (Hwy 411), Longview Lake Road, Clear Run School Road, Firetower Road, Wildcat Road, Hoover Road, Alpine Church Road, Dr. Kerr Road, Trestle Road, Ivanhoe Road, G. Shaw Road, Barnhill Road, Eddie L. Jones Road, McKoy Loop Road.

Thanks,

GdylgD#Jrvv#

DvvlwdqwfSurnfw# dqdjh#
 5943# |fdi#Jrdg/#x.lh#743#
 Uddhjk/#F# :93 :063 :6#
 G# ;7156519 : ; ;#



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To: Mr. Edwin Causey
County Manager

Susan Holder
Assistant County Manager

From: Wanda Robinson
Health Director

Subject: County Commissioner's Agenda-Information Items

Date: November 21, 2022

Attached are items that will be presented for approval by the Health Advisory Committee on November 21, 2022:

- I. September 19, 2022, Minutes from SCHD Advisory Committee Meeting
- II. October 4, 2022, Minutes from Dangerous Dog Appeal Hearing
- III. 2021-2022 SCHD Annual Report
- IV. 2021 NC Child Health Report Card
- V. 2022 County Health Rankings Report

For any questions or comments, please contact me. Your assistance is appreciated.

Attachments:

- September 19, 2022, Minutes from SCHD Advisory Committee Meeting
- October 4, 2022, Minutes from Dangerous Dog Appeal Hearing
- 2021-2022 SCHD Annual Report
- 2021 NC Child Health Report Card
- 2022 County Health Rankings Report

SCHD Advisory Committee Meeting Minutes Monday, September 19th 2022

Attendance: Board Members- Dr. Jeffrey Bell, Linda Peterson, Robert Butler, Jacqueline Howard, Commissioner Lethia Lee, Yire Hernandez, Cynthia Davis
Health Department and Administration Staff- Wanda Robinson, Cherish Allen, Tamra Jones, Kelly Parrish, Kory Hair, Luke Smith, Denise Rhodie, Joel Starling, Edwin Causey.

- I. **Call to Order:** Linda Peterson
- II. **Invocation:** Jacqueline Howard

*Wanda requested a change in the agenda. She would like to move the Tobacco free mandate up to #4 and add FISCAL Policy update as letter e. under Financial

III. **Approval of Minutes:**

- a) July 18, 2022 SCHD Advisory Committee Meeting minutes
Motion to approve made by Robert Butler; 2nd Jacqueline Howard. All in favor.

- IV. **Tobacco Free Mandate Presentation and Policy Update:** Wanda presented the Medicaid Managed Care and Tobacco Free Requirements presentation. See attached presentation. Mandate states that there cannot be anyone smoking within 50 feet of the building and designated smoking areas inside or outside will not be allowed. This mandate will only affect the Health Department and buildings that receive Medicaid funding. Policy will have to be shared with the State to prove compliance and will be in effect starting December 1, 2022. Wanda reminded everyone that this not only helps our smokers, but it also helps our children, our family and ourselves that are prone to secondhand smoke. Quitline information will also be provided to assist our patients/citizens in their journey to quit smoking. Joel discussed the updates in the Tobacco policy. He asked everyone to look at the campus map. The non-smoking areas have been line off in red. Satellite locations will also have to abide to the mandate as well as EMS and any off-site events performed by the Health Department. Joel will look into Department of Aging as they do receive funding. Motion to approve this policy made by Linda Peterson; 2nd by Robert Butler. All in favor.

- V. **COVID-19 Update:** Kelly reviewed the Waste Water graphs. See attached. Handout reviews Early Warning Indicators, Health System Capacity numbers. Kelly stated that numbers are trending down. SCHD will begin administering Novavax this week once approved by the Board. New Bivalent boosters received and will begin administering this week once approved by the Board, as Monovalent mRNA COVID-19 vaccines are no longer authorized as booster doses for individuals 12 years of age and older. Bivalent boosters are not yet authorized to children under

12 years old. Eligible children 5-11 years old can still receive the original Pfizer booster. In the coming weeks, CDC also expects to recommend updated COVID-19 boosters for other pediatric groups, per the discussion and evaluation of the data by ACIP on September 1, 2022. When data is available and FDA authorizes these other types of COVID-19 boosters, CDC will quickly move to help make them available in the US. Updated COVID-19 vaccines schedule effective 9/6/22 was also made available to the Committee.

VI. Monkey Pox: There are currently 446 cases in North Carolina. 98% of cases are Male, 69% of cases are of the African American race. There are only 2 cases under the age of 18, with no household contact. See handout for facts about Monkey Pox.

- a) **Testing standing orders:** Kelly reviewed the printout of standing orders for testing for Monkey Pox at the SCHD. Motion to approve made by Linda Peterson; 2nd by Yire Hernandez. All in favor.
- b) **Immunization standing orders:** Kelly reviewed the printout of standing orders for immunizations for Monkey Pox. Kelly reported that the SCHD only has 50 doses and there are currently 4 patients on a waiting list to receive the vaccine. Due to the limited amount of vaccine, patients are having to be prioritized. Motion to approve made by Jacqueline Howard; 2nd by Yire Hernandez. All in favor.

VII. Financial

- a) **Monthly Update:** Tamra reviewed the activity summary. Numbers are going up for clinic visits. No questions from the Committee. Tamra reviewed Medicaid Revenues. We are now in network with all 5 companies in Medicaid Managed Care. No questions from the Committee.
- b) **SCHD Fee Schedule/CPT Update:** Kelly reviewed the new CPT codes and fees. They include the COVID vaccine codes, Monkey pox testing and immunization codes, MenQuadFi, Flu, MeterniT21 (which is back with LabCorp), and Nebulizer/Albuterol in preparation for the SCHD to open up Primary Care. Motion to approve (with the addition of 87593 with NC modifier, as discussed) made by Jacqueline Howard; 2nd by Lethia Lee. All in favor.
- c) **AA 361-ELC Reopening Schools: \$115,000:** These funds have been given to fund this position. Motion to approve made by Jacqueline Howard; 2nd by Lethia Lee. All in favor.
- d) **AA 165-Infant Mortality Reduction: \$7,844:** These funds are in addition to the already approved funds of \$63,500 for this FY. Motion to approve made by Robert Butler; 2nd by Yire Hernandez. All in favor.
- e) **Fiscal Services Policy update:** Tamra reviewed changes in the FISCAL policy. Changes were made in the BCCCP criteria and income requirements. No other changes made. See attachment. Motion to approve made by Linda Peterson. 2nd by Robert Butler. All in favor.

VIII. Advisory Committee Membership Recommendations: Wanda reviewed the member list that includes their terms dates and end dates. This December there will be changes. Robert Butler and Jacqueline Howard will be going off of the committee. Recommendations are needed for an Engineer and a general public member. Dr. Davis, Yire Hernandez, and Allie McCullen need to be

**SCHD Advisory Committee
Dangerous Dog Appeal Hearing Minutes
October 4, 2022 at 6:30 pm**

Attendance

Board Members: Dr. Jeffrey Bell, Robert Butler, Dr. Cynthia Davis, Allie Ray McCullen, Dr. Shane Sundlie, Yire Hernandez, Jacqueline Howard.

County Employees: Wanda Robinson, Joel Starling, SGT. Jessica Byrd, Deputy Cribbs, and Cherish Allen

Speakers:

I. **Call to Order:** Dr. Jeffrey Bell called Hearing to order. Dogs in question are Friday, Saturday, and 1 unnamed pit mix. Owner is Maylene Badgett.

II. **Dangerous Dog Hearing:**

a) Overview of Dangerous Dog Hearing Process: Dr. Jeffrey Bell reviewed Article 1A. Dangerous Dogs Sections (a) (1) a. and b; (2) a. b. and c. (See attached). Dr. Jeffrey Bell stated explained that all speakers will have five minutes to speak, then will be asked questions by the Committee. He explained that it is important to stay on topic and give facts of exactly what happened and what was witnessed in the event that occurred on September 2, 2022.

b) Public Comment:

Dr. Jeffrey Bell called Maylene Badgett to speak. Mrs. Badgett was sworn in under Oath by Wanda Robinson.

- Mrs. Maylene Badgett: Mrs. Badgett explained that she bought the dog for her grandson when he came to live with her. After bringing her home she ended up getting pregnant and having 7 puppies. Mrs. Badgett stated that her son passed away on 8/31/2022, therefore on 9/06/2022 she was cutting grass knowing she would have company visit after her son's wake. After cutting grass she went in to get a shower. She stated that she left her windows up, yet screen and blinds were in place. When she came out of the shower, she noticed they had jumped out of the window. Mrs. Badgett then stated she went outside and Friday, Saturday and the unnamed dog were there waiting to come in. Mrs. Badgett believes that her dogs were provoked by the neighbor's dog "Bolt". As he was always on her property, and she had to return him several times. Mrs. Badgett stated that she had her doors double bolted so they would get out of the door.

Dr. Jeffrey Bell asked, "How long were your dogs were out. Mrs. Badgett responded, "I am not sure, my mind was on my son."

Jacqueline Howard asked, "You said you've had to return the neighbors dog, Bolt?" Mrs. Badgett responded, "Yes 10-15 times or something like that." Mrs. Howard, "do you

think he was afraid to come get his dog?" Mrs. Badgett, "No because my dogs listen, no need to be scared."

Dr. Cynthia Davis asked, "Does Bolt always come to your house? Does he jump your fence?", Mrs. Badgett responded, "Yes, he is always on my property, but not in my fence, no." Dr. Cynthia Davis, "What about #2 on the report, it states you called 911 and stated your dogs were out?" Mrs. Badgett responded, "That is not true. I never called 911."

No further questions for Maylene Badgett from the Board.

At his time Dr. Jeffrey Bell called Gloria Blalock to speak. Ms. Blalock was sworn in under Oath by Wanda Robinson.

- Gloria Blalock: Mrs. Blalock stated that she was napping in Mrs. Badgett's home at the time of the incident. She heard a dog outside barking and got up to notice Mrs. Badgett's 3 dogs had escaped through the window.

Dr. Jeffrey Bell asked, "Did you see the dogs get in a fight or go across the street?" Mrs. Blalock responded, "No, I told Maylene to go get her dogs, she asked which ones and I said the boys, because the girls are in here with me."

No further questions for Ms. Blalock from the Board.

At this time Dr. Jeffrey Bell called Quincy Badgett to speak. Quincy was sworn in under oath by Wanda Robinson.

- Quincy stated that he didn't know what happened because he wasn't there.

Dr. Jeffrey Bell asked Quincy if he had every seen Bolt on the property before? He stated he had not. Mrs. Badgett stated Quincy did not live there.

No further questions for Quincy from the Board.

At this time Dr. Jeffrey Bell called Robbyn Ellender to speak. Mrs. Ellender was sworn in under oath by Wanda Robinson.

- Mrs. Ellender stated she was not there at the time of the incident. But she did state that Mrs. Badgett had raised these dogs, built fences for the dogs, when they got out-she built a higher fence. She stated that Mr. Hernandez, the owner of Bolt, at one time had 2 dogs. When Mrs. Ellender asked the daughter what happened to the 2nd dog, she stated that it had been ran over. She told a story of when her dog and Saturday went to the dog park together. She requested that Mrs. Badgett put a muzzle on Saturday initially, when Mrs. Badgett removed it a short while later, the two dogs got along great.

Dr. Jeffrey Bell asked, "Did you witness Bolt getting out and running free?" Mrs. Ellender responded, "Yes many times." Dr. Jeffrey Bell, "Have you ever seen Mrs. Badgett's dogs running loose?" Mrs. Ellender responded, "One time when they were about a year and a half old."

Dr. Cynthia Davis directed a question to Mrs. Badgett regarding a comment made by Mrs. Ellender. She asked, "Mrs. Ellender stated you had muzzles for your dogs, why?" Mrs. Badgett responded, "Because when I was training them, I would use them to keep them from nipping and biting." Mrs. Ellender stated that they went together to tractor supply and purchased muzzles for Mrs. Badgett's dogs and her own dogs to keep them from nipping and play fighting as puppies.

No further questions for Mrs. Ellender from the Board.

This was the last of witnesses called by Maylene Badgett.

The Complainant, Mr. Jesus Hernandez was not present nor were any witness on his behalf.

Dr. Jeffrey Bell called Sgt. Jessica Kittrell to speak. She was sworn in by Wanda Robinson.

- Sgt. Jessica Kittrell: Sgt. Kittrell stated that on May 10, 2022, by District Court Judge Sutton that she had to contain her dogs. There had been complaints of them running at large at night. On the night of September 2, 2022, Mr. Hernandez witnessed Mrs. Badgett's 3 dogs standing over his injured dog. Shortly after is when Mr. Hernandez left to take his dog to an emergency vet, where he was informed that he would need to put the dog, Bolt, down. Sgt. Kittrell passed around photos that Mr. Hernandez had taken. Photo showed 1 of Mrs. Badgett's dogs standing over Bolt, although reports stated all 3 were witnessed to be standing over Bolt. Sgt. Kittrell reviewed the Statutes of what determines a dangerous dog, as Bolt did have to be put down. Sgt. Kittrell stated she did not believe Bolt could have been injured so severely on Mrs. Badgett's property and been able to walk back to his property.

Robert Butler asked, "Was the photos taken on Mr. Hernandez's property?" Sgt. Kittrell responded, "Yes."

Dr. Jeffrey Bell asked, "Could these dogs hear Bolt barking from his yard?" Sgt. Kittrell responded, "Yes."

Allie Ray McCullen asked about the "court order" that had been mentioned. Sgt. Kittrell responded that on May 10, 2022 Mrs. Badgett was ordered that her dogs could not run at large. This was the result of a complaint from a different neighbor, not Mr. Hernandez.

Robert Butler asked if that neighbor whose complaint resulted in a court order complained about the dogs being aggressive. Sgt. Kittrell responded, "yes, they would approach them aggressively at night."

No further questions for Sgt. Kittrell from the Board.

- c) Discussion: Robert Butler stated that regardless of the material, if the dogs wanted to get out of the house, they were going to go through whatever due to size. Dr. Cynthia Davis stated that unfortunately if one dog starts a fight, all dogs involved will act.

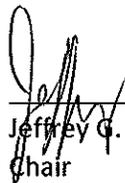
Mrs. Ellender requested to add one thing; approved by Dr. Jeffrey Bell. She stated that after the incident when she was called over by Mrs. Badgett her and Sgt. Kittrell looked for blood from a said to be fight between the dogs, but could not find any.

No further discussion.

Dr. Jeffrey Bell requested that the Board vote if no other questions or discussion. He asked for a show of hands of all members that vote to uphold the Dangerous Dog determination; 3 members raised their hands. He then asked for a show of hands of members who opposed; 4 members raised their hand.

Determination of the Potential Dangerous Dogs; After hearing testimony and reviewing the exhibits offered into evidence, the Board voted to reverse the law enforcement officer's determination that "Friday", "Saturday", and "one unnamed brown in color pit bull breed mix canine" are potentially dangerous dogs.

III. Adjournment: Meeting adjourned by Dr. Jeffrey Bell.


Jeffrey G. Bell Date
Chair


Wanda Robinson Date
Secretary

Sampson County Health Department

Annual Report 2021-2022

www.facebook.com/Sampson-County-Health-Department

GRANTS & AWARDS

Grants

Infant Mortality Reduction Grant - \$63,500

This grant supplies long-acting contraceptives to reduce the infant mortality rate.

OBCM Non-Medicaid Grant - \$45,817

This grant provides prenatal and postpartum care management services to uninsured, low income women ineligible for Medicaid, who are at high risk for poor birth outcomes, including low birth weight babies and premature delivery.

Rural Health Grant - \$62,800

This grant provides quality healthcare access to uninsured or underinsured clients.

United Way of Sampson County Grant - \$7,000

This grant provides mammograms, ultrasounds and breast biopsies to uninsured or underinsured minority females.

COVID-19 Funds- \$408,761

These funds were allocated to local health departments to support COVID-19 staffing, infection controls, testing, tracing, vaccination, IT infrastructure and data sharing, and visualization.

HIGHLIGHTS

Fiscal

Revenues for Fiscal Year 21-22 were higher than originally budgeted.

Maternal Health

Sampson County Health Department collaborated our first planned cesarean delivery for a HIV positive patient.

Diabetes Self-Management Education & Support (DSMES)

Policy for Medicaid that enables us to provide DSMES services via phone call (telehealth) was made permanent.

Women, Infants and Children (WIC)

Waivers to continue to provide services via telephone have been extended through January 2023.

COVID-19 Response

COVID-19 numbers are decreasing, but other variants are emerging. Public health is moving to endemic — home testing, isolation, treatment, and vaccination.



Sampson County Health Department

2021-2022 Annual Report

Message from the Health Director

The Sampson County Board of Health and the staff of the Sampson County Health Department are pleased to provide you with our annual report for fiscal year 2021-2022. The Sampson County Health Department works hard to accomplish our mission—to preserve, protect and promote the health, environment and well-being of the citizens of Sampson County. This report was developed to inform Sampson County residents and officials of the progress made by their Public Health Department to meet this mission.

Since March 2020, the main focus of the health department has been on COVID-19. During this fiscal year, Sampson County Health Department has provided 2,656 COVID-19 Tests with 11,745 county-wide positives, and gave 10,778 COVID-19 Vaccines. This has created additional workload on the staff and the department. Much work has been done on testing, contact investigation, contact tracing, isolation, quarantine, and vaccination of county residents. I am sure these preventative efforts will start to decrease and we begin to focus on other emerging issues.

The demand for our services has increased over the past year due to the economy. Our case management services have doubled due to policy changes by the Division of Medical Assistance. Clinic numbers continue to increase due to the need for client services. United Way and Sampson County BCCCP continue to provide Breast and Cervical Cancer services and virtual outreach. We continue to work with the Sampson County Community Wellness Committee to partner and focus on the areas identified in our community health assessment while continuing to provide much needed safety net services to Sampson County residents. I am proud of the many programs provided by our staff and the diligence with which they work to improve the health of Sampson County.

Thank you for taking the time to review our annual report.

Wanda Robinson
Health Director

360 County Complex Rd.
Suite 200
Clinton, NC 28328
(910) 592-1131
www.sampsonnc.com



Sampson County Health Department

FY 2021-2022 by the numbers

CLINICS

Adult Health (visits)	1,333
Breast & Cervical Cancer Control Program (visits)	38
Care Management for At-Risk Children/CMARC (avg. caseload)	123
Child Health (visits)	234
Communicable Disease (total)	60
Diabetes Self-Management Education (assessments)	36
Family Planning (visits)	854
Immunizations (total)	2,852
Laboratory Services (total)	4,055
Maternal Health (visits)	2,068
Sexually Transmitted Disease (visits)	1,168
Case Management for High Risk Pregnancy/CMHRP (avg. caseload)	84
Tuberculosis (cases)	2
COVID Cases	11,745
COVID Vaccines	10,778

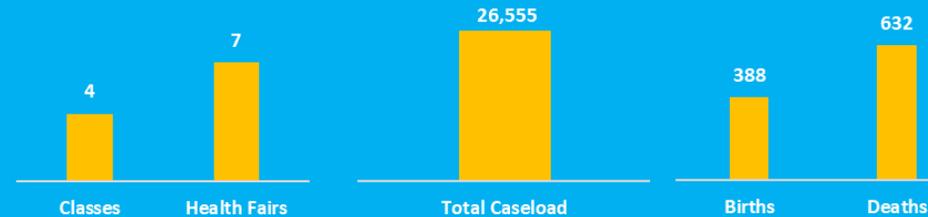
ENVIRONMENTAL HEALTH

Food & Lodging	
Inspections	437
Visits	531
Septic Systems	
Permits	988
Site Visits	412
Evaluations	478
Water	
Visits	156
Samples Collected	136
Wells	
Permits Issued	82

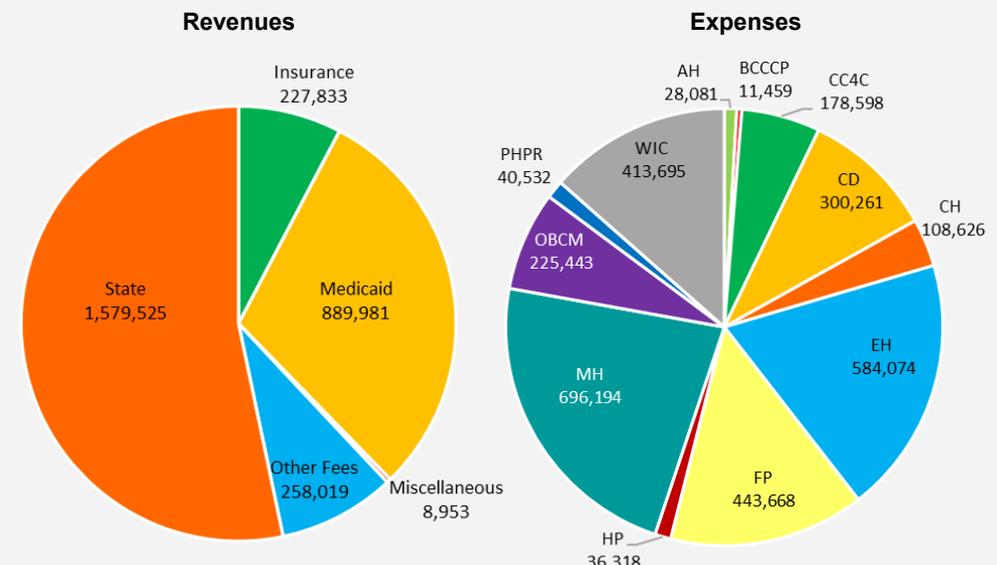
HEALTH PROMOTION

WIC

VITAL RECORDS



FINANCE



NC Child
The Voice for North Carolina's Children



NORTH CAROLINA Child Health REPORT CARD

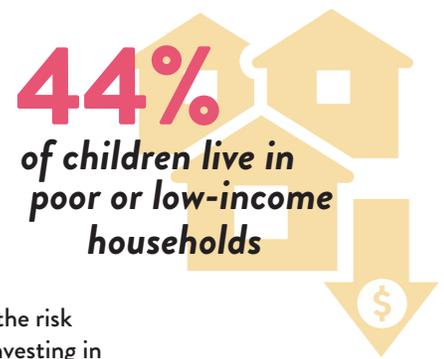
2021



Focus On:
**THE IMPACT OF THE
COVID-19 PANDEMIC
ON NC FAMILIES**

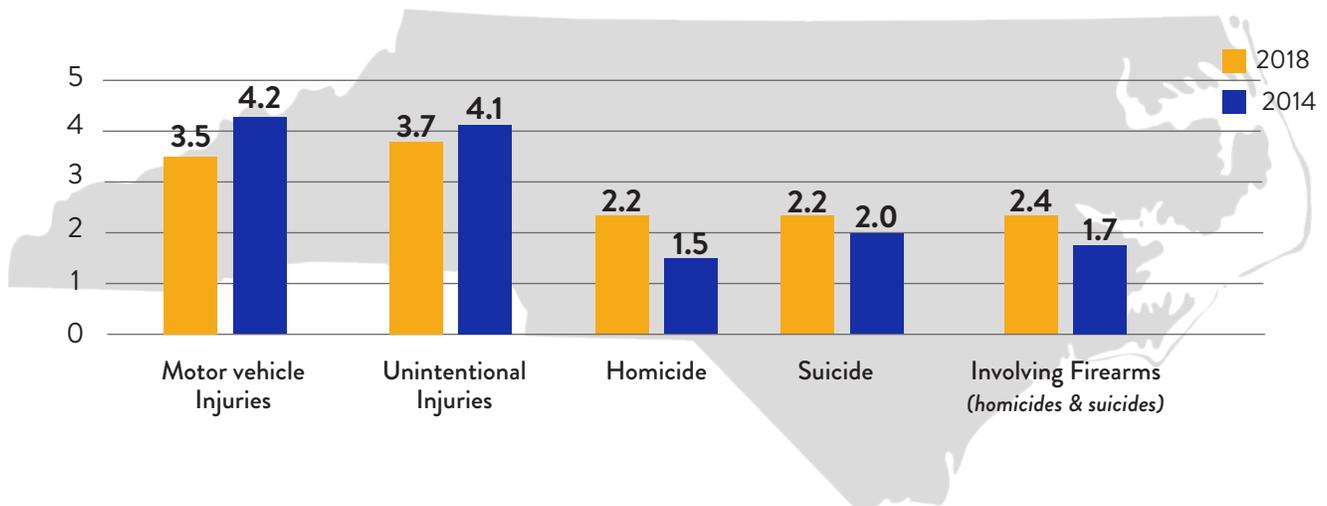
Secure Homes & Neighborhoods

The environment where children live, learn, and play has a huge influence on their health. Approximately 4 out of 10 children live in poor or low-income homes, and 9% of North Carolina's children live in high-poverty neighborhoods. Families living in these conditions have a harder time covering the basics, let alone extra fees for sports, camps, and enrichment. In many low-income communities, families have a much harder time finding safe housing, healthy food, and safe public parks where they can play and exercise — all factors that increase the risk of poor health. Community leaders and policymakers can strengthen communities by investing in public infrastructure like affordable housing, public transit, and parks. Leaders can also use tools to reduce environmental health hazards like lead paint or polluted air and water.



GRADE	INDICATOR	DATA YEARS	CURRENT	BASE	% CHANGE	AFRICAN AMERICAN or BLACK	AMERICAN INDIAN	ASIAN	HISPANIC or LATINX	OTHER	WHITE
F	Housing & Economic Security										
	Children who live in high-poverty neighborhoods	2014-2018, 2010-2014	9.0%	14.0%	-35.7%	20.0%	21.0%	5.0%	15.0%	8.0%	3.0%
	Children who live in poor or low-income households (<200% FPL)	2018, 2014	44.0%	50.0%	-12.0%	61.0%		33.0%	68.0%	49.0%	29.0%
B	Environmental Health										
	Children who have an asthma diagnosis	2018-2019, 2016-2017	11.0%	12.7%	-1.7%	14.7%		3.0%	9.3%	6.3%	11.1%
D	Child Abuse and Neglect										
	Children who are investigated for child abuse or neglect	July 2018 - July 2019, July 2014 - July 2015	4.5%	5.7%	-21.6%	7.3%	6.8%		3.3%		4.2%
	Children who exit to a permanent living situation within 24 months	2018-2019, 2015-2016	59.9%	63.2%	-5.3%	53.6%	73.2%	90.9%	57.2%	56.8%	62.7%

North Carolina Resident Child (Ages 0-17) Death Rates by Type of Death per 100,000



Access to Care

Whether a family can get affordable health care has a huge influence on their children's health and well-being. Health care coverage is critical for ensuring that children receive necessary preventive care. Just as with healthy babies, a child's health is closely tied to whether their parents have good health care. The number of North Carolina parents without health insurance decreased from 17% in 2017 to 14% in 2018. Unfortunately, the pandemic has meant huge declines in employer-provided health coverage in 2020. We expect to see a corresponding increase in parents without health coverage. Oral health is also an important part of overall child health. Many North Carolina families struggle to find and afford oral health care for their children. In 2019, approximately 16% of North Carolina kindergarten students showed signs of untreated tooth decay.

GRADE	INDICATOR	DATA YEARS	CURRENT	BASE	% CHANGE	AFRICAN AMERICAN or BLACK	AMERICAN INDIAN	ASIAN	HISPANIC or LATINX	OTHER	WHITE
C	Oral Health Kindergarten students with untreated tooth decay	2018-2019, 2017-2018	16%	15.7%	1.9%						
D	School Health School nurse ratio School counselor ratio	2018-2019, 2015-2016 2018-2019, 2015-2016	1:1,021 1:354	1:1,086 1:375	6.4% 5.9%						
B	Health Services Utilizations and Immunization Children with Medicaid who received a well-child checkup in the past year Children ages 19-35 months with appropriate immunizations Adolescents ages 13-17 who have received 1 or more HPV vaccinations	2018, 2014 2019, 2015 2019, 2016	59.5% 80.1% 71.3%	59.3% 80.0% 57.5%	0.3% 0.1% 24.0%						67.7%
A	Insurance Coverage Percent of children with health insurance coverage Parents without health insurance coverage	2019, 2015 2019, 2016	94.2% 15.1%	95.7% 13.7%	-1.5% 10.2%	96.1% 13.4%	93.7% 19.1%	94.7% 7.1%	86.7% 50.0%	83.3% 13.2%	95.6% 9.3%

Healthy Births

One of the most important factors in an infant's health is their mother's health before and during pregnancy. Low birth weight, birth defects, and even infant death are tied to factors such as access to prenatal care, health risk factors, and health behaviors like smoking or drinking alcohol. Importantly, structural racism presents consistent barriers to healthy outcomes for women of color and their babies.

While almost 70% of all women in North Carolina receive prenatal care in the first trimester, African American and Hispanic women are less likely to receive prenatal care compared to their white counterparts. Racial disparities also impact North Carolina's appalling infant mortality rate: African American babies are as more than twice as likely as to die before their first birthday than white babies.

GRADE	INDICATOR	DATA YEARS	CURRENT	BASE	% CHANGE	AFRICAN AMERICAN or BLACK	AMERICAN INDIAN	ASIAN	HISPANIC or LATINX	OTHER	WHITE
C	Breastfeeding Newborns who are breastfed exclusively for at least 6 months	2017, 2014	23.3%	26.1%	-10.7%						
C	Preconception and Maternal Health and Support Women ages 18-44 with health insurance coverage Women who receive early prenatal care	2018, 2014 2019, 2014	79.9% 67.5%	75.0% 68.2%	7.0% -1.0%	83.9% 61.0%	63.0% 61.2%		35.8% 55.9%	94.1% 66.5%	87.9% 74.2%
F	Birth Outcomes Infant mortality rate per 1,000 live births Babies who are born before 37 weeks of pregnancy	2019, 2014 2019, 2014	6.8 10.7%	7.10 9.8%	-4.2% 9.2%	12.5 14.3%	12.0 10.8%		5.6 9.4%	3.8 8.6%	4.7 9.5%
B	Teen Births Rate of births to teen girls ages 15-19 per 1,000	2019, 2014	24.0	32.3	-25.7%	34.4	41.5		40.9	11.0	15.0

Health Risk Factors



Many of the behaviors we pick up in youth can last a lifetime. That is particularly true of healthy behaviors, such as exercise and healthy eating, and unhealthy behaviors, such as tobacco and alcohol use. The good news is that cigarette and alcohol use have gone down among North Carolina youth in recent years. However, the increasing popularity of electronic vapor products is very concerning, with approximately 3 in 10 high school students reporting using these products. Health leaders should address the rise of vaping and use of other substances with increased investment in substance use prevention and cessation programs targeting youth.

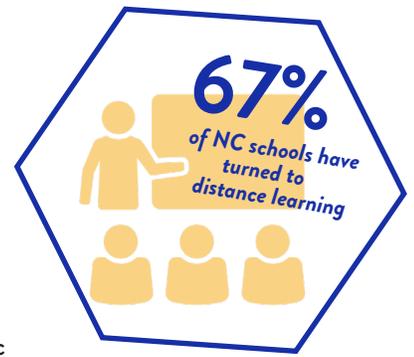
Education is an important driver of health. Under-investment in Black, brown, and low-income communities has created a legacy of racial disparities that persist across education indicators. African American, American Indian, and Hispanic children are less likely to read at grade level and graduate on time than white children. Research shows that adults with higher levels of education earn more, are less likely to be unemployed, and live longer and healthier lives.

GRADE	INDICATOR	DATA YEARS	CURRENT	BASE	% CHANGE	AFRICAN AMERICAN or BLACK	AMERICAN INDIAN	ASIAN	HISPANIC or LATINX	OTHER	WHITE
D	Healthy Eating & Active Living										
	Children ages 10-17 who are overweight or obese	2018-2019, 2016-2017	30.7%	30.6%	0.3%						
	Children who live in food insecure households	2018, 2016	19.3%	20.9%	-7.7%						
F	Tobacco, Alcohol, and Substance Use										
	<i>High school students who currently use:</i>										
	Cigarettes	2019, 2017	8.3%	12.1%	-31.4%	4.4%		2.6%	9.7%	5.8%	9.0%
	Electronic vapor products	2019, 2017	35.5%	22.1%	60.6%	25.7%		27.3%	33.5%	41.0%	41.1%
	Alcohol (including beer)	2019, 2015	24.2%	29.2%	-17.1%	14.9%		13.4%	26.4%	24.7%	28.7%
	<i>High school students who have ever used:</i>										
	Prescription drugs without a doctor's prescription	2019, 2017	16.6%	15.0%	10.7%	15.8%		12.9%	20.3%	19.3%	14.8%
F	Mental Health										
	High school students who attempted suicide in the past year	2019, 2017	9.7%	8.2%	8.5%	9.6%		3.9%	15.4%	15.6%	7.6%
	Past-year major depressive episode among adolescents aged 12-17	2019, 2017-2018	15.1%	12.0%	25.8%						
	Percent of adolescents aged 12-17 with major depressive episode who received treatment for depression	2019, 2018	43.3%	41.4%	4.6%						
C	Education										
	Third grade students reading at grade level	2019, 2016	56.8%	59.5%	-4.5%	40.8%	44.5%	75.6%	42.6%	59.5%	70.1%
	High school students who graduate on time	2019-2020 SY, 2015-2016 SY	87.6%	85.9%	2.0%	85.2%	85.1%	94.4%	81.7%	85.3%	90.8%



NC Pathways to Grade-Level Reading Whole Child Measure of Success. Learn more at: www.buildthefoundation.org/pathways

Special Issue: The Impact of the COVID-19 Pandemic on NC Families



The COVID-19 pandemic has touched the lives of all North Carolina families. As many families try to find their footing, the pandemic is putting a harsh spotlight on the deeply embedded barriers that create massive racial and economic inequities in health and well-being. Children are quite resilient by nature. But when parents lose jobs or income, as so many have recently, it can cause a cascade of other traumatic events for children.

Losing a home, skipping meals, or having a parent struggling with depression can result in serious long-term consequences for kids. Before COVID-19, nearly half of children in North Carolina lived in a family that was struggling with poverty. Now, many more families are having a hard time meeting their children's basic needs. COVID-19 is also changing the way children receive education across the state. While most schools have turned to full-time or part-time distance learning (67.3%), access to the internet and computers remains a challenge for many families, particularly for low-income households and rural communities.



The U.S. Census Bureau's weekly Household Pulse Survey is capturing the social and economic impact of the pandemic on families across the country in real time. Approximately 1 in 4 families with children struggle to pay rent, while a fifth of homeowners with children are behind on mortgage payments. Twenty percent of households with children report not having enough to eat over the past week. More than half of parents are struggling with anxiety and depression symptoms and have not received mental health care.

THE DATA PROVIDES A STARTING POINT FOR A PATH TO RECOVERY IN NORTH CAROLINA. Stakeholders can do much to support families during the pandemic, including:



Strengthening health coverage as a crucial part of North Carolina's public health response to COVID-19. Expanding access to affordable health coverage - for adults and children alike - is important to children's physical, mental, and emotional health. When parents are insured, they are better able to stay healthy and care for their children. Likewise, their children are more likely to have health insurance and to use it. Hundreds of thousands of North Carolina caregivers have lost the health coverage they previously received through their employers. Without health insurance, it can be nearly impossible for parents and caregivers to get health care when they need it.



Removing barriers to health and health care for North Carolina's most vulnerable families. We can ensure that thousands of families get the high-quality care they need, because we understand the barriers. Some of the biggest are not having a car to get to health appointments, a shortage of local health care providers, unaffordable services, and a shortage of providers who understand their patients' language and/or culture.

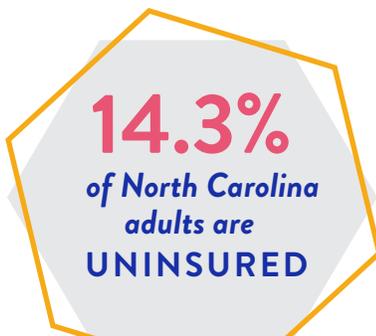


Preventing long-term harm to kids by investing in the programs that are proven to insulate families against the harmful effects of poverty. Programs such as Medicaid, SNAP, WIC, and high-quality early childhood education are proven to boost school success, and help keep kids healthy throughout their lives.



Expanding access to broadband internet. State legislators have an opportunity to get broadband internet to the 200,000 homes with students in North Carolina that still have no internet access at home. Currently, these families don't have the wi-fi access they need for their kids to attend class, and can't access telehealth services or apply for jobs or needed benefits like Medicaid or SNAP.

State legislators and health officials are justly prioritizing COVID-19 recovery efforts this year. The pandemic has had a hugely disproportionate impact on communities of color, so solutions must address the long-standing structural racism that leads to disparities in health outcomes for children and their families. Prioritizing an equitable recovery will get us closer to the goal that all children and families can thrive.



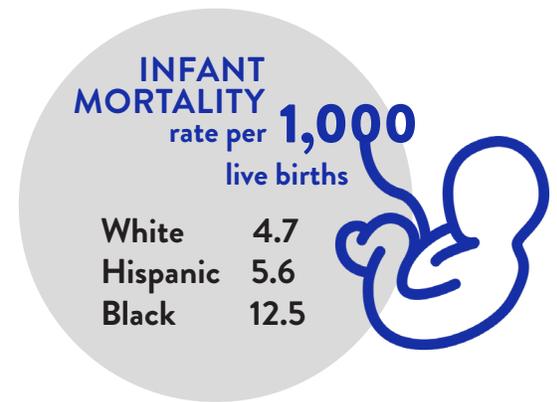
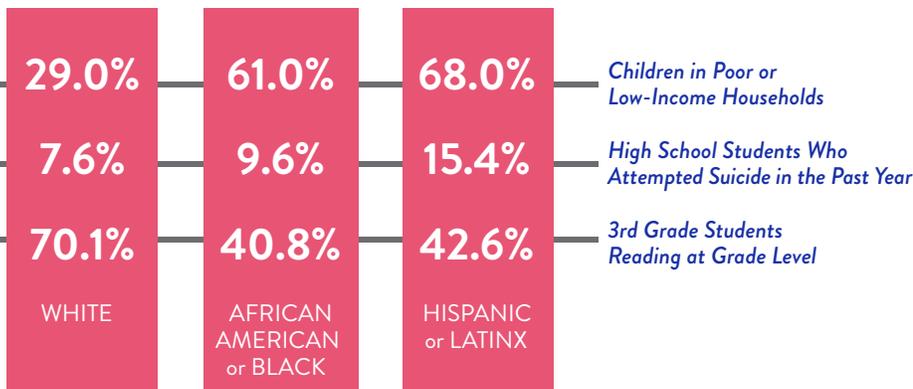
	Adults who reported feeling nervous, anxious, or on edge	Adults who reported feeling down, depressed, or hopeless	Adults who delayed getting medical care because of COVID-19
HOUSEHOLDS with NO CHILDREN	58.1%	46.9%	27.0%
HOUSEHOLDS with CHILDREN	66.5%	54.6%	38.8%

DEMOGRAPHICS



	TOTAL CURRENT	AFRICAN AMERICAN or BLACK	AMERICAN INDIAN	ASIAN	HISPANIC or LATINX	OTHER	WHITE
Number of babies born (Live births)	118,957	28,719	1,608		18,359	5,634	64,632
Percent of total live births	100%	24.1%	1.4%		15.4%	4.7%	54.3%
Children under age 18 (%)	100% (2,293,972)	22.9% (526,308)	1.3% (30,829)	2.9% (66,012)	16.7% (383,487)	5.3% (121,607)	51.6% (1,182,808)

DISPARITIES BY RACE PERSIST IN NORTH CAROLINA ACROSS MANY AREAS OF CHILD WELL-BEING:



GRADES AND CHANGE OVER TIME: Grades are assigned by a panel of health experts to bring attention to the current status of North Carolina children in salient measures of health and well-being. Grades are subjective measures of how children in North Carolina are faring in a particular area, and are not meant to judge the performance of a state agency or agencies providing data or services. Please note that several agencies have made a great deal of progress in recent years, which may not be reflected in these grades.

Percent changes have not been given for population count data involving small numbers of cases. Grades and trends are based on North Carolina's performance year-to-year, disparities by race/ethnicity, and what level of child health and safety North Carolina should aspire to, regardless of how we compare nationally.

Data sources and additional references can be found online at: www.nciom.org or www.ncchild.org

This project was supported by the Annie E. Casey Foundation. NC Child and the North Carolina Institute of Medicine thank our supporters and acknowledge that the findings and conclusions do not necessarily reflect the opinions of financial supporters.

QUESTIONS?

NC Child

The Voice for North Carolina's Children

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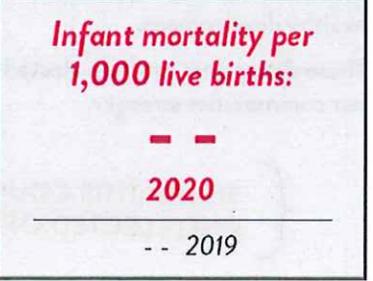
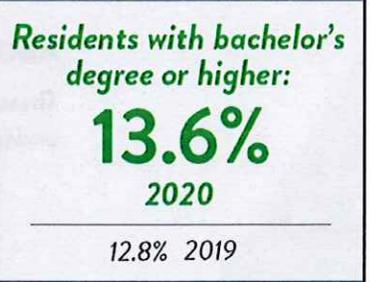
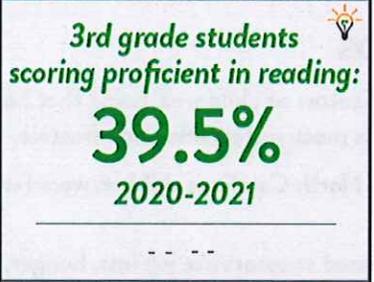
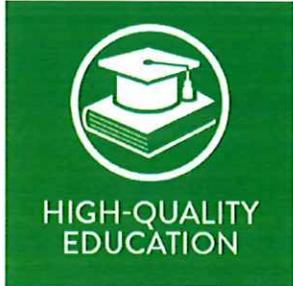
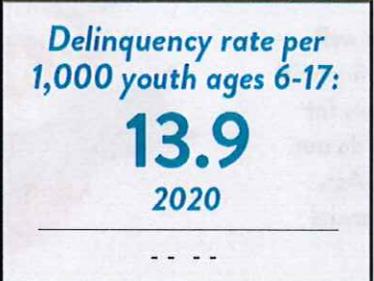
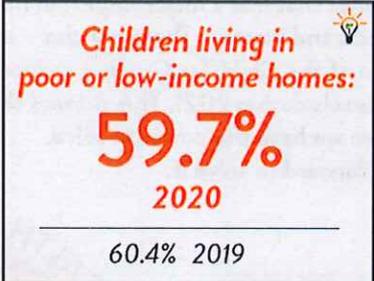
NCIOM

Keystone Office Park
630 Davis Drive, Suite 100
Morrisville, NC 27560
www.nciom.org | 919.445.6500

SAMPSON COUNTY

2022 NC DATA CARD

NORTH CAROLINA		SAMPSON	
Child population:	2,259,727	Child population:	14,369
Percent under age six:	31.6%	Percent under age six:	32.3%
Number of live births:	116,755	Number of live births:	774



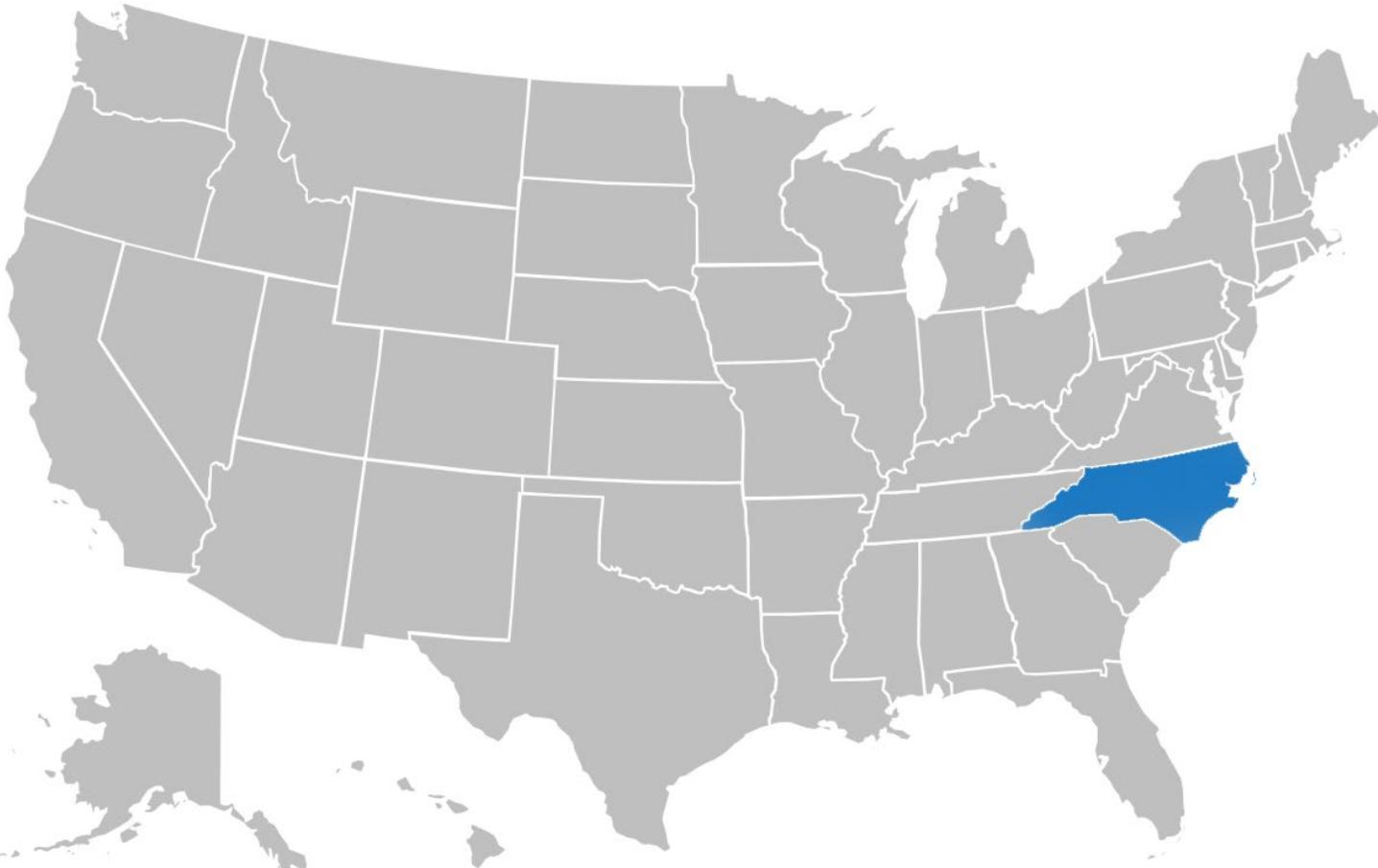
*Percentage is not reported if it is greater than 95% or less than 5%



NC Pathways to Grade-Level Reading Measure of Success. Learn more at: www.buildthefoundation.org/pathways.

2022 State Report

North Carolina



2022 County Health Rankings for the 100 Ranked Counties in North Carolina

County	Health Outcomes	Health Factors	County	Health Outcomes	Health Factors	County	Health Outcomes	Health Factors	County	Health Outcomes	Health Factors
Alamance	37	51	Cumberland	52	70	Johnston	20	27	Randolph	65	65
Alexander	39	55	Currituck	9	17	Jones	70	77	Richmond	93	94
Alleghany	63	78	Dare	4	10	Lee	56	53	Robeson	100	100
Anson	94	93	Davidson	54	59	Lenoir	90	82	Rockingham	81	73
Ashe	27	30	Davie	21	20	Lincoln	22	22	Rowan	61	62
Avery	32	39	Duplin	75	74	Macon	25	28	Rutherford	66	68
Beaufort	80	54	Durham	7	9	Madison	40	33	Sampson	62	76
Bertie	89	84	Edgecombe	99	98	Martin	88	72	Scotland	98	99
Bladen	85	89	Forsyth	33	29	McDowell	46	42	Stanly	53	46
Brunswick	26	24	Franklin	35	43	Mecklenburg	6	14	Stokes	43	58
Buncombe	19	8	Gaston	50	52	Mitchell	51	36	Surry	47	67
Burke	49	61	Gates	78	40	Montgomery	77	69	Swain	96	85
Cabarrus	10	12	Graham	71	80	Moore	17	6	Transylvania	18	16
Caldwell	68	63	Granville	34	34	Nash	64	66	Tyrrell	16	91
Camden	5	15	Greene	59	88	New Hanover	14	7	Union	3	5
Carteret	28	18	Guilford	31	31	Northampton	86	86	Vance	95	96
Caswell	76	79	Halifax	97	97	Onslow	23	26	Wake	1	2
Catawba	30	32	Harnett	36	50	Orange	2	1	Warren	92	95
Chatham	11	3	Haywood	42	25	Pamlico	79	37	Washington	87	90
Cherokee	73	56	Henderson	12	11	Pasquotank	55	57	Watauga	8	4
Chowan	67	64	Hertford	84	75	Pender	29	23	Wayne	74	60
Clay	38	38	Hoke	57	81	Perquimans	48	47	Wilkes	72	48
Cleveland	83	71	Hyde	60	83	Person	58	44	Wilson	82	87
Columbus	91	92	Iredell	15	19	Pitt	44	35	Yadkin	69	49
Craven	45	21	Jackson	41	45	Polk	13	13	Yancey	24	41

For more information on how these ranks are calculated, view the technical notes at the end of this report and visit www.countyhealthrankings.org

County Health Rankings & Roadmaps (CHR&R) brings actionable data, evidence, guidance, and stories to diverse leaders and residents so people and communities can be healthier. The University of Wisconsin Population Health Institute created CHR&R for communities across the nation, with funding from the Robert Wood Johnson Foundation.

What are the County Health Rankings?

The Rankings help us understand what influences how long and how well we live. They provide measures of the *current* overall health (health outcomes) of each county in all 50 states and the District of Columbia. Rankings data include a variety of measures, such as high school graduation rates, access to nutritious foods, and the percent of children living in poverty, all of which impact the *future* health of communities (health factors).



We believe in a future where everyone has opportunities to be healthy and to thrive. Many factors impact how long and how well we live. Our data show how these factors shape community conditions, while highlighting the stark differences in health that stem from injustices and barriers to opportunity. Use our resources to take action toward better health for all.

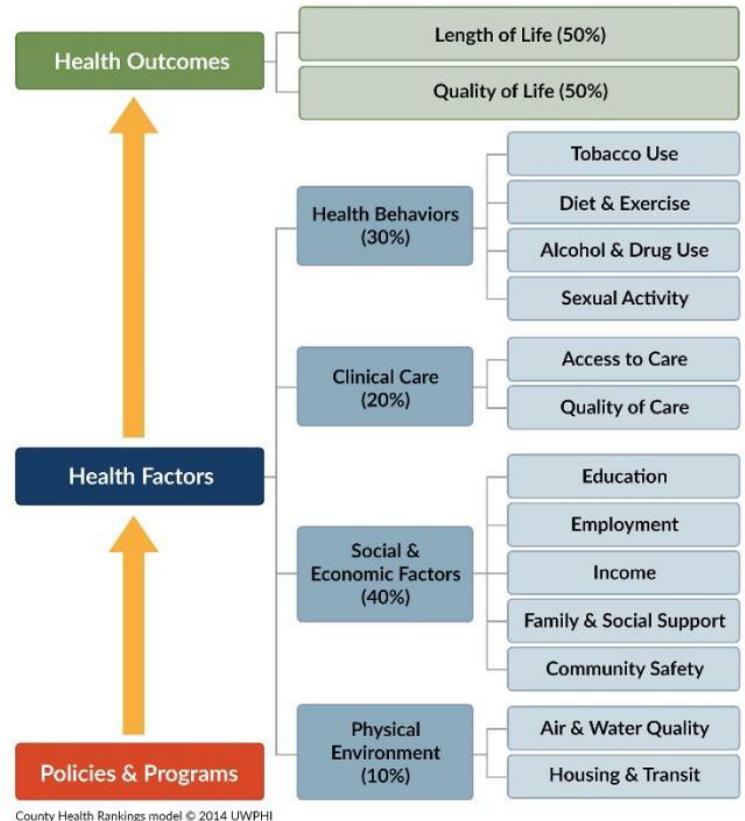
Communities use the Rankings to build support for local health improvement initiatives by engaging many sectors including public health, health care, business, policymakers, and local residents.

The County Health Rankings Model

The County Health Rankings Model illustrates a broad vision for health. The model shows that policies and programs at the local, state, and federal levels play an important role in shaping health factors that in turn, influence a community's health outcomes.

Health factors represent things that, if modified, can improve length and quality of life. They are predictors of how healthy our communities can be in the future. The four health factor areas in the model include Health Behaviors, Clinical Care, Social & Economic Factors, and Physical Environment.

Health outcomes represent how healthy a county is right now. They reflect the physical and mental well-being of residents through measures representing the length and quality of life typically experienced in the community.



Growing Healthy Places Means Ensuring Opportunities for All

Communities thrive when all people can be healthy in their neighborhoods, schools, and workplaces. CHR&R brings actionable data and strategies to communities working to ensure that healthy places are available to all. Pages 5 and 6 of this report highlight how health outcomes and health factors differ by place within North Carolina. On page 7, we outline how economic security – or the ability of individuals, households, and communities to meet basic needs with dignity – is important to health. We call attention to childcare cost burden as a barrier to economic security and health.



Growing Community Power to Improve Health Equity

The [Take Action to Improve Health](#) section of the CHR&R website helps communities find tools and guidance to take action, select evidence-informed strategies, and make lasting changes. Take Action to Improve Health is a hub for information to help improve a community's health and foster health equity. Find resources including:

- [What Works for Health](#), a searchable menu of evidence-informed strategies.
- [Action Learning Guides](#), self-directed learning modules that combine guidance, tools, and reflection activities.

Using Data to Improve Health Equity

Data show a persistent pattern across the country in barriers to opportunity for people with lower incomes and for people of color. Differences in the opportunities available to different groups of people are related to unfair policies and practices.

Our progress toward health equity will be measured by how health disparities change over time. Visit www.countyhealthrankings.org to learn more about:

1. Health outcome and factor measures for your state and county.
2. Measures with data available by race and ethnicity to illuminate differences in opportunities for health.
3. Additional data resources for North Carolina that provide information about health and opportunity by age group, gender, and zip code.

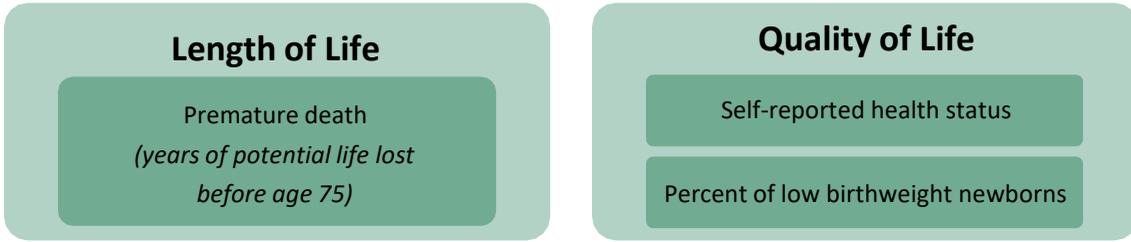
What Has Been Done Can Be Undone

Achieving health equity means eliminating unjust and avoidable differences in access and opportunity. What can communities do to tackle unfair differences in how long and how well people live? Check out new strategies at [What Works for Health](#) that can address past harms and create conditions for thriving communities for everyone.

Many communities are mobilizing to harness the collective power of residents, organizations, and policymakers. They are working together to address past and present policies that cause harm and are ensuring the growth of healthy places for all. To learn about these efforts, visit countyhealthrankings.org.

What are Health Outcomes?

We measure length and quality of life to understand the health outcomes among counties in North Carolina.



How Do Counties Rank for Health Outcomes?

The green map shows North Carolina’s **health outcome rankings** by county. The map is divided into four quartiles with less color intensity indicating better health outcomes. Specific county ranks can be found in the table on page 2.

Detailed information on the measures and their associated weights is available toward the end of this report. Learn about how we calculate health outcome ranks at www.countyhealthrankings.org.

What Do Differences Between Ranks Mean?

Counties are ordered by the health outcome rank, with a top-ranked county (rank = 1) having the best health outcome score. Ranks are good for sparking conversations, but they do not show differences in health within counties or describe the magnitude of difference in community health experienced between ranks. The chart next to the map shows the spread of health outcome scores (ranks) for each county (green circles) in North Carolina. This graphic shows the size of the gaps *between* ranked counties. The background colors correspond to the map legend.

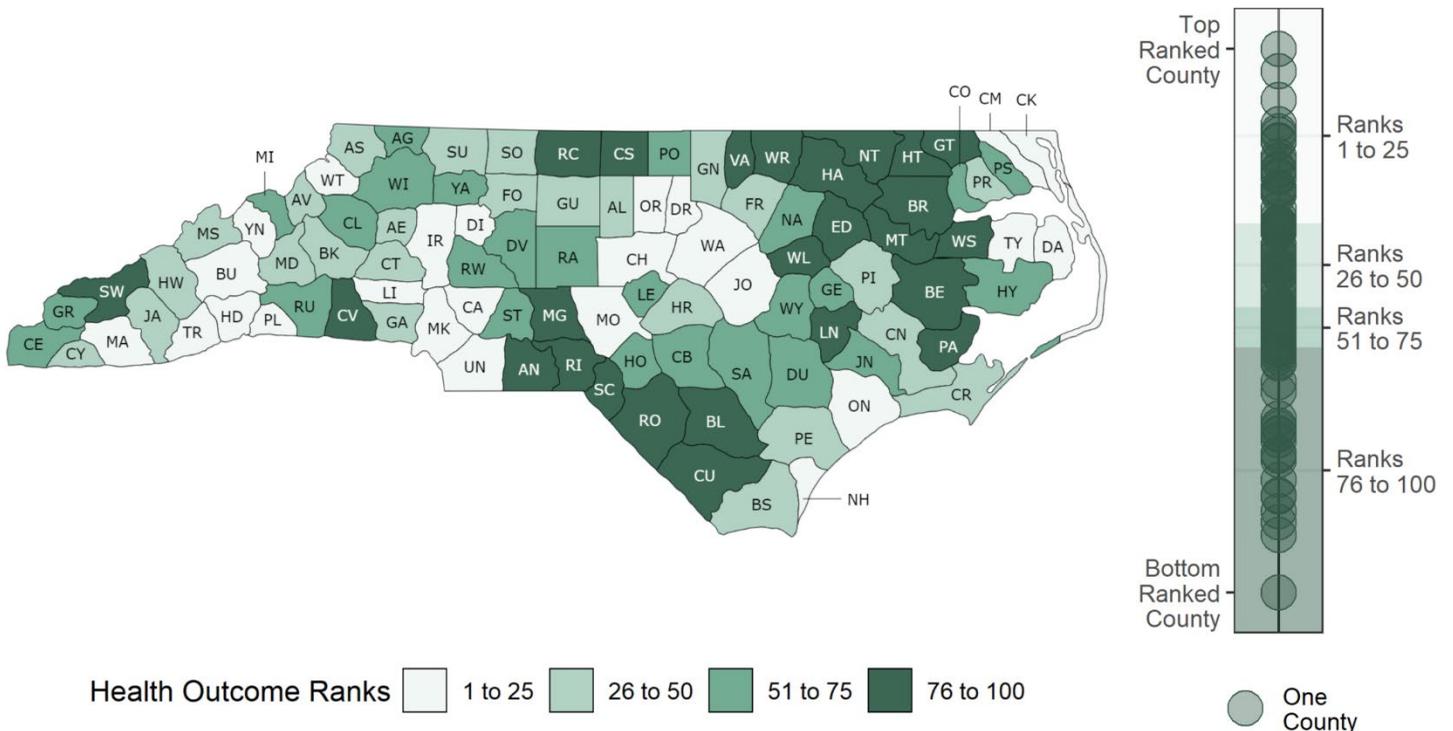
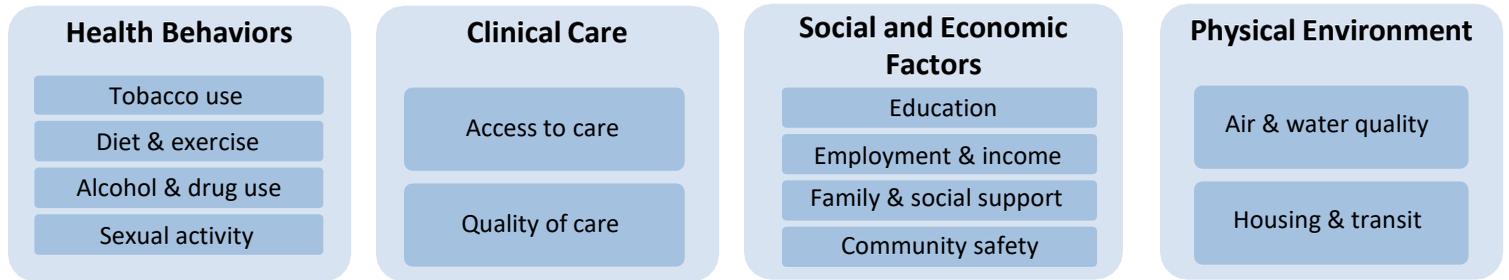


Figure 1. Health outcome ranks displayed using quartiles (map) and underlying health outcome scores (chart)

What are Health Factors?

Health factors represent community conditions that we can change to improve health and opportunity, such as access to quality education, living wage jobs, quality clinical care, nutritious foods, green spaces, and secure and affordable housing. We measure four health factor areas.



How Do Counties Rank for Health Factors?

The blue map shows North Carolina’s **health factor rankings** by county. The map is divided into four quartiles with less color intensity indicating better health factors. Specific county ranks can be found in the table on page 2.

Detailed information on the measures and their associated weights is available toward the end of this report. You can also learn about how we calculate health factor ranks at www.countyhealthrankings.org.

What Do Differences Between Ranks Mean?

Counties are ordered by the health factor rank, with a top-ranked county (rank = 1) having the best health factor score. The chart next to the map shows the spread of health factor scores (ranks) for each ranked county (blue circles) in North Carolina. This graphic shows the size of the gaps *between* ranked counties. The background colors correspond to the map legend.

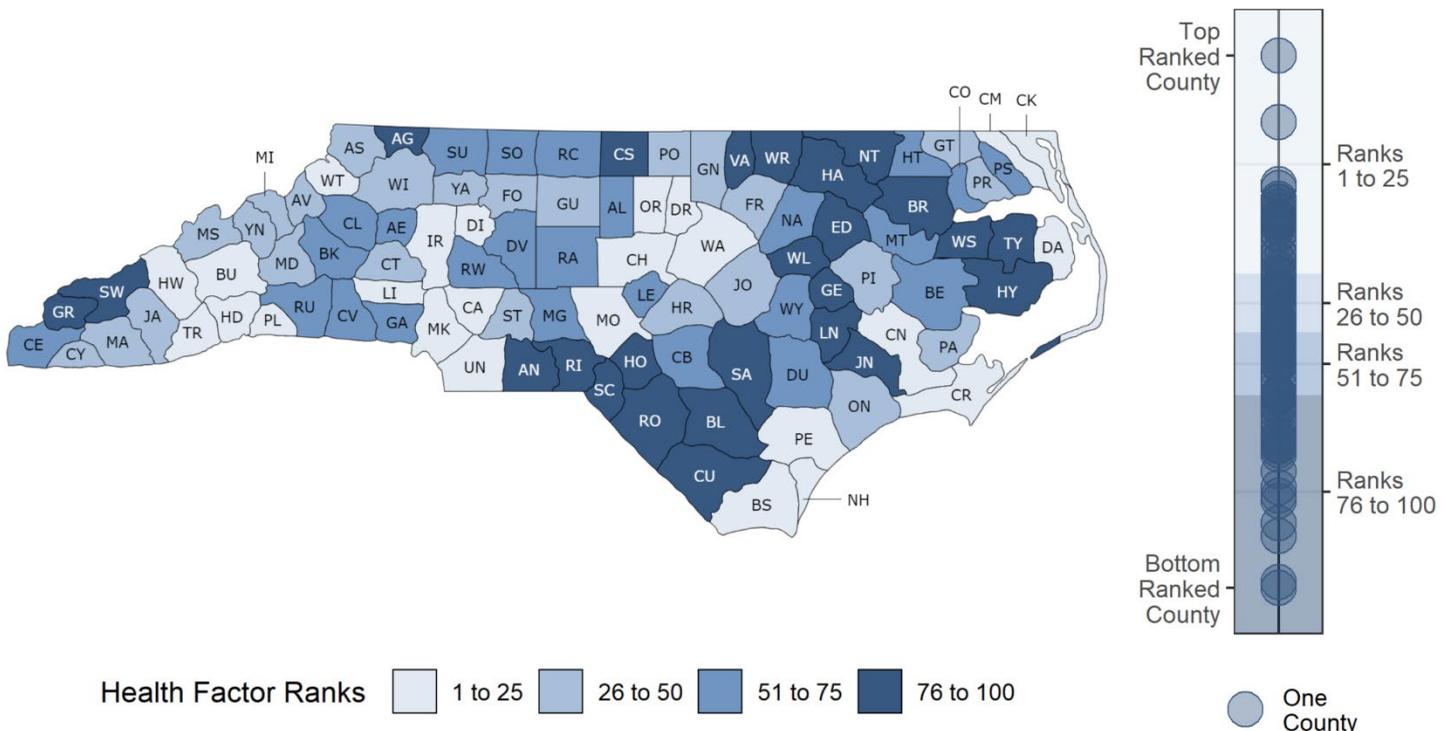


Figure 2. Health factor ranks displayed using quartiles (map) and underlying health factor scores (chart)

Economic Security is Key to Thriving Communities

Economic security enables families to cover basic needs such as housing, education, childcare, food, and medical care. Each of these needs has demonstrated ties to health. However, economic security is not equally accessible to all people. When a single household expense consumes the majority of a paycheck, it becomes difficult to meet competing needs and can force households into tough decisions like choosing between quality childcare, paying rent, and purchasing nutritious food. Individuals, households, and communities deserve the opportunity to meet basic needs with dignity. Advancing a just recovery from the COVID-19 pandemic, and the layered impacts of racism and economic exclusion requires intentional action to ensure all people and places have what they need to thrive. Check out policies and programs that can be implemented in your community at [What Works for Health](#).

Childcare Cost Burden in North Carolina and the U.S.

Childcare cost burden measures the percentage of household income needed to pay for childcare. When childcare is affordable and accessible, it can support parents' and guardians' ability to participate in paid work and can provide lifelong benefits to children. The U.S. Department of Health and Human Services' benchmark suggests childcare is no longer affordable if it exceeds 7% of a household's income. This measure of childcare cost burden reflects the experience of a household with two children.

Childcare Cost Burden in North Carolina Counties

The childcare cost burden among counties in North Carolina ranges from 18% to 61%.

In Context

- Similar levels of childcare cost burden exist across all levels of urbanization.
- Median household income varies by race and ethnicity across North Carolina counties ranging between \$39,857 for American Indian & Alaska Native households to \$89,314 for Asian households. These income disparities demonstrate how economic security is not equally accessible to all people living in North Carolina.

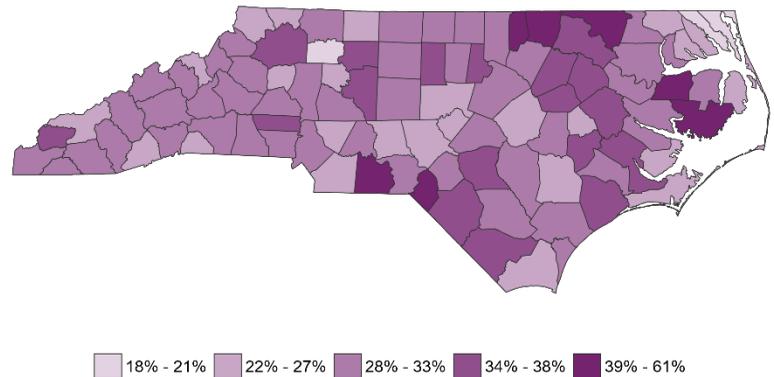


Figure 3. Childcare cost burden in North Carolina by county

Childcare Cost Burden Across the U.S.

The typical cost burden of childcare among counties in the U.S. is about 25% of household income – meaning a quarter of every dollar earned goes to paying for childcare. Families in every state experience a childcare cost higher than the 7% federal benchmark of affordability. The childcare cost burden in North Carolina is 29%.

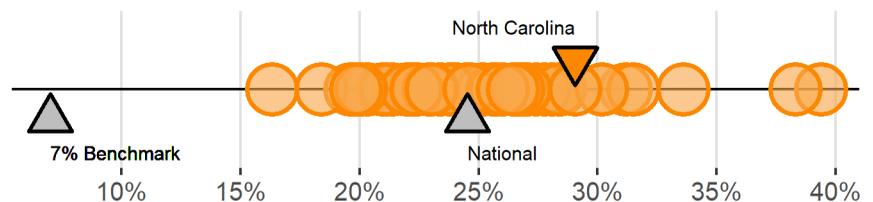


Figure 4. Childcare cost burden in the U.S. by state

Want to learn more? Visit our [State Reports](#) page at www.countyhealthrankings.org to interact with the data.

2022 County Health Rankings: National and North Carolina State Values for Ranked Measures

Measure	Description	US	NC	NC Minimum	NC Maximum
HEALTH OUTCOMES					
Premature death*	Years of potential life lost before age 75 per 100,000 population (age-adjusted).	7,300	8,000	4,800	14,900
Poor or fair health	Percentage of adults reporting fair or poor health (age-adjusted).	17%	18%	14%	32%
Poor physical health days	Average number of physically unhealthy days reported in past 30 days (age-adjusted).	3.9	3.7	3.1	5.7
Poor mental health days	Average number of mentally unhealthy days reported in past 30 days (age-adjusted).	4.5	4.4	3.8	5.7
Low birthweight*	Percentage of live births with low birthweight (< 2,500 grams).	8%	9%	5%	14%
HEALTH FACTORS					
HEALTH BEHAVIORS					
Adult smoking	Percentage of adults who are current smokers (age-adjusted).	16%	19%	13%	29%
Adult obesity	Percentage of the adult population (age 18 and older) that reports a body mass index (BMI) greater than or equal to 30 kg/m ² (age-adjusted).	32%	34%	28%	44%
Food environment index	Index of factors that contribute to a healthy food environment, from 0 (worst) to 10 (best).	7.8	6.6	4.1	8.5
Physical inactivity	Percentage of adults age 18 and over reporting no leisure-time physical activity (age-adjusted).	26%	26%	20%	36%
Access to exercise opportunities	Percentage of population with adequate access to locations for physical activity.	80%	68%	11%	100%
Excessive drinking	Percentage of adults reporting binge or heavy drinking (age-adjusted).	20%	17%	14%	21%
Alcohol-impaired driving deaths	Percentage of driving deaths with alcohol involvement.	27%	26%	0%	42%
Sexually transmitted infections	Number of newly diagnosed chlamydia cases per 100,000 population.	551.0	669.9	102.9	1,292.7
Teen births*	Number of births per 1,000 female population ages 15-19.	19	21	4	47
CLINICAL CARE					
Uninsured	Percentage of population under age 65 without health insurance.	11%	13%	10%	22%
Primary care physicians	Ratio of population to primary care physicians.	1,310:1	1,400:1	19,730:1	530:1
Dentists	Ratio of population to dentists.	1,400:1	1,710:1	3,770:0	440:1
Mental health providers	Ratio of population to mental health providers.	350:1	360:1	11,460:1	140:1
Preventable hospital stays*	Rate of hospital stays for ambulatory-care sensitive conditions per 100,000 Medicare enrollees.	3,767	4,096	1,745	7,296
Mammography screening*	Percentage of female Medicare enrollees ages 65-74 that received an annual mammography screening.	43%	48%	24%	61%
Flu vaccinations*	Percentage of fee-for-service (FFS) Medicare enrollees that had an annual flu vaccination.	48%	53%	35%	62%
SOCIAL & ECONOMIC FACTORS					
High school completion	Percentage of adults ages 25 and over with a high school diploma or equivalent.	89%	89%	76%	94%
Some college	Percentage of adults ages 25-44 with some post-secondary education.	67%	68%	29%	85%
Unemployment	Percentage of population ages 16 and older unemployed but seeking work.	8.1%	7.3%	5.4%	12.0%
Children in poverty*	Percentage of people under age 18 in poverty.	16%	18%	8%	46%
Income inequality	Ratio of household income at the 80th percentile to income at the 20th percentile.	4.9	4.7	3.3	6.3
Children in single-parent households	Percentage of children that live in a household headed by a single parent.	25%	27%	10%	56%
Social associations	Number of membership associations per 10,000 population.	9.2	11.3	5.6	26.4
Violent crime	Number of reported violent crime offenses per 100,000 population.	386	351	33	753
Injury deaths*	Number of deaths due to injury per 100,000 population.	76	82	48	131
PHYSICAL ENVIRONMENT					
Air pollution - particulate matter	Average daily density of fine particulate matter in micrograms per cubic meter (PM2.5).	7.5	7.5	3.5	10.0
Drinking water violations*	Indicator of the presence of health-related drinking water violations. 'Yes' indicates the presence of a violation, 'No' indicates no violation.	N/A	N/A	N/A	N/A
Severe housing problems	Percentage of households with at least 1 of 4 housing problems: overcrowding, high housing costs, lack of kitchen facilities, or lack of plumbing facilities.	17%	15%	8%	22%
Driving alone to work*	Percentage of the workforce that drives alone to work.	75%	79%	65%	89%
Long commute - driving alone	Among workers who commute in their car alone, the percentage that commute more than 30 minutes.	37%	34%	17%	60%

*Indicates subgroup data by race and ethnicity is available; *Not available in all states

2022 County Health Rankings: Ranked Measure Sources and Years of Data

	Measure	Weight	Source	Years of Data
HEALTH OUTCOMES				
Length of Life	Premature death*	50%	National Center for Health Statistics - Mortality Files	2018-2020
Quality of Life	Poor or fair health [†]	10%	Behavioral Risk Factor Surveillance System	2019
	Poor physical health days [†]	10%	Behavioral Risk Factor Surveillance System	2019
	Poor mental health days [†]	10%	Behavioral Risk Factor Surveillance System	2019
	Low birthweight*	20%	National Center for Health Statistics - Natality files	2014-2020
HEALTH FACTORS				
HEALTH BEHAVIORS				
Tobacco Use	Adult smoking [†]	10%	Behavioral Risk Factor Surveillance System	2019
Diet and Exercise	Adult obesity [†]	5%	Behavioral Risk Factor Surveillance System	2019
	Food environment index	2%	USDA Food Environment Atlas, Map the Meal Gap from Feeding America	2019
	Physical inactivity [†]	2%	Behavioral Risk Factor Surveillance System	2019
	Access to exercise opportunities	1%	Business Analyst, ESRI, YMCA & US Census Tigerline Files	2010 & 2021
Alcohol and Drug Use	Excessive drinking [†]	2.5%	Behavioral Risk Factor Surveillance System	2019
	Alcohol-impaired driving deaths	2.5%	Fatality Analysis Reporting System	2016-2020
Sexual Activity	Sexually transmitted infections	2.5%	National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention	2019
	Teen births*	2.5%	National Center for Health Statistics - Natality files	2014-2020
CLINICAL CARE				
Access to Care	Uninsured	5%	Small Area Health Insurance Estimates	2019
	Primary care physicians	3%	Area Health Resource File/American Medical Association	2019
	Dentists	1%	Area Health Resource File/National Provider Identification file	2020
	Mental health providers	1%	CMS, National Provider Identification	2021
Quality of Care	Preventable hospital stays*	5%	Mapping Medicare Disparities Tool	2019
	Mammography screening*	2.5%	Mapping Medicare Disparities Tool	2019
	Flu vaccinations*	2.5%	Mapping Medicare Disparities Tool	2019
SOCIAL & ECONOMIC FACTORS				
Education	High school completion	5%	American Community Survey, 5-year estimates	2016-2020
	Some college	5%	American Community Survey, 5-year estimates	2016-2020
Employment	Unemployment	10%	Bureau of Labor Statistics	2020
Income	Children in poverty*	7.5%	Small Area Income and Poverty Estimates	2020
	Income inequality	2.5%	American Community Survey, 5-year estimates	2016-2020
Family and Social Support	Children in single-parent households	2.5%	American Community Survey, 5-year estimates	2016-2020
	Social associations	2.5%	County Business Patterns	2019
Community Safety	Violent crime	2.5%	Uniform Crime Reporting - FBI	2014 & 2016
	Injury deaths*	2.5%	National Center for Health Statistics - Mortality Files	2016-2020
PHYSICAL ENVIRONMENT				
Air and Water Quality	Air pollution - particulate matter	2.5%	Environmental Public Health Tracking Network	2018
	Drinking water violations [‡]	2.5%	Safe Drinking Water Information System	2020
Housing and Transit	Severe housing problems	2%	Comprehensive Housing Affordability Strategy (CHAS) data	2014-2018
	Driving alone to work*	2%	American Community Survey, 5-year estimates	2016-2020
	Long commute - driving alone	1%	American Community Survey, 5-year estimates	2016-2020

*Indicates subgroup data by race and ethnicity is available; *Not available in all states; [‡]2018 data for New Jersey.

2022 County Health Rankings: Additional Measure Sources and Years of Data

	Measure	Source	Years of Data
HEALTH OUTCOMES			
Length of Life	COVID-19 age-adjusted mortality	National Center for Health Statistics - Mortality Files	2020
	Life expectancy*	National Center for Health Statistics - Mortality Files	2018-2020
	Premature age-adjusted mortality*	National Center for Health Statistics - Mortality Files	2018-2020
	Child mortality*	National Center for Health Statistics - Mortality Files	2017-2020
	Infant mortality*	National Center for Health Statistics - Mortality Files	2014-2020
Quality of Life	Frequent physical distress [†]	Behavioral Risk Factor Surveillance System	2019
	Frequent mental distress [†]	Behavioral Risk Factor Surveillance System	2019
	Diabetes prevalence [‡]	Behavioral Risk Factor Surveillance System	2019
	HIV prevalence [‡]	National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention	2019
HEALTH FACTORS			
HEALTH BEHAVIORS			
Diet and Exercise	Food insecurity	Map the Meal Gap	2019
	Limited access to healthy foods	USDA Food Environment Atlas	2019
Alcohol and Drug Use	Drug overdose deaths*	National Center for Health Statistics - Mortality Files	2018-2020
	Motor vehicle crash deaths*	National Center for Health Statistics - Mortality Files	2014-2020
Other Health Behaviors	Insufficient sleep	Behavioral Risk Factor Surveillance System	2018
CLINICAL CARE			
Access to Care	Uninsured adults	Small Area Health Insurance Estimates	2019
	Uninsured children	Small Area Health Insurance Estimates	2019
	Other primary care providers	CMS, National Provider Identification	2021
SOCIAL & ECONOMIC FACTORS			
Education	High school graduation [‡]	EDFacts	2018-2019
	Disconnected youth	American Community Survey, 5-year estimates	2016-2020
	Reading scores**	Stanford Education Data Archive	2018
	Math scores**	Stanford Education Data Archive	2018
	School segregation	National Center for Education Statistics	2020-2021
	School funding adequacy [‡]	School Finance Indicators Database	2019
Income	Gender pay gap	American Community Survey, 5-year estimates	2016-2020
	Median household income*	Small Area Income and Poverty Estimates	2020
	Living wage	The Living Wage Calculator	2021
	Children eligible for free or reduced price lunch [‡]	National Center for Education Statistics	2019-2020
Family and Social Support	Residential segregation - Black/White	American Community Survey, 5-year estimates	2016-2020
	Residential segregation - non-White/White	American Community Survey, 5-year estimates	2016-2020
	Childcare cost burden	The Living Wage Calculator, Small Area Income and Poverty Estimates	2021 & 2020
	Childcare centers	Homeland Infrastructure Foundation-Level Data (HIFLD)	2021
Community Safety	Homicides*	National Center for Health Statistics - Mortality Files	2014-2020
	Suicides*	National Center for Health Statistics - Mortality Files	2016-2020
	Firearm fatalities*	National Center for Health Statistics - Mortality Files	2016-2020
	Juvenile arrests [‡]	Easy Access to State and County Juvenile Court Case Counts	2019
PHYSICAL ENVIRONMENT			
Housing and Transit	Traffic volume	EJSCREEN: Environmental Justice Screening and Mapping Tool	2019
	Homeownership	American Community Survey, 5-year estimates	2016-2020
	Severe housing cost burden	American Community Survey, 5-year estimates	2016-2020
	Broadband access	American Community Survey, 5-year estimates	2016-2020

*Indicates subgroup data by race and ethnicity is available; *Not available in all states; †2018 data for New Jersey.

See additional contextual demographic information and measures online at www.countyhealthrankings.org

Glossary of Terms, Technical Notes, and FAQs

Glossary of Terms

Health equity: Assurance of conditions for optimal health for all people. Achieving health equity requires valuing all individuals and populations equally, recognizing and rectifying historical injustice, and providing resources according to need.

Health inequity: Differences in health factors or outcomes that are systematic, avoidable, unnecessary, unfair, and unjust.

Health disparities: The numerical or statistical differences in health outcomes, such as mortality rate differences. Reducing and ultimately eliminating disparities in health and its determinants of health is how we measure progress toward health equity.

Technical Notes

- Figures 1 and 2 depict each county as a single, semi-transparent circle. Counties with very similar values are displayed as overlapping circles having greater color saturation. Similarly, circles representing states may be overlapping in Figure 4.
- The state and national values for childcare cost burden represent the median of counties within the state and nation, respectively.

FAQs

How does CHR&R select evidence-informed solutions?

Evidence-informed solutions are supported by robust studies or reflect recommendations made by experts. To learn more about our evidence analysis methods, visit [What Works for Health](#).

How does CHR&R rank counties?

To calculate the ranks, we first standardize each of the measures using z-scores. Z-scores allow us to combine multiple measures because the measures are now on the same scale. The ranks are then calculated based on weighted sums of the measure z-scores within each state to create an aggregate z-score. The county with the best aggregate z-score (healthiest) gets a rank of #1 for that state. The aggregate z-scores are graphed next to the maps for health outcomes and health factors on pages 5 and 6 to show the distribution of the values that contribute to the rank. To see more detailed information on rank calculations please visit Our Methods section in **Explore Health Rankings** at: countyhealthrankings.org.

How did the 7% benchmark for childcare affordability originate?

The Department of Health and Human Services published a 2016 update to rules and regulations for the Child Care and Development Fund (CCDF) program, which helps cover childcare costs for children from low-income households. The updated rules established a federal benchmark for an enrolled family's childcare co-payments not to be considered affordable if costs exceed 7% of household income. The benchmark has since been applied outside of the context of the CCDF program to indicate that low- and middle-income families should not spend more than 7% of their income on childcare for it to be considered affordable.

How does CHR&R define county levels of urbanization?

We define levels of urbanization as: Rural (non-metropolitan counties with less than 50,000 people); Smaller Metro (counties within a metropolitan statistical area (MSA) with between 50,000 and 1 million people); Large Suburban Metro (non-central fringe counties within an MSA with more than 1 million people); Large Urban Metro (central urban core counties within an MSA with more than 1 million people).

How does CHR&R define racial and ethnic groups?

We recognize that "race" or "ethnicity" are social categories. Society may identify individuals based on their physical appearance or perceived cultural ancestry, as a way of characterizing individuals' value. These categories are not based on biology or genetics. A strong and growing body of empirical research provides support for the fact that genetic factors are not responsible for racial differences in health factors and very rarely for health outcomes.

We are bound by data collection and categorization of race and ethnicity according to the U.S. Census Bureau definitions, in adherence with the 1997 Office of Management and Budget standards. Our analyses also do not capture those reporting more than one race, of "some other race", or who do not report their race. This categorization can mask variation within racial and ethnic groups and can hide historical context that underlies health differences.

How does CHR&R define gender?

We recognize that while the terms "gender" and "sex" are often used interchangeably, they do not represent the same concept. Sex is generally assigned at birth based on observed anatomy, while gender is a social construct wherein certain tendencies or behaviors are assigned by society to labels of masculine or feminine. We know that neither gender nor sex are binary constructs and that people living intersectional identities (e.g., transgender women) experience compounding power differentials, which are not captured in a binary delineation between men and women.

Credits

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- Burness
- Forum One

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Talk to a Team Member:

Have questions about your data?
Need help finding an evidence-informed strategy?
Looking for more information on how to take action?

CHR&R team members are available to help you navigate the many resources we have available to support you on your journey to create healthy, equitable communities.

To contact us, please go to www.countyhealthrankings.org/contact-us. We're here to help!

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Key data points for families in
SAMPSON
COUNTY

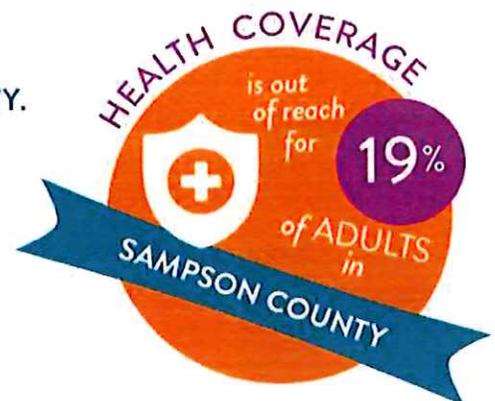


CHILD POVERTY IS A PROBLEM WE CAN SOLVE.

Before the pandemic, 2 out of 5 North Carolina children lived in poor or low-income households. In 2020 and 2021, Congress put forward several relief packages that had a major impact in helping families withstand loss of jobs and income. These policies – especially the one-year expansion of the Child Tax Credit – reduced child poverty to historically low levels during 2021. This showed that child poverty is a problem we have the power to solve. Let's keep moving forward to solve it.

HEALTH COVERAGE IS KEY FOR FAMILY FINANCIAL STABILITY.

When parents are insured, children are more likely to be insured as well. And coverage for parents protects families from medical debt and financial strain caused by illness or injury. Congress has created big incentives for states like North Carolina to expand health coverage to those who do not qualify for either Medicaid or subsidies under the Affordable Care Act. Expanding Medicaid in North Carolina would boost health and financial outcomes for children and their families in every county.



ABOUT THE COUNTY DATA CARDS

These County Data Cards highlight key indicators of child well-being that help policymakers understand where to target relief so that it is most sustainable and effective.

- These data benchmarks indicate how North Carolina's children were faring in 2020 – the first year of the pandemic.
- Many families continue to face increased stressors like job loss, hunger, and untreated health concerns. Traumatic episodes like these are shown to have long-term impacts on children's healthy development.
- These data points can help elected officials adopt policies and allocate funds to make all our communities stronger.

**SHARE THIS COUNTY DATA CARD WITH LEADERS
AND ELECTED OFFICIALS IN YOUR COMMUNITY!**



For complete data notes and sources, visit www.ncchild.org
Contact Vikki Crouse, NC KIDS COUNT Project Director, with any questions: vikki@ncchild.org

PUBLIC COMMENT POLICIES AND PROCEDURES
Revised June, 2018

In accordance with NCGS 153A-52.1, a period reserved for comments from the public on topics not otherwise included on that evening's agenda will be included as an item of business on all agendas of regularly-scheduled Board of Commissioners meetings and shall be deemed the "Public Comment" segment of the agenda. The Public Comment segment of the agenda will be placed at the end of the agenda, following the conclusion of all other open session business. Because subjects of Special and Emergency Meetings are often regulated by General Statutes, there will be no Public Comments segment reserved on agendas of these meetings; however, Special and Emergency Meetings are open for public attendance.

As with public hearings, the Chair (or presiding officer) will determine and announce limits on speakers at the start of the Public Comment period. Each speaker will be allocated no more than five (5) minutes. The Chairman (or presiding officer) may, at their discretion, decrease this time allocation if the number of persons wishing to speak would unduly prolong the meeting. A staff member will be designated as official timekeeper, and the timekeeper will inform the speaker when they have one minute remaining of their allotted time. When the allotted time is exhausted, the speaker will conclude their remarks promptly and leave the lectern. Speakers may not yield their time to another speaker, and they may not sign up to speak more than once during the same Public Comment period.

An individual wishing to address the Board during the Public Comment period shall register with the Clerk/Deputy Clerk to the Board prior to the opening of the meeting by signing his or her name, and providing an address and short description of his or her topic on a sign-up sheet stationed at the entrance of the meeting room. Any related documents, printed comments, or materials the speaker wishes distributed to the Commissioners shall be delivered to the Clerk/Deputy Clerk in sufficient amounts (10 copies) at least fifteen minutes prior to the start of the meeting. Speakers will be acknowledged to speak in the order in which their names appear on the sign-up sheet. Speakers will address the Commissioners from the lectern, not from the audience, and begin their remarks by stating their name and address.

To ensure the safety of board members, staff and meeting attendees, speakers are not allowed to approach the Board on the seating platform, unless invited by the Board to approach.

Speakers who require accommodation for a disabling condition should contact the office of the County Clerk or County Manager not less than twenty-four (24) hours prior to the meeting.

If time allows, those who fail to register before the meeting may be allowed speak during the Public Comment period. These individuals will be offered the opportunity to speak following those who registered in advance. At this time in the agenda, an individual should raise his or her hand and ask to be recognized by the Board Chair (or presiding officer) and then state his or her name, address and introduce the topic to be addressed.

A total of thirty (30) minutes shall be set aside for public comment. At the end of this time, those who signed up to speak but have not yet been recognized may be requested to hold their comments until the next meeting's public comment period, at which time they will be given priority for expression. Alternatively, the Board, in its discretion, may extend the time allotted for public comment.

Items of discussion during the Public Comment segment of the meeting will be only those appropriate to Open Meetings. Closed Meeting topics include, but are not limited to, such subjects as personnel, acquisition of real property, and information protected by the client-attorney privilege. Closed Meeting subjects will not be entertained. Speakers will not discuss matters regarding the candidacy of any person seeking public office, including the candidacy of the person addressing the Board.

Speakers will be courteous in their language and presentation, shall not use profanity or racial slurs and shall not engage in personal attacks that by irrelevance, duration or tone may threaten or perceive to threaten the orderly and fair progress of the discussion. Failure to abide by this requirement may result in forfeiture of the speaker's right to speak.

The Public Comments segment of the agenda is intended to provide a forum for the Board of Community to listen to citizens; there shall be no expectation that the Board will answer impromptu questions. However, Board members, through the presiding officer, may ask the speaker questions for clarification purposes. Any action on items brought up during the Public Comment period will be at the discretion of the Board. When appropriate, items will be referred to the Manager or the proper Department Head for further review.

A copy of the Public Comments Policy will be included in the agenda of each regular meeting agenda and will be made available at the speaker registration table. The policy is also available on the County's website.