

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS

Tuesday, July 5, 2022



Call to order @ 7:00 p.m.....Chairman Tony W. Cozart
Invocation and Pledge of Allegiance.....Commissioner Zelodis Jay

Consent Agenda

1. Minutes (p. 3)
2. Technical Correction to the Fire Commission By-Laws (p. 8)

Introductions, Recognitions and Presentations

3. Presentation on Petco Love Grant)(p. 9)
4. Introduction of Economic Development Specialist, Veterans Service Officer, and Interim County Manager (p. 10)

Public Comments

5. Public Comments (p. 11)

Grant Matters

6. Parks, Greenways, and Recreation FY 2022-2023 Mini-Grants (p. 12)

Economic Development Matters

7. Fund Transfer to Kerr-Tar Regional EDC for Triangle North-Granville (p. 13)

Sheriff Matters

8. Technical Support Technology and Equipment for the Sheriff's Office (p. 14)

Solid Waste Matters

9. Traffic Improvements for the Wilton Convenience Site (p. 20)

Project Management

10. Demolition of Vacant Residential Buildings (p. 24)

Proclamations, Resolutions and Legislative Matters for Consideration

11. Proclamations, Resolutions and Legislative Matters (p. 55)

Appointments

- 12. Granville County Fire Commission (p. 56)
- 13. Granville County Industrial Facilities and Pollution Control Financing Authority (p. 58)
- 14. Granville County Planning Board (p. 59)
- 15. Opioid Advisory Committee (p. 60)
- 16. Research Triangle Regional Partnership Board (p. 62)

County Manager's Report

- 17. Stormwater Utility Services Manager Scope of Services – Fiscal Year 2022-2023 (p. 63)

County Attorney's Report

- 18. County Attorney's Report (p. 91)

Presentations by County Board Members

- 19. Presentations by County Board Members (p. 92)

Any Other Matters

- 20. Notice of Meeting Schedule Change (p. 93)
- 21. Any Other Matters (p. 94)



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 30, 2022
Title: Minutes

PURPOSE:

To approve minutes of the April 18, 2022 and June 6, 2022 Board of Equalization and Review Meetings.

RECOMMENDATION:

Approval

ATTACHMENTS:

Board of E & R April 18, 2022

Board of E & R Minutes June 6, 2022

ACTION TAKEN:

OXFORD, NORTH CAROLINA

April 18, 2022

The Members of the Board of Equalization and Review of Granville County met on Monday, April 18, 2022, at 6:00 p.m. at the Granville County Expo and Convention Center, 4185 Highway 15 South, Oxford, North Carolina. The purpose of this meeting was to address any appeals for Granville County.

Present were:

Chair:	Tony Cozart
Vice-Chair:	Russ May
Commissioners:	Sue Hinman
	David T. Smith
	Zelodis Jay
	Jimmy Gooch
	Timothy J. Karan

County Manager:	Michael Felts
County Tax Administrator:	Jennifer Griffin

MEETING CALLED TO ORDER

At 6:00 p.m., Chair Tony Cozart called the meeting to order. During this meeting Mrs. Debra Weary, Clerk to the Board of County Commissioners, administered the Oath of Office for the Board of Equalization and Review.

Tax Administrator, Jennifer Griffin, informed the Board that all appeals submitted to date were satisfied at the Assessors level.

Chair Cozart recessed this meeting of the Board of Equalization and Review to meet again on Tuesday, May 2, 2022, at 6:00 p.m.

(May 2, 2022, meeting was cancelled due to no appeals. Next meeting on June 6, 2022)

OXFORD, NORTH CAROLINA

June 6, 2022

The Members of the Board of Equalization and Review of Granville County met on Monday, June 6, 2022, at 6:00 p.m., at the Granville County Expo and Convention Center, 4185 Highway 15 South, Oxford, North Carolina. The purpose of this meeting was for the Commissioners to hold their final meeting of the Board of Equalization and Review for Granville County for 2022.

Present were:

Chair: Tony Cozart

Vice-Chair: Russ May

Commissioners: Sue Hinman

Jimmy Gooch

Zelodis Jay

Timothy J. Karan

David T. Smith

County Manager: Michael S. Felts

County Tax Administrator: Jennifer Griffin

MEETING CALLED TO ORDER

At 6:00 p.m., Chair Tony Cozart called the meeting to order and reconvened the Board of Equalization and Review.

Tax Administrator, Jennifer Griffin, informed the Board that all appeals were satisfied at the Assessors level.

Upon a motion by Vice-Chair Russ May, seconded by Commissioner Sue Hinman and all Commissioners unanimously agreed. Commissioner Sue Hinman adjourned the 2022 session of the Granville County Board of Equalization and Review.

Respectfully submitted,

Jennifer G. Seeley, Clerk



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 30, 2022
Title: **Technical Correction to the Fire Commission By-Laws**

PURPOSE:

To make a technical correction to the Granville County Fire Commission By-Laws.

BACKGROUND:

The Granville County Fire Commission By-Laws were adopted at the June 20, 2022, meeting. Article V, Section 2, Number of Members states that one member is:

The current President of the Granville County Firefighters Association.

A correction needs to be made as follows:

The current President of the Granville County Fire Chiefs Association.

RECOMMENDATION:

The County Manager and Emergency Management Director recommend approval.

ACTION TAKEN:



Granville County Animal Control

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Animal Control
Date: June 29, 2022
Title: Presentation on Petco Love Grant

PURPOSE:

To publicly thank Petco Love for their grant contributions to Granville County Animal Control.

BACKGROUND:

Granville County Animal Control (GCAC) applied for a \$12,500 grant from Petco Love to fund microchips, collars, and tags for dogs and cats to reduce the amount of stray pets. With these funds Animal Control will offer microchip clinics for pet owners and offer tags and collars for pets. These efforts will help GCAC unite lost pets with owners reducing the intake of dogs and cats. This is the second year in a row Petco Love has invested into lifesaving efforts in Granville County as last year Animal Control received \$6,000 for the trap, spay/neuter, and release program for community cats.

Petco Love is a national non-profit leading change for pets by harnessing the power of love to make communities and pet families closer, stronger, and healthier. Since its founding in 1999, Petco Love has invested \$330 million in adoption and other lifesaving efforts. Petco Love helps find loving homes for pets in partnership with Petco and more than 4,000 organizations — like ours — across North America, with 6.5 million pets adopted and counting.

“Our investment in Granville County Animal Control is part of more than \$15M in investments recently announced by Petco Love to power local organizations across the country as part of our commitment to create a future in which no pet is unnecessarily euthanized,” said Susanne Kogut, president of Petco Love. “Our local investments are only part of our strategy to empower animal lovers to drive lifesaving change right alongside us. We recently celebrated the one-year launch anniversary of Petco Love Lost, a national lost and found database that uses pet facial recognition technology to simplify the search for lost pets.”

FUNDING:

N/A

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 5, 2022
Title: **Introduction of Economic Development Specialist, Veterans Service Officer, and Interim County Manager**

PURPOSE:

To introduce the Economic Development Specialist, Veterans Service Officer, and Interim County Manager.

BACKGROUND:

Granville County is pleased to introduce Audrey Boone, Economic Development Specialist, Christopher Dethmers, Veterans Service Officer, and Doug Logan, Interim County Manager. Mrs. Boone and Mr. Dethmers began employment on June 16, 2022, and Mr. Logan will begin on July 12, 2022. We welcome these three professionals to our staff and look forward to working with them.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 5, 2022
Title: Public Comments

PURPOSE:

Public comments are limited to 3 minutes.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Justin Jorgensen
Department: Planning and Zoning
Date: June 23, 2022
Title: Parks, Greenways, and Recreation FY 2022-2023 Mini-Grants

PURPOSE:

To further recreation investment in the County that aligns with the goals of the Recreation Master Plan.

BACKGROUND:

The Parks, Greenways, and Recreation Advisory Committee conducts a mini-grant program for projects that align with the goals of the Recreation Master Plan. The Committee reviews applications and makes funding recommendations for up to \$25,000 per project. The program was temporarily suspended for the past few fiscal years and has now resumed for the fiscal year 2022-2023. Six applications were received that the committee reviewed for compliance with the grant guidelines. Projects are required to be completed within one year of receiving funding.

FUNDING:

Funding is available in the Mini-Grant Program in the FY2022-2023 Budget.

RECOMMENDATION:

The Parks, Greenways, and Recreation Advisory Committee recommends the approval of the following applications and amounts:

Applicant	Project	Amount
Town of Butner	ADA swing sets and rubber matting	\$14,950.00
City of Creedmoor	Community Sports Plaza (basketball, pickleball, outdoor fitness)	\$25,000.00
City of Oxford	New and Replacement Equipment	\$5,000.00
Town of Stem	Playground equipment	\$25,000.00
Hawley Middle School	Baseball/softball field improvements	\$5,672.62
South Granville High School	Softball field improvements and equipment	\$7,541.79
Total		\$83,164.41

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: June 27, 2022
Title: Fund Transfer to Kerr-Tar Regional EDC for Triangle North-Granville

PURPOSE:

To allocate and transfer funds to the Kerr-Tar Regional Economic Development Corporation (KTREDC) to fund site development and utility extension expenditures related to Triangle North-Granville.

BACKGROUND:

Granville County owns a 527-acre industrial development site as part of the Triangle North Hub Project, which is titled to the Kerr-Tar Regional Economic Development Corporation (KTREDC). Triangle North is a set of four high-quality commerce parks with links to North Carolina's Research Triangle. This innovative alliance enables firms to take advantage of North Carolina's most generous level of business incentives. The four parks are located in Granville, Vance, Warren, and Franklin counties.

At various times, funds are held by KTREDC for each of the four sites to be used to cover the costs associated with engineering, survey, site preparation, or other associated costs. Because the property is titled to the Kerr-Tar Regional EDC it is preferable for KTREDC to issue contracts to fulfill Granville County's approved activities associated with the Granville County Triangle North site rather than Granville County issuing the contracts.

Currently, there is minimal funding being held by KTREDC and recent activity requires professional services to move projects forward. County Manager, Michael Felts and Economic Development Director, Harry Mills are recommending that Granville County transfer \$100,000 to KTREDC to be held and used for projects at the Triangle North-Granville site.

FUNDING:

The Board can choose to allocate these funds from the General Fund's unassigned fund balance or from the General Fund's assigned fund balance for Economic Development.

RECOMMENDATION:

The County Manager and Economic Development Director recommend allocating \$100,000 of fund balance and transferring the funds to the Kerr-Tar Regional EDC to fund projects for Triangle North-Granville.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Sheriff John Hardy
Department: Sheriff's Office
Date: June 28, 2022
Title: **Technical Support Technology and Equipment for the Sheriff's Office**

PURPOSE:

To receive approval to purchase technical support equipment for investigative enhancements for the Granville County Sheriff's Office Investigative and Narcotics Units. The requests are as follows:

- Five (5) user licenses for the Callyo Support Network. Callyo is a leading software communications company that provides enhanced technical capabilities to support multiple law enforcement initiatives. Several major investigative areas include Opioid Abuse, Crimes Against Children, Human Trafficking, and Narcotics Investigations.
- Advanced Covert Technology will provide two (2) remote viewing platforms (Tiger CAM) to assist investigators with surveillance activities in high crime areas or subjects of major investigations, one (1) Micro Oculus Kit, one (1) covert recording device (Nagra Act), and one (1) covert audio/video recorder (ACT AS-1) to support undercover activities.

BACKGROUND:

The Sheriff's Office is in the process of upgrading the technical capabilities of the Investigative and Narcotics Units. The requested equipment will greatly enhance the overall ability for investigators to conduct surveillance and covert activities to support critical investigations. Additionally, the equipment will assist with safety measures for deputies carrying out their law enforcement duties and provide for the integrity of case prosecution from a higher evidentiary standpoint.

The technical capabilities provided by Callyo and Advanced Covert Technology are unique to the law enforcement industry and "Sole Source Justification" is requested. Based upon research and specific experience with these two companies, no other competitor would be capable of delivering the required product or service. Similar types of goods and services may exist but for reasons of expertise, quality, and specifications, the companies would not meet the Sheriff's Office specific needs.

Pricing was received for the equipment listed above:

- | | | |
|-------------------------------|---------------------------------------|-------------|
| ▪ Callyo Support Network: | Five (5) User License - | \$4,920.00 |
| ▪ Advanced Covert Technology: | Two (2) Tiger Camera Support Networks | \$13,471.00 |
| | One (1) Micro Oculus Kit - | \$ 6,750.00 |

One (1) Nagra ACT and one (1) ACT-AS Unit - \$5,230.00

Total: \$30,371.00

A copy of the recommended quote is attached for your reference.

FUNDING:

U.S. Department of Justice Asset Forfeiture funds are available for this purchase and are in line with the required annual spending plan specified by the U.S. Department of Justice and U.S. Treasury Department.

RECOMMENDATION:

The Sheriff recommends approval of the purchase of the listed technology and equipment from Callyo Support Network in the amount of \$4,920.00 and from Advanced Covert Technology in the amount of \$25,451.00, utilizing U.S. Department of Justice Asset Forfeiture funds.

ATTACHMENTS:

Callyo Support Network Quote

Advanced Covert Technology Quote (3)

ACTION TAKEN:



Advanced Covert Technology
P.O. Box 3234
Evans, GA 30809
(706) 496-8275
info@act-sales.com
Visit us at www.act-sales.com

Quote 220604

ADDRESS	SHIP TO	DATE	TOTAL	EXPIRATION DATE
Granville Co Sheriff's Office ATTN: ACCTS PAYABLE 143 Williamsboro Street Oxford, NC 27565	Granville Co Sheriff's Office ATTN: TY WOMACK 143 Williamsboro Street Oxford, NC 27565	06/07/2022	\$5,230.00	09/07/2022

SALES REP

Hayden Cormier

DATE	ACTIVITY	QTY	RATE	AMOUNT
	NAGRA:ACT CCR-2 Kit NAGRA CCR-2 Kit - 16GB (Includes 1 x CCR-2, DSV docking station, clear plastic badge holder, USB Cable, AC/DC Wall Interface, Edelweiss Software Dongle, and protective Pelican Carrying Case)	1	2,900.00	2,900.00
	ACT AS-1 Alpha Scale Audio/Video Recorder - High resolution Camera and surveillance microphone built into a Fully Functional Digital Scale	1	2,250.00	2,250.00
SUBTOTAL				5,150.00
SHIPPING				80.00
TOTAL				\$5,230.00

THANK YOU.

Accepted By

Accepted Date



Advanced Covert Technology
P.O. Box 3234
Evans, GA 30809
(706) 496-8275
info@act-sales.com
Visit us at www.act-sales.com

Quote 220603

ADDRESS	SHIP TO	DATE	TOTAL	EXPIRATION DATE
Granville Co Sheriff's Office ATTN: ACCTS PAYABLE 143 Williamsboro Street Oxford, NC 27565	Granville Co Sheriff's Office ATTN: TY WOMACK 143 Williamsboro Street Oxford, NC 27565	06/07/2022	\$6,750.00	09/07/2022

SALES REP

Hayden Cormier

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Micro Oculus Kit 2 32GB Unit, 4 Black Threaded Concealments, 2 Black Threaded Buttons, and Hard Storage Case *Black and White*	1	5,880.00	5,880.00
	ACT DCC-1 Disguised Car Charger DVR - 10 hours with 16GB micro SD, can charge cell phones and tablets while recording Video and Audio in AVI format. Upgraded Microphone.	1	395.00	395.00
	ACT DPMW-1 Disguised Phone Mount DVR - fully functional cell phone cradle with Wi-Fi, removable memory, rechargeable internal battery, stand alone unit and recording indicators.	1	395.00	395.00

SUBTOTAL	6,670.00
SHIPPING	80.00

TOTAL	\$6,750.00
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THANK YOU.

Accepted By

Accepted Date



Advanced Covert Technology
P.O. Box 3234
Evans, GA 30809
(706) 496-8275
info@act-sales.com
Visit us at www.act-sales.com

Quote 220602

ADDRESS	SHIP TO	DATE	TOTAL	EXPIRATION DATE
Granville Co Sheriff's Office ATTN: ACCTS PAYABLE 143 Williamsboro Street Oxford, NC 27565	Granville Co Sheriff's Office ATTN: TY WOMACK 143 Williamsboro Street Oxford, NC 27565	06/07/2022	\$13,471.00	09/07/2022

SALES REP

Hayden Cormier

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Tiger Cam:ACT TCV-514C 12" Tiger Cam Video System - Wireless broadband IP with 20X Canon PTZ Camera. Tiger Cam System includes 4G modem	2	5,400.00	10,800.00
	Tiger Cam:ACT Enviro Enviro Climate Control and Reset - Thermostat, heater, fans, timer reset, remote control reset, etc.	2	599.00	1,198.00
	Tiger Cam:ACT SLPA Street Light Power Adaptor	2	199.00	398.00
	Tiger Cam:ACT VC-NVR View Commander Software and Dongle Hardware - Management software: controls and records your video from the Tiger Cam	1	700.00	700.00
	Tiger Cam:ACT TCV-VCADD View Commander - Additional camera license	1	195.00	195.00
	SUBTOTAL			13,291.00
	SHIPPING			180.00
	TOTAL			\$13,471.00

THANK YOU.

Accepted By

Accepted Date



PROPOSAL #N263571

Billing Address: Callyo 2009 Corp.
200 2nd Avenue S. #143
St. Petersburg, FL 33701
TIN: 27-5470905
DUNS: 969239529

Granville County Sheriff's Office

Account Manager: Mark Webb
Phone: 404-795-7574
Email: mark.webb@motorolasolutions.com

Proposal Created: May 24th, 2022
Valid Until: August 22nd, 2022

Description	Months	Unit Price	Quantity	Total
Callyo Plus	12			\$4,920.00
Up to 5 Users				
Live Virtual Training				

Note: Five Users each with two Callyo Lines and one 10-21 Video License and all of Callyo Features

This is not an invoice

Total:	\$4,920.00
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Engineered, hosted, sold, and supported entirely in the United States.
Callyo is an equal opportunity workplace, proudly employing our veterans and former law enforcement.



Callyo is listed as one of the top 100 government technology companies in the world.
Headquarters St. Petersburg, Florida.



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Scott Phillips
Department: Development Services
Date: June 28, 2022
Title: Traffic Improvements for the Wilton Convenience Site

PURPOSE:

This request is for the consideration to award a service contract for adding concrete pavement to the compactor off-loading area located at the Wilton Convenience Site.

BACKGROUND:

Vehicle maneuverability has been a safety concern for patrons utilizing the compactor area of the convenience site. In efforts to mitigate this problem, staff has recommended adding approximately 9' of concrete pavement along the northeast side of the vehicle entrance and access area. The three firms solicited for this work and the two proposals received are listed below.

- | | |
|--|-------------|
| ▪ Minority Trade Services / Durham, NC | \$21,440.00 |
| ▪ Carrington's Clearing and Grading / Oxford, NC | \$23,760.00 |
| ▪ Paul Williford Builder / Oxford, NC | NO BID |

In addition to this work, the County will have the security entrance gate replaced with a wider unit, will install pavement arrows for traffic direction, and has already relocated two dumpsters that impeded traffic flow within this area.

Compliance with Contract and Purchasing Policy

This request complies with section II, Informal Bids, of the County's Contract and Purchasing Policy.

FUNDING:

Funds are available within the Solid Waste Enterprise Fund for this expenditure.

RECOMMENDATION:

The Development Services Director recommends awarding a fixed-price service contract to Minority Trade Services LLC for an amount not to exceed \$21,440.00.

NOTE: Due to the high traffic flow, staff request facility closure for seven (7) consecutive days for construction and concrete curing time. Signs and advertisements of the upcoming closure will be listed in the local paper, Granville County social media site, and posted onsite.

ATTACHMENTS:

Site Plan indicating area of work

Minority Trade Services Quote

ACTION TAKEN:

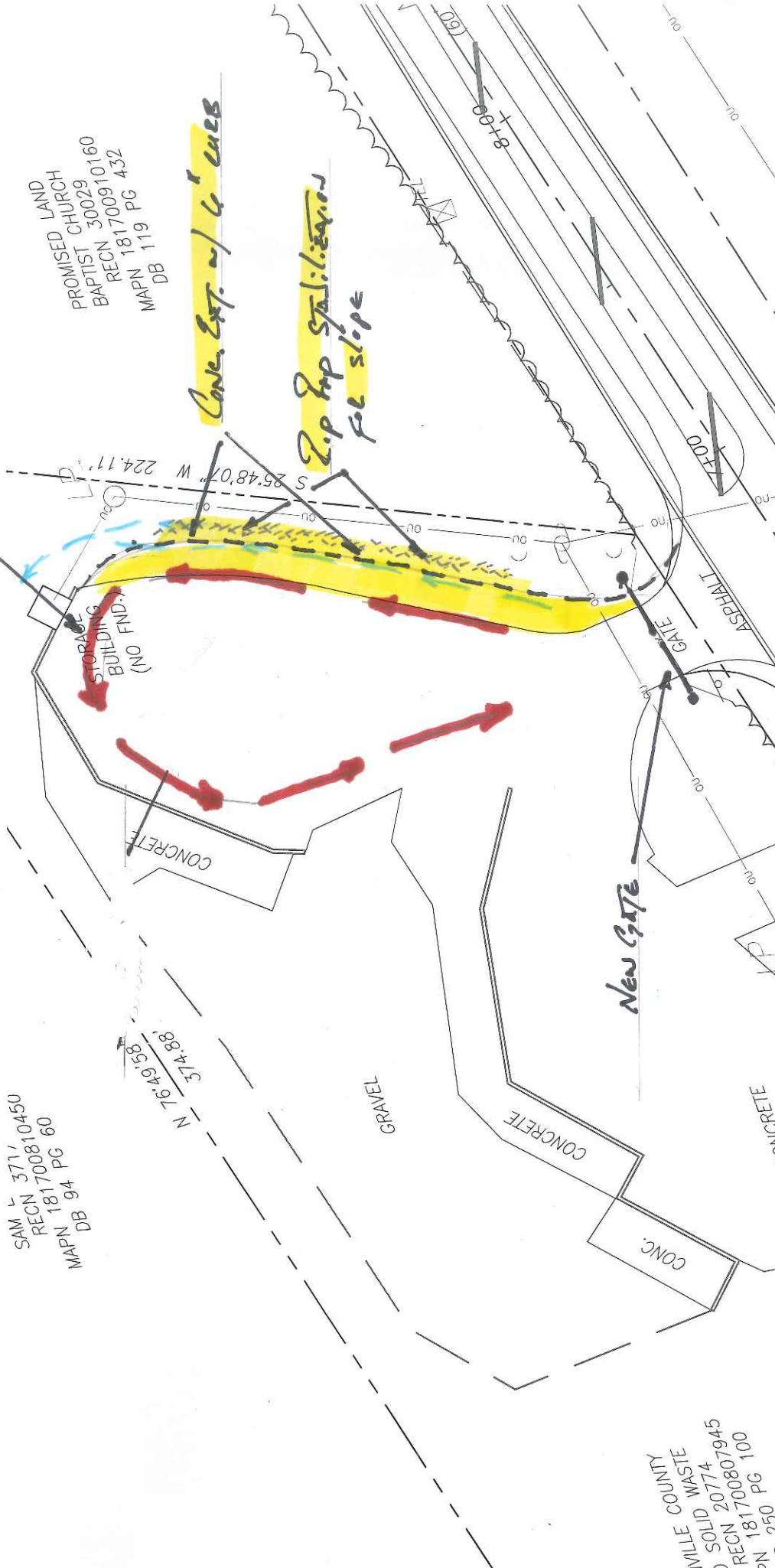
Traffic Pattern

SAM L 371, 10450
REC N 700810450
MAP N 181 PG 60
DB 94

PROMISED LAND
BAPTIST CHURCH
REC N 30029
MAP N 181 PG 432
DB 119

Concrete Est. w/ 6' curb

Top Soil Stabilization
for slope



Option #1

WILLE COUNTY
SOLID WASTE
J 20774
REC N 181 PG 100
PN 250



Minority Trade Services, LLC

www.minoritytradeservices.com

MinorityTradeServices@gmail.com

PH: 919-201-7683

To: Scott Phillips
scottphillips@granvillecounty.org

From: Salomon
Lopez
1710 Hamlin road
Durham, NC 27704

Date: June 20, 2022

Job name:

Provide necessary supervision, tools and equipment to place and finish concrete edition at Granville County Waste Management

The proposal includes:

Aproximently 1,350 sqft 6in thick concrete 4,000 PSI

150ft curve in gutter

#4 rebar 16in on center

#4 dales 2ft on centers

Tree and debris clearing

Disturb area cover with 6in riprap

For the price of

\$21,440.00

If you have any questions don't hesitate to call (919)201-7683



Granville County Development Services

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Development Services
Date: June 30, 2022
Title: Demolition of Vacant Residential Buildings

PURPOSE:

This request is for the consideration to award a service contract for the demolition of the structures: 303 Main Street, 301 Oxford Street & 303 Oxford Street, Stovall, NC.

BACKGROUND:

The recently acquired properties located in Stovall contain several residential structures that are in need of demolition. The demolition is to mitigate the liability of the abandoned buildings and to clear the properties for a Senior Center scheduled for construction in fiscal year 2023-2024, pending approval.

On June 1, 2022, the County issued a Request for Bids detailing the requirements of the demolition, and in response, received six (6) bid proposals by the stated deadline of June 24th. The bidders are listed below in the order of pricing.

- | | |
|--|-------------------------------------|
| ▪ D. H. Griffin Wrecking Company / Raleigh, NC | \$24,750.00 |
| ▪ Pearce's Backhoe Service / Henderson, NC | \$29,000.00 |
| ▪ Carrington's Clearing and Grading / Oxford, NC | \$33,120.00 |
| ▪ Janezic Building Group / Raleigh, NC | \$36,380.00 |
| ▪ Faulkner Grading and Landscaping / Henderson, NC | \$41,500.00 |
| ▪ Press Yelder Grading and Hauling / Oxford, NC | Did not meet insurance requirements |

Compliance with Contract and Purchasing Policy

This request complies with section II, Informal Bids, of the County's Contract and Purchasing Policy.

FUNDING:

The fiscal year 2022-2023 budget can facilitate this request.

RECOMMENDATION:

Development Services Director recommends awarding a fixed-price service agreement to D. H. Griffin Wrecking Company for a price not to exceed \$24,750.00.

ATTACHMENTS:

DH Griffin Quote
Request for Bid
Addendum #1

ACTION TAKEN:



COUNTY OF GRANVILLE, NORTH CAROLINA

122 Williamsboro Street • Post Office Box 877 • Oxford, North Carolina 27565

Granville County Development Services
 Planning (919) 603-1331
 Inspections (919) 603-1326
 Construction Administration (919) 603-1425
 Fax (919) 693-6794

Addendum #1 **Request for Bids** Demolition of Structures

Date: June 9, 2022

Project Request: Demolition of Abandoned Residential Structures
 Stovall, NC

The following changes shall be part of the Request for Bids.

1. The residential structure located at 303 Main Street includes a partial basement; the square footage has not been documented. Bidders are advised to visit the properties when determining their bid.
2. The County will pay for the landfill fees when utilizing the Granville County MSW Landfill located at 6584 Landfill Road, Oxford, NC. Bidder shall include all trucking cost. If the bidder elects to utilize another certified waste site, the bidder shall include landfill fees for that location.

Bids are required no later than June 24, 2022 at 5 PM.



COUNTY OF GRANVILLE, NORTH CAROLINA

122 Williamsboro Street • Post Office Box 877 • Oxford, North Carolina 27565

Granville County Development Services
Planning (919) 603-1331
Inspections (919) 603-1326
Construction Administration (919) 603-1425
Fax (919) 693-6794

Request for Bids Demolition of Structures

Date: June 1, 2022

Project Request: Demolition of Abandoned Residential Structures
Stovall, NC

Granville County is requesting fixed-price bids from *Licensed North Carolina Contractors* for the demolition and disposal of three (3) residential structures located in Stovall, NC.

Price proposals shall be submitted no later than June 24, 2022 to Granville County Development Services; Attention Scott Phillips, on provided Bid Form. Bid submittals can be emailed to scott.phillips@granvillecounty.org, mailed to PO Box 877, Oxford, NC 27565, or expressed mailed to 122 Williamsboro Street, Oxford, NC 27565.

For information regarding this request, please contact Scott Phillips @ 919-603-1425 or at the above email address.

Project Description:

The three residential buildings referenced for this request are as follows:

1. 303 Main Street / Tax map# 192819619971: 2,395 SF (+/-) two-story residential structure, wood framed with vinyl / aluminum siding with a masonry / concrete foundation, to include a 400 SF (+/-) wood-framed open-sided storage / carport.
2. 301 Oxford Street / Tax map# 192819619910: 804 SF (+/-) single-story residential structure, wood framed, lapboard siding with a masonry / concrete foundation.
3. 303 Oxford Street / Tax map# 192819619781: 1,806 SF (+/-) single-story wood framed, brick masonry siding with a masonry / concrete foundation. **NOTE:** Existing 128 SF (+/-) metal storage unit will be removed prior to start of work.

A Demolition Permit for each separate property will be required for this work. For information regarding the Demolition Permit(s), please call Granville County Inspections at (919) 603-1326.

Request for Bids
Demolition of Abandoned Residential Structures
Stovall, NC

NAME OF FIRM PROVIDING BID D. H. Griffin Wrecking Company Inc.

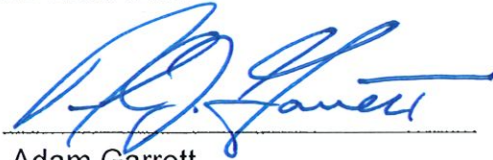
ADDRESS 421 Raleigh View Road
Raleigh, NC 27610

Contact Number 919-772-4711

NC General Contractors Lic# 35452

BID Amount \$ 24,750.00

AUTHORIZED SIGNATURE


Adam Garrett

Granville County reserves the right to reject any or all bids

Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid
GRANVILLE COUNTY AFFIDAVIT A -- Listing of Good Faith Efforts
County of GRANVILLE

(Name of Bidder)
Affidavit of D. H. Griffin Wrecking Company Inc.

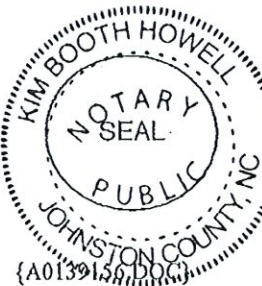
I have made a good faith effort to comply under the following areas checked:

- × Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)
- ☒ 1 -- (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
 - ☒ 2 -- (10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
 - ☒ 3 -- (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
 - ☐ 4 -- (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
 - ☐ 5 -- (10 pts) Attended prebid meetings scheduled by the public owner.
 - ☐ 6 -- (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
 - ☐ 7 -- (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
 - ☐ 8 -- (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
 - ☐ 9 -- (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
 - ☒ 10 -- (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 06/24/2022 Name of Authorized Officer: Adam Garrett
Signature: _____
Title: Division Manager



State of NC, County of Wake
Subscribed and sworn to before me this 24 day of June 20 22
Notary Public [Signature]
My commission expires 9/23/24



COUNTY OF GRANVILLE, NORTH CAROLINA

122 Williamsboro Street • Post Office Box 877 • Oxford, North Carolina 27565

Granville County Development Services
Planning (919) 603-1331
Inspections (919) 603-1326
Construction Administration (919) 603-1425
Fax (919) 693-6794

Request for Bids Demolition of Structures

Date: June 1, 2022

Project Request: Demolition of Abandoned Residential Structures
Stovall, NC

Granville County is requesting fixed-price bids from *Licensed North Carolina Contractors* for the demolition and disposal of three (3) residential structures located in Stovall, NC.

Price proposals shall be submitted no later than June 24, 2022 to Granville County Development Services; Attention Scott Phillips, on provided Bid Form. Bid submittals can be emailed to scott.phillips@granvillecounty.org, mailed to PO Box 877, Oxford, NC 27565, or expressed mailed to 122 Williamsboro Street, Oxford, NC 27565.

For information regarding this request, please contact Scott Phillips @ 919-603-1425 or at the above email address.

Project Description:

The three residential buildings referenced for this request are as follows:

1. 303 Main Street / Tax map# 192819619971: 2,395 SF (+/-) two-story residential structure, wood framed with vinyl / aluminum siding with a masonry / concrete foundation, to include a 400 SF (+/-) wood-framed open-sided storage / carport.
2. 301 Oxford Street / Tax map# 192819619910: 804 SF (+/-) single-story residential structure, wood framed, lapboard siding with a masonry / concrete foundation.
3. 303 Oxford Street / Tax map# 192819619781: 1,806 SF (+/-) single-story wood framed, brick masonry siding with a masonry / concrete foundation. **NOTE:** Existing 128 SF (+/-) metal storage unit will be removed prior to start of work.

A Demolition Permit for each separate property will be required for this work. For information regarding the Demolition Permit(s), please call Granville County Inspections at (919) 603-1326.

The Contractor will be responsible for the coordination, disconnection and removal of all utilities to the service point at the street. Upon notification by the Contractor, Granville County Inspections will verify disconnection of utilities. The County will clear all structures of all Asbestos containing materials prior to issuance of the demolition contract. The Contractor will receive a copy of the Asbestos Clearance Report with the executed contract for demolition.

Specifications of Work:

The scope of work includes, but is not limited to providing all materials, equipment, supervision, permits and landfill fees required to demolish the existing structure(s), abandoned furniture and other associated items present within or located on the properties, transportation and disposal of all debris, final finish grading, and seed and mulching of disturbed areas.

Contractors are encouraged to review the properties and structures to familiarize themselves with the work involved. Descriptions of the properties and structures described within this request are for information only.

The Contractor is to demolish and remove the entire structure including foundations / footings, foundation walls, concrete slabs, private sidewalks and driveways. Voids created by removal of foundations / footings, concrete slabs, sidewalks or driveways shall be properly filled level to the surrounding grade with off-site material.

The Contractor shall remove and dispose of all exterior / interior heating and air conditioning units in accordance with state and local regulations.

The Contractor shall be mindful that the demolition is taking place in a developed area and the site kept free of potential hazards to the greatest extent possible.

The Contractor shall take every reasonable precaution to prevent damage to the Town of Stovall's infrastructure such as water meters / taps, low-pressure sewer pump stations, streets, and fire hydrants, and other utility elements.

The Contractor shall be required to take every reasonable precaution throughout the contract to prevent erosion of soils and sedimentation of streams, ponds, or ground surface runoff.

The Contractor shall provide and maintain temporary toilet facilities for use by employees during the term of work.

Disposal of Demolition Debris:

The Contractor shall transported all debris to certified landfill. The Contractor is required to inform the County of the disposal site prior to work and provide

tickets indicating the name, location, and weight for all demolition materials. Payment will not be issued without the verifiable tickets.

Insurances Required:

The Contractor shall have and maintain the following insurance coverage and minimum dollar limitations:

- Workers Compensation \$1,000,000 per accident limit; \$1,000,000 disease per policy limit; \$1,000,000 disease each employee limit
- Bodily Injury Liability \$1,000,000 per occurrence / \$2,000,000 aggregate
- Property Damage Liability \$1,000,000 per occurrence / \$2,000,000 aggregate
- Vehicle Liability \$1,000,000 combined single limit (each accident)

The Certificate of Insurance shall name Granville County as additionally insured and must state that a 30-day prior notice of changes or termination of policies are required.

Minority Participation:

The Contractor shall provide the County with the appropriate and completed Minority Participation Forms / Affidavits with the Bid Proposal, and shall adhere to the County's Outreach Plan attached with this request *if the total cost of this project exceeds \$100,000.00*.

Affidavits A – Listing of Good Faith Efforts and Identification of HUB Certified Business Participation are required if subcontractors will be utilized.

-or-

Affidavit B – Intent to Perform Contract with Own Workforce if no subcontractors are utilized.

Schedule:

Completion within 45 days of notice to proceed.

Payment Process:

Upon completion of all work associated with this request and subsequent contract, the Contractor shall notify the County for review. If the work is found to be satisfactory and in accordance with the requirements, the Contractor shall submit invoicing for payment.

Attachments:

- GIS vicinity map of properties included within the proposal request.
- Granville County Tax Card for each property.
- Granville County Outreach Plan for Minority Businesses Participation

Request for Bids

Demolition of Abandoned Residential Structures
Stovall, NC

NAME OF FIRM PROVIDING BID

ADDRESS

Contact Number

NC General Contractors Lic#

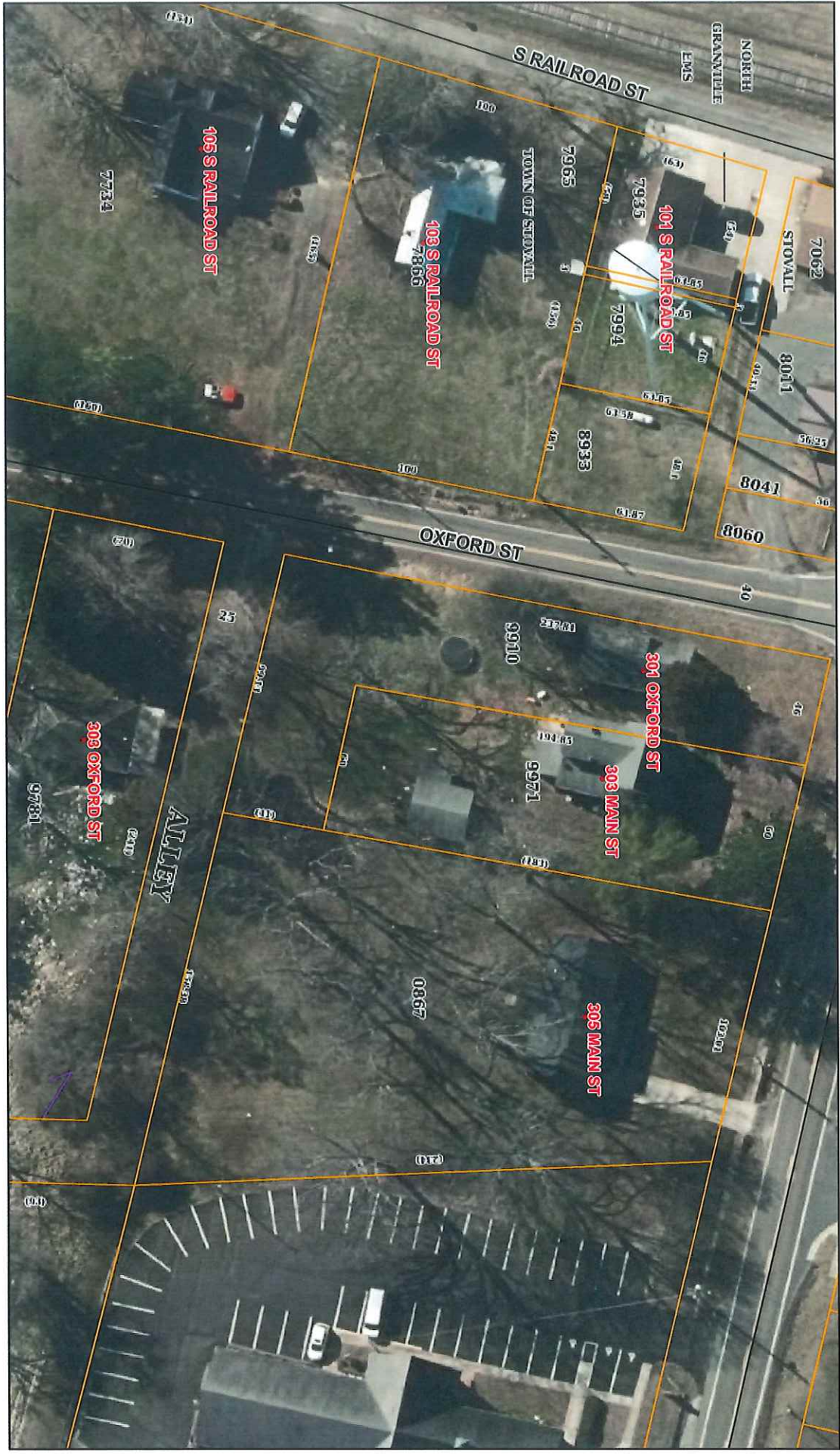
BID Amount

\$

AUTHORIZED SIGNATURE

Granville County reserves the right to reject any or all bids

Stovall - Demolition of Structures



5/25/2022, 12:39:14 PM

AddressPoints

Centerlines

Parcels

Leaders

Parcel Hooks

granville_nc_anno

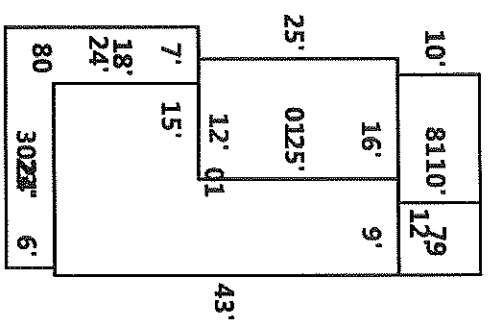
Imagery Latest

Red: Band_1

Green: Band_2

Blue: Band_3

GRANVILLE COUNTY 303 MAIN ST SASSAFRAS FORK 192819619971 1 / 1
PO BOX 906 PLATBOOK/PAGE/DATE: 00000 00000 RECORD NUMBER: 6599
OXFORD, NC 27565 NB: 021 STOVALL AVERAGE ROUTE: 192819 017
DEED: 01865 0426 9/30/2021 \$92,000 303 MAIN ST REVIEWER:



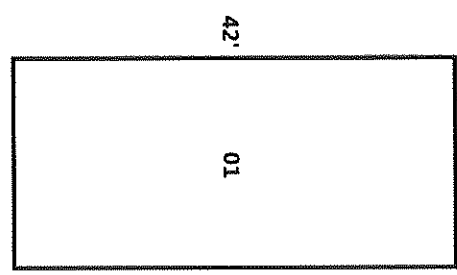
TOPO		STREET		UTILITIES		NOTES		LI	
#	LAND CLASS	SIZE	BASERATE	* AGF	* ADJ	= ADJ RATE	* UNITS	= LNDVALUE	
1	72BLT PRICE 2	1.000	9000	1.00	1.00	9000	1.000	9000	
ACREAGE FACTOR:		0		FRONTAGE FACTOR:		0		LAND VALUE	
#	OTHER FEATURES	SIZE	BASERATE	COND	ADJ RATE	UNITS	VALUE		
1	19 C CARPORT	20 * 20	14.36	0.00	14.36	400	5744		
OTHER FEATURES VALUE:									
5744									
FOUNDATION		XTR. FINISH		ROOF TYPE		ROOF MTRL		SIZE/QTY	
CONCRETE BLOCK		WOOD FRAME-SIDING		GABLE		ASPHALT SHINGLE		2,0000 STHT	
		ALUMINUM/VINYL						0 BDRM	
WALL FINISH		FLOORS		HEAT&AIR		HEAT FUEL		BLDG #	
DRYWALL		SOFTWOOD		CENTRAL HEAT		ELECTRIC		1	

IMPROVEMENT TYPE:		DWELLING	GRADE: D+10	AYB:	1912	EYB:	1960	CONDITION:	AVERAGE	DEPR TABLE:	0	SQ FT TABLE:		
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STRUCTURE	SKETCH-SF	* SHT	= AREA	RATE	* GRDE	+ HEAT	+ EXWL	* WLHT	= ADJRATE	* AREA	= RPCN	* DEPF	* CNDP	= STR-VALUE
01 SNG FAML	732	2.00	1464	57.94	D 1.10	2.50		0.95	62.92	1464	92115	0.45		41452
2 BATHS	0		0						2250.00	0	4500	0.45		2025
01 SNG FAML	375	1.00	375	57.94	1.10	2.50		1.00	66.23	375	24836	0.45		11176
79 PATIO	90	1.00	90	4.00	1.10			1.00	4.40	90	396	0.45		178
81 ENCPORCH	160	1.00	160	26.58	1.10			1.00	29.24	160	4678	0.45		2105
80 PORCH	306	1.00	306	16.34	1.10			1.00	17.97	306	5499	0.45		2475
1839 HSF 2395 TSF RPCN- 71.79/HSF 132024 VALU- 32.31/HSF 59411														
STRUCTURE VALUE 53470														
CARD 1 VALUE 68214														

VALUATION	THIS CARD	+ OTHER CARD	= VALUE	PREV-VAL	P-N%	OTHER CARDS VALUE	
LAND	9000		9000	9001	1.00	TOTAL VALUE	
OTHER FEAT	5744		5744	5744	0.00		
STRUCTURE	53470		53470	59549	1.11		
TOTAL	68214		68214	68550	1.00		
TAX YEAR: 2022 (1057132) Group: NBHD ADJUSTMENT: * 0 = 68214							68214
REVAL YEAR: 2018 DEFERRED VALUE 0 APPRAISED VALUE TAXABLE VALUE							68214

Granville County, NC

GRANVILLE COUNTY 301 OXFORD ST SASSAFRAS FORK 192819619910 1 / 1
PO BOX 906 OXFORD, NC 27565 PLATBOOK/PAGE/DATE: 000000 00000 RECORD NUMBER: 6597
DEED: 01865 0426 9/30/2021 \$92,000 NB: 021 STOVALL AVERAGE ROUTE: 192819 077
301 OXFORD ST STOVALL LISTER: REV REVIEWER:



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#	LAND CLASS	SIZE	BASERATE	*	ACF	*	ADJ	=	ADJ RATE	*	UNITS	=	LANDVALUE
1	72BLOT PRICE 2	1.000	9000		1.00		1.00		9000		1.000		9000
ACREAGE FACTOR:		0	FRONTAGE FACTOR:		0		LAND VALUE						
#	OTHER FEATURES		SIZE	BASERATE	COND	ADJ RATE	UNITS	VALUE					
OTHER FEATURES VALUE:													
0													
FOUNDATION		XTR. FINISH	ROOF TYPE			ROOF MTRL			SIZE/QTY				
PIER	WOOD FRAME-SIDING		GABLE			ASPHALT SHINGLE			1.0000 STHT 0 BDRM				
WALL FINISH		FLOORS	HEAT&AIR			HEAT FUEL			BLDING #				
DRYWALL	SOFTWOOD		NONE						1				

TAYLOR JAMES EDWARD

ACRE & HOUSE

SASSAFRAS FORK

REC'D NUMBER: 5503
192819619781

1/1

C/O DONNA TAYLOR

PLATBOOK/PAGE/DATE:

STOVALL

ROUTE: 192819 026
 LISTED: PEV

DEED: 02003 0149 11/3

303 OXFORD ST

1111

REVIEWER:

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IMPROVEMENT TYPE:		DWELLING	GRADE:	D	AYB:	1961	EYB:	1961	CONDITION:	POOR	DEPR. TABLE:	4	SQ. FT. TABLE:		
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STRUCTURE	SKETCH-SF	* STHT	= AREA	RATE	* GRDE	+ HEAT	+ EXWL	* WLHT	= ADJRATE	* AREA	=	RPCN	* DEPF	* CNDF	= STR-VALUE
01 SNG FAML	1134	1.00	1134	60.85	D		3.50	1.00	64.35	1134		72973	0.14	0.9500	9705
1 BATHS									2250.00			2250	0.14	0.9500	299
79 PATIO	324	1.00	324	3.44				1.00	3.44	324		1115	0.14	0.9500	148
80 PORCH	24	1.00	24	18.74				1.00	18.74	24		450	0.14	0.9500	60
83 CANOPY	324	1.00	324	9.30				1.00	9.30	324		3013	0.14	0.9500	401
1134 HSF				1806 TSF				RPCN- 70.37/HSF				79801	VALU- 9.36/HSF		10613
STRUCTURE VALUE															
CARD 1 VALUE															
23052															
9552															

[illegible]

GRANVILLE COUNTY OUTREACH PLAN FOR MINORITY BUSINESSES PARTICIPATION IN BUILDING CONSTRUCTION

Forms

Links

In accordance with G.S. 143-128.2, these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on Granville County's building construction or repair projects in the amount of \$300,000 or more or for any construction or repair projects in the amount of \$100,000 or more whenever Granville County receives State appropriations for the building project or other State grant funds for the building project, including building projects done by a private entity on a facility to be leased or purchased by Granville County. The outreach plan shall also be applicable to the selection process of architectural, engineering, and Construction Manager-at-Risk services.

Granville County has a current verifiable goal of 10 percent for minority participation for building construction or repair projects.

SECTION A: INTENT

It is the intent of these guidelines that Granville County, as awarding authority for building construction or repair projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper, and reasonable to achieve the goal of 10 percent for participation by minority businesses in each building construction or repair project as required by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

SECTION B: DEFINITIONS (All defined terms shall have that definition given to the term in Article 8, Chapter 143 of the North Carolina General Statutes if the term is defined in that Article. If the definitions below differ from those found in Article 8, Chapter 143 of the North Carolina General Statutes, then the definition set out in such Article shall control.

1. Minority - The term "minority person" means a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;
 - d. American Indian, that is, a person having origins in any of the original Indian peoples of

North America; or

e. Female.

2. Minority Business (MBE) - The term "minority business" means a business:

- a. In which at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
- b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

3. Socially and economically disadvantaged individual – The term "socially and economically disadvantaged individual" means the same as defined in 15 U.S.C. 637. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. In determining the degree of diminished credit and capital opportunities the Administration shall consider, but not be limited to, the assets and net worth of such socially disadvantaged individual. In determining the economic disadvantage of an Indian tribe, the Administration shall consider, where available, information such as the following: the per capita income of members of the tribe excluding judgment awards, the percentage of the local Indian population below the poverty level, and the tribe's access to capital markets.

4. Owner – Granville County.

5. Designer – Any person, firm, partnership, or corporation which has contracted with Granville County to perform architectural or engineering work.

6. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.

7. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials, or services, including construction, and obligating the buyer to pay for them.

8. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with Granville County to perform building construction or repair work.

9. Subcontractor - A firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

SECTION C: MINORITY OUTREACH PLAN AND GUIDELINES

The following strategies may be used to encourage participation from MBEs.

1. Work with minority-focused and small business groups that support MBE inclusion in the solicitation of bids.
2. Place emphasis on the importance of soliciting certified MBE firms for subcontracting opportunities at pre-bid conferences and in the bid documents. Encourage prime contractors to solicit bids for subcontracts from MBE firms.
3. Provide detailed information to majority contractors concerning the bidding and good faith efforts requirements by holding meetings with the contractors.
4. Assess the effectiveness of the MBE program, and identify opportunities to enhance it by evaluating MBE participation and compliance and reviewing the good faith efforts provided in bid packages.
5. Identify subcontracting opportunities unique to each construction contract and project and target certified MBE firms that have expressed an interest in Granville County projects. Identify these opportunities and contact interested businesses no later than 10 days prior to the bid opening and provide a list of prime contractors who plan to participate in the project.
6. Build new and strengthen existing business relationships through networking. Continue communicating with other North Carolina public agencies to find out how their MBE outreach programs are working and to share "best practices" and ideas to improve programs.
7. Enhance Granville County's web page by including the outreach plan and guidelines, listing good faith efforts, creating links to MBE resources, and creating awareness of specific subcontracting opportunities.
8. Make available to minority-focused agencies a list of subcontracting opportunities when they are identified, no later than 10 days prior to the bid opening, and a list of prime bidders that subcontractors may wish to contact for subcontracting consideration.
9. Maintain or continue to maintain a database specifically for MBE firms and majority contractors to ensure those firms wishing to do business with Granville County have access to up-to-date information.
10. Advertise upcoming bid opportunities in minority-focused media.
11. Work with architects and engineers to make subcontracting opportunities more noticeable and more easily understood by potential contractors and subcontractors.

Designer

Under the single-prime bidding, separate prime bidding, construction manager at risk, or alternative contracting method, the designer will:

1. Attend the scheduled pre-bid conference to explain minority business requirements to the prospective bidders.

2. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
3. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
4. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S.143-128.2(f) – (i.e. bidders’ proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) – prior to recommendation of award.
5. During construction phase of the project, review documentation for contract payment to MBEs (e.g. state form “Appendix E: MBE Documentation for Contract Payment” <http://interscope2.doa.state.nc.us/Guidelines/MBE/MBGuidelines2002R.pdf>) for compliance with minority business utilization commitments. Submit this form with monthly pay applications to the Owner.

Prime Contractor(s), CM at Risk, and Its First-Tier Subcontractors

Under the single-prime bidding, the separate-prime bidding, construction manager at risk, and alternative contracting methods, contractor(s) will:

1. Attend the scheduled pre-bid conference.
2. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
3. During the bidding process, comply with the owner’s requirements listed in the proposal for minority participation.
4. Identify on the bid the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).
5. Make documentation showing evidence of implementation of Prime Contractor, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by Granville County, upon request.
6. Upon being named the apparent low bidder, the bidder shall provide one of the following: (1) an affidavit that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; or (2) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal. The documentation must include evidence of all good faith efforts that were implemented including any advertisements, solicitations, and evidence of other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
7. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values.
8. The contractor(s) shall submit with each monthly pay request(s) and final payment(s) documentation for contract payment to MBEs (e.g. state form “Appendix E: MBE Documentation for Contract Payment” <http://interscope2.doa.state.nc.us/Guidelines/MBE/MBGuidelines2002R.pdf>) for designer’s review.

9. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.
10. If during the construction of a project additional subcontracting opportunities become available, the contractor shall make a good faith effort to solicit sub-bids from minority businesses.

Minority Business Responsibilities

Certification

While minority businesses are not required to become certified in order to participate in Granville County's building construction or repair projects, it is recommended that they become certified and take advantage of appropriate technical assistance that is made available. Certification can be obtained from the following agencies:

- North Carolina Department of Administration Historically Underutilized Business (HUB) certification
- North Carolina Department of Transportation Minority/Disadvantaged/Women-owned Business certification
- Small Business Administration 8(a) certification
- Other governmental agencies on a case-by-case basis.

Other Responsibilities

Minority businesses that are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

SECTION D: MINIMUM COMPLIANCE REQUIREMENTS

All written statements or affidavits made by the bidder shall become a part of the agreement between the Contractor and Granville County for performance of the contract. Failure to comply with any of these statements, affidavits, or with the minority business guidelines shall constitute a breach of the contract. A finding by Granville County that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false, or incomplete shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of Granville County whether to terminate the contract for breach.

In determining whether a contractor has made good faith efforts, Granville County will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, diligence, and results of these efforts. Contractors are required to earn at least 50 points for good faith efforts. Failure to file a required affidavit or documentation demonstrating that the contractor made the required good faith effort is grounds for rejection of the bid. Good faith efforts include:

- (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope

of the work to be performed. (10 points)

- (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due. (10 points)
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation. (15 points)
- (4) Working with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses. (10 points)
- (5) Attending any prebid meetings scheduled by the public owner. (10 points)
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors. (20 points)
- (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing. (15 points)
- (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit. (25 points)
- (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible. (20 points)
- (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands. (20 points)

SECTION E: DISPUTE RESOLUTION POLICY AND PROCEDURES

Granville County establishes this dispute resolution system to facilitate the prompt and fair resolution of disputes with amounts in controversy in excess of \$15,000 arising between or among any parties involved in the Granville County's construction and repair projects (including Granville County, the architect, the engineer, the construction manager, the contractors, and the first-tier and lower-tier subcontractors) on claims arising out of the contract or construction process in accordance with N.C. Gen. Stat. § 143-128(f1). Granville County strives to resolve disputes without animosity between or among parties. To this end, the Board believes that an architect's or

engineer's review (as appropriate based upon the type of project) followed by mediation following the Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Civil Actions shall be preconditions to litigation or arbitration of any dispute covered by this policy. The costs of mediation shall be shared equally by the parties. In no event shall Granville County be subject to arbitration proceedings pursuant to this policy unless it agrees to the contrary in a specific contract.

SECTION F: In addition to these guidelines, there will be issued with each construction bid package provisions for providing minority business participation in Granville County projects.

Forms

Identification of Minority Business Participation

Affidavit A- Listing of the Good Faith Efforts

Affidavit B- Intent to Perform Contract with Own Workforce.

Affidavit C- Portion of the Work to be Performed by Minority Firms

Affidavit D-Good Faith Efforts

Links

State of North Carolina Vendor Link - <http://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>

Office for Historically Underutilized Businesses - <http://www.doa.state.nc.us/hub/>

State Construction Office - <http://www.nc-sco.com/>

State of North Carolina Interactive Purchasing System (all categories) -

<http://www.ips.state.nc.us/ips/catbids.asp>

*Construction Services -

<http://www.ips.state.nc.us/ips/bidlist.asp?category=99&name=Construction+Services&department=>

*Design Services-

<http://www.ips.state.nc.us/ips/bidlist.asp?category=100&name=Design+Services&department=>

Identification of HUB Certified/ Minority Business Participation

I, _____
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #

Work Type

*Minority
Category

**HUB
Certified
(Y/N)

[illegible]

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**** HUB Certification with the state HUB Office required to be counted toward state participation goals.**

The total value of minority business contracting will be (\$)_____.

Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid

GRANVILLE COUNTY AFFIDAVIT A – Listing of Good Faith Efforts

County of GRANVILLE

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☐ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ **2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

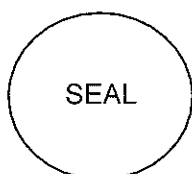
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid

GRANVILLE COUNTY --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of GRANVILLE

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____
_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

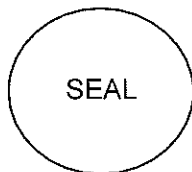
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

Do not submit with bid Do not submit with bid Do not submit with bid Do not submit with bid

GRANVILLE COUNTY - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of GRANVILLE

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.

This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the _____
(Name of Bidder)

Project ID# _____ (Project Name) _____
Amount of Bid \$ _____

I will expend a minimum of _____ % of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

**** HUB Certification with the state HUB Office required to be counted toward state participation goals.**

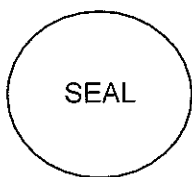
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

GRANVILLE COUNTY AFFIDAVIT D – Good Faith Efforts

County of GRANVILLE

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by HUB Certified/ minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

Project ID# _____ (Project Name) Amount of Bid \$ _____

I will expend a minimum of _____ % of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____



COUNTY OF GRANVILLE, NORTH CAROLINA

122 Williamsboro Street • Post Office Box 877 • Oxford, North Carolina 27565

Granville County Development Services
Planning (919) 603-1331
Inspections (919) 603-1326
Construction Administration (919) 603-1425
Fax (919) 693-6794

Addendum #1 **Request for Bids** Demolition of Structures

Date: June 9, 2022

Project Request: Demolition of Abandoned Residential Structures
Stovall, NC

The following changes shall be part of the Request for Bids.

1. The residential structure located at 303 Main Street includes a partial basement; the square footage has not been documented. Bidders are advised to visit the properties when determining their bid.
2. The County will pay for the landfill fees when utilizing the Granville County MSW Landfill located at 6584 Landfill Road, Oxford, NC. Bidder shall include all trucking cost. If the bidder elects to utilize another certified waste site, the bidder shall include landfill fees for that location.

Bids are required no later than June 24, 2022 at 5 PM.



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 5, 2022
Title: Proclamations, Resolutions and Legislative Matters

PURPOSE:

This item on the agenda will be used for the introduction of proclamations, resolutions, or legislative matters. It can also be used for the general discussion of related matters.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 30, 2022
Title: Granville County Fire Commission

PURPOSE:

To appoint members to the Granville County Fire Commission.

BACKGROUND:

The Fire Commission shall consist of 7 voting members:

Three (3) members who are subject matter experts (SMEs) in fire and emergency services. Current Fire Chiefs of fire departments, contracting with the County, shall not be appointed to any of these seats. SMEs shall reside in the unincorporated area of Granville County will serve in at-large seats from three geographical areas of Granville County as follows:

- (1) Northern Region
- (1) Central Region
- (1) Southern Region

Three (3) members who are citizens at-large. Citizens shall reside in the unincorporated area of Granville County and non-affiliated with the fire and emergency services. These citizens at-large are to represent three geographical areas of Granville County as follows:

- (1) Northern Region
- (1) Central Region
- (1) Southern Region

The current President of the Granville County Fire Chiefs Association will fill a seat.

One (1) member of the Granville County Board of Commissioners is to be appointed by the Board of Commissioners as the liaison to the Fire Commission but will not vote on Fire Commission matters during Fire Commission meetings.

RECOMMENDATION:

The recommendation is to fill the following positions on the Granville County Fire Commission:

Granville County Fire Commission	
Northern Region – Fire & Emergency Services Representative	
Northern Region – Citizen At-Large	
Central Region– Fire & Emergency Services Representative	
Central Region– Citizen At-Large	
Southern Region– Fire & Emergency Services Representative	
Southern Region– Citizen At-Large	
President of the Granville County Fire Chiefs Association	David Cottrell
County Commissioner, Ex-Officio	

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 5, 2022
Title: **Granville County Industrial Facilities and Pollution Control Financing Authority**

PURPOSE:

To make appointments/reappointments to the Granville County Industrial Facilities and Pollution Control Financing Authority. This authority meets only by called meetings if needed.

BACKGROUND:

The terms of Tim Currin (District 1) and Michael W. Young (District 4) expire in July.

Others serving:

Bill Frazier	District 2
Kay Currin	District 3
Chris M. Bass	District 5
Joel Cross	District 6
Robert Lane	District 7

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 5, 2022
Title: Granville County Planning Board

PURPOSE:

To make appointments/reappointments to the Granville County Planning Board.

BACKGROUND:

The terms of Allen Nelson (District 1) and Joshua H. Averette (District 5) expire July 1, 2022.

Others Serving:

John Currin	District 2
Elvin Mangum, Jr.	District 3
Howard Tyler	District 4
Michael O'Briant Turner	District 6
Justin Milstein	District 7

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 29, 2022
Title: **Opioid Advisory Committee**

PURPOSE:

To make appointments to the Opioid Advisory Committee.

BACKGROUND:

The Opioid Advisory Committee needs to add positions to align with the requirements of the State Memorandum of Understanding (MOU) associated with the Opioid Settlement funding. Representatives from a municipality, social services, education, and business/industry slots are the recommended positions.

Others serving:	Andre Oakley	Sheriff's Designee
	David Yancey	Law Enforcement Representative
	Lisa Harrison	Health Director
	Michael Felts	County Manager
	Jimmy Gooch	County Commissioner
	Tim Karan	County Commissioner
	Russ May	County Commissioner
	Bobby Wheeler	Pharmacy Representative
	John Snow	Medical/Hospital Representative
	Scott Phillips	Family Member Representative
	Elliot Clark	Vaya Health, Ex-Officio
	Danielle Harris	Drug-Free Coalition of Granville County, Ex-Officio
	Ben Mastridge	Behavioral Health Specialist
	Terry Hobgood	Staff Representative

RECOMMENDATION:

The Opioid Advisory Committee recommends the addition of the following positions and members to the committee.

Social Services Representative

DSS Director or their Designee – Adonica Hampton

Education Representative

Granville County Public Schools Director of Operations and Safety or their Designee – Lauren Curtis,
Director of Student Services (designated by Dr. Bill Graham)

Business Representative

Lisa Gilbert (Central Community Services)

Citizen Representative

Jimmy Minor of Creedmoor

Municipal Representative

Oxford Police Chief or their Designee – Lieutenant Michael Stockwell

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 5, 2022
Title: Research Triangle Regional Partnership Board

PURPOSE:

To make appointments to the Research Triangle Regional Partnership Board.

BACKGROUND:

Francis Winston, Winston International, has asked to be replaced. Renzo Anchirayco with Revlon has left and needs to be replaced.

Others serving: Harry Mills Granville County Economic Development Director

RECOMMENDATION:

Harry Mills, Economic Development Director, recommends Allen Winston with Winston International to fill Francis Winston's position and Javier Hernandez, Director of Operations Integration & Transformation with Ontic, to fill the vacant Revlon position.

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: June 27, 2022
Title: **Stormwater Utility Services Manager Scope of Services – Fiscal Year 2022-2023**

PURPOSE:

To approve the Stormwater Utility Services Scope of Services for fiscal year 2022-2023 in accordance with the interlocal stormwater utility agreement.

BACKGROUND:

Granville County currently contracts with Raftelis Financial Consultants, Inc. to provide Stormwater Utility Services Manager services as named in the inter-local agreements among Granville County, Person County, Town of Butner, City of Creedmoor, and Town of Stem. The agreement is renewable in terms of one year beginning July 1st through June 30th each unless either party provides notice of termination. The agreement also requires Exhibit "A" (Scope of Services) to be updated annually based on the work plan approved as set out in the Interlocal Agreement for the joint operation of a Stormwater Management Program. Attached for your information and reference is the updated Exhibit "A" (Scope of Services). The fee for **Tasks A** through **G** is: Not-to-Exceed \$96,000 which is consistent with prior years' not-to-exceed amount, and **Task H** is: Not-to-Exceed \$24,000 which is consistent with prior years' not-to-exceed amount.

Key ongoing activities which are impacted by this contract include:

1. Annual New Development reports for all five jurisdictions
2. Stimmel ongoing reviews

FUNDING:

Funding is provided by Granville County and the other jurisdictions; Person County, Town of Butner, City of Creedmoor, and Town of Stem through the Stormwater Utility Fund based on the annual Stormwater Utility Work Plans for each jurisdiction.

[Finance Department Use Only 65-7110-199]

RECOMMENDATION:

The Granville County Manager recommends approving the Stormwater Utility Services Manager Scope of Services for FY 2022-2023.

ATTACHMENTS:

Scope of Services FY 2022-2023

Inter-Local Agreement for Stormwater Management

ACTION TAKEN:

Stormwater Utility Services Manager Scope of Services

FY 2022-2023

Granville County, Person County, Town of Butner, City of Creedmoor, and Town of Stem (Participating Jurisdictions) have continued their enhanced stormwater programs, featuring compliance activities for the Falls Rules, into a tenth year. Raftelis has served as the stormwater utility services manager (SUSM), as named in the interlocal agreements among the five governments, to assist with the five individual utility programs and their cooperation. Raftelis will provide the following services and others as requested during the fiscal year covering July 1, 2022 through June 30, 2023.

A. Stormwater Fee Customer Relationship Management Assistance

Raftelis will provide the following types of assistance related to stormwater fee customer relationship management:

- Assisting the Participating Jurisdictions with customer service and, particularly, interfacing with the tax offices and planning offices in Granville County and Person County (when specifically requested) to assist with customer service issues. Assistance includes but is not limited to fee research, provision of exhibits to ratepayers, calls and meetings as needed with ratepayers, and calls and meetings with staff.
- Hearing and deciding First-Level Appeals (of bills) for the Participating Jurisdictions
- Collaborating with and advising staff on the appropriateness and priority of funding unusual or unforeseen efforts with the stormwater fee revenues
- Written responses developed for interested citizens regarding the program or the fee

B. Credit Application and Appeals Review

Raftelis will review credit applications in coordination with each Participating Jurisdiction's staff as necessary and will provide a recommendation to staff for approving or rejecting any application for a credit in whole or in part.

In accordance with the process described in the Participating Jurisdictions' interlocal agreements, Raftelis will also assist with credits appeals in the SUSM role. The assistance shall be as follows: Raftelis will hear appeals in person at a mutually agreed-upon date and time within the underlying jurisdiction. The SUSM will issue a final ruling on the credits, and prepare a written ruling on any credits appeals.

C. Attendance at Meetings as SUSM and Advocacy for Governments

In accordance with the duties described for the SUSM in the interlocal agreements, Raftelis will:

- Stay abreast of water quality rules, regulations, and permit requirements affecting the Participating Jurisdictions. Raftelis will summarize relevant changes in emails as needed to staff and to Jim Wrenn, utility counsel.
- As requested, attend relevant local, state, federal and associational meetings to monitor and report on developments related to water quality including but not limited to Upper Neuse River Basin Association meetings. Raftelis will summarize content and actions in emails, as requested.

- As requested, act as an advocate for the Participating Jurisdictions in various settings including, but not limited to, Upper Neuse River Basin Association meetings so that the Participating Jurisdictions can have a larger voice through collective representation. Raftelis will summarize instances of advocacy in emails, as requested, to staff and to Jim Wrenn.
- Continue participation in the UNRBA's Path Forward Committee, which is the group overseeing MRSW activities, described below, which may impact the final adoption of Stage II of the Falls Rules, as well as the implementation of the Interim Alternative Implementation Approach (IAIA) – the mechanism developed to comply with Stage I of the Rules.
- Continue participation in the UNRBA Monitoring and Regulatory Support Workgroup (MRSW), which is collaborating with contractors on development of watershed and lake models and alternative regulatory frameworks in support of the Falls Rules Stage II reexamination.

D. Resources Coordination

One of the reasons that the Participating Jurisdictions are working together is to gain efficiencies for their ratepayers in providing stormwater services. As the Participating Jurisdictions continue implementing the Rules and NPDES permits (Butner and Creedmoor only), Raftelis will assist the jurisdictions in coordination efforts to gain efficiency. These duties, as identified in the interlocal agreement, are as follows:

- Inventorying and coordinating the resources of the Participating Jurisdictions to determine possibilities for contracting among jurisdictions for necessary personnel, equipment, and services.
- Identifying stormwater needs that are beyond the existing capabilities of the Participating Jurisdictions and assisting the Participating Jurisdictions in meeting those needs, individually or collectively, in the most cost-effective manner.

Because this effort is ongoing and because opportunities for collaboration will change over time as the jurisdictions implement the stormwater program activities, the topic of collaboration will be revisited regularly.

E. Interim Alternative Implementation Approach (IAIA) Support and Reporting

Fund Allocation Support

In coordination with utility and jurisdiction counsel, Raftelis will assist the Participating Jurisdictions in complying with IAIA requirements, either through multi-jurisdictional investments or individual commitments.

Reporting

Raftelis will assist the Participating Jurisdictions in properly reporting out IAIA expenditures. UNRBA has provided a reporting template for all of its members. Raftelis will work with each Participating Jurisdiction to compile the relevant data, draft reports, and once reviewed, if requested, submit reports on behalf of the jurisdictions.

F. New Development Rules and Existing Development Stage I Program

Program Development Assistance and Reporting

Raftelis will assist the Participating Jurisdictions with Stage I program implementation. Raftelis will also assist the Participating Jurisdictions with required reporting on New Development rules implementation. Raftelis will request the relevant data from each jurisdiction, work with the jurisdictions on report development, review draft reports, and, if requested, submit reports on behalf of the jurisdictions.

Rule Interpretation

Raftelis will provide assistance in interpretation of the Rules for new development in an ongoing manner as requested by the Participating Jurisdictions, in concert with Jim Wrenn. The goal of this task is to provide for uniform interpretation of and implementation of the rules among the jurisdictions. Raftelis will communicate with the Participating Jurisdictions about scenarios, interpretation, and outstanding questions as needed.

G. Development-Related Services

Raftelis or its subcontractor will coordinate and/or perform plan review (see task I), BMP maintenance monitoring and inspection and other functions on behalf of the Participating Jurisdictions as needed. Raftelis will assist the local governments with determining and implementing policies for new development. One recent example is assistance with Butner's Land Development Ordinance revisions. The need for these services will be determined and documented under the task, "Resources Coordination". See Task I for conditions specific to plans review.

Raftelis will participate and provide guidance in meetings and discussions with developers and surveyors regarding their compliance efforts and strategies for compliance with the Falls Rules - New Development regulations.

The fee for Tasks A through G is: Not to Exceed \$96,000

H. Billing Database Update and Preparation of Tax Year 2022 Bill File

Raftelis will perform the next annual update to the stormwater bill file and deliver new master account databases, based on data obtained from the jurisdictions such as new parcel layers and new reported impervious area as of 12/31/2022. Raftelis will coordinate with the member jurisdictions to obtain the current data needed to update the file, incorporate modifications to the bill file and deliver the new digital master account database to the billing agents.

The fee for Task H is: Not to Exceed \$24,000

I. New Development Plans Review

Raftelis' subcontractor, Stimmel Associates, PA (engineers Kelway Howard and Ben Healy, under supervision of Kelway Howard) will perform new development stormwater plans review for the governments upon request. The fees for the review will be borne by the developer via fees charged under local government fee schedules.

J. NPDES Program Assistance

For Creedmoor and Butner, Raftelis will provide NPDES permit-related program advice and assistance in coordinating resources as described in Task D above. Anything beyond this will be implemented under separate tasks with the two jurisdictions.

**STATE OF NORTH CAROLINA
COUNTY OF PERSON
COUNTY OF GRANVILLE
CITY OF CREEDMOOR
TOWN OF BUTNER
TOWN OF STEM**

INTERLOCAL AGREEMENT FOR THE JOINT OPERATION OF A
STORMWATER MANAGEMENT PROGRAM IN PERSON COUNTY,
GRANVILLE COUNTY, THE CITY OF CREEDMOOR, THE TOWN OF
BUTNER, and THE TOWN OF STEM KNOWN AS GRANVILLE-PERSON
STORMWATER SERVICES

**THIS INTERLOCAL AGREEMENT FOR THE JOINT OPERATION OF A
STORMWATER MANAGEMENT PROGRAM IN PERSON COUNTY, GRANVILLE
COUNTY, THE CITY OF CREEDMOOR, THE TOWN OF BUTNER, and THE TOWN
OF STEM** (hereinafter the "Agreement") is made as of July 1, 2012
by and between **PERSON COUNTY**, a body politic and corporate of the State of North
Carolina, (hereinafter "Person County"), **GRANVILLE COUNTY**, a body politic and
corporate of the State of North Carolina, (hereinafter "Granville County"), the **CITY OF
CREEDMOOR**, North Carolina, a municipal corporation of the State of North Carolina
(hereinafter "Creedmoor"), the **TOWN OF BUTNER**, North Carolina, a municipal
corporation of the State of North Carolina (hereinafter "Butner"), and the **TOWN OF
STEM**, North Carolina, a municipal corporation of the State of North Carolina (hereinafter
"STEM") (collectively, Person County, Granville County, Creedmoor, Butner and Stem
are referred to herein as the "Participating Jurisdictions").

WITNESSETH:

WHEREAS, Water quality standards mandated by state and federal law are requiring that
local governments develop more detailed, advanced, and costly stormwater programs;

WHEREAS, effective stormwater management should be provided to protect, to the
extent practicable, the citizens of the Participating Jurisdictions from the loss of life and property
damage from flooding;

WHEREAS, the construction, operation, and maintenance of stormwater conveyance
systems requires long term planning and stable and adequate funding;

WHEREAS, aging stormwater conveyance systems and increasing demand upon those
systems from development require that local governments engage in long term planning and
increasingly depend upon stable and adequate funding;

WHEREAS, the Participating Jurisdictions have worked together for many months to determine how best to provided stormwater management services within their respective jurisdictions in a cost-effective manner;

WHEREAS, the Participating Jurisdictions have determined that significant economies of scale can be achieved from joining together in a joint Stormwater Management Program to be known as "Granville-Person Stormwater Services;"

WHEREAS, the goal of Granville-Person Stormwater Services is to provide comprehensive storm water services in an efficient, effective, and equitable manner by using, in an efficient manner, resources that are available to each jurisdiction to avoid excessive staffing and purchases of equipment and duplication of services;

WHEREAS, the governing boards of Person County, Granville County, Creedmoor, Butner and Stem have each enacted an Ordinance Establishing A Stormwater Management Utility in each of their jurisdictions;

WHEREAS, North Carolina General Statutes §§153A-277 and 160A-314 require that no storm water service fee may be levied whenever two or more units of local government operate separate structural and natural stormwater and drainage system services in the same area within a County unless units of local government allocate among themselves the functions, duties, powers, and responsibilities of jointly operating a stormwater management program and structural and natural stormwater and drainage system service in the same area within a county; and

WHEREAS, the Participating Jurisdictions should have certain distinct responsibilities in connection with the operation, maintenance and financing of separate systems.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND FULFILLMENT OF THE TERMS OF THIS AGREEMENT, THE PARTICIPATING JURISDICTIONS AGREE AS FOLLOWS:

1. Shared Administrative Costs. The Participating Jurisdictions shall share the costs of the following services based upon the funding allocation set forth in the Work Plan described below:

- (a) Stormwater Utility Services Manager. Granville County shall hire a Stormwater Utility Services Manager who, upon his or her effective date of employment, each of the Participating Jurisdictions hereby designates as its Stormwater Utility Manager as defined in each jurisdiction's "Ordinance Establishing a Stormwater Management Utility." The Participating Jurisdictions shall reimburse Granville County for all costs reasonably associated with employing a Stormwater Utility Services Manager for Granville-Person Stormwater Services including, but not limited to, costs of salary, cost employment benefits, cost of office space, equipment and furnishings and all other reasonable costs customarily associated with similar positions. The Stormwater Utility Services Manager shall perform

such duties as the Participating Jurisdictions shall jointly agree shall be assigned to him or her in the annual Work Plan (as described herein below). The Participating Jurisdictions shall develop a budget for the Stormwater Utility Services Manager that shall be included as part of the annual Work Plan. The duties of the Stormwater Utility Services Manager shall include, but not be limited to:

- i. Staying abreast of water quality rules, regulations, and permit requirements affecting the Participating Jurisdictions.
- ii. Attending relevant local, state, federal and associational meetings to monitor and report on developments related to water quality including, but not limited to, Upper Neuse River Basin Association meetings.
- iii. Acting as an advocate for the Participating Jurisdictions in various settings including, but not limited to, Upper Neuse River Basin Association meetings so that the Participating Jurisdictions can have a larger voice through collective representation (this shall not imply that the Stormwater Utility Services Manager shall act as a Registered Lobbyist).
- iv. Inventorying and coordinating the resources of the Participating Jurisdictions to determine possibilities for contracting among jurisdictions for necessary personnel, equipment, and services.
- v. Identifying stormwater needs that are beyond the existing capabilities of the Participating Jurisdictions and assisting the Participating Jurisdictions in meeting those needs, individually or collectively, in the most cost effective manner.
- vi. Developing a Credit Application Instruction Manual in coordination with all of the Participating Entities which may be adopted by the Participating Entities.
- vii. Reviewing credit applications in coordination with each Participating Jurisdiction's staff as necessary and approving or rejecting any application for a credit in whole or in part.
- viii. Coordinating and/or performing plan review, BMP maintenance monitoring and inspection and other functions on behalf of the Participating Jurisdictions to the extent desired by each jurisdiction.
- ix. Assisting the Participating Jurisdictions with customer service and particularly interfacing with the tax offices and planning offices in Granville County and Person County to assist with customer service issues.
- x. Hearing and deciding First-Level Appeals for the Participating Jurisdictions as set out in more detail below.
- xi. Coordinating stormwater utility-related communications and information flow between jurisdictions.

xii. Performing such other duties as may be assigned to the Stormwater Services Director in the Work Plan.

- (b) Cost of Monitoring. The Participating Jurisdictions shall share the costs of any monitoring determined by the Participating Jurisdictions to be beneficial to the interests of all of the Participating Jurisdictions. Participating Jurisdictions shall develop a budget for any monitoring that shall be included as part of the annual Work Plan.
- (c) Appeals. As set out in each Participating Jurisdiction's "Ordinance Establishing a Stormwater Management Utility," all appeals shall be timely filed with the Stormwater Utility Services Manager for review and disposition within 60 days of billing, stating the reasons for the appeal, and providing information pertinent to the calculation of the billed charge. The Stormwater Utility Services Manager shall make the initial decision and disposition on the appeal ("First Level Appeal") with any further appeal from the Stormwater Utility Services Manager's decision being decided by the County Manager (or his or her designee) of the County from which the appeal arose (which County Manager is hereby designated as the person to hear such appeals by each of the Participating Jurisdictions).
- (d) Annual Billing Update. Each year Granville-Person Stormwater Services, under the management of the Stormwater Utility Services Manager, shall cause updated tax data to be gathered from each taxing jurisdiction. Using such information determined to be reasonably necessary, Granville-Person Stormwater Services shall update its billing records to reflect any new impervious surface added during the previous year and shall correct any errors that it discovers. The budget for this work shall be set out in the annual Work Plan and shall be performed by such person or persons as shall be determined by Granville County in accordance with its contracting policy following consultation by the Stormwater Utility Services Manager with the Participating Jurisdictions.
- (e) Aerial Photography/ GIS Reconciliation. Once every four years when new aerial photography is available, Granville-Person Stormwater Services, under the management of the Stormwater Utility Services Manager, may reconcile the impervious area calculations obtained from the updated GIS data generated from the review process set out in subparagraph iv. Above with aerial imagery data in order to ensure accurate billing data. The budget for this work shall be set out in the annual Work Plan for the applicable review years and shall be performed by such person or persons as shall be determined by Granville County in accordance with its contracting policy following consultation by the Stormwater Utility Services Manager with the Participating Jurisdictions.

2. Shared Administrative Costs for Granville County, Creedmoor, Butner, and Stem. Granville County shall perform the following functions on behalf of Granville County, Creedmoor, Butner and Stem:

- (a) Billing and collections. Granville County will bill and collect stormwater fees on behalf of Creedmoor, Butner, and Stem (the "Participating Granville Municipalities") on the following terms and conditions:
- i. Pursuant to the provisions of Chapter 160A, Article 20, Part One of the General Statutes of North Carolina, and the provisions of G.S. 153A-445 of the General Statutes of North Carolina, Granville County and the Participating Granville Municipalities agree that Granville County will undertake the collection of stormwater utility fees ("Stormwater Management Utility Service Charges") and penalties which the Participating Granville Municipalities may lawfully impose, effective on the 1st day of July, 2012.
 - ii. On and after July 1, 2012, all Stormwater Management Utility Service Charge and penalties due the Participating Granville Municipalities shall be collected by the Granville County Tax Collector and remitted to the respective Participating Granville Municipalities less the fee described in subparagraph iv. below. In addition to the collection efforts described herein, the Granville County Tax Office shall provide basic customer service functions including answering basic questions about bills and referring more complex questions to the appropriate person or entity for further attention.
 - iii. For the purposes hereof, the operation of the office of the Granville County Tax Collector shall be under the supervision of the Granville County Manager, except as herein otherwise provided.
 - iv. For the fiscal year beginning July 1, 2012 and ending June 30, 2013, the Participating Granville Municipalities shall pay to Granville County as reimbursement for its services in billing and collecting Stormwater Management Utility Service Charges and penalties, a fee of one and one-half percent (1.5%) of Stormwater Management Utility Service Charges and penalties collected, said fee to be withheld from each remittance to the Participating Granville Municipality for which such fees and penalties are collected. This Section 2(a) of this Agreement shall continue in effect from year to year so long as the parties are able to agree upon a renewal fee, as hereinafter provided.
 - v. The fee for services herein provided shall be subject to negotiation annually and shall be agreed upon ninety (90) days prior to the end of the current fiscal year. In the event that Granville County and the Participating Granville Municipalities parties or any combination thereof fail to reach an agreement ninety (90) days prior to the end of the current fiscal year then and in that event this Agreement shall terminate at the end of the current fiscal year as to those entities with whom no agreement is reached; provided, however, in the absence of actual communication between the parties, it shall be assumed that both parties consent to a fee of one and one-half percent (1.5%) of taxes and fees collected and this

Section 2(a) of this Agreement shall automatically renew from year to year.

- vi. Records showing separately the amount of Stormwater Management Utility Service Charges and penalties billed and collected for each of the Participating Granville Municipalities and Granville County shall be maintained by the Granville County Tax Collector.
- vii. Separate bonds shall be given by the Granville County Tax Collector and such of his/her assistants and clerks as may be requested or required by each of the Participating Granville Municipalities.
- viii. Each of the Participating Granville Municipalities shall exercise their best efforts to determine which ratepayers are residents of their respective Participating Granville Municipality and shall inform Granville County of their determination. Granville County assumes no liability for the collection of Stormwater Management Utility Service Charges and penalties from residents of the Participating Granville Municipalities who have not been identified as residents thereof by the relevant municipality or for the accuracy of any records provided by the Participating Granville Municipalities.
- ix. Upon the discovery of parcels that have not been properly billed, Granville County or the respective Participating Granville Municipality, as the case may be, shall notify the other of the previous failure to bill and will work in good faith to add such parcel to the billing database.
- x. Unless otherwise specifically designated, a partial payment on a consolidated tax bill shall be proportionately credited against taxes, fees and penalties due each unit or as otherwise required by law.
- xi. The billing records shall be audited annually by Granville County's independent Certified Public Accountant, or each Participating Granville Municipality may, at its own expense, provide for the auditing of the records relating to the fees and penalties due it. In the event of separate audits, the unit desiring the audit to be made shall bear the expense thereof. The Stormwater Management Utility Service Charge and penalty records relating to Stormwater Management Utility Service Charges and penalties due each of the Participating Granville Municipalities shall be available to the respective Participating Granville Municipality, its agents and employees, at all reasonable times.
- xii. In the event that legislative authorization is obtained to collect the Stormwater Management Utility Service Charges and penalties in the same manner as a property tax, the Granville County Tax Collector shall perform all duties imposed by law upon the Municipal Tax Collector (with respect to Municipal taxes) and County Tax Collectors or Sheriffs (with respect to County taxes).

- xiii. With respect to delinquent Stormwater Management Utility Service Charges and penalties, Granville County shall report delinquent accounts to the North Carolina Debt Setoff program. Further efforts to collect delinquent accounts by any remedy provided by law for collecting and enforcing private debts shall only be undertaken with the specific authorization of the affected Participating Granville Municipality which shall bear all costs associated with such collection action. In the event that legislative authorization is obtained to collect the Stormwater Management Utility Service Charges and penalties in the same manner as a property tax, with respect to accounts where delinquent tax items and/or Stormwater Management Utility Service Charges and penalties are due both the County and the Town, the Granville County Tax Collector shall report the same to the attorney handling those cases at the same time, and actions for foreclosure of tax liens shall be brought in the name of the County and Town. If taxes are delinquent for one of the taxing units and not to the other, tax suits shall be brought in the name of the unit to which the taxes and/or Stormwater Management Utility Service Charges and penalties are due. All Stormwater Management Utility Service Charges and penalties delinquent for a period of three (3) years shall be reported to the attorney handling the tax foreclosures.
- xiv. The Participating Granville Municipalities shall be furnished a report of all tax parcels when it is compiled. All other reports requested by a Participating Granville Municipality that require an additional cost to Granville County will be paid for by the Participating Granville Municipality.
- xv. Either the County or any Participating Granville Municipality may, upon appropriate action by said party's governing board, terminate this section 2(a) of this Agreement by giving the other party written notice of termination. The effective date of termination shall be two (2) months from the notice date if such notice is given on or before April 1 of the calendar year and shall be March 31 of the following calendar year if the notice is given after April 1 of the calendar year.
- (b) Enhanced Customer Service Support. In conjunction with the Stormwater Utility Services Manager, Granville County shall provide customer service to the Participating Granville Municipalities to supplement the basic customer service provided by the Granville County Tax Collector's Office. Such support shall include, but shall not be limited to, assisting the Stormwater Utility Services Manager and the Granville County Tax Collector in reviewing the accuracy of bills, performing or assisting in database updates as inaccuracies are detected and rectified, and performing such other customer service functions as may be reasonably required to provide a unified customer service function in conjunction with the Stormwater Utility Services Manager.
- (c) Other Shared Administrative Costs May Be Added By Mutual Agreement.

Granville County and the Participating Granville Municipalities may agree that other tasks and functions may be added by mutual agreement as shared administrative costs on an Annual Work plan as may be from time to time amended by Granville County and the Participating Granville Municipalities. In addition, functions specifically enumerated herein as shared administrative costs can be deleted by mutual agreement on an Annual Work plan as may be from time to time amended by Granville County and the Participating Granville Municipalities.

3. Jurisdiction Specific Stormwater Costs. Each Participating Jurisdiction, by mutual agreement with another jurisdiction through the Work Plan or separate contract, may acquire, lease as lessor or lessee, construct, establish, enlarge, improve, extend, maintain, own, operate, and contract for any component of said jurisdiction's Stormwater Management Program as defined in each Participating Entity's "Ordinance Establishing A Stormwater Management Utility" from any other Participating Entity.

4. Work Plan. In or before January of each year, the Participating Entities with the coordination of the Stormwater Utility Services Manager shall begin meeting to discuss the services to be provided pursuant to the terms of this Agreement. On or before March 1 of each year, each jurisdiction shall deliver to the Stormwater Utility Services Manager its jurisdiction specific work plan. The jurisdiction specific work plan shall specify which services the jurisdiction proposes to acquire as a Shared Administrative Cost, a Shared Administrative Cost for Granville County and the Participating Granville Municipalities, or a Jurisdiction Specific Stormwater Cost. On or before April 1 of each year, the Stormwater Utility Services Manager shall deliver a proposed Work Plan to each of the Participating Entities that shall take into account each Participating Entity's goals. In doing so, the Stormwater Utility Services Manager shall assist the Participating Entities in coordinating services across the jurisdictions so that resources are allocated in a manner that takes into account each jurisdiction's capabilities and needs in an effort to achieve maximum efficiencies. Subject to such revisions as the Participating Entities may agree on, each Participating Entity shall adopt or reject the final Work Plan on or before May 15 of each year. Such Work Plan shall be attached to this Agreement and shall set out the scope of services to be provided under the terms of this Agreement by each of the Participating Jurisdictions until the Work Plan may be revised or otherwise modified. In the event that a Participating Entity fails to adopt rates, fees, or charges sufficient to fund its share of the Work Plan in accordance with N.C. Gen. Stat. §153A-277(a1)(1) or N.C. Gen. Stat. §160A-314(a1)(1) or otherwise fails to appropriate sufficient funds, the Participating Entity shall fund its share of the Shared Administrative Costs and the Shared Administrative Costs for Granville County and the Participating Granville Municipalities respectively before funding Jurisdiction Specific Stormwater Costs. The Work Plan for fiscal year 2012-2013 is attached hereto and incorporated herein by reference as Exhibit "A".

5. Billing and Collection for Services Hereunder. Each Participating Jurisdiction providing services hereunder shall send an invoice for services provided during the previous calendar month (as defined by the Work Plan) on or before the 20th day of the month following the month in which the services were provided. The Participating Entity receiving an invoice for services hereunder shall pay such invoice, less any amount in dispute, within 21 days of receipt.

6. Designation of Raftelis Financial Consultants, Inc. as Interim Stormwater Services Manager. Until a Stormwater Utility Services Manager is hired as set out herein, Raftelis Financial Consultants, Inc. is designated as the Stormwater Services Manager. In

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the event of a vacancy in the position of Stormwater Utility Services Manager, Granville County may take such steps as it in its reasonable discretion feels necessary to fill the position on an interim basis and may appoint one of its existing employees as the interim Stormwater Utility Services Manager.

7. Responsibility for Compliance With Applicable Law. Each Participating Jurisdiction understands and agrees that it is solely responsible for complying with all applicable laws, rules, ordinances, permit requirements and other applicable legal authority related to water quality within its jurisdictional boundaries.

8. Granville-Person Stormwater Services Working Group. Each of the Participating Jurisdictions shall select up to two representatives to meet with representatives from the other Participating Jurisdictions and the Stormwater Utility Services Manager on a regular basis at such times as the Participating Jurisdictions shall determine to coordinate service provision.

9. Methods of Amending this Agreement. This Agreement may be amended by written agreement authorized by the governing bodies of each party and signed by authorized representatives of each party.

10. Term of Agreement-Methods of Terminating the Agreement. The initial term of this Agreement shall be from July 1, 2012 to June 30, 2013, and shall be automatically renewed each fiscal year thereafter unless notice of non-renewal is given in writing at least 6 months prior to the beginning of the fiscal year when termination is intended. This Agreement may also be terminated by court order upon the finding that there has been substantial breach of this agreement by the non-complaining party so as to entitle the complaining party to be relieved of its obligations under this Agreement.

11. Enforcement of Agreement. The parties agree that the remedy of specific performance would be an appropriate remedy, among others, for the enforcement of this Agreement.

12. Failure to Adopt. In the event that any Participating Entity fails to adopt this Agreement, then this Agreement shall be effective with respect to those Participating Entities which adopt this Agreement provided, however, that if Granville County fails to adopt this Agreement, then this Agreement shall be null and void and of no effect. If less than all of the Participating Entities fail to adopt this Agreement, any of the other Participating Entities may withdraw from this Agreement prior to July 1, 2012 by appropriate board action.

13. Amendment of Stormwater Utility Ordinances. Each Participating Jurisdiction shall use its best efforts to give advance notice to other Participating Jurisdictions of any proposed amendments to its "Ordinance Establishing a Stormwater Management Utility."

14. Pre-Audit. This Agreement has been pre-audited in the manner required by the North Carolina Local Government Budget and Fiscal Control Act as evidenced by the signatures of the finance officers of each of the Participating Jurisdictions as set out on Exhibit B attached hereto and incorporated herein by reference.

15. Entire Agreement. This Agreement is the entire agreement of the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written by the authority duly granted by their respective governing bodies.

[SIGNATURES ON FOLLOWING PAGES]



ATTEST:

Debra A. Weary
Debra A. Weary, Clerk

GRANVILLE COUNTY

By: Hubert L. Hooch, Jr.
Chairman, Board of County Commissioners

Approved as to form:

[Signature]
County Attorney

ATTEST:

Brenda B. Reaves, Clerk
Brenda B. Reaves, Clerk

PERSON COUNTY

By: _____
Chairman, Board of County Commissioners

Approved as to form:

County Attorney

ATTEST:

Korena Weichel, Clerk
Korena Weichel, Clerk

CITY OF CREEDMOOR

By: _____
Mayor, City of Creedmoor

Approved as to form:

City Attorney

ATTEST:

Dianne E. White, Clerk
Dianne E. White, Clerk

TOWN OF BUTNER

By: _____
Mayor, Town of Butner

Approved as to form:

Town Attorney

ATTEST:

_____, Clerk

TOWN OF STEM

By: _____
Mayor, Town of Stem

Approved as to form:

Town Attorney

ATTEST:

Debra A. Weary, Clerk

ATTEST:

Brenda B. Reaves
Brenda B. Reaves, Clerk

ATTEST:

Korena Weichel, Clerk

ATTEST:

Dianne E. White, Clerk

ATTEST:

_____, Clerk

GRANVILLE COUNTY

By: _____
Chairman, Board of County Commissioners

Approved as to form:

County Attorney

PERSON COUNTY

By: _____
Jimmy B. Clayton
Chairman, Board of County Commissioners

Approved as to form:

Ronald Lopez
County Attorney

CITY OF CREEDMOOR

By: _____
Mayor, City of Creedmoor

Approved as to form:

City Attorney

TOWN OF BUTNER

By: _____
Mayor, Town of Butner

Approved as to form:

Town Attorney

TOWN OF STEM

By: _____
Mayor, Town of Stem

Approved as to form:

Town Attorney

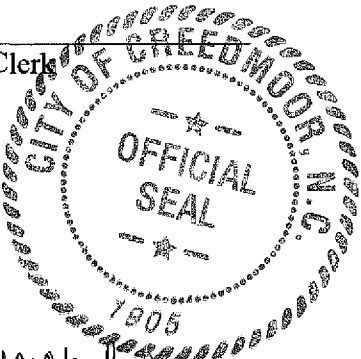
ATTEST:

Debra A. Weary, Clerk

ATTEST:

Brenda B. Reaves, Clerk

ATTEST:


Korena Weichel, Clerk

ATTEST:

Dianne E. White, Clerk

ATTEST:

_____, Clerk

GRANVILLE COUNTY

By: _____
Chairman, Board of County Commissioners

Approved as to form:

County Attorney

PERSON COUNTY

By: _____
Chairman, Board of County Commissioners

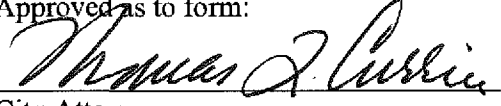
Approved as to form:

County Attorney

CITY OF CREEDMOOR

By: 
Mayor, City of Creedmoor

Approved as to form:


City Attorney

TOWN OF BUTNER

By: _____
Mayor, Town of Butner

Approved as to form:

Town Attorney

TOWN OF STEM

By: _____
Mayor, Town of Stem

Approved as to form:

Town Attorney

ATTEST:

Debra A. Weary, Clerk

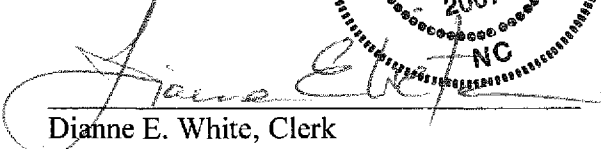
ATTEST:

Brenda B. Reaves, Clerk

ATTEST:

Korena Weichel, Clerk

ATTEST:



Dianne E. White, Clerk



ATTEST:

_____, Clerk

GRANVILLE COUNTY

By: _____
Chairman, Board of County Commissioners

Approved as to form:

County Attorney

PERSON COUNTY

By: _____
Chairman, Board of County Commissioners

Approved as to form:

County Attorney

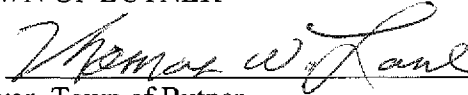
CITY OF CREEDMOOR

By: _____
Mayor, City of Creedmoor

Approved as to form:

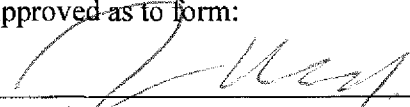
City Attorney

TOWN OF BUTNER

By: 

Mayor, Town of Butner

Approved as to form:



Town Attorney

TOWN OF STEM

By: _____
Mayor, Town of Stem

Approved as to form:

Town Attorney

Finance Director
City of Creedmoor

Clerk

Approved as to form:

Town of Butner

Town Attorney

Mayor

Finance Director
Town of Butner

Clerk

Approved as to form:

Town of Stem

F.C. Murphy, Jr.

Town Attorney

Nancy B. Alford

Finance Director
Town of Stem

Nancy B. Alford

Mayor

Vicki C. Darrett

Clerk

EXHIBIT A

Work Plan for Fiscal Year 2012-2012

Granville County Stormwater Services Program

FY 2012 Work Plan

In accordance with Section 4 of the Interlocal Agreement for the Joint Operation of a Stormwater Management Program, this Work Plan outlines those services Granville County proposes to provide for itself, those it will procure from other Jurisdictions (the Town of Butner, the City of Creedmoor, the Town of Stem, and Person County), and those it will provide to other Jurisdictions.

The following are Stormwater Costs specific to Granville County. They are to be provided by the County and funded in the amount listed:

Cost Description	Cost
UNRBA Dues	\$ 16,422.00
Complaint Response, State Contact, Follow-up on EPSC	\$ 288.92
Floodplain Development Review	\$ 2,861.10
General Falls-Related Staff Time	\$ 3,876.00
Cooperative Extension Staff	\$ 5,692.62
Soil and Water Conservation District Staff	\$ 33,150.00
Billing & Collections Service Cost	\$ 5,115.30
Customer Service Support	\$ 3,508.80
Shared Stormwater Services Manager	\$ 18,540.00
Stage 1 Inventory and Administration	\$ 20,400.00
New Development Program Administration, Reporting	\$ 3,570.00
Stage 1 On-site Wastewater Inventory and Inspections	\$ 43,350.00
On-site Wastewater Remediation Assistance	\$ 25,500.00

The following are Shared Administrative Costs, to be provided by the Service Provider and funded by Granville County in the amount listed:

Service Provider	Cost Description	Cost
Butner	Utility Setup Contract	\$ 10,710.00

The following are Shared Administrative Costs, to be provided by the County and funded by the Jurisdiction Served in the amount listed:

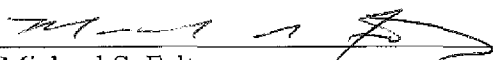
Jurisdiction Served	Cost Description	Cost
Butner	Billing & Collections Service Cost	\$ 5,916.00
Butner	Customer Service Support	\$ 2,774.40
Butner	Shared Stormwater Services Manager	\$ 14,832.00
Creedmoor	Billing & Collections Service Cost	\$ 5,365.20
Creedmoor	Customer Service Support	\$ 1,632.00
Creedmoor	Shared Stormwater Services Manager	\$ 8,652.00
Person	Shared Stormwater Services Manager	\$ 18,540.00
Stem	Customer Service Support	\$ 244.80
Stem	Billing & Collections Service Cost	\$ 469.20
Stem	Shared Stormwater Services Manager	\$ 1,236.00
Stem	Floodplain Development Review	\$ 510.00
Stem	Stage 1 Inventory and Administration	\$ 3,570.00
Stem	New Development Program Administration, Reporting	\$ 1,020.00

In the event that Granville County fails to adopt rates, fees, or charges sufficient to fund its share of the Work Plan in accordance with N.C. Gen. Stat. §153A-277(a1)(1) or N.C. Gen. Stat. §160A-314(a1)(1), the County shall fund its share of the Shared Administrative Costs and before funding Stormwater Costs specific to Granville County.

EXHIBIT B

PRE-AUDIT CERTIFICATION

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



Michael S. Felts
Finance Director, Granville County

PRE-AUDIT CERTIFICATION

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

Amy Wehrenberg
Finance Director, Person County

PRE-AUDIT CERTIFICATION

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

Ren Wiles
Finance Director, City of Creedmoor

PRE-AUDIT CERTIFICATION

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

Susan C. Hiscocks
Finance Director, Town of Butner

PRE-AUDIT CERTIFICATION

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

James P. Winston II
Finance Director, Town of Stem

EXHIBIT B

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Finance Director, Granville County

PRE-AUDIT CERTIFICATION

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Amy Wehrenberg
Finance Director, Person County

PRE-AUDIT CERTIFICATION

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

Ren Wiles
Ren Wiles
Finance Director, City of Creedmoor

PRE-AUDIT CERTIFICATION

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

Susan C. Hiscocks
Finance Director, Town of Butner

PRE-AUDIT CERTIFICATION

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

James P. Winston II
Finance Director, Town of Stem

EXHIBIT B

PRE-AUDIT CERTIFICATION

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

Michael A. Felts
Finance Director, Granville County

PRE-AUDIT CERTIFICATION

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

Amy Wehrenberg
Finance Director, Person County

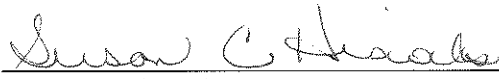
PRE-AUDIT CERTIFICATION

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

Ren Wiles
Finance Director, City of Creedmoor

PRE-AUDIT CERTIFICATION

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


Susan C. Hiscocks
Finance Director, Town of Butner

PRE-AUDIT CERTIFICATION

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

James P. Winston II
Finance Director, Town of Stem



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 5, 2022
Title: **County Attorney's Report**

PURPOSE:

Any matters as needed by the County Attorney.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 30, 2022
Title: **Presentations by County Board Members**

PURPOSE:

Board members will make comments.

- Commissioner Gooch
- Commissioner Jay
- Commissioner Smith
- Commissioner Hinman
- Commissioner May
- Commissioner Karan
- Chairman Cozart

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 27, 2022
Title: **Notice of Meeting Schedule Change**

PURPOSE:

To announce a change of meeting date for the August meeting.

NOTICE of CHANGE OF MEETING DATE

All interested persons please take notice that the Granville County Board of Commissioners will meet on Monday, August 8, 2022, at 7:00 p.m. at the Granville Expo & Convention Center, 4185 Highway 15, Oxford, NC for their regular meeting. This is a change from the previously advertised date.

Debra A. Weary
Clerk to the Granville County Board
of Commissioners

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 5, 2022
Title: **Any Other Matters**

PURPOSE:

Any other matters as needed.

ACTION TAKEN: