

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS

Monday, June 5, 2023



Call to order @ 7:00 p.m......Chair Russ May
Invocation and Pledge of Allegiance.....Vice Chair Timothy Karan

Consent Agenda

1. Budget Amendment #7 for Fiscal Year 2022-2023 (p. 4)
2. Project Ordinance: Triangle North Water and Sewer Infrastructure (p. 13)
3. Project Ordinance: Stovall Senior Center (p. 16)
4. Project Ordinance: Local Assistance and Tribal Consistency Fund Grant (p. 19)
5. Request for Lottery Funding for School Construction (p. 22)
6. Minutes (p. 24)

Public Comments

7. Public Comments (p. 41)

Public Hearings

8. Ambulance Franchise Ordinance (p. 42)
9. Planning Matters- Quasi-Judicial Major Special Use Hearing (p. 55)

Budget Matters

10. Approval of Fiscal Year 2023-24 Budget and Budget Ordinance (p. 120)
11. Special Budget Amendment to Amend FY 2023-24 Budget Ordinance (ACIM) (p. 149)
12. Special Budget Amendment to Amend FY 2023-24 Budget Ordinance (SMART START) (p. 151)

Finance Matters

13. FY 2023 Audit Contract (p. 153)

Facility Improvements

14. Flooring Replacement at Granville County Convention and Expo Center (p. 170)

Purchasing

- 15. Wilton Network Switch Upgrade (p. 173)
- 16. Entrance Gates for the Granville Athletic Park (p. 176)

Sheriff Matters

- 17. Transfer/Sale of Duty Weapon to Retired Deputies (p. 179)

Solid Waste Matters

- 18. Scrap Tire Disposal Contract (p. 184)
- 19. MSW Landfill Operations Consulting (p. 223)
- 20. Amendment to Garrett and Moore Engineering Contract (p. 231)

County Manager's Report

- 21. Approval of Service Contracts With Enterprise Fleet Management (p. 236)
- 22. County Manager's Report (p. 245)

County Attorney's Report

- 23. Process for Expanding DSS Board (p. 246)
- 24. Contract with Cherry Bekaert Auditing Firm (p. 248)
- 25. County Attorney's Report (p. 257)

Presentations by County Board Members

- 26. Presentations by County Board Members (p. 258)

Any Other Matters

- 27. Announcement of Special Meeting on June 6, 2023 (p. 259)
- 28. Any Other Matters (p. 260)

Closed Session

- 29. Closed Session - G.S. 143-318.11(a)(3) - Attorney-Client Matter (p. 261)



Granville County

Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: May 30, 2023
Title: **Budget Amendment #7 for Fiscal Year 2022-2023**

PURPOSE:

To approve budget amendment #7

BACKGROUND:

As described in G.S. 159-15, these are amendments to the FY 2022-2023 operating budget presented by various operating departments, the Finance department, and the County Board of Commissioners. These update the existing budget to reflect necessary changes in spending and offsetting sources of funding, which result in a balance budget.

These amendments include:

- Funding for Summer Interns
- Funding from DSS Public Assistance
- Additional funding for Human Resources, IT Connectivity, Payroll Services, Cooperative Extension and Senior Center
- Grant funding for 21 Century School Grant and Homeland Security Exercise Grant
- Transfer to Triangle North Capital Project
- Transfer to the Stovall Senior Center Project
- Transfer to the Landfill Fund
- Funding to the Forfeiture Fund and grant funding for the Sheriff's Special

RECOMMENDATION:

The Finance Director and County Manager recommend approval of budget amendment #7

ATTACHMENTS:

FY 2023 BA#7

ACTION TAKEN:

Budget Amendment #7
06/05/2023

Be it ordained, the FY 2022-2023 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government

Administration	20,000
IT	35,000
Finance	2,500
Human Resources	27,800

Public Safety

Emergency Management	8,000
Addressing / GIS	7,000

Community Services

Cooperative Extension Service	18,600
County Library System	5,000
Inspections	3,100
Construction Projects	(5,000)

Human Services

Social Services	75,269
21st Century School Grant	80,000
Senior Center - South	8,068

Area Projects and Other Appropriations

Non-Departmental	(28,668)
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Contributions to Other Funds

Contingencies	(74,800)
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Total Expenditures

9,281,869

Revenues: Increase/(Decrease)

Restricted and Intergovernmental	181,869
Appropriated Fund Balance	9,100,000

Total Revenues

9,281,869

FORFEITURE FUND

Expenditures: Increase/(Decrease)

Operations	58,600
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Total Expenditures

58,600

Revenues: Increase/(Decrease)

Appropriated Fund Balance	58,600
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Total Revenues

58,600

SHERIFF'S SPECIAL

Expenditures: Increase/(Decrease)

Administration	90,238
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Total Expenditures

90,238

Revenues: Increase/(Decrease)

Appropriated Fund Balance	90,238
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Total Revenues

90,238

LANDFILL

Revenues: Increase/(Decrease)	
Transfer from General Fund	2,000,000
Appropriated Fund Balance	(2,000,000)
<i>Total Revenues</i>	

Budget Amendment #7

(For reference only)

Balance

General Fund/Administration

Expenditures: Increase/ (Decrease)

10	4120	124	Intern Program	\$20,000	\$40,000
10	9910	991	General Contingency	-\$20,000	\$22,564

Description: Fund graduate summer intern program.

General Fund/Finance

Expenditures: Increase/ (Decrease)

10	4130	121	Salaries	-\$17,000	\$309,062
10	4130	199	Contract Labor	\$17,000	\$38,350
10	4130	260	Supplies	\$2,500	\$4,500
10	8540	120	Grant Matching	-\$2,500	\$44,000

Description: Move funds from full time salary to cover the cost of temporary help since January 2023. Salaries were originally budget for a full time Accountant position to be filled in January; however, this position was not filled and a temporary Accountant position was hired instead. Also, to fund Supplies for addition toner cartridges needed for various departments.

General Fund/DSS

Expenditures: Increase/ (Decrease)

10	5300	260	Supplies	\$25,742	\$80,742
10	5300	650	LIEAP	\$26,600	\$174,079
10	5300	623	Duke Energy Progress	\$22,927	\$32,927
10	5300	608	Adult Day Care	\$30,000	\$80,000
10	5300	496	Audit Related Findings	-\$30,000	\$20,000

Revenues: Increase/ (Decrease)

10	3538	332	Public Assistance	\$25,742	\$252,364
10	3538	332	Public Assistance	\$26,600	\$278,964
10	3538	332	Public Assistance	\$22,927	\$301,891

Description: DSS budget amendments #3 - SNAP ARPA reimbursement for supplies (\$25,742); #7 - FA#1 LIEAP IJIA SFY 22-23 (\$26,600) and #8 - NC Share the Light fund (\$22,927). Also included is an intra-departmental adjustment of funds from Audit Finding Reserve to Adult Day Care.

General Fund/Emergency Management

Expenditures: Increase/ (Decrease)

10	4330	603	Homeland Security Exercise Grant	\$8,000	\$8,000
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Revenues: Increase/ (Decrease)

10	3327	329	Homeland Security Exercise Grant	\$8,000	8,000
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Description: Fund full- scale mass care exercise conducted by On Target Preparedness. Exercise will be funded by a Homeland Security Grant.

General Fund/Library

Expenditures: Increase/ (Decrease)

10	6110	351	Repairs and Maintenance - Building	\$5,000	\$13,000
10	4251	950	1550 South Campus Drive (Library)	(\$5,000)	\$25,750

Description: Transfer funds from the Construction Projects department to Library for air conditioning work done by Hoffman.

General Fund/Human Resources

Expenditures: Increase/ (Decrease)

10	4125	199	Professional Services	\$25,000	\$72,000
10	4125	321	Telephone	\$600	\$1,400
10	4125	312	Travel	\$500	\$1,000
10	4125	399	Contract Services	\$1,200	\$3,600
10	4125	260	Supplies	\$500	\$1,500
10	8540	120	Available for Grant Match	-\$25,000	\$19,000
10	9910	991	General Contingency	-\$2,800	\$19,764

Description: to fund expenditures for professional services and various other expense Human Resources department for the balance of FY 2023.

General Fund/Cooperative Extention

Expenditures: Increase/ (Decrease)

10	4950	234	Special Functions	\$5,200	\$7,200
10	4950	235	United Way Expenditures	\$11,000	\$26,000
10	4950	236	Family and Consumer Sciences	\$1,600	\$1,600
10	4950	237	4 County 4-H Livestock Show	\$800	\$800

Revenues: Increase/ (Decrease)

10	3833	848	Ag Revenue	\$5,200	\$7,000
10	3990	991	Appropriated Fund Balance	\$11,000	\$6,578,925
10	3833	857	Family Consumer Science	\$1,600	\$1,600
10	3833	853	4 County Livestock Show	\$800	\$800

Description: to match funding to corresponding expenditures for various Cooperative Extention programs.

General Fund/IT

Expenditures: Increase/ (Decrease)

10	4122	399	IT Connectivity	35,000	285,000
10	8540	120	Grant Match	(\$19,000)	27,500
10	8540	122	Tuition Assistance & Training	(\$16,000)	34,000

Description: Provide funding to cover the balance of activity in IT Connectivity for the balance of FY 2023

General Fund/Building Code Enforcement

Expenditures: Increase/ (Decrease)

10	4350	540	Vehicle	\$3,100	28,100
10	9910	991	General Contingency	-\$3,100	\$16,664

Description: Fund the addition cost of vehicle purchased for the Inspections department.

General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)

10	8540	805	Payroll Services	\$40,000	\$381,000
10	9910	994	School Bonds D/S Contingency	(\$40,000)	\$215,873

Description: Fund the balance of Paycom and Tyler charges for FY 2023.

General Fund/Addressing/GIS

Expenditures: Increase/ (Decrease)

10 4396	399	Signs	7,000	42,000
10 9910	991	General Contingency	(\$7,000)	9,664

Description: Fund sign expenditures that exceeded the original budget for FY 2023.

General Fund/21st Century School Grant

Expenditures: Increase/ (Decrease)

10 5837	260	Supplies	80,000	96,780
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Revenues: Increase/ (Decrease)

10 3990	991	Appropriated Fund Balance	(\$11,000)	6,567,925
10 3584	001	21st Century Grant School	\$91,000	91,000

Description: to recognize the grant funding and corresponding budgeted expenditures for the 21st Century School Grant awarded the Cooperative Extension department.

General Fund/Senior Center South

Expenditures: Increase/ (Decrease)

10 5870	121	Salaries	3,800	55,526
10 5870	181	FICA	291	4,248
10 5870	182	Retire	494	6,601
10 5870	183	Health Ins	1,583	11,083
10 5870	233	Donations	1,200	1,300
10 5870	266	Supplies	700	5,200
10 8540	111	Personnel Adjustments	(\$6,168)	20,657
10 9910	991	General Contingency	(\$1,900)	7,764

Description: Funding pay rate change and vacation payout for retiring personnel, as well as additional funds to cover donation and supply expenditures for balance of FY 2023

General Fund/Contributions to Other Funds

Expenditures: Increase/ (Decrease)

10 9800	033	Transfer to Triangle North Capital Project	5,100,000	5,100,000
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Revenues: Increase/ (Decrease)

10 3990	991	Appropriated Fund Balance	\$5,100,000	11,667,925
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Description: To fund the Triangle North Water and Sewer Infrastructure Capital Project

General Fund/Contributions to Other Funds

Expenditures: Increase/ (Decrease)

10 9800	034	Transfer to Stovall Senior Center	2,000,000	2,000,000
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Revenues: Increase/ (Decrease)

10 3990	991	Appropriated Fund Balance	\$2,000,000	13,667,925
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Description: To fund the Stovall Senior Center Capital Project

General Fund/Contributions to Other Funds

Expenditures: Increase/ (Decrease)

10	9800	060	Transfer to Landfill Fund	2,000,000	2,000,000
Revenues: Increase/ (Decrease)					
10	3990	991	Appropriated Fund Balance	\$2,000,000	15,667,925

Description: Transfer funds to the Landfill Fund

Forfeiture Fund

Expenditures: Increase/ (Decrease)

51	4311	000	Expenditures	\$58,600	\$243,600
Revenues: Increase/ (Decrease)					
51	3991	991	Appropriated Fund Balance	\$58,600	\$58,600

Description: Increase appropriation ceiling to cover potential expenditures for balance of FY 22-23.

Sheriff's Special Account

Expenditures: Increase/ (Decrease)

54	4000	000	Expenditures	\$65,238	\$95,238
Revenues: Increase/ (Decrease)					
54	3000	000	Revenue	\$65,238	\$95,238

Description: To reflect receipt of Detention Center COVID grant. Proceeds are to be expended on purchase of an UVC system (\$40,806) plus various computer equipment and supplies.

Sheriff's Special Account

Expenditures: Increase/ (Decrease)

54	4000	000	Expenditures	\$25,000	\$120,238
Revenues: Increase/ (Decrease)					
54	3991	991	Revenue	\$25,000	\$25,000

Description: Increase appropriation ceiling to cover potential expenditures for balance of FY 22-23

Landfill Fund

Revenues: Increase/ (Decrease)

10	3981	010	Transfer from the General Fund	\$2,000,000	2,000,000
10	3991	991	Appropriated Fund Balance	(\$2,000,000)	(1,940,000)

Description: Transfer funds to the Landfill Fund. Transfer is necessary to help fund deficit caused from Closure/ Post Closure estimate.

Budget Amendment #7 - Summary**General Fund**

Unassigned Fund Balance as of 6/30/22		\$27,206,114
Change of status of Stovall Senior Center from Assigned FB to Budgeted	+	\$2,000,000
Previous FY 2023 appropriations of Fund Balance thru BA #6	+	\$3,101,649
BA #7 Appropriations of Fund Balance		
Transfer to Solid Waste fund	+	\$2,000,000
Transfer to Triangle North Capital Project	+	\$5,100,000
Transfer to Stovall Senior Center Capital project	+	\$2,000,000
Total BA #7 AFB		\$9,100,000
FY 2023 YTD appropriations of Fund Balance thru BA #7	-	\$12,201,649
Transfer balance of ARPA "Revenue Replacement" - 2nd allocation	+	\$5,000,000
Unassigned Fund Balance as of 6/5/23		\$22,004,465

Budget approved July 1	\$80,743,514
Budget modified to date	\$89,197,351
Budget modified as a result of this amendment	\$98,479,220
Unassigned Fund Balance as of July 1	\$27,206,114
Unassigned Fund Balance modified to date	\$22,004,465
Unassigned Fund Balance as a result of this BA	\$22,004,465

Budget approved July 1	\$80,743,514
Budget modified to date	\$89,197,351
Budget modified as a result of this amendment	\$98,479,220
Unassigned Fund Balance as of July 1	\$27,206,114
Unassigned Fund Balance modified to date	\$22,004,465
Unassigned Fund Balance as a result of this BA	\$22,004,465



Granville County

Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: June 5, 2023
Title: Triangle North - Water and Sewer

PURPOSE:

To establish a fund to track the cost of installing and reconditioning water and sewer infrastructure in the Triangle North industrial site.

BACKGROUND:

The Triangle North Property, off of Tabbs Creek Road in Oxford NC, was acquired by the County in 2012 as an industrial development site. In an effort to gain its first tenant, the County will address the need for the installation of water service, reconditioning the existing sewer service, and remediation of roadway deficiencies. The anticipated project schedule is FY 2022-23 through FY 2023-24. Project funding has a current budget estimate of \$5,100,000.

RECOMMENDATION:

Finance Director recommends approval of the capital project ordinance

ATTACHMENTS:

Triangle North Capital Project ordinance

ACTION TAKEN:

CAPITAL PROJECT ORDINANCE
2023 – Triangle North – Water and Sewer Infrastructure

Be it Ordained by the Governing Board of Granville County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the construction of water and sewer infrastructure at the Triangle North industrial development site, along Triangle North Drive, off of Tabbs Creek Road in Oxford NC. This will be financed by funds from the General Operating fund.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Project Description	
<u>Component</u>	<u>Amount of Proceeds To Be Used</u>
Triangle North – Water and Sewer Infrastructure	\$5,100,000
Total	\$5,100,000

Section 4. The following revenues are anticipated to be available to complete this project:

<u>Component</u>	<u>Amount of Proceeds</u>
Transfer from the General Fund	\$5,100,000
Total	\$5,100,000

Section 5. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements as required by federal and State regulations.

Section 6. Funds may be advanced from the General Operating Fund for the purpose of making payments as due. Reimbursement request should be made in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a periodic basis, on the financial status of each project elements in Section 3 and on the total revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future cost and revenues on this capital project periodically to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this __5th__ day of June, 2023

Granville County Board of Commissioners

Russ May, Chairman

ATTEST:

Debra Weary, Clerk to the Board



Granville County

Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: June 5, 2023
Title: **Stovall Senior Center Project Ordinance**

PURPOSE:

To establish the Stovall Senior Center capital project fund.

BACKGROUND:

Since 1996 the North Granville Senior Center has served hundreds of older adults in the rural northern end of Granville County. The small square footage (less than 900 sf) of this facility has been a limiting factor in the services and programs that can be offered. As a result, the County has acquired several adjacent properties that total about 4.5 acres in downtown Stovall with the intention of building a new, larger North Granville Senior Center to serve the senior adults of that area. It is estimated that the new facility will be approximately 6,500 square feet. Oakley Collier Architects have been hired to develop the plans for this facility, and the plans are underway. The anticipated construction schedule is FY 2023-24, and will possibly run through FY 2024-25. The total cost of the project is currently estimated at \$2,800,750.

FUNDING:

This project will be funded through the General Fund.

RECOMMENDATION:

Finance Director recommends approval of the project ordinance.

ATTACHMENTS:

Stovall Senior Center Capital Project ordinance

ACTION TAKEN:

CAPITAL PROJECT ORDINANCE
2023 - Stovall Senior Center

Be it Ordained by the Governing Board of Granville County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the construction of a Senior Center facility in Stovall, NC, financed by funds from the General Operating fund.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Project Description	
<u>Component</u>	<u>Amount of Proceeds To Be Used</u>
Stovall Senior Center	\$2,000,000
Total	\$2,000,000

Section 4. The following revenues are anticipated to be available to complete this project:

<u>Component</u>	<u>Amount of Proceeds</u>
Contributions from the General Fund	\$2,000,000
Total	\$2,000,000

Section 5. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements as required by federal and State regulations.

Section 6. Funds may be advanced from the General Operating Fund for the purpose of making payments as due. Reimbursement request should be made in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a periodic basis, on the financial status of each project elements in Section 3 and on the total revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future

cost and revenues on this capital project periodically to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this __5th__ day of June, 2023

Granville County Board of Commissioners

Russ May, Chairman

ATTEST:

Debra Weary, Clerk to the Board



Granville County Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: June 5, 2023
Title: Project Ordinance - Local Assistance and Tribal Consistency Fund Grant

PURPOSE

To approve a project ordinance for federal funds received through the Local Assistance and Tribal Consistency Fund program (LATCF).

BACKGROUND

The American Rescue Plan appropriated \$2 billion to Treasury across fiscal years 2022 and 2023 to provide payments to eligible revenue sharing counties and eligible tribal governments. "Eligible revenue sharing counties" is defined under ARPA to include any county, parish, or borough (1) that is independent of any other unit of local government; (2) that is the principal provider of government services; and (3) for which, as determined by Treasury, there is a negative revenue impact due to a federal program or changes to such program. Under the program, recipients have broad discretion on uses of funds, similar to the ways in which they may use funds generated from their own local revenue sources. Specifically, recipients may use these funds on any governmental purpose other than a lobbying activity.

The total funding awarded to Granville County is \$100,000 (the first \$50,000 tranche was received in FY23 and the second \$50,000 tranche will be received in FY24). The County has the discretion of spending these funds over multiple periods and can best account for these expenditures over a multi-year scenario by establishing this as a grant project fund.

To ensure the best use of these funds, county administration developed an internal grant application process by which all county departments could compete for use of these funds. The projects selected for funding are listed below.

1. Administration: County Website Platform Redesign - \$60,000
2. Economic Development: Conference Room Rehab and Refresh - \$15,000
3. Emergency Management: Emergency Shelter Supplies - \$12,500
4. Development Services: Personnel Security Enhancements for 141 Williamsboro Street - \$12,500

Recipients are subject to certain provisions of 2 CFR Par 200 (Uniform Guidance) including Subpart F, Audit Requirements and must submit annual expenditure reports. Recipients must also ensure they maintain active registration in the System for Award Management (SAM.gov).

RECOMMENDATION:

The Finance Director recommends creation of the grant project fund.

ATTACHMENTS:

LATCF Grant Project Ordinance

ACTION TAKEN:

GRANT PROJECT ORDINANCE
Local Assistance and Tribal Consistency Fund

Be it Ordained by the Governing Board of Granville County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the Local Assistance and Tribal Consistency Fund (LATCF) Grant, established by Section 605 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Project Description

<u>Component</u>	<u>Amount of Proceeds</u>
LATCF Expenditures – County Website Platform Overhaul & Redesign	\$60,000
LATCF Expenditure – Economic Development Rehab and Refresh	\$15,000
LATCF Expenditure – Emergency Shelter Supplies	\$12,500
LATCF Expenditures – Personnel Security Enhancements – 141 Williamsboro Street	\$12,500
Total	\$100,000

Section 4. The following revenues are anticipated to be available to complete this project:

<u>Component</u>	<u>Amount of Proceeds To Be Used</u>
LATCF Grant Revenue	\$100,000
Total	\$100,000

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements as required by the Grant Agreement and Federal and State regulations. This grant project fund will be designated as a special revenue fund.

Section 6. The Finance Director is directed to report, on a periodic basis, on the financial

status of each project elements in Section 3 and on the total revenues received or claimed.

Section 7. Copies of this grant project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this __5__ day of __June_____, 2023

Granville County Board of Commissioners

Russ May, Chairman

ATTEST:

Debra Weary, Clerk to the Board



Granville County Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: June 5, 2023
Title: Request for Lottery Funding for School Construction

PURPOSE:

To obtain Granville County Board of Commissioners approval for the request of NC Education Lottery proceeds.

BACKGROUND:

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2.

The County is required to request available Lottery funds from DPI on an annual basis to apply to the cost of school capital projects. This request application has to be jointly signed by the Chairman of the Granville County Board of Education, as well as the Chairman of the Granville County Board of Commissioners.

RECOMMENDATION:

Finance Director recommends approval.

ATTACHMENTS:

Lottery application

ACTION TAKEN:

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: Granville County

Contact Person: Steve McNally

LEA: LEA - 390

Title: Finance Director

Address: 141 Williamsboro Street

Phone: 919.603.1301

Project Title: County Wide HVAC and Roofing Repair Project

Location: Granville County (Various locations)

Type of Facility: Schools

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

Short description of Construction Project: HVAC and roofing repairs to various schools throughout the C

Estimated Costs:

Purchase of Land	\$	
Planning and Design Services		
New Construction		
Additions / Renovations		
Repair		
Debt Payment / Bond Payment		630,752.40
TOTAL	\$	630,752.40

Estimated Project Beginning Date: 7/1/2022

Est. Project Completion Date: 6/30/2023

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 449,480.77 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

Glenda M. Williams

05/08/2023

(Signature — Chair, Board of Education)

(Date)



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 5, 2023
Title: Minutes

PURPOSE:

To approve minutes of the September 6, 2022 Regular Meeting

RECOMMENDATION:

County Manager recommends approval.

ATTACHMENTS:

September 6, 2023 Draft Minutes

ACTION TAKEN:

OXFORD, NORTH CAROLINA
September 6, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Tuesday, September 6, 2022, at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chair: Tony W. Cozart

Commissioners: Jimmy Gooch Timothy Karan
Russ May David T. Smith

Sue Hinman and Zelodis Jay were absent.

Interim County Manager: Douglas P. Logan

Assistant County Manager: Korena Weichel

County Attorney: James C. Wrenn, Jr.

News Reporters: Donna Perkins – *Oxford Public Ledger*

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman Tony W. Cozart called the meeting to order. He then acknowledged that Commissioners Sue Hinman and Zelodis Jay were absent and asked that the Board pray for them and their families. Commissioner David T. Smith lead the invocation and Pledge of Allegiance.

CONSENT AGENDA

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 5-0, the Board approved the consent agenda as follows:

- (A) Approved the Minutes of the December 6, 2021 Regular Meeting and December 20, 2021 Special Meeting.
- (B) Approved transferring the following fleet vehicle to the Oxford-Henderson Aeronautics Authority:

2010 Chevrolet Impala
VIN - 2GIWA5EK4A1225888
Asset Tag# - 21288
License Tag# - 63855-T

LEAD FOR NORTH CAROLINA FELLOW INTRODUCTION

Chairman Cozart stated that the purpose of this item was to introduce Keegan Rapp, Granville County's 2022-2023 Lead for North Carolina Fellow. He shared with the Board that Lead for North Carolina (LFNC) is a fellowship program that aims to create the next generation

of local government leaders in North Carolina by placing recent college graduates in high-impact positions in local governments across the state. Chairman Cozart continued that the Board is very happy that Granville County is participating in this program and then asked Assistant County Manager, Korena Weichel to come and share comments and introduce Granville County's fellow.

Assistant County Manager Weichel shared with the Board that through a competitive process, Granville County was one of a select number of counties chosen to host an LFNC Fellow for the 2022-2023 program year. The LFNC Fellow, Keegan Rapp, will be working with County Administration through the program year which began August 1, 2022 and runs through June 30, 2023. She stated further that Keegan is from the City of Belmont in Gaston County, North Carolina. And graduated magna cum laude from Queens University of Charlotte earning a BA in Political Science with a minor in interfaith education. At Queens, Keegan was able to take a semester abroad in Sweden where he studied international law and sustainability through the John Belk International Program. He was sponsored by Queens to attend the Washington Center Academic Internship program in Washington D.C. where he worked at a nonpartisan lobbying firm for companies like NAPA, DocuSign, and Evoqua. He was also awarded the Universities' Diversity Inclusion Civic Engagement award in 2019, and was inducted into Pi Sigma Alpha, the National Political Science Honors Society. She noted that Keegan has previous experience in college admissions, student engagement, teaching, and pre-college programming for high school students. He also led a team of 11 as an AmeriCorps team leader serving in rural Colorado building houses in partnership with Habitat for Humanity. Most recently, Mr. Rapp was the Educational Coordinator for the Wharton School's Global Youth program at the University of Pennsylvania before arriving in Granville County. Assistant County Manager Weichel stated that Mr. Rapp was there and she asked him to come and introduce himself in his own way.

Mr. Rapp stated that he was very happy to be in Granville County and thanked the Board for welcoming him to Granville County. He stated that he had been in the county for nearly a month, and noted that the people in Granville County are so nice. He stated that there had not been a single person who has not been happy to meet him and he could not say that about anywhere else he had ever been. He stated that the community in this county is real and that he is very happy to work and serve the county and take advantage of this opportunity.

Keegan went on to say that he will be working on several different projects including public capacity-building efforts and recruitment for the Sheriff's Office and Detention Center. He is also working with Terry Hobgood, Public Information Officer, on website design. He is also working on GREAT grants, Broadband initiatives, and he will be assisting Justin Jorgensen in the Greenways Committee Recreation programs. He stated that that was just a sample of a few of the things he will be working on. Keegan went on to thank everyone for his being there and for those who chose him as the intern for Granville County. He gave a special thanks to Assistant County Manager Weichel because he would not be in Granville County if she had not written the grant herself and gotten it awarded for him. He stated that it is a privilege to work in the same building with her every day.

Chairman Cozart wished Keegan a very good experience and noted that he will be assisting at a time when he can really gain a lot of experience in many different areas. He stated that what Keegan mentioned is that he has felt about the people in Granville County—that this has been his home all his life and Keegan is right, it is real. He welcomed and thanked Keegan and he presented him with a copy of the Granville County 275 years Commemorative book and coin.

Keegan added that he forgot to mention that in reference to recruiting for the Sheriff's Office and Detention, they would be hosting a job fair on September 24th from 11:00 a.m. to 2:00 p.m. and asked if they knew of anyone to have them register online for the event.

AFTER HOLDING PUBLIC HEARING, BOARD APPROVED THE APPLICATION, FUNDING MATCH, AND RESOLUTION FOR THE NC DOT 5310 TRANSPORTATION GRANT FOR SENIOR SERVICES

Chairman Cozart said the next item was to hold a public hearing on the NC DOT 5310 Transportation Grant application for funding during the fiscal year 2023-2024 fiscal year. He announced that the purpose of the public hearing was to receive comments from the public on the 5310 Transportation Grant.

At this point, Chairman Cozart declared the public hearing open and then recognized Kathy May, Senior Services Director, for a brief overview.

Kathy May, Senior Services Director, 107 Lanier Street, Oxford, NC, stated that Granville County Senior Services applied for the 5310 Transportation Grant through the North Carolina Department of Transportation for an in-town Oxford fixed route. The services are purchased from KARTS for a route that runs Monday – Friday, 8 a.m. to 5 p.m. in the city

limits of Oxford. Funded projects are selected through a selection process and are not guaranteed. Granville County has been receiving 5310 federal funding from the North Carolina Department of Transportation (NCDOT) since 2010. She said that the grant application and documents are due by October 7th and preliminary documents have been filed. She then explained that the fixed route makes 16 stops that start at the Granville County Senior Center in Oxford and include stops at eight (8) senior housing developments, two (2) pharmacies, two (2) grocery stores, the local hospital, and downtown next to the post office. She noted that before COVID, the service provided 17,792 one-way trips. When COVID hit in 2020 and 2021, ridership numbers dropped drastically, and the route was paused but has now restarted and the numbers are climbing. The numbers now reflect the largest ridership since 2019. Another grant, the Rural Operating Assistance Program (ROAP) qualifies to be used for the 10% local match. She said she would be happy to answer any questions.

Commissioner Russ May noted that as explained before, this grant is in Oxford because it meets the criteria for there.

Director May said that as asked last year, she checked about services in the southern end of the county. She noted that KARTS has cut some services due to the lack of drivers. She said she contacted Bradford Daniels, a private transportation driver, and he agreed to run services in the Butner/Creedmoor area on Friday mornings from 10 a.m. to 12 noon for seniors to run errands. He was scheduled to start the first Friday in February. She said they did surveys and had only one (1) interested person and due to the cost of \$100 per day, it did not seem feasible to provide the service at this time. She said they will continue to do surveys to see how they can better meet the needs in that area. She reported that they spend approximately \$3,000 a month to bring seniors to the South Granville Senior Center and noted that everyone in Granville County has free medical transportation three (3) days a week to Durham, Raleigh, and Chapel Hill through a grant that the Kerr-Tar Council of Government provides. She said she will continue to evaluate the transportation needs in the southern end.

Commissioner May thanked Director May and said if Creedmoor City Manager Mike Turner, Mayor Bobby Wheeler, and the new South Granville Senior Center Director are made aware, maybe it will generate more interest.

With no one wishing to speak, Commissioner Cozart closed the public hearing.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Russ May, and unanimously carried, the Board approved the following resolution to submit the application for the NC DOT 5310 Transportation Grant funding for fiscal year 2023-2024 in the amount of \$161,000 and the 10% match of \$16,100 to be included in the fiscal year 2023-2024 budget:

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2024 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

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

A motion was made by David T. Smith and seconded by Russ May for the adoption of the following resolution, and upon being put to a vote was duly adopted.

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

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

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

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for “purchase-of-service” projects under the Capital Purchase of Service budget, Section 5310 program.

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

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the Interim County Manager of Granville County is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT’s calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

PUBLIC COMMENTS

John Mattocks, 510 Dabney Drive, Suite B, Henderson, NC 27536, stated that he was there on behalf of Vance Recovery in Henderson, NC and they are an Opioid Treatment

Program. He stated that he was there to talk about a vision that he feels would assist Granville County. He stated that the program serves many people from Vance, Granville, Warren, and Franklin Counties and that they have resources that are disconnected at present but that they do have recovery innovations that are now called “First Hope.” He continued that they are great partners with Vance Recovery. He stated further that they also have Rural Health Group, Vision Behavioral Health, and Daymark, however, he would love if they could have a way of working together seamlessly where they could interact with people who are suffering from opioid use disorder. Mr. Mattocks stated further that their business is treating people who cannot be trusted with two doses of medicine. He stated that they hoped to move them to a different category but that fighting opioid use disorder is quite a task. He continued that he could see a person overdose on the side of the road and EMS bringing them to First Hope or Recovery Innovations; sitting in the 24-hour chair and the next morning coming to Vance Recovery and getting started with treatment. Once they step down from Vance Recovery, they could send them to an office-based provider. He stated that they do have all of the resources in their region ready to serve these people and stop the two epidemics - overdose deaths and opioid use disorders. Mr. Mattocks stated that he would love to have a conversation about that.

Chairman Cozart stated that he appreciated Mr. Mattocks coming to the Board meeting and offering that service. He noted that Commissioner Jimmy Gooch serves as Chair of Granville County’s Opioid Advisory Committee, and he was able to hear Mr. Mattocks’s comments.

Commissioner Gooch noted when the next meeting was scheduled for the Opioid Advisory Committee and invited Mr. Mattocks to come join that meeting so they can discuss it further. He thanked Mr. Mattocks for his comments.

Katelyn Sellgren, 1098 Lake Ridge Drive, Creedmoor, NC, stated that she has started a petition and she added all the Board members as decision makers on the petition and sent them an email that gives them direct access. She stated that this petition has garnered over 900 signatures in the last month and that she plans to keep it open. Ms. Sellgren provided the following document for the Board’s review:

Up to 900 new construction homes are planned for South Granville County with a mixture of private and community wells. Many communities have concerns on the impact these new homes will have on water quantity and quality because the most recent water study was completed in 1972. Additionally, a 2010 USGS study, out of Raleigh, concluded both that aquifer levels had dropped from 15-50 ft below the surface to 100-200 ft below the surface between the 1980-1990s

time frame and the start of the study in 2008 and that community wells were the result of tangentially located private well failures. This study indicates the impact of growth on the overall quantity of water available in the local aquifer.

The Granville County governmental entities need to be proactive in promoting sustainable growth by ensuring sufficient groundwater resources for existing and new construction. We, the citizens of South Granville County, are petitioning the local policymakers including Tim Karan our Commissioner along with The Board of Commissioners and Barry Baker and the Planning Board to take the following actions:

1. Place a moratorium on all new construction in South Granville County until the completion of a comprehensive water study that assesses the current water quantity and quality in South Granville County and the publication of the results and conclusions in an appropriately peer-reviewed report.
2. Remove the provision for community wells from the Granville County ordinances and restore the 1-acre lot minimum within the watershed, regardless of the results of the water study.
3. To be paid for by the Developer: Pre (before housing is developed in subdivision) & Post (once the final lot in subdivision has been erected w/water services turned on) well testing of all adjacent property owners' wells within 2,000 LF of all the new community wells approved prior to the legislative reversal mentioned in point 2. Each well must be checked to meet health/safety standards for lead/sulfur/magnesium and to confirm each adjacent well owner continues to have the same recharge rate posted on their well heads prior to the drilling of a community well.
4. Provide a comprehensive government lead assistance plan for any individual whose well fails due to new construction including but not limited to technical and monetary coverage to locate and drill a new well or installation of a secondary water source to the resident.

Ms. Sellgren added that it was also recently brought to her attention that on the Environmental Affairs Committee, the person for District 6 actually lives in District 7, so she applied for the position since she does live in District 6, and she asked what qualifications she would need for that position. She continued that she does have a Ph.D. in Engineering as well as degrees in Chemical Biomedical and Tissue Engineering. She stated further that she has spent 15 years of leading and managing scientific and engineering projects; six of which are in water sanitation, hygiene, and infectious disease and she also holds multiple patents in that area. She stated that she would love to serve on that committee and serve her community.

Chairman Cozart thanked Ms. Sellgren and Mr. Mattocks for their comments.

**BOARD APPROVED LATE APPLICATION – DISABLED VETERAN
FREDERICK DIMON**

Chairman Cozart stated that the purpose of the next item was to consider the approval of the untimely filed application for the Disabled Veterans Exclusion, and he asked that Jenny Griffin, Tax Administrator come and share this item with the Board.

Tax Administrator Griffin presented a disabled veteran's late application to the Board. According to North Carolina General Statute 105-282.1(a)(1), upon a showing of good cause by an applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Board of County Commissioners. This subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. Tax Administrator Griffin continued that this application was started in February 2022, by Frederick Dimon. Mr. Dimon visited Veterans Services and he worked with former Veterans Services Officer Frazier. Mr. Dimon passed away unexpectedly on April 20, 2022, and his wife thought everything had been taken care of. She stated that Mrs. Dimon's husband had informed her that Veterans Services was going to take care of his application and send his paperwork to Winston-Salem and that was not done.

Chairman Cozart thanked Ms. Griffin and stated that they had had a similar situation last month. He continued that the Tax Administrator recommends approval of the late application for Disabled Veterans.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Russ May, and unanimously carried by 5-0, the Board approved the late application of Frederick Dimon for Disabled Veterans.

Commissioner May stated that he had spoken with Tax Administrator Griffin of streamlining the process with the Tax Office and the Veterans Services Office so that when we have a Veteran that is in need of assistance and maybe more than someone else because of their disability, that we would make the extra effort either through writing or some form of communications with them and to also ensure that they are provided that escort to the Veterans Office and to see that they get the attention that they have earned.

BOARD APPROVED TWO VEHICLES FOR SHERIFF'S OFFICE

Chairman Cozart noted that the purpose of this item was to consider the purchase of two vehicles for the Granville County Sheriff's Office Narcotics Unit.

Sheriff John Hardy stated that this purchase was for two undercover vehicles for the Narcotics Unit with funding from the Asset Forfeiture Funds within a \$100,000 spending limit he noted that sample pricing from a local vendor was included in the agenda.

Chairman Cozart noted to the Board that in their agenda packet, the Sheriff made note that the department is in immediate need of replacing two of the existing undercover vehicles. Due to the possibility of price variances and vehicle availability between the time when quotes were received and approval is made for the purchase, the Sheriff requested authorization to expend up to \$100,000.00 on this purchase, utilizing U.S. Department of Justice Asset Forfeiture funds in support of the Narcotics Unit.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously carried 5-0, the Board approved the purchase of two (2) undercover vehicles for the Narcotics Unit up to \$100,000.00 from Oxford Car and Truck using U.S. Department of Justice Asset Forfeiture funds.

Interim County Manager Doug Logan noted that the Sheriff is looking at lease options for vehicles going forward so his department can make an easier swap out and any purchasing will fall in line with County purchasing policies.

PROCLAMATIONS, RESOLUTIONS, AND LEGISLATIVE MATTERS

Commissioner May stated that the Leandro Decision is still in discussion between the courts and the Legislature regarding \$780 million in funding for public education. He stated that whatever decision is made will affect county budgets.

BOARD APPROVED APPOINTMENTS OF LYNN ALLRED (DISTRICT 1), ANNE PAYNE (DISTRICT 5), AND MARTHA WRENN (DISTRICT 2) TO THE GRANVILLE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

Commissioner Smith said he would like to nominate Lynn Allred for the District 1 seat per Commissioner Jay's request.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously carried 5-0, the Board approved the appointment of Lynn Allred (District 1) to the Granville County Library System Board of Trustees.

Upon a motion by Commissioner Russ May, seconded by Timothy Karan, and unanimously carried 5-0, the Board approved the appointment of Anne Payne (District 5) to the Granville County Library System Board of Trustees.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Russ May, and unanimously carried, the Board appointed Martha Wrenn (District 2) to the Granville County Library System Board of Trustees due to the untimely death of Mrs. Helen Mitchell.

Commissioner Smith went on to say that the Board would like to thank Mrs. Mitchell and her family for her time and dedication to the Library System.

BOARD APPROVED THE REAPPOINTMENTS OF BOBBY E. TALLEY, JR. (DISTRICT 1), MARSHALL TANNER (DISTRICT 2), KATHRINE NOEL (DISTRICT 1 APPOINTED BY DISTRICT 3), WILMA MOORE (DISTRICT 2 APPOINTED BY DISTRICT 4), AND JOHN MARTIN (DISTRICT 5) TO THE GRANVILLE COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously carried 5-0 per Commissioner Zelodis Jay's request, the Board approved the reappointment of Bobby E. Talley, Jr. (District 1) to the Granville County Economic Development Advisory Board.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Jimmy Gooch, and unanimously carried 5-0, the Board approved the reappointment of Marshall Tanner (District 2) to the Granville County Economic Development Advisory Board.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously carried 5-0, per Commissioners Sue Hinman and Zelodis Jay, the Board approved the reappointment of Kathrine Noel (District 1) to the Granville County Economic Development Advisory Board.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Jimmy Gooch, and unanimously carried 5-0, the Board approved the reappointment of Wilma Moore (District 2) to the Granville County Economic Development Advisory Board.

Upon a motion by Commissioner Russ May, seconded by Timothy Karan, and unanimously carried 5-0, the Board approved the reappointment of John Martin (District 5) to the Granville County Economic Development Advisory Board.

BOARD APPROVED APPOINTMENTS OF CHRISTOPHER DETHMERS, VETERANS REPRESENTATIVE, DAVID REICHERT-ADDICTION TREATMENT REPRESENTATIVE, ANNETTE MEYERS-CITIZEN REPRESENTATIVE, AND THE POSITION OF PEER-SUPPORT REPRESENTATIVE (PERSON TO BE NAMED AT A FUTURE MEETING) TO THE OPIOID ADVISORY COMMITTEE

Chairman Cozart noted that the purpose is to make appointments to the Opioid Advisory Committee. He stated that the Opioid Advisory Committee recommended approval of four new positions to serve on the committee to gain additional expertise and improve outreach to certain demographics. Chairman Cozart stated that the four positions to be added were in the agenda packets. He then asked Commissioner Jimmy Gooch if he had any comments to share before the Board entertained a motion.

Commissioner Jimmy Gooch stated that due to the Opioid Settlement, they had been advised that they needed to add additional members in certain areas.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Timothy Karan, and unanimously carried 5-0, the Board approved four additional positions and members as follows to the Opioid Advisory Committee:

Veteran Representative

Granville County Veterans Services Officer or designee – Christopher Dethmers

Addiction Treatment Representative

R.J. Blackley Alcohol and Drug Abuse Treatment Center Director of Outpatient Services or designee – David Reichert

Citizen Representative

Annette Meyers

Peer-Support Representative

To be named at a future meeting

BOARD APPROVED ANIMAL CONTROL CHANGE OF OPERATING HOURS

Chairman Cozart stated that the purpose of this item was to consider proposed public operating time changes for the Animal Shelter. He then asked Matt Katz, Animal Management Director, to share the background for this request.

Mr. Katz stated that it is his desire to close the shelter to the public on Mondays but obviously, they would still answer calls and have someone fielding calls to eliminate some of the foot traffic in the building. He stated that they are currently open six days a week. He stated further that they would like to expand their hours on Saturday as that is when most families and potential adopters can come in and look at the animals. Mr. Katz noted that it would also give his department an opportunity for training and for larger projects that would require the staff to not have to constantly run to the door to give rabies vaccines, take in stray animals, adoption counseling, etc. Ultimately, it would give them more time to better themselves and produce a better product for the county and the community. He then asked if there were any questions or concerns.

Commissioner May asked if this would net any additional costs not covered by the current budget.

Mr. Katz stated that there would be a few hours of time for one part-time employee that only typically works 15 hours per week but the money is in the budget. He stated that the remainder of the staff stay until 4:30 or 5:00 p.m. on Saturdays anyway to clean, feed and do any additional tasks, so it would be a normal day for them. He stated further that they would

not move any other staff around besides the individual who answers the phones so the normal staff would be in on Mondays to do larger projects such as deep cleaning.

Commissioner May also asked if additional vet services will be added on the weekends.

Mr. Katz stated that it was not so much veterinary services, but rather training as it is hard to get staff to come in and participate in training as they currently close one Wednesday per month to do that.

Commissioner Karan stated that it is difficult to get the family together on a weekday when you are at work to try and come adopt an animal so the expanded hours should be conducive to helping folks to come together as a family to adopt pets. He stated that he is fully in support of the request to change their hours.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Jimmy Gooch, and unanimously carried 5-0, the Board approved the recommendation by the Animal Management Director and the Animal Control Advisory Committee for modification to the public operating hours of the Animal Shelter as follows:

Saturday Hours – 12:00 p.m. – 4:30 p.m.
Monday – Closed to the public

Chairman Cozart stated that he appreciated Mr. Katz noting that calls will be answered on Mondays as that is very important to the public.

Chairman Gooch asked if Mr. Katz would be getting information out to the public regarding the change of hours.

Mr. Katz stated that he would work with the County Manager to schedule exactly when this change will be implemented so that everyone will have fair notice. He stated further during emergencies, they would still answer the door as his staff does not do this for the money, but they do it for their passion for the animals and to serve the public.

Interim County Manager Logan stated that he wanted to clarify that the office itself will not be closed, but just the public part of the shelter will be closed on Monday with extended hours on Saturday.

BOARD APPROVED NC STATE HIGHWAY PATROL GRANT

Chairman Cozart stated that the purpose was to consider authorizing Administration to receive a grant on behalf of the NC State Highway Patrol. He then asked Interim County Manager Logan to provide the background for this item.

County Manager Logan stated that the NC Department of Public Safety, NC Division of Emergency Management, and NC State Highway Patrol have requested that Granville County, as a user of the NC Voice Interoperability Plan for Emergency Responders (VIPER), receive an equipment and service grant in the amount of \$400,000.00 on their behalf. This a reversion grant, in which Granville County agrees to sign the Memorandum of Agreement from the Federal Emergency Management Agency's (FEMA) Homeland Security Grant Program (HSGP) and subsequently issue a letter of reversion of the funds to the NC State Highway Patrol to expend on behalf of Granville County and other entities in the State for the purposes stated in the forthcoming MOU. He explained that FEMA requires that a unit of local government be the recipient of the grant and that Granville County has served as recipient for similar pass-through grants in the past. There are no matching funds required and because of the reversion letter, no funding will be received or dispersed by Granville County.

Chairman Cozart stated that the Board is so happy to have done this in the past and that the County Manager recommends authorizing Administration to act as a recipient of the grant and immediately issue a letter to the granting agency for the funding to be reverred to the NC State Highway Patrol and asked for a motion to approve.

Upon a motion by Commissioner Russ May, seconded by Commissioner Jimmy Gooch, and unanimously carried 5-0, the Board approved authorizing Granville County Administration to act as the recipient of an equipment and service grant from the Federal Emergency Management Agency on behalf of the NC State Highway Patrol in the amount of \$400,000 and immediately issue a letter to the granting agency for the funding to be reverted to the NC State Highway Patrol.

GRANVILLE COUNTY EMPLOYEE NC DOT FALL LITTER SWEEP EVENT

Chairman Cozart announced Granville County's participation in the "Fall 2022 Litter Sweep." Granville County has taken an active stance to help address litter issues in the County. twice each year. County staff and Commissioners are provided an opportunity to participate in a litter cleanup program in conjunction with the NCDOT (North Carolina Department of Transportation) Litter Sweep Program. He stated that this event is scheduled for Friday, September 16, 2022 and that the Board wanted to thank in advance any of Granville County's employees and board members that will be participating. He noted that this is for information purposes only.

COUNTY ATTORNEY'S REPORT

- County Attorney Wrenn stated that he had property acquisition, economic development, personnel, and attorney-client privilege matters for closed session.

PRESENTATIONS BY COUNTY BOARD MEMBERS

Commissioner Smith stated that he missed last month's meeting because his oldest sister, Rebecca Lewis died. He thanked the Board publicly for their support during his loss.

DURING BOARD PRESENTATIONS, BOARD APPROVED SPONSORSHIP OF TABLE FOR THE CRIME STOPPERS BANQUET

Commissioner Smith stated that the Granville County Crime Stoppers Annual Awards Banquet will be held on Tuesday, October 25th at 6:30 p.m. at Pleasant Grove Baptist Church, and in keeping with the past, he was making a motion that the County purchase a table for \$120 in support of our Granville County Crime Stoppers.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Russ May, and unanimously carried 5-0, the Board approved purchasing a table in the amount of \$120 in support of the Granville County Crime Stoppers Awards Banquet to be held October 25, 2022.

Commissioner Smith also stated to the public that if anyone was interested in purchasing a table, please contact any Crime Stoppers member and noted that they do have a website that is in honor of our law enforcement and showing appreciation for them.

BOARD PRESENTATIONS CONTINUE

Commissioner May announced that the first Granville County Fire Commission meeting was held recently and that it was very informative. He reported that the consultant has basically concluded his work, noting that an extremely comprehensive study was conducted that consists of a 200-plus page document with a lot of underlying data and the commission was formed. He stated that they will have meetings coming forth at the end of the month and several meetings before the budget year begins as they continue to look at how those funds from the fire tax will be expended this next fiscal year.

Chairman Cozart stated that it was a very informative meeting and he enjoyed it. He appreciated all the leadership on that; it was well done.

Commissioner Jimmy Gooch did not have anything to report; however, he wanted to remind everyone that on September 17th the Creedmoor Music Festival will be held in Creedmoor.

Chairman Cozart noted that the Hot Sauce Festival will be held in Oxford on Saturday, September 10th. He stated that this festival is well attended by people in and outside of Granville County and that the City of Oxford would love for everyone to come out and enjoy themselves. He also expressed his gratitude to the Board at the loss of his stepmother and noted that he really appreciated their kindness during that time. He shared that in times like these, it gives one an opportunity to reflect on life and put things into perspective.

Commissioner Russ May congratulated Sheriff Hardy on becoming a new grandfather.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner David T. Smith, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3), (4), (5), and (6) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract; and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

*Upon a motion by Commissioner David T. Smith, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board returned to open session.

BOARD AUTHORIZED THE FINALIZATION OF NEW COUNTY MANAGER CONTRACT

Chairman Cozart asked for a motion regarding the new County Manager's contract.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner David T. Smith, and unanimously carried 5-0, the Board approved authorizing the County Manager, County Attorney, and Human Resources to finalize the contract for the new County Manager.

**BOARD DIRECTED THE COUNTY MANAGER AND HUMAN RESOURCES TO
WORK WITH THE BOARD OF ELECTIONS FOR ADDITIONAL HOURS AND
FUNDING FOR STAFF FOR THE UPCOMING ELECTIONS SURGE**

Chairman Cozart asked for a motion regarding Board of Elections matters.

Upon a motion by Commissioner Russ May, seconded by Commissioner Jimmy Gooch, and unanimously carried 5-0, the Board approved directing the County Manager and Human Resources to work with the Board of Elections for additional hours and funding for staff to cover the upcoming elections surge.

BOARD APPROVED

Chairman Cozart asked for a motion regarding the Interim County Manager, Doug Logan's hours.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved lifting the 29.5 hours per week limit for Interim County Manager Douglas P. Logan.

BOARD ADJOURNED

Upon a motion by Commissioner Russ May, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board adjourned the meeting at 9:23 p.m.

Respectfully submitted,
Debra A. Weary, NCMCC, CMC
Clerk to the Board

APPROVED BY:

Tony W. Cozart, Chairman



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 5, 2023
Title: **Public Comments**

PURPOSE:

The Granville County Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government.

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: Debra Weary
Department: Administration
Date: June 5, 2023
Title: Ambulance Franchise Ordinance

PURPOSE:

To review Granville County's ambulance franchise ordinance and amend certain sections of it.

BACKGROUND:

Before an ordinance may be adopted pursuant to North Carolina General Statute § 153A-250(a), the Board must first hold a public hearing on the need for ambulance services. A legal notice of a public hearing was advertised two times in both the Oxford Public Ledger and the Butner Creedmoor News per the statutory requirement. A copy of the proposed ordinance is included in the agenda packet.

RECOMMENDATION:

After holding a public hearing, the Board will consider repealing and adopting Granville County's Ambulance Franchise Ordinance.

ATTACHMENTS:

Public Hearing Notice
Granville County Ambulance Franchise Ordinance

ACTION TAKEN:

LEGAL NOTICE OF PUBLIC HEARING

Please take notice that the Granville County Board of Commissioners intends to adopt an ordinance repealing and readopting Article II, Section 23 of the Granville County Code of Ordinances entitled “Ambulance Services” pursuant to North Carolina General Statute § 153A-250(a). Before an ordinance may be adopted pursuant to North Carolina General Statute § 153A-250(a), the Board must first hold a public hearing on the need for ambulance services. The Granville County Board of Commissioners will hold a public hearing at their meeting on Monday, June 5, 2023 at 7:00 p.m. or later in the Commissioners’ Meeting Room located at Granville County Expo & Convention Center, 4185 US Hwy 15 South, Oxford, North Carolina 27565. All interested persons are invited to attend and offer public comment.

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

CHAPTER 111: EMERGENCY MEDICAL SERVICES AND AMBULANCE SERVICES

Section

- 111.01 Purpose
- 111.02 Definitions
- 111.03 Granville County Emergency Medical System
- 111.04 Ambulance service franchises
- 111.05 Enforcement; violation; sanctions
- 111.06 Territorial jurisdiction

§ 111.01 PURPOSE.

The purpose of this chapter is to provide for a Granville County Emergency Medical Services System and for the regulation of other ambulance services in Granville County to the extent not otherwise limited by any municipality regulating ambulance services under G.S. § 153A-250(c).

§ 111.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AMBULANCE. Any publicly or privately owned vehicle that is specially designed, constructed or modified and equipped, and is intended to be used for and is maintained or operated for the transportation upon the streets and highways in the state of persons who are sick, injured, wounded or otherwise incapacitated. (See also G.S. § 131E-155(a1))

AMBULANCE SERVICE. A publicly or privately owned enterprise that is engaged in the transportation of patients to emergency and/or nonemergency medical facilities.

BOARD. The Granville County Board of Commissioners.

CONTRACT EMS AGENCY. A municipal agency, including but not limited to Granville Health System, a municipal hospital organized pursuant to N.C. Gen. Stat. §131E-9(a), or a private, nonprofit organization which contracts with the county to provide emergency medical services as part of the county EMS system.

CONVALESCENT AMBULANCE SERVICE. Ambulance services provided to individuals who are medically stable and need transportation but are unable to utilize regular ambulatory style transportation. Such services normally include the transportation of medically stable patients who are unable to sit up to and from their home.

COUNTY. Granville County, North Carolina.

DEPARTMENT. Granville County Department of Emergency Medical Services.

ADMINISTRATOR. Granville County Department of Emergency Medical Services Administrator or his/her designee.

EMERGENCY MEDICAL SERVICES or EMS. Services rendered by emergency medical services personnel as defined in G.S. § 131E-155(7) in responding to address an individual's need for immediate emergency medical care in order to prevent loss of life or further aggravation of illness or injury. (See also G.S. § 143-507(d))

FIRST RESPONDER. The first dispatched medical or rescue aid to arrive at the scene and provide emergency medical assistance to stabilize the patient while waiting for further medical aid and/or transport.

FRANCHISE. A permit issued by the county under the authority of G.S. § 153A-250 for the operation of an ambulance service.

MEDICAL DIRECTOR. The physician responsible for the medical aspects of the management of the Granville County EMS System. (See also 10A NCAC 13P .0102 (34))

NON-EMERGENCY AMBULANCE SERVICE. Ambulance services other than those provided by the Granville County EMS System or a licensed specialty care transport program. Such services normally include transportation of medically stable patients to health care facilities, medical offices and facilities and long-term care facilities.

OEMS. The Office of Emergency Medical Service of the North Carolina Department of Health and Human Services, Division of Health Service Regulation.

OEMS RULES. North Carolina Administrative Code rules codified at 10A NCAC 13P, Emergency Medical Services and Trauma Rules.

PEER REVIEW COMMITTEE. The committee established under 10A NCAC 13P .0408 for the Granville County EMS System.

PREMIS SYSTEM. The Pre-Hospital Management Information System established by OEMS.

SPECIAL EVENT. An event conducted by a public or private agency involving participation of persons in such numbers or in such circumstances where the presence of additional emergency medical or ambulance services resources are requested by the event sponsor or deemed necessary by the Department.

SPECIALTY CARE TRANSPORT PROGRAM. A program designed and operated for the provision of specialized medical care and transportation of critically ill or injured patients between health care facilities or between such facilities and residences or residential facilities. (See also 10A NCAC 13P .0102 (45))

SYSTEM. The Granville County Emergency Medical System.

§ 111.03 GRANVILLE COUNTY EMERGENCY MEDICAL SYSTEM.

(A) Composition. The Granville EMS System shall consist of the Department, contract EMS agencies, first responders, and the Granville County 911 emergency telecommunications system, to the extent it is utilized for the provision of emergency medical care, and the Granville County EMS Peer Review Committee.

(B) Duties of the Department. The Department will enforce the regulations set forth in this chapter and will perform related function, such as:

- (1) Establish performance standards for the EMS system;
- (2) Negotiate and prepare agreements for approval by the Board for such contract EMS agencies as may be necessary for effective delivery of emergency medical services with the EMS system;
- (3) Inspect the premises, vehicles, equipment and staff qualifications of contract EMS agencies and franchisees to ensure compliance with this chapter and applicable regulations;
- (4) Maintain access to records related to credentials of all personnel within the EMS system; and
- (5) Screen and evaluate all franchise applications from ambulance service providers and monitor franchisees, specifically:
 - (a) Make recommendations to applicants when information is incomplete or otherwise fails to meet chapter requirements;
 - (b) Present the Department's evaluation of franchise applications to the Board and recommend grant or denial of franchises;
 - (c) Recommend that the County Manager suspend a franchise or impose other sanctions under this chapter when it determines a franchisee to be in violation of this chapter; and
 - (d) Investigate complaints from the public and agencies or health facilities related to franchised ambulance services.

(C) Duties of the Administrator. The Administrator, or his/her designee, shall:

- (1) Direct and oversee operational aspects of the EMS system;
- (2) Report to the Board on the state of the EMS system, non-emergency ambulance services, and convalescent ambulance services in Granville County;
- (3) Present ambulance franchise applications to the Board;
- (4) Promulgate policies and procedures related to the operation of the system and declarations of emergency applicable to system, non-emergency ambulance providers, convalescent ambulance providers, and specialty care transport providers;
- (5) Provide, coordinate, approve and oversee the provision of emergency medical services for special events as designed herein;

(6) Promulgate operational and clinical performance measures by which the system is evaluated and publicly reported; and

(7) Establish fees associated with this chapter in accordance with the following:

- (a) Within 60 days after the acceptance of the franchise as set out herein, the franchisee shall submit to the county a proposed schedule of rates and charges for the operation of an ambulance service. The county shall within 30 days thereafter either accept or reject the proposed rates. If the county rejects the rates, the franchisee and the county shall negotiate for an acceptable rate, and if the agreement is not reached within 30 days after the rejection by the county, the county may terminate the franchise; and further, any rate increase sought by the franchisee will be filed with the county 60 days before it is to be effective; and if the county takes no action or approves the increase, it will go into effect on the date specified in the filing. If the county takes action by resolution to disapprove the increase, the proposed rate increase shall not be effective.
- (b) No ambulance service shall attempt to collect rates on emergency calls until the patient has reached the point of destination, has received medical attention and is in a condition deemed by the physician fit to consult with the ambulance service; but such service may attempt to collect rates with family or guardian of the patient once the patient is in the process of receiving medical attention.
- (c) On nonemergency calls or calls where a person requires transportation to a nonemergency facility, attempts to collect payments can be made before the ambulance begins its trip.

§ 111.04 AMBULANCE SERVICE FRANCHISES.

(A) Purpose. The best interests of the citizens of Granville County are served by franchising non-emergency ambulance service, convalescent ambulance services, and specialty care transport services to assure adequate and continuing ambulance service and to preserve, protect, and promote the public health, safety and welfare. (See also G.S. § 153A-250(a))

(B) Franchise required. No person may furnish, operate, conduct, maintain, advertise or otherwise engage in or profess to be engaged in the provision of non-emergency ambulance service, convalescent ambulance service, or specialty care transport service within the geographic boundaries of Granville County unless the person has been either granted a franchise to do so by the Board pursuant to this chapter or exempted from a franchise pursuant to this chapter.

(C) (1) No franchise shall be required for the provision of emergency ambulance service within Granville County. The provision of emergency advanced life support ambulance service is the sole responsibility of the Granville County EMS System. Therefore, no franchise shall be required for operation of ambulances by:

- (a) A contract EMS agency as defined in this chapter; or

(b) An entity rendering assistance to the system at the request of the Administrator during a major emergency or when system resources are insufficient resources to meet the needs of the community for EMS or non-emergency ambulance service.

(2) No franchise shall be required for the provision of ambulance transportation by a specialty care transport program operated by a hospital that is physically located within the geographic limits of Granville County.

(3) The county may limit the number of ambulance franchises awarded consistent with the needs of the community. The county expressly reserves the right to amend, suspend, or revoke a franchise for any reason.

(D) Application for franchise. Application for a franchise to provide non-emergency ambulance services, convalescent ambulance services or specialty care transport services in Granville County shall be made upon forms prepared or prescribed by the Department and shall contain:

(1) The name and address of the applicant, who shall be the owner of the entity and any ambulances to be operated under the franchise. If the owner is a limited liability company, corporation, limited partnership, or other entity created by a filing with a governmental entity, a certified copy of the articles of incorporation, articles of organization, or similar required formation filing must be attached.

(2) The address of the location in Granville County where the applicant will maintain a base of operations; provided, however, the same shall be provided within six months after approval of the franchise application,.

(3) The trade names under which the applicant does business, with a certified copy of an assumed name certificate stating such name.

(4) Training, credentials and experience of the applicant, its agents and employees related to operation of non-emergency ambulance services and patients care.

(5) A description of each ambulance owned or operated by the applicant, including chassis manufacturer, ambulance maker, year of manufacture, vehicle identification number, and NCOEMS permit number, if already permitted. A franchise may not be granted to applicant who owns/leases no ambulance vehicles.

(6) An inventory of all equipment that will be carried aboard each ambulance. This equipment may not exceed the scope of practice of an EMT-Basic except when franchised by the Board of County Commissioners of another county to provide services in excess of the EMT-Basic scope of practice.

(7) The location and description of places of business in Granville County where the applicant intends to locate ambulances.

(8) A description of the applicant's capability to provide non-emergency ambulance services on a 24-hour per day, seven-day per week basis.

(9) An official criminal record of the applicant if a sole proprietorship, of any partners if the applicant is a partnership, or any officers, directors, or managers of the applicant if a corporation or other business entity.

(10) A statement that the applicant will not discriminate as to any person with regard to sex (including pregnancy, gender, sexual orientation, gender identity or expression or transgender status), race, color, religion, national origin, age, disability, genetic information, veteran status, or any other legally protected characteristic.

(11) The applicant shall provide reviewed financial statements performed by an independent CPA in accordance with the Statements on Standards for Accounting and Review Services (SSARSS) issued by the American Institute of Certified Public Accountants, Inc. (AICPA) Accounting and Review Services Committee (ARSC) or a similar standard generally recognized in the accounting profession.

(12) A certificate of insurance currently in force, issued by an insurance company licensed to provide insurance in the State of North Carolina evidencing the following insurance coverage:

(a) Vehicle insurance. For every ambulance owned or operated by or on behalf of the applicant providing for the payment of damages in the sum of \$1,000,000 per accident for injury to or death of individuals in accidents resulting from any cause for which the owner of said vehicle would be liability on account of liability imposed on him/her by law, regardless of whether the ambulance was being driven by the owner, his/her agent, or any other person.

(b) General liability insurance. Covering all operations with coverage including but not limited to bodily injury and property damage liability to protect the applicant, applicant's employees, agents, contractors and any other person or entity performing work or providing services hereunder, from claims of bodily injury or property damage which arise from operations and services provided under this franchise, whether such operations and services are performed by the applicant, its employees, agents, contractors, or any other person performing work or providing services under this franchise. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/\$3,000,000 aggregate and \$500,000 property damage each occurrence/\$1,000,000 aggregate. The liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage and shall be an occurrence-based policy.

(c) Applicant will maintain Workers Compensation Insurance at the statutory limits in compliance with applicable State and Federal laws.

(d) Applicant will be covered by professional liability insurance covering with policy limits not less than \$1,000,000 per claim and \$3,000,000 annual aggregate for acts, errors, or omissions in the rendering of or failure to render professional health care services under the terms hereof. If coverage is provided on a "claims made" basis at any time during the term of this franchise, applicant shall purchase such tail coverage as may be necessary to ensure that coverage in the amounts listed above is provided for all professional health care services of applicant performed at any time this franchise is in effect.

(e) Original certificates of such insurance will be furnished and shall contain the provision that the county will be given thirty (30) days written notice of any intent to amend or

terminate by either the applicant or the insuring company. The county shall be named an additional insured under the commercial general liability policy.

(13) A notarized statement certifying that the applicant (i) is not debarred from receiving Medicare or Medicaid programs; (ii) is not currently the subject of debarment proceedings; (iii) is and will remain in compliance with this chapter, OEMS rules and all applicable state and federal statutes and regulations; and, (iv) has no suits, claims, actions or legal, administrative, arbitration, or other proceedings or governmental investigations pending or threatened against the applicant except as shown on said notarized statement.

(E) Departmental review. Upon receipt of a complete application for a franchise, the Department will:

- (1) Review the application for completeness and compliance with this chapter;
- (2) Cause such investigation to be made as the Department deems necessary;
- (3) Determine whether the applicant meets the requirements for the award of a franchise under this chapter;
- (4) Make a recommendation to the Board of County Commissioners on whether to grant the application for franchise; and
- (5) Schedule a public hearing before the Board after providing all required public notices.

(F) Board action. The Board may grant a franchise upon finding the following fact:

- (1) The public will be served by granting the applicant a franchise, consistent with the policy set forth in § 111.01 of this chapter;
- (2) The application is accurate, complete and correct;
- (3) The applicant has produced adequate evidence of its ability to provide adequate and responsible non-emergency or convalescent ambulance service, and evidence that no owner, operator, agent or employee has been debarred from the Medicare or Medicaid program, or any other public benefit program of the United States or any other state; and
- (4) The applicant holds all necessary licenses and permits from OEMS or will be fully qualified to obtain all necessary licenses and permits upon the award of the franchise.

(G) Conditions of franchises granted by the Board.

- (1) A franchise issued by the county shall be valid for the term specified by the Board, not to exceed five years.
- (2) A franchise may be extended for one or more consecutive additional terms of the same number of years for which it was initially granted provided that at least 120 days prior to the end of each then current franchise term the applicant submits a written application, renewal fee, certification that the applicant has been continuously in compliance with all county and OEMS requirements and retains all necessary licenses and permits from OEMS, and such other

information as the county may reasonably require to confirm continued compliance with all applicable then current local, state, and federal legal requirements.

(3) No franchise may be sold, assigned, or transferred to or in any way vest in any person other than the applicant to whom the franchise is granted.

(4) The applicant must maintain continuous insurance coverage in the amounts specified in division (D) above and submit new insurance certificates when coverage is changed or renewed.

(5) Any change of ownership of a franchised ambulance service, including the acquisition of more than 10% of the ownership interests in any entity including, but not limited to, a corporation, limited liability company, or partnership, by an individual or other legal person not named as an owner in the original application, shall be considered a material change necessitating a new franchise application and issuance of a new franchise.

(H) Administrative requirements for franchised ambulance providers. Each franchised ambulance provider must:

(1) Affiliate with the Granville County EMS system.

(2) Submit data to the PreMIS system, CIS, and the Department, as required by OEMS or the Department.

(3) Permit representatives of the Department to inspect vehicles, facilities, personnel, and records at times and in locations specified by the Department.

(4) Employ, contract, or otherwise obtain the services of a medical director, as required by OEMS rules. The county's Medical Director shall not serve as the medical director for any franchised ambulance service.

(5) Immediately transfer to the appropriate 9-1-1 center any call which reasonably appears to require emergency medical services or advanced life support services, including but not limited to Medical Priority Dispatch System classifications of CHARLIE, DELTA, or ECHO.

(6) Submit a plan for delivery of the following services to the Department, not later than June 30 of each year:

(a) Medical direction of the franchised service and the development and enforcement of medical protocols consistent with OEMS rules and Granville County EMS System protocols.

(b) Receiving calls and dispatching ambulances, including the criteria for screening calls, identifying calls not appropriate for their franchised level of response, and referring those calls to the appropriate 9-1-1 center.

(c) Continuing education for every level of EMS personnel provided by the franchisee.

(d) Employee background checks to assure that personnel employed in the delivery of franchised ambulance services have acceptable criminal and driving records.

(e) Radio communications between ambulances, dispatch points and hospitals, as described in OEMS rules. Cellular telephone or other common carrier services may only be used as secondary communications for non-emergency ambulance service providers. If the franchise

is not using the North Carolina State Highway Patrol VIPER system, the franchise shall provide county with a copy of the license(s) issued by the Federal Communications Commission authorizing the use of license frequencies.

(f) Telephone communications, including at least one land-line telephone which shall provide 24-hour per day access to ambulance dispatch service.

(g) Assuring that vehicles, personnel, equipment, and operating procedures are in compliance with applicable OEMS rules and statutes.

- (i) Immediately notify the Administrator in writing if it becomes debarred or experiences any loss of status or ability to receive and act as a Medicare or Medicaid provider and shall further provide the Administrator an annual written statement certifying as to any suits, claims, actions or legal, administrative, arbitration, or other proceedings or governmental investigations pending or threatened against the franchisee.

(I) Operating requirements for non-emergency ambulance services.

(1) Franchisees shall maintain all licenses and permits required by OEMS and shall at all times be in compliance with OEMS rules.

(2) Except when providing emergency services to the EMS system during a period of major emergency, as directed by the Administrator, or in other situations where the life or health of a patient so require, non-emergency ambulance providers shall not operate ambulances vehicles using emergency warning equipment (red lights and sirens) in Granville County.

(3) In any circumstances where emergency warning lights and sirens are used by a non-emergency ambulance provider (except a specialty care transport provider) without prior authorization by the Administrator, the manager or owner of the franchise shall file a report with the Administrator disclosing the date, time, location, and justification for use of emergency warning equipment. Inappropriate use of emergency warning equipment by non-emergency ambulance providers may constitute grounds for sanctions or revocation of the franchise. This requirement does not apply to ambulance transports originating outside of Granville County.

(4) The Administrator may promulgate operational performance standards for non-emergency and convalescent ambulance services, which apply to all franchisees.

(5) Upon the Administrator's declaration of major emergency, the Administrator may restrict or suspend non-emergency and convalescent ambulance operations in order to make ambulances available to the system. The Administrator shall promulgate and publish major emergency procedures, which will include reasonable compensation to nonemergency and convalescent ambulance services for such services provided to the county.

(6) Franchisees must make its records, premises and equipment available for inspection by the Administrator during normal business hours after reasonable notice to the franchisee, in order to insure compliance with this chapter and any franchise granted hereunder. Franchisee must permit the Administrator to inspect any ambulance and interview the personnel assigned thereto at any time and without prior notice except while the ambulance is actually transporting a patient.

(7) Reporting requirements.

(a) Annually, at least 45 days prior to the anniversary date of the issuance of the franchise, the franchisee shall report to the county in writing and under oath its compliance with this chapter, OEMS rules, and applicable state statutes during the previous year.

(b) Monthly, franchisees must submit to the Administrator a report that details the following information concerning the prior month of operation:

1. Number of requests for ambulance transportation;
2. Number of patients transported;
3. For requests for service scheduled in advance, the percentage of on-time arrivals and the average delay for those calls for the ambulance did not arrive on time;
4. For requests for service not scheduled in advance (either immediate or as soon as possible), the 90th percentile interval between the time of the requests and the arrival of the ambulance at the curb side of the building for which the request was made;
5. Written details of any critical vehicle failure (failure of a vehicle after dispatch to a request for service or while transporting a patient);
6. Written details of any vehicle collision after dispatch to a request for service or while transporting a patient; and
7. Number of calls to the service deemed to be emergent and referred to a 9-1-1 center for disposition.

§ 111.05 ENFORCEMENT; VIOLATION; SANCTIONS.

(A) The Department shall monitor and initiate enforcement of this chapter.

(B) Administrative remedies. In the event of a violation of any section of this chapter or of any term or condition of a franchise issued hereunder, the violator may be assessed a penalty by the County Manager in the amount of \$500 or for each violation. Each day that a violation continues shall be deemed a separate violation. Notice of assessment of penalties may be appealed to the County Manager within 20 days of receipt of the notice, and the County Manager will schedule and hold a hearing on the assessment. Penalties may be recovered in the nature of a debt and the county may suspend or revoke a franchise, if the violator does not pay the penalty within ten days after being notified of the hearing decision. (See also G.S. § 153A-123(c) and (g))

(C) Civil actions. The county may seek an injunction, abatement order, or other appropriate equitable or legal remedy to insure compliance with this chapter. (See also G.S. § 153A-123(d))

(D) Criminal penalties. Nothing herein shall prevent the county from initiating criminal action against any individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation, or any other legal or commercial entity for violating any provision of this chapter or any term or condition of a franchise granted hereunder as provided in G.S. § 14-4. (See also G.S. § 153A-123(b))

§ 111.06 TERRITORIAL JURISDICTION.

The provisions of this chapter shall apply to all areas within the geographic boundaries of Granville County, including areas within a municipality unless the municipality's area has been specifically excluded by the Board. (See also G.S. § 153-250(c))



Granville County Planning & Zoning

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

To: Board of Commissioners
From: Katelynn Hart
Department: Planning & Zoning
Date: June 5, 2023
Title: Planning Matters- Quasi-Judicial Major Special Use Hearing

PURPOSE:

The purpose of the quasi-judicial hearing is to hear public comments on the following major special use application:

BACKGROUND:

Cellco Partnership d/b/a Verizon Wireless is requesting a major special use permit to place a 199' lattice wireless communication tower with a fenced equipment compound on property owned by Lawrence and Anita Dixon. The property is zoned Agricultural Residential 40 (AR-40). The property that the wireless communication tower would be located on is specifically identified as tax parcel map number #096600067049.

Attachments include: (1) Copy of Cityscape Review and Opinion dated 4-25-23; (2) Copy of Major Special Use Application Site Plan, and Additional Support Material; (3) Copy of Written Response to Conditions for Permit Approval signed by applicant; (4) Copy of Section 32-1101 of the Granville County Land Development Code (LDC); and 5) Copy of vicinity map prepared by zoning staff.

RECOMMENDATION:

Hold quasi-judicial hearing on special use application on June 5, 2023.

ATTACHMENTS:

Major Special Use Permit

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
Fax (919) 693-6794

LEGAL NOTICE OF EVIDENTIARY HEARING

The Granville County Board of Commissioners at their meeting on Monday, June 5, 2023 will hold an evidentiary hearing at 7:00 PM or later at the Granville Expo and Convention Center at 4185 US Highway 15 South, Oxford, N.C. 27565.

The purpose of the evidentiary hearing is to hear public comments on the following major special use application:

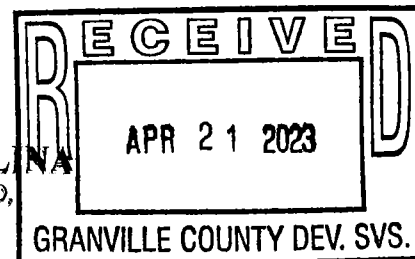
Major Special Use Application

**SU-1-2023 Cellco Partnership d/b/a Verizon Wireless, Applicant,
property off of Lester-McFarland Road**

Cellco Partnership d/b/a Verizon Wireless is requesting a major special use permit to place a 199' lattice wireless communication tower with a fenced equipment compound on property owned by Lawrence and Anita Dixon. The property is located off of Lester-McFarland Road. The property is zoned Agricultural Residential 40 (AR-40). The property that the wireless communication tower would be located on is specifically identified as tax parcel map number #096600067049.



COUNTY OF GRANVILLE, NORTH CAROLINA
145 WILLIAMSBORO STREET, POST OFFICE BOX 877, OXFORD,
NORTH CAROLINA 27565



OFFICE OF THE COUNTY PLANNING DEPARTMENT
(919) 603-1331

SPECIAL USE PERMIT APPLICATION

Date: 4/12/23

Applicant: Cellco Partnership d/b/a Verizon Wireless Telephone: 704-577-8785 (Michael Haven);
Address: 8921 RESEARCH DR, Charlotte, NC 28262
Property Owner: Lawrence Dixon Telephone: 336-599-4792
Address: 7133 Lester McFarland, Oxford, NC 27565

1. Application is hereby made for permission to: Installation of a 195' antenna support structure within a 70x70 fenced compound within a 10,000 sq. ft. leased area; to include access
2. The building or land is located: Lester McFarland Road, Oxford, NC
3. The intended use of the building, structure, or land would be a special use telecommunications in the AR-40 District and is describe as follows: agricultural use
4. Please provide the following information: (attach additional sheets if necessary)
 - 1) Please list all specific conditions applicable to the proposed use as required in Article III of this Chapter. Indicate whether the condition will be met, and if so, how. a) will not materially endanger the public health, safety or general welfare; b) meets all required conditions and c) if developed according to plans will be in harmony with the area
 - 2) Please identify and explain the size, location, and condition of all access roads, entrances, and exits as they relate to automotive and pedestrian safety, convenience, traffic flow, control, and access in case of fire or other emergency. Access drive for ingress, egress and utilities 505+/- long and 30' wide and described on sheets 2 and 3 of attached survey.
 - 3) Please identify the number, size, and locations of parking, loading, refuse, and other service areas. Please explain how these items will not have a negative impact on the safety, convenience, and access in emergency. Please identify any negative economic impacts, glare, odor, or other impacts on adjoining properties and explain what steps you will take to minimize these effects. The proposed project is a telecommunications facility and there is no planned regular parking associated with the operations. Occasional maintenance and/or repair vehicles only.
 - 4) Please identify what, if any, changes may be required to utilities, school, fire, police, ambulance, and other necessary public and private facilities

and services in order to accommodate the proposed use. _____
Not applicable.

5) Please provide a site plan showing the location and arrangement of the use on the site, including screening, buffering, landscaping, and pedestrian ways. How do these items differ from neighboring properties? Site
Plan attached, page L1 includes screening and landscaping required

6) Please identify the type, size, and intensity of the proposed use, including hours of operation, number of people utilizing the use, increased traffic, and other effects. How do you expect these effects to impact the neighboring properties and community? Not applicable.

5. Include with the application, the following:
- a. **Site Plan**
 - b. **Letter of approval from Granville County Health Department, if applicable**

6. After completing, sign the statement below:
- I certify that I am the owner, or have the consent of the owner and act on his behalf in applying for this permit. I agree that this permit, if granted, is issued on the presentation made herein and that this permit may be revoked in the event of any breach of representation or noncompliance of conditions of the permit.**

4/12/23 Victoria M. Farmer Digitally signed by Victoria M. Farmer
Date: 2023.04.12 11:25:00 -04'00'
Date Applicant's Signature

.....

Fee paid\$_____ Date & Time of Public Hearing._____

Dates Public hearing Advertised:_____

Permit: Approved:_____ Denied:_____

Reasons:_____

Approved with the following conditions:_____

Date Chairman, Board of Commissioners Special Use Permit#

**Telecommunications Site Review
County of Granville, North Carolina
New Wireless Structure**

CityScape
CONSULTANTS, INC.

2423 South Orange Avenue, #317
Orlando, Florida 32806
Tel: 877.438.2851

April 25, 2023

Mr. Barry Baker, Planning Director
Granville County Planning & Zoning Department
122 Williamsboro Street
Oxford, North Carolina 27565

APPLICANT/PROVIDER: Celco Partnership d/b/a Verizon Wireless

SITE ID: #678584 / "Jaguar"

ADDRESS: Lester-McFarland Road, Oxford, NC 27565

LATITUDE: 36° 24' 24.52" N **LONGITUDE:** 78° 47' 36.93" W

STRUCTURE: 195-foot Lattice Tower plus 4-foot Lightning Rod

Dear Mr. Baker,

At your request, on behalf of Granville County, North Carolina ("County"), CityScape Consultants ("CityScape"), in its capacity as telecommunications consultant for the County, has considered the merits of an application submitted by Faulk & Foster on behalf of Celco Partnership, d/b/a Verizon Wireless ("Verizon" or "Applicant"), to construct a new one hundred ninety-nine (199) foot *lattice tower* structure. The tower itself will be 195 feet high, topped by a four-foot lightning rod, thus increasing the overall height to 199 feet above ground. The tower will serve as the antenna-supporting structure for Verizon, and according to the Applicant, "is being designed to support no less than three additional future collocations."¹ The centerline height of the proposed Verizon antennas will be one hundred and ninety (190) feet. As stated by the Applicant, the new facility is intended to "provide Verizon's coverage along Walnut Grove Road and Baxter Huff Road between the Towns of Oxford and Roxboro."² The underlying property, zoned AR-40, is owned by Lawrence Dixon, and is located at 7133 Lester-McFarland Road, Oxford, NC 27565, see *Figure 1*.

Future collocators may be expected at this site, being that there is a lack of tall communications towers in this part of the County. There are three carriers other than Verizon providing service in Granville County – AT&T, T-Mobile and US Cellular, a total of four carriers, all of which would be accommodated by the proposed tower. Dish Wireless, a relatively new addition to the list of nationwide wireless providers, is in the process of building its 5G network, but its plans and timetable to bring service to Granville County are unknown at this time. The Applicant is proposing to provide 5G service as well as 4G LTE service from this requested installation.

According to the submitted Construction Drawings (Revision 5 dated 10/11/2022), the Applicant will install nine (9) antennas which will be mounted on antenna sector mounts (three antennas per mount) attached to the tower. The antennas' center of radiation will be 190 feet

¹ From Applicant's *Ordinance Compliance Statement and Narrative* submitted November 2, 2022.

² From Affidavit dated January 26, 2023 by John Yeagley, Site Acquisition Manager with Chase Real Estate Services.

**Telecommunications Site Review
New Wireless Structure**

above ground. Also, six (6) Remote Radio Units (RRUs), (two per sector) will be installed on the sector mounts. In addition, a microwave dish antenna will be installed on one of the sector mounts. See *Figure 2*.

The proposed 70' x 70' ground equipment compound is sufficiently sized to accommodate additional wireless equipment for up to four (4) other carriers, with additional room for a proposed 50-kilowatt emergency generator, see *Figure 3*. The Applicant's ground equipment will consist of the generator, two large site service cabinets, an H-frame for mounting smaller equipment, and a waveguide bridge for the feed cables, see *Figure 4*. The Applicant proposes to install along the ground compound perimeter an eight (8) foot high chain link fence topped with three strands of barbed wire. In addition, the existing electric fence will be rerouted to secure the compound; the new sections of electric fence will match the existing ones in appearance and height.

For a new wireless communications facility to be justified, its need, location and height must be addressed. The Applicant provided Verizon's search ring, see *Figure 5*, and "before" and "after" coverage prediction maps in the Application, see *Figures 6 and 7*. The proposed site is verified to be within Verizon's search ring. The proposed Verizon facility is needed to fill in a service gap, as shown in *Figure 6*. Being that this gap exists between the two nearest existing macro sites 4.3 miles north and 5.3 miles south of the proposed site, the proposed antenna height of 190 feet is justified in this case. In both maps, the color green (-85 dBm) represents in-building cell coverage; yellow (-95 dBm) shows in-vehicle but not necessarily in-building cell coverage; red (-105 dBm) represents mostly outdoor only cell coverage and no coloration represents no cell coverage. The "before" map shows almost no signal service above outdoor coverage in the target area. As can be seen by the "after" map (*Figure 7*), substantial improvement in the coverage gap would be made in all three situations.

Also provided was an RF Exposure Study demonstrating that the RF emissions exposure levels would be less than 5% of the FCC public exposure limit at any point on the ground. However, the study was conducted under the assumption that the Verizon antennas would be at the top of a 260-foot tower. For a 195-foot tower, the exposure levels at ground would be somewhat higher but would still be well within the FCC Radio Frequency energy exposure standards. In addition, the Applicant provided photosimulations of the proposed tower, but they appear to have been done for a 260-foot tower rather than the 195-foot tower now proposed.

The Applicant has not submitted a letter from Verizon stating that it will comply with the interference mitigation requirements in the FCC Rules, as required by the County Ordinance, if interference occurs..

According to the construction plans, the tower will be located at least 360 feet from the nearest property line to the east, see *Figure 8*. The Applicant has proposed that the tower be engineered for a fall radius of one hundred and fifty (150) feet, but the Applicant has not submitted a signed and sealed letter from a structural Professional Engineer stating such.

**Telecommunications Site Review
New Wireless Structure**

The Federal Aviation Administration's (FAA) letter of Determination of No Hazard (DNH) to airspace navigation sent to the Applicant specifies a 309-foot tower at the proposed tower location; furthermore, the DNH contains a condition that the structure is to be marked and lighted as per FAA requirements. At any height above 200 feet, and in some cases at heights below that, a structure would have to be equipped with aviation obstruction lights. The Applicant reduced the height of the proposed tower to 199 feet after notifying the FAA for 309 feet. CityScape ran an FAA notification screening for 199 feet using the FAA's OE/AAA on-line Notice Criteria Tool and it indicated that notification to the FAA would not be required at that height, and thus no aviation obstruction lighting and marking may not be required. However, a favorable finding by the OE/AAA Notice Criteria Tool is not conclusive. The Applicant should submit an FAA Determination of No Hazard at 199 feet stating that no lighting and marking are required. The FCC registration for the structure (ASR# 1323166) should also be revised for 199 feet.

The Applicant has not provided a reasonable justification for the use of an eighth priority site as per Section 32-572 of the County's Telecommunications Ordinance (nonconcealed freestanding wireless support structure on non-county-owned property). A more detailed explanation is provided in Appendix A.

For the reasons specified in this report, it is our opinion that a new tower for a future Verizon wireless installation located in the vicinity of the proposed site is justified and is supported by generally accepted and adequately demonstrated technological reasons. CityScape agrees that the new wireless facility is essential in order for the Applicant to alleviate an existing service coverage gap and to improve their existing communications service in the areas shown in the coverage maps.

The question of whether or not the Applicant has satisfied the requirements of Section 32-572 regarding priority sites is left to the judgment of the County.

Should the County approve the Application, the following conditions of final permitting are recommended:

1. The Applicant shall provide a final construction-ready set of Construction Drawings, signed and sealed by a North Carolina Professional Engineer; and,
2. The Applicant shall provide a structural analysis report signed and sealed by a North Carolina structure Professional Engineer, to confirming that the tower will support the Applicant's tower-mounted equipment and similar equipment for at least three (3) wireless carriers in accordance with the EIA/TIA-222-G (or 222-H if adopted by the County) structural standards.
3. The Applicant shall provide a letter from a structural Professional Engineer with the manufacturer of the tower stating that the tower will be engineered for a fall radius of 150 feet, and;

**Telecommunications Site Review
New Wireless Structure**

4. The Applicant shall submit a new Determination of No Hazard from the FAA for a structure height of 199 feet above ground, stating that the structure does not require aviation obstruction marking and lighting, and;
5. The Applicant shall submit a signed letter from a qualified person from Verizon stating that in the event that interference is caused to another telecommunications service, Verizon agrees to fully cooperate with the entity experiencing interference to identify and correct, to the extent reasonably possible, any issues caused by the Verizon installation.

We certify that, to the best of our knowledge, all the information included herein is accurate at the time of this report. CityScape only works for public entities and has unbiased opinions. All reviews are based on technical merit without prejudice per prevailing laws and codes. County staff should verify compliance with applicable building and fire codes prior to issuance of a permit for this modification. The Applicant is reminded that any equipment and/or mounting changes that differ from the submitted Construction Drawings must be filed with the City for review and approval.

Respectfully submitted,



B. Benjamin Evans
Senior Project Engineer
CityScape Consultants, Inc.



Susan Rabold
Project Manager
CityScape Consultants, Inc.

Appendix A

**Telecommunications Site Review
New Wireless Structure**

**NEW WIRELESS TOWER REQUIREMENTS, FINDINGS OF FACT, AND
CITYSCAPE'S RESPONSES TO APPLICANT'S EVIDENCE**

Re: Proposed Verizon Tower on Lester-McFarland, Road, Oxford, NC

Priority Siting – Sec. 32-572

In order to grant a special use permit to construct a new freestanding wireless support structure, the Board must find that the Applicant justified the selection of a site of the lowest priority, nonconcealed freestanding wireless support structure on non-county-owned land (#8). In order to find that the Applicant demonstrated why a site of higher priority was not selected, the applicant must have demonstrated to the satisfaction of this board the reason or reasons why such a permit should be granted for the proposed site and the hardships that would be incurred by the applicant if the permit were not granted for the proposed site.

The above-referenced eight orders of priority for constructing a new wireless support structure are set out in §32-572(a) of the County Ordinance as follows:

- (1) Attached concealed antenna onto an existing structure;
 - (2) Collocated antenna on existing freestanding wireless support structures;
 - (3) Attached nonconcealed antenna onto an existing structure;
 - (4) Freestanding wireless support structures on a site with an existing wireless support structures or tall structure;
 - (5) Concealed freestanding wireless support structures on county-owned property;
 - (6) Concealed freestanding wireless support structures on other property in the county;
 - (7) Nonconcealed freestanding wireless support structures on county-owned property;
 - (8) Nonconcealed freestanding wireless support structures on other property in the county.
- (b) If the proposed property site is not the highest priority listed above, then a detailed explanation must be provided as to why a site of a higher priority was not selected. The applicant(s) seeking such an exception must satisfactorily demonstrate the reason or reasons why such a permit should be granted for the proposed site, and the hardship that would be incurred by the applicant if the permit were not granted for the proposed site.

Applicant's Evidence of Compliance: From Page 2 of Ordinance Compliance Statement and Narrative provided by the Applicant on 4/4/2023: "Statement from Chase Real

**Telecommunications Site Review
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Estate Services has been revised to an affidavit format and is included in this response package. Within the affidavit, Chase states during the search for viable candidates, no existing structures, approved towers or county-owned property within the Verizon search ring were found that meet Verizon's coverage objectives. A Duke Energy transmission line was identified but was considered too short to meet Verizon's coverage objectives. This complies with Section 32.572(b)."

"With respect to the 'hardship' question, before and after coverage propagation [maps have] been provided. The report clearly demonstrates virtually no coverage that currently exists vs. coverage that will be present following the installation of the new facility. Per Verizon legal, 'The information is in the packet by virtue of the RF plots.' That said, there are limits as to what RF information the County can even request per state law. Verizon does not have to prove its case in advance. The way quasi-judicial hearings work is Verizon must prove its case at the hearing.' It is at Verizon's risk if the RF engineer does not show up at the hearing as Verizon must prove its case. Delaying the Special Use hearing while making this demand has created difficulties in Verizon's ability to stay within its required deployment schedule, contractual obligations to its vendors, as well as the ability to provide needed coverage for this area."

CityScape's Response: The Applicant proposes a non-concealed tower on private property, Number 8, last, in the order of siting priority ("Nonconcealed freestanding wireless support structures on other property in the county"). The search ring map provided by Verizon depicts a distorted circle of slightly over a mile radius. The proposed tower site is approximately 0.75 mile west of the center of the ring. The Site Acquisition Manager for Chase Real Estate Services, John Yeagley, in his affidavit states:

"During my search [for potential tower sites] I found no existing structures, approved towers or county-owned property within the Verizon search ring that meets Verizon coverage objectives. A Duke Energy transmission line was identified but was too short to meet Verizon's coverage objectives. In addition, and based upon my experience in the wireless industry, the Duke Energy transmission tower of the type within the search ring does not meet the structural requirements for Verizon's equipment."

In Google Earth images, these particular power poles do not appear to exceed 100 feet in height and thus are not suitable for a macro wireless site for Verizon. CityScape has searched tower database records and found no record of a tower within two miles of the proposed site. Based on the information in the Application and that which otherwise is available to CityScape, we believe the Applicant has no workable site options that are of a higher priority ranking.

The type of tower chosen by the Applicant is a self-supporting triangular cross-section lattice tower which is not concealed. Although there is no definition of a "concealed wireless structure" in the County Ordinance, it is generally regarded a structure on which the antennas and associated equipment are inconspicuously installed in a way so that the structure is not easily discernible as a wireless tower. Concealment options include:

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1) A concealed or shrouded monopole, sometimes disguised as a flag pole or otherwise appears as a bare pole. The antenna elements are mounted inside. This type of structure is not practical when installations require wider spacings between adjacent antennas than would fit inside the structure.

2) A monopole with the antenna elements mounted on the exterior and visually screened with cosmetic panels.

3) A “monopine”, made to have the appearance of a pine tree. Faux branches are attached to the monopine to cover the exterior-mounted antenna elements so that they are barely noticeable from the ground.

CityScape believes the Applicant has not justified the use of a lattice tower in accordance with the County’s Priority Siting provision; however, the type of structure that should be allowed is at the discretion of the County.

Regarding the “hardship” issue, CityScape believes that the lack of signal coverage depicted by Verizon’s propagation maps can be construed as a hardship. Furthermore, a local authority’s denial of a proposed solution to a coverage gap could constitute a prohibition of a wireless provider to develop its network, which is contrary to Federal law.

Security of the Wireless Facility – Sec. 32-573(a)

The Board must find that “[a]ll wireless support structures shall be located, fenced or otherwise secured in a manner that prevents unauthorized access. Specifically as follows:

(1) All antennas, towers and other supporting structures, including guy wires, shall be made inaccessible to individuals and constructed or shielded in such a manner that they cannot be climbed or run into; and

(2) Transmitters and telecommunications control points must be installed in a manner to be readily accessible only to persons authorized to operate or service them.”

Applicant’s Evidence of Compliance: From Page 3 of Ordinance Compliance Statement and Narrative from 11/3/2022: “Applicant will show on page C7 of the site plans included with this application the facility will be surrounded by an eight-foot chain link fence, topped with three strands 12 gauge galvanized barbed wire. Said compound will include a securely locked double gate to enclose all accessory equipment in compliance with this requirement.”

CityScape’s Response: The fence and 12-foot-wide locked gate proposed by the Applicant is standard for wireless towers and is effective for keeping intruders away from the tower, antennas and transmitting equipment, and still provides ready access to those authorized to operate and service them. The strands of barbed wire are angled 45 degrees outward to prevent an intruder from scaling them. Also, the existing electrified cattle fence on the property will be

**Telecommunications Site Review
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rerouted to protect the compound. Other deterrents available but not mentioned by the Applicant are an alarm system with motion sensor, surveillance camera and motion-activated lighting, and the use of privacy slats woven into the chain link fence fabric to make the fence more difficult to climb. CityScape believes the fencing proposed by Applicant satisfies the requirements of Section. 32-573 of the County Ordinance.

Signage – Sec. 32-573(b)

The Board must find that the wireless support structures shall contain a sign no larger than four square feet to provide adequate notification to persons in the immediate area of the presence of an antenna that has transmission capabilities. The sign shall contain the name(s) of the owner(s) and operator(s) of the facility, an emergency phone number(s), and FCC registration number, if applicable. The sign shall be on the equipment shelter or shed of the applicant and be visible from the access point of the site and must identify the equipment shelter of the applicant. The sign shall not be lighted unless the board shall have allowed such lighting or unless applicable provisions of law require such lighting. No other signage, including advertising, shall be permitted on any wireless support structure, unless required by law.

Applicant's Evidence of Compliance:, from Page 2 of Ordinance Compliance Statement and Narrative from 11/3/2022: "Applicant will show on page C11 of the site plans included with this application signage description and specification as required by law, including but not limited to FCC registration number and owner contact, will be placed on the access gate in compliance with this requirement."

CityScape's Response: According to the Construction Drawings, Applicant proposes no shed or shelter on the ground compound to mount signs onto; large weatherproof equipment cabinets will be mounted on concrete pads and smaller equipment will be mounted on an H-frame, which is a common configuration for newer wireless facilities. The Applicant proposes to post signs on the gate and the north tower face. The green "Information" sign required by the ordinance and proposed by the Applicant can accommodate all the information required under the ordinance, including the FCC registration number (if still applicable to the revised shorter tower). The drawing shows a separate sign for the FCC registration number (if applicable), but the registration number could be placed on the "Information" sign instead. Other signage is proposed by Applicant³, a few of which, if not mandated by law, are nonetheless strongly encouraged to promote safety. None are of an advertising nature. The drawing shows three RF exposure signs posted, but CityScape believes only the blue "Notice" sign would be sufficient to comply with FCC rules regarding RF signage due to the fact that RF exposure levels at ground level at the site will be far below FCC maximum permitted levels. Also, posting more than one category of RF exposure signage at the same location would tend to confuse the reader. The notice sign addressed to personnel authorized to work at the facility, in CityScape's opinion, is necessary for the safety of the workers. All signs shown in the Applicant's drawing are less than

³ Applicant's fence drawing shows a "No Trespassing" sign but it is not shown to be posted on the gate. At a typical wireless facility, a sign such as this would be mounted on a U-channel signpost that is driven into the ground alongside the drive access.

**Telecommunications Site Review
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four square feet. In addition to the signage discussed, a “Warning – High Voltage – Keep Out” sign is recommended. CityScape believes that the Applicant’s signage, augmented by our recommendations, will follow the intent of the ordinance and promote the safety of workers and the public. To more fully comply with the ordinance, the signs may need to be attached to one or more equipment cabinets, if possible.

Access to Site – Sec. 32-573(c)

The Board must find that the wireless support structure site, as proposed, will have an access road, turn around space, and parking sufficient to assure adequate emergency and service access. Maximum use of existing roads, whether public or private, shall be made to the extent practicable. Road construction shall at all times minimize ground disturbance and vegetation cutting. Road grades shall closely follow natural contours to assure minimal visual disturbance and reduce soil erosion.

Applicant’s Evidence of Compliance: from Page 2 of the Compliance Narrative from 11/3/2022: “Applicant will show on the site survey contained in the site plans provided with this application, on pages 2 and 3 the depiction and legal description of the non-exclusive access and utility easement; in addition, see also pages C8 and C8.1 for grading and erosion control in compliance with this requirement.”

CityScape’s Response: CityScape is only able to address what is shown in the Construction Drawings. The access road to the wireless facility will, to some extent, incorporate the paved roadway that already exists at the property. The existing road comes as close as about 440 feet (straight line distance) to the proposed parking area next to the facility. Applicant proposes to lay a gravel driveway 505’± leading up to the facility parking area. The site plans for the proposed site include parking for up to four vehicles including a turnaround area, both of which will also be gravel. CityScape concludes that the requirements of the Ordinance for road access, turnaround and parking would be met by the proposal.

Setbacks – Sec. 32-573(d)

The Board must find that the proposed wireless support structure shall be set back from abutting property lines and recorded rights-of-way by the following distances: a distance equal to the height of the wireless support structure or broadcast facility tower or structure or use breakpoint technology as provided for in subsection 32-579(8)a. Any accessory structure shall be located so as to comply with the applicable minimum setback requirements for the property on which it is situated.

Applicant’s Evidence of Compliance: From Page 3 of the Compliance Narrative from 11/3/2022: “Applicant will show on page C1.1 the placement of antenna support structure more than meets the requirement height of structure set back measurement as required by this Ordinance. A measured 150-ft fall zone radius is also depicted on this page in compliance with this requirement.”

**Telecommunications Site Review
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CityScape's Response: From Sheet C1.2 – Construction Drawings, CityScape has confirmed that the proposed location of the tower is at least 360 feet from the property line to the east of the site. Since this distance exceeds the proposed height of the tower, the ordained setback is met without the need for breakpoint design of the tower. Nevertheless, as shown in Sheet C1.2 the Applicant has proposed an engineered fall zone of 150 feet in its tower design, although the Applicant did not provide a letter from a structural Professional Engineer stating such. CityScape agrees this Finding of Fact is supported, but the forementioned letter should be provided.

Attached wireless support structures – Sec. 32-574

Not Applicable.



Figure 1 – Google Map showing Location of Proposed Tower

**Telecommunications Site Review
 New Wireless Structure**

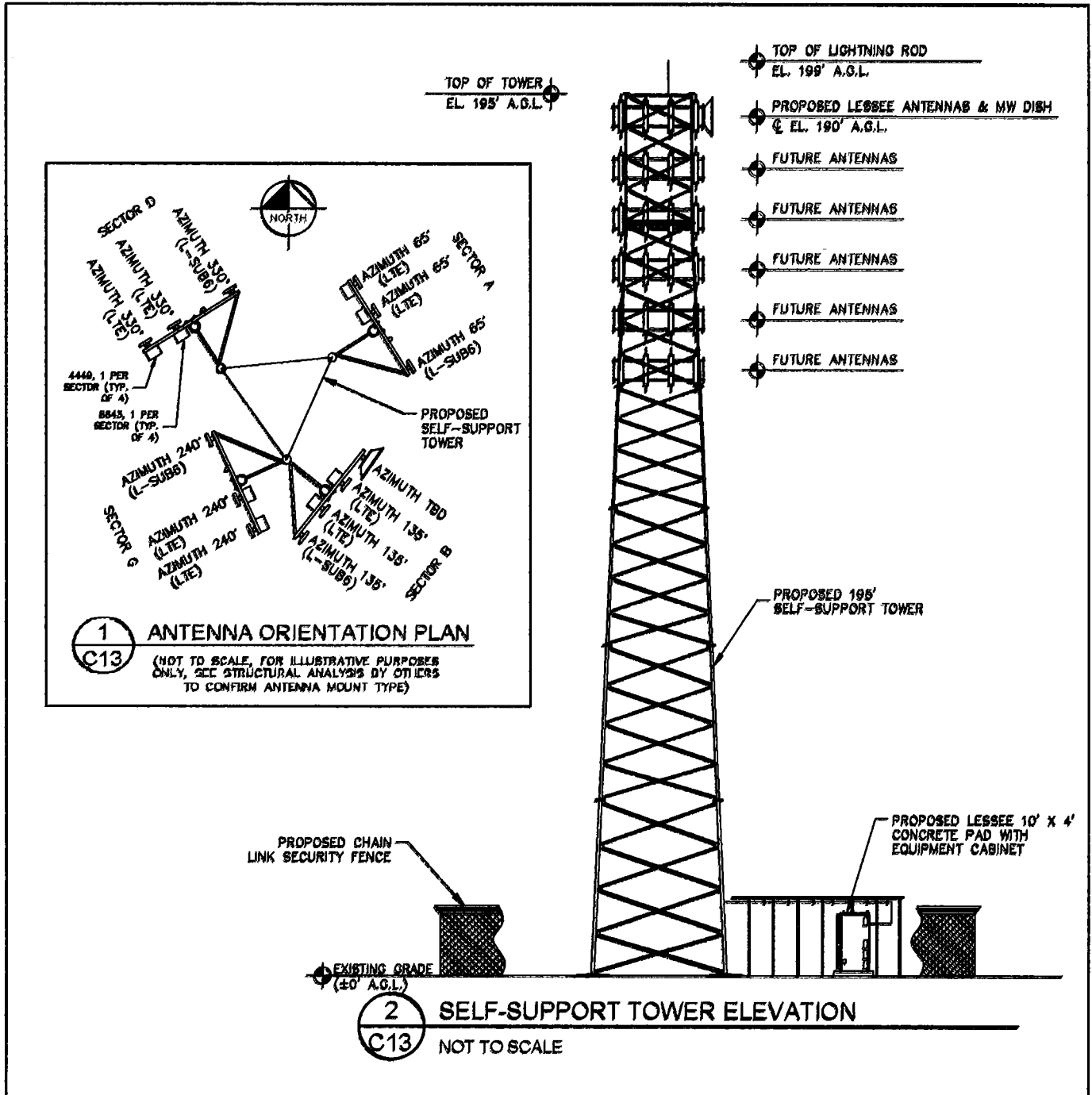


Figure 2 – Antenna Layout & Elevation Sketch

**Telecommunications Site Review
New Wireless Structure**

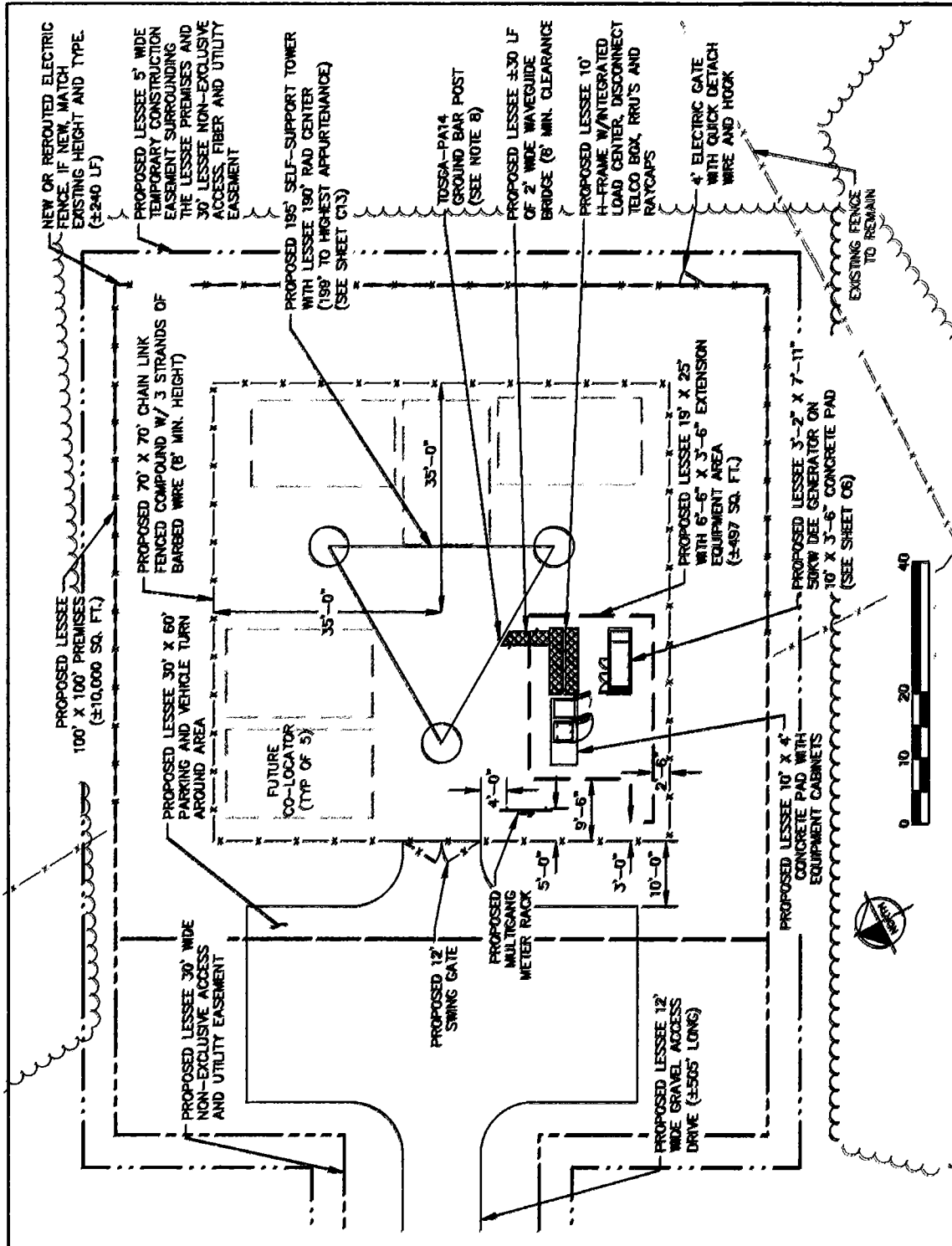


Figure 3 – Proposed Wireless Facility Site Plan

Telecommunications Site Review New Wireless Structure

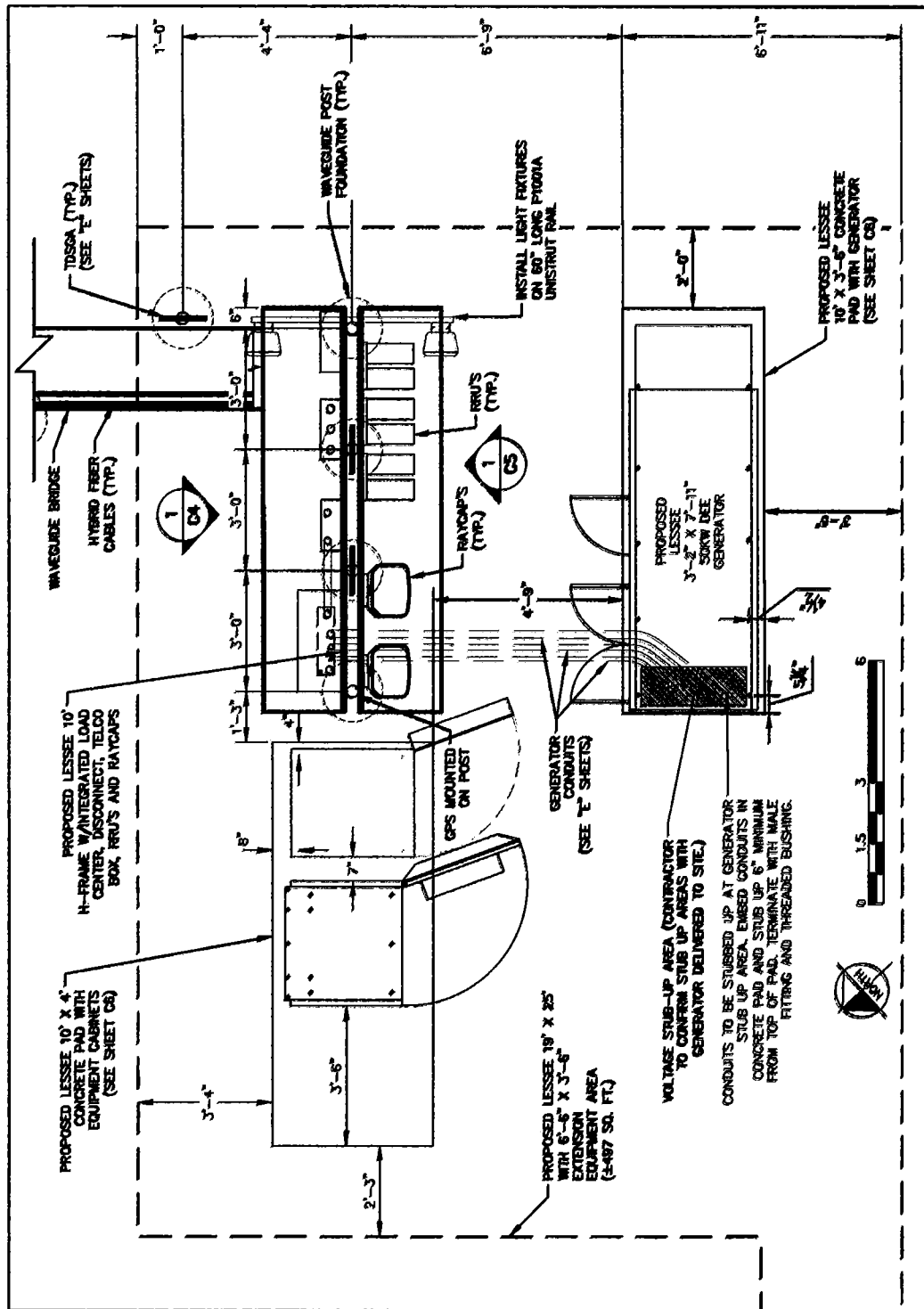


Figure 4 – Equipment Area Layout

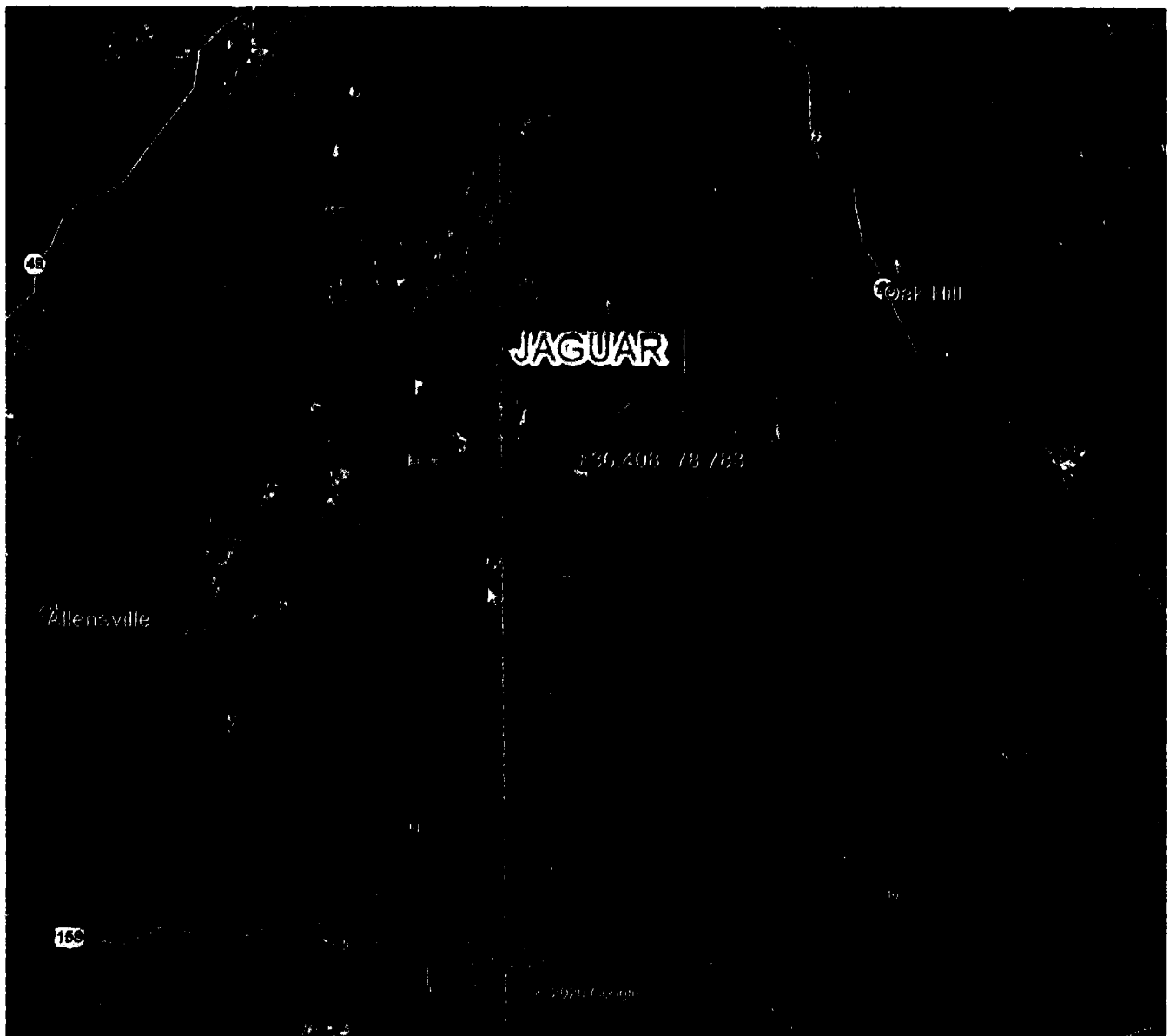


Figure 5 – Search Ring Provided by Verizon

Green and Magenta Sites are Existing Verizon Sites

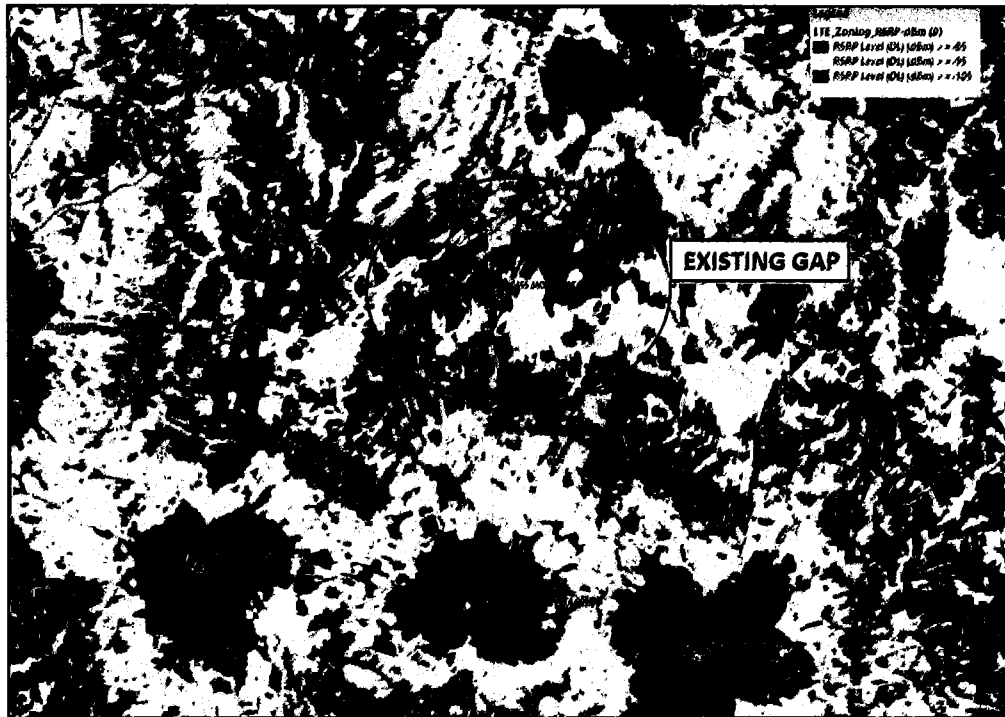


Figure 6 – Verizon Coverage without Proposed Facility

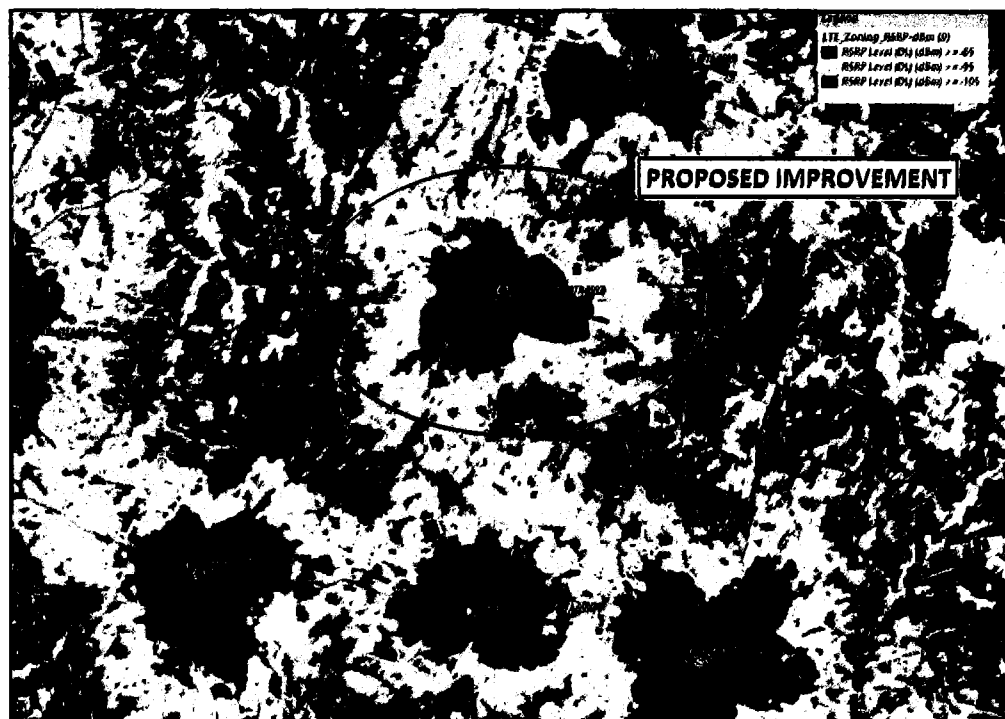


Figure 7 – Verizon Coverage with Proposed Facility

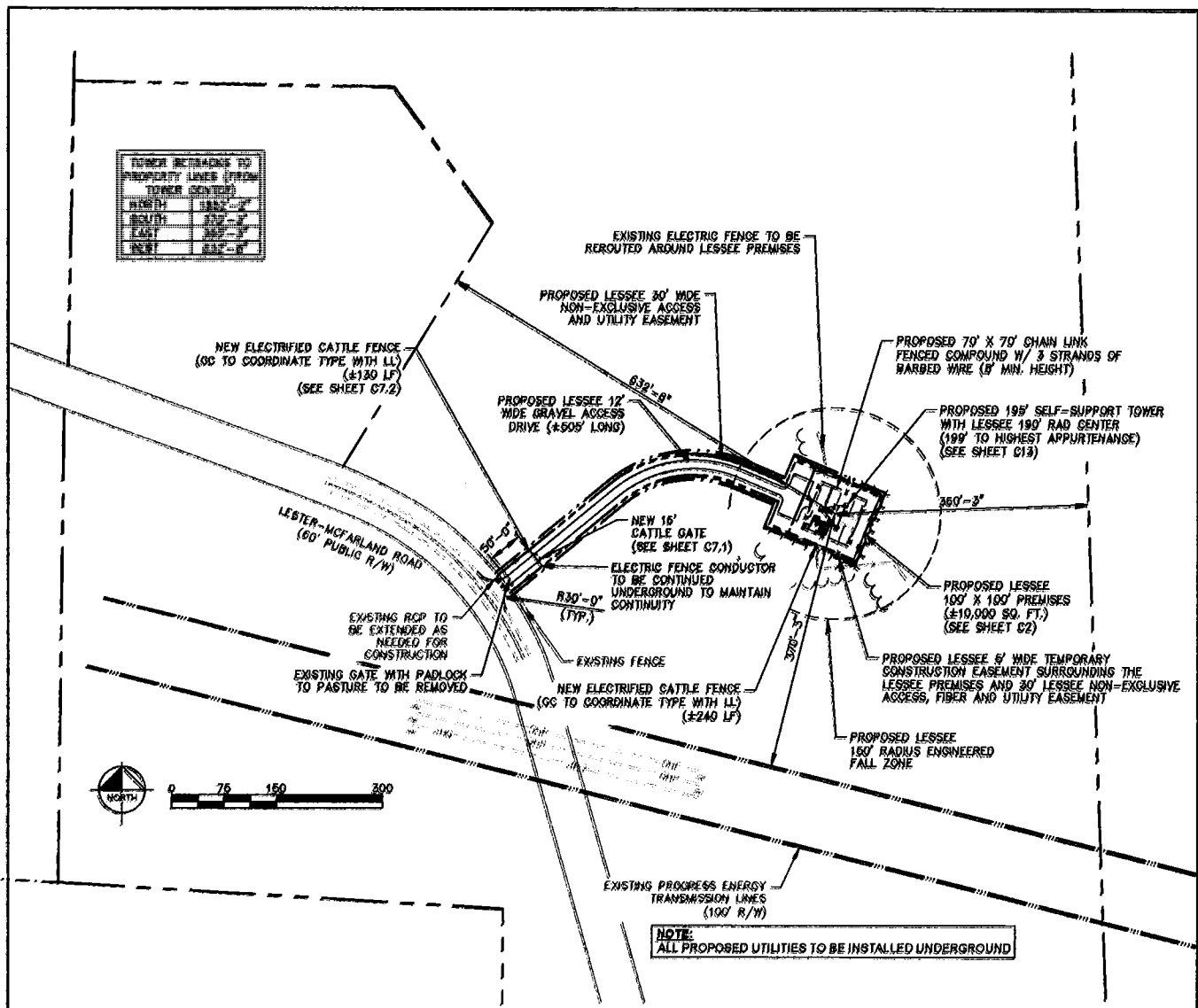
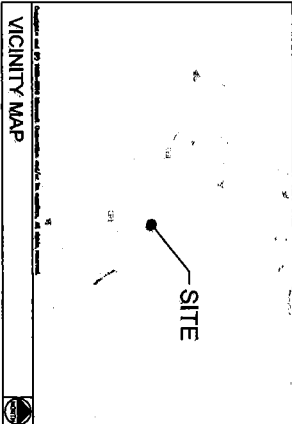


Figure 8 – Overall Site Plan

NOTE:
ALL PROPOSED UTILITIES
TO BE ROUTED
UNDERGROUND

GRANVILLE COUNTY SHERIFFS OFFICE
525 NEW COMMERCE DR
OXFORD, NC 27565
PHONE: (919) 693-3213
ATTN: CUSTOMER SERVICE

GRANVILLE RURAL FIRE DEPARTMENT
6619 US-15
OXFORD, NC 27565
PHONE: (919) 693-1251
ATTN: CUSTOMER SERVICE



DRIVING DIRECTIONS

FROM CHARLOTTE OFFICE: GET ON I-85 N FROM RESEARCH DR AND W
W. J. HARRIS BLVD FOR 1.4 MI. CONTINUE ON I-85 N. TAKE I-40 E TO US-76
CONNECTOR N IN ORANGE COUNTY. TAKE EXIT 161 FROM I-40 E FOR I-6
TO LESTER MCFARLAND RD FOR 28.1 MI. TURN LEFT ONTO LESTER
MCFARLAND RD FOR 1.0 MI. THE DESTINATION WILL BE ON THE RIGHT.

Verizon

8921 RESEARCH DRIVE
CHARLOTTE, NC 28262

JAGUAR

SITE ADDRESS (E-911 TBD)

LESTER-MCFARLAND RD
OXFORD, NC 27565
GRANVILLE COUNTY
LATITUDE: 36° 24' 24.52" N
LONGITUDE: 78° 47' 36.93" W
TAX/PIN #: 09600067049
ZONING: AR-40

JURISDICTION:
GRANVILLE COUNTY

STATE:
NORTH CAROLINA

TOWER TYPE:
SELF-SUPPORT TOWER

TOWER HEIGHT:
195' (199' TO HIGHEST APPURTENANCE)

NUMBER OF CARRIERS:
0 EXISTING, 1 PROPOSED

USE:
PROPOSED TELECOMMUNICATIONS TOWER
AND UNMANNED EQUIPMENT

FLOOD INFO
SITE IS LOCATED WITHIN FEMA FLOOD MAP
AREA 3720099800 DATED 04/16/2007 WITHIN
FLOOD ZONE X.

PROJECT SUMMARY

DEVELOPER
VERIZON WIRELESS
8921 RESEARCH DRIVE
CHARLOTTE, NC 28262
PHONE: (704) 577-8785
ATTN: MICHAEL HAVEN

POWER COMPANY
DUKE ENERGY PROGRESS
PHONE: (800) 452-2777
ATTN: CUSTOMER SERVICE

PROPERTY OWNER
LAWRENCE DIXON
7133 LESTER MCFARLAND RD
OXFORD, NC 27565
PHONE: (336) 599-4792
ATTN: LAWRENCE DIXON

CONSULTANT
KIMLEY-HORN AND ASSOCIATES, INC.
11720 AMBER PARK DRIVE, SUITE 600
ALPHARETTA, GEORGIA 30009
PHONE: (770) 545-6105
ATTN: DAVID FRANKLIN

CONTACTS

SHEET NO.	SHEET TITLE
T1	COVER SHEET
T2	APPENDIX B - BUILDING CODE SUMMARY
-	SITE SURVEY (SHEET 1 OF 4)
-	SITE SURVEY (SHEET 2 OF 4)
-	SITE SURVEY (SHEET 3 OF 4)
-	SITE SURVEY (SHEET 4 OF 4)
N1	GENERAL NOTES
C0	DEMO PLAN
C1	OVERALL PARCEL
C1.1	OVERALL AERIAL SITE PLAN
C1.2	OVERALL SITE PLAN
C2	SITE PLAN
C3	EQUIPMENT PAD LAYOUT
C4	EQUIPMENT RACK DETAIL - FRONT
C5	EQUIPMENT RACK DETAIL - REAR
C6	CONCRETE PAD FOUNDATION DETAILS
C7	FENCE, GATE, AND COMPOUND DETAILS
C7.1	CATTLE GATE DETAILS
C7.2	CATTLE FENCE DETAILS
C8	GRADING AND EROSION CONTROL PLAN
C8.1	GRADING AND EROSION CONTROL PLAN
C9	GRADING AND EROSION CONTROL DETAILS
C10	ACCESS ROAD DETAILS
C11	SITE SIGNAGE DETAILS
C12	WAVEGUIDE BRIDGE DETAILS
C13	ANTENNA AND TOWER ELEVATION DETAILS
C14	ANTENNA DETAIL
C14.1	RADIO DETAIL
C14.2	RADIO DETAIL
C14.3	OVIP DETAIL
L1	LANDSCAPING PLAN
E1	ELECTRICAL NOTES
E2	UTILITY SERVICE ROUTING PLAN
E3	OVERALL UTILITY ROUTING PLAN
E4	METER RACK DETAILS - FRONT
E5	ELECTRICAL SINGLE LINE DIAGRAM
E6	PANEL SCHEDULE
E7	ELECTRICAL DETAILS
E8	GROUNDING NOTES
E9	GROUNDING PLAN
E10	GROUNDING SINGLE LINE DIAGRAM
E11	GROUNDING DETAILS
E12	GROUNDING DETAILS

SHEET INDEX

OXFORD PLANNING & ZONING
127 PENN AVE
OXFORD, NC 27565
PHONE: (919) 603-1801
ATTN: CUSTOMER SERVICE

PERMIT INFORMATION

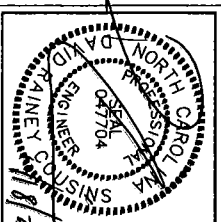
verizon
WIRELESS COMMUNICATIONS
CHARLOTTE, NORTH CAROLINA 28262

PROJECT INFORMATION:
SITE NAME:
JAGUAR
SITE NO.: 576564
PROJECT #: 20212222004
LESTER-MCFARLAND RD
OXFORD, NC 27565
GRANVILLE COUNTY

Kimley-Horn
11720 AMBER PARK DRIVE, SUITE 600
ALPHARETTA, GA 30009
770.545.6105
WWW.KIMLEY-HORN.COM
NC License #7-0102

PLANS PREPARED BY:
DATE: 10/11/22 ISSUED FOR: BY:

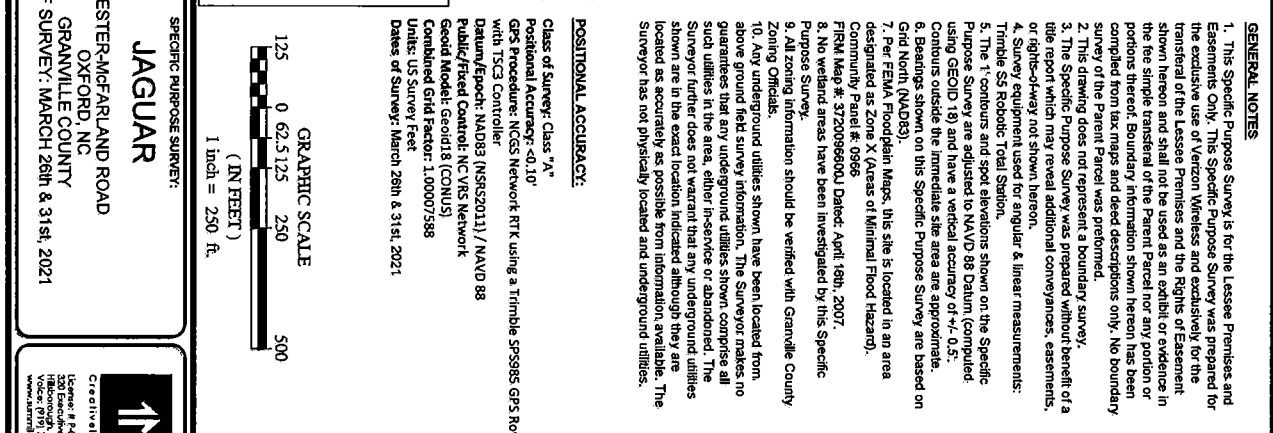
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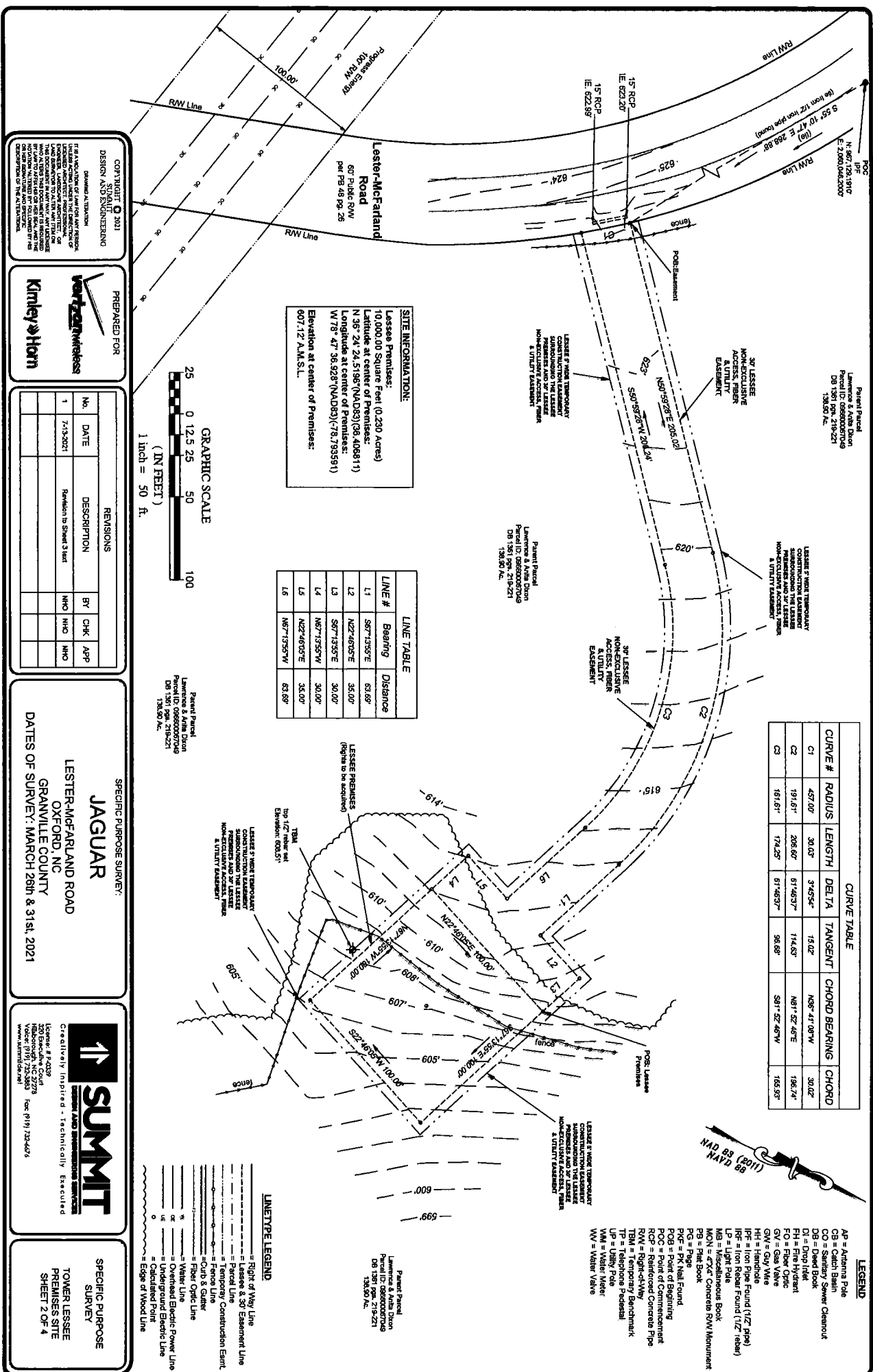


COVER SHEET

SHEET NUMBER:
T1

78





TITLE EXCEPTIONS:

This survey was made with the aid of Title work prepared by Fidelity National Title Insurance Company, report date of 4/13/2021, examined from 5/17/1941 to 3/19/2021, being Order No. 34251983, Customer Reference No. JAGUAR, for the Parent Parcel to determine the impacts of existing title exceptions listed below:

(Judgement, Lien, UCI)

None within period searched.

(Covenants/Restrictions)

None within period searched.

(Other Filed Documents)

2. Matters as shown and noted on Plat recorded in Plat Book 15, Page 179.

[This item is Applicable to the Parent Parcel only and does not effect the Lease Area and Access Easement.]

3. Matters as shown and noted on Plat recorded in Plat Book 35, Page 33.

[This item is Applicable to the Parent Parcel only and does not effect the Lease Area and Access Easement.]

4. Matters as shown and noted on Plat recorded in Plat Book 48, Page 26.

[This item is Applicable to the Parent Parcel only and does not effect the Lease Area and Access Easement.]

(Easements and Right of Ways)

5. Easement in favor of Carolina Power & Light Company, its successors and assigns set forth in instrument recorded on November 14, 1977 in Deed Book 217, Page 539.

[This item is applicable to the Parent Parcel and is Blanket in Nature]

6. Deed of Easement in favor of Lawrence E. Dixon and Shelby S. Dixon set forth in instrument recorded on September 25, 1992 in Deed Book 617, Page 595.

[This item is Applicable to the Parent Parcel only and does not effect the Lease Area and Access Easement.]

7. Right of Way Agreement in favor of North Carolina Department of Transportation, its successors and assigns set forth in instrument recorded on April 23, 2002 in Deed Book 905, Page 145.

[This item is Applicable to the Parent Parcel only and does not effect the Lease Area and Access Easement.]

8. Non-Discharge Wastewater System Waiver recorded on December 5, 2019 in Deed Book 1754, Page 374.

[This item is applicable to the Parent Parcel and is Blanket in Nature]

CERTIFICATE OF 2021 DESIGN AND ENGINEERING I, A PROFESSIONAL ENGINEER, HEREBY CERTIFY THAT I AM THE DESIGNER OF THIS SURVEY, AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF NORTH CAROLINA.		PREPARED FOR 			
REVISIONS		SPECIFIC PURPOSE SURVEY: JAGUAR LESTER-MCFARLAND ROAD OXFORD, NC GRANVILLE COUNTY DATES OF SURVEY: MARCH 28th & 31st, 2021			
No.	DATE	DESCRIPTION	BY	CHK	APP
1	7-15-2021	Revision to Sheet 3 text	MMO	MMO	MMO



SUMMIT
 DESIGN AND ENGINEERING SERVICES
 Creatively Inspired - Technically Executed
 License # P-4039
 320 Executive Court
 Raleigh, NC 27603
 Phone (919) 733-8883 Fax (919) 733-4476
www.summitda.com

SPECIFIC PURPOSE SURVEY
 TOWER LESSEE
 PREMISES SITE
 SHEET 4 OF 4

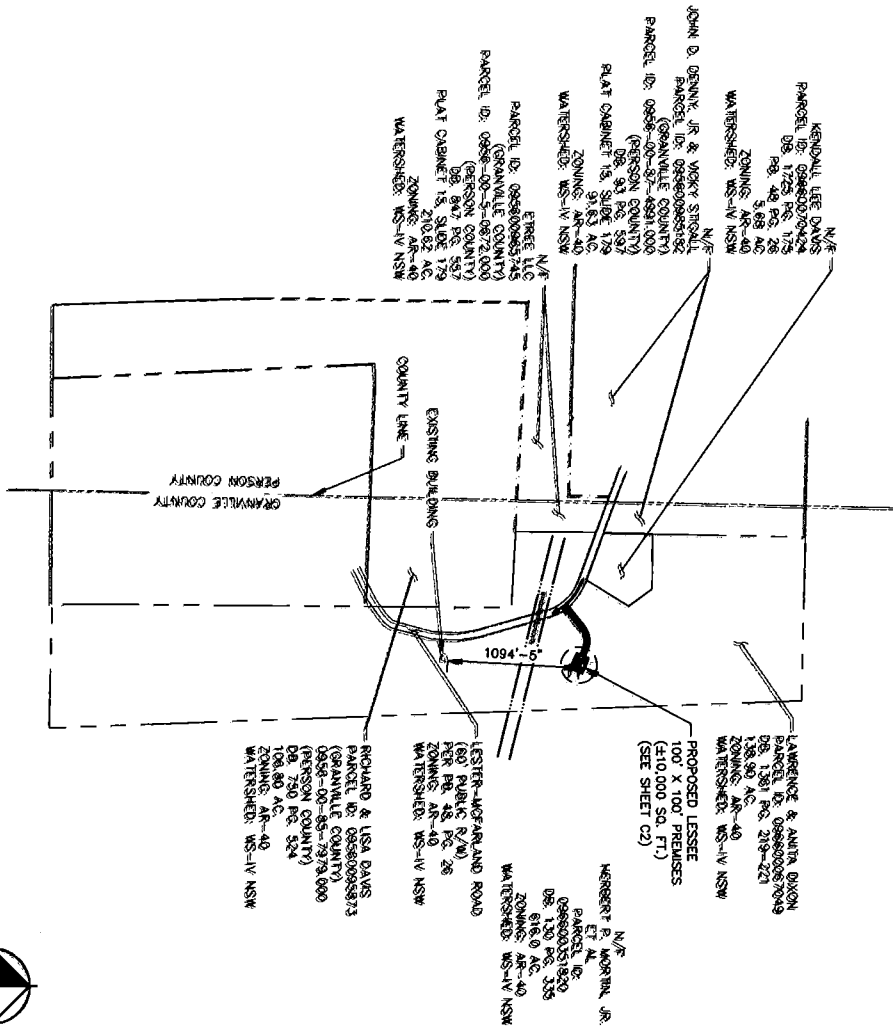
2.15 CONTRACTOR SHALL REFER TO DRAWINGS OF OTHER TRADES AND VENDOR DRAWINGS FOR EMBEDDED ITEMS AND RECESSES NOT SHOWN ON THE STRUCTURAL DRAWINGS. CONTRACTOR SHALL VERIFY PLACEMENT OF EQUIPMENT AND LOCATION OF CONDUIT FOR MANUFACTURER'S AND VENDORS' SPECIFICATIONS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE ALL OPENINGS AND SLEEVES FOR PROPER DISTRIBUTION OF ALL UTILITIES.

121

- SURVEY NOTE:**
1. VERIZON WIRELESS STAFF SHALL COORDINATE WITH THE PROPERTY OWNER TO CONDUCT A FIELD SURVEY TO LOCATE AND CONSTRUCT THE TOWER AND MAINTAIN EQUIPMENT IN AND AROUND THE TOWER COMPOUND.
 2. PROPOSED COMPOUND LAYOUT BASED ON SURVEY PROVIDED BY SLUMMIT DESIGN AND ENGINEERING SERVICES DATED 04/13/21 AND SITE VISIT ON 03/31/21.

1 OVERALL PARCEL
C1 SCALE: 1" = 1000'

0 500 1000 2000
GRAPHIC SCALE: 1" = 1000'



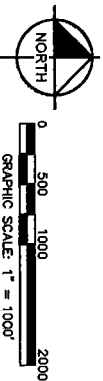
TOWER SETBACKS TO PROPERTY LINES (FROM TOWER CENTER)	
NORTH	1852'-2"
SOUTH	370'-3"
EAST	360'-3"
WEST	632'-8"

This document, together with the exhibits and addenda, is intended to be used in conjunction with the contract documents for the project. It is not to be used for any other purpose. Failure to read the contract documents in conjunction with this document shall constitute a breach of contract. The user of this document shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.

verizon WIRELESS COMMUNICATIONS COMMERCIAL SERVICE GROUP																												
PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 678594 PROJECT #: 2021222004 LESTER-WOLFMAN RD GRANVILLE COUNTY																												
PLANS PREPARED BY: Kimley-Horn 11720 AMERSON PARK DRIVE, SUITE 600 ALPHARETTA, GA 30009 (770) 771-1000 WWW.KIMLEY-HORN.COM NC License # 1-0012																												
DATE: 10/11/22 ISSUED FOR: 871																												
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4	09/20/22	CONSTRUCTION DWF																										
5	10/11/22	CONSTRUCTION DWF																										
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LICENSER: NORTH CAROLINA PROFESSIONAL ENGINEERING BOARD JAGUAR ENGINEERING COMPANY 10/11/22																												
KHA PROJECT NUMBER: 013509300																												
DESIGNED BY: DWF CHECKED BY: DWF																												
SHEET NUMBER: OVERALL PARCEL C1																												

SURVEY NOTE:
1. VERIZON WIRELESS STAFF SHALL COORDINATE WITH THE PROPERTY OWNER TO SET THE PROPER EASMENT AND THE TOWER CONSTRUCT AND MAINTAIN THE TOWER AND THE TOWER COMPOUND.
2. PROPOSED COMPOUND LAYOUT BASED ON SURVEY PROVIDED BY SUMMIT DESIGN AND ENGINEERING SERVICES DATED 04/13/21 AND SITE VISIT ON 03/31/21.

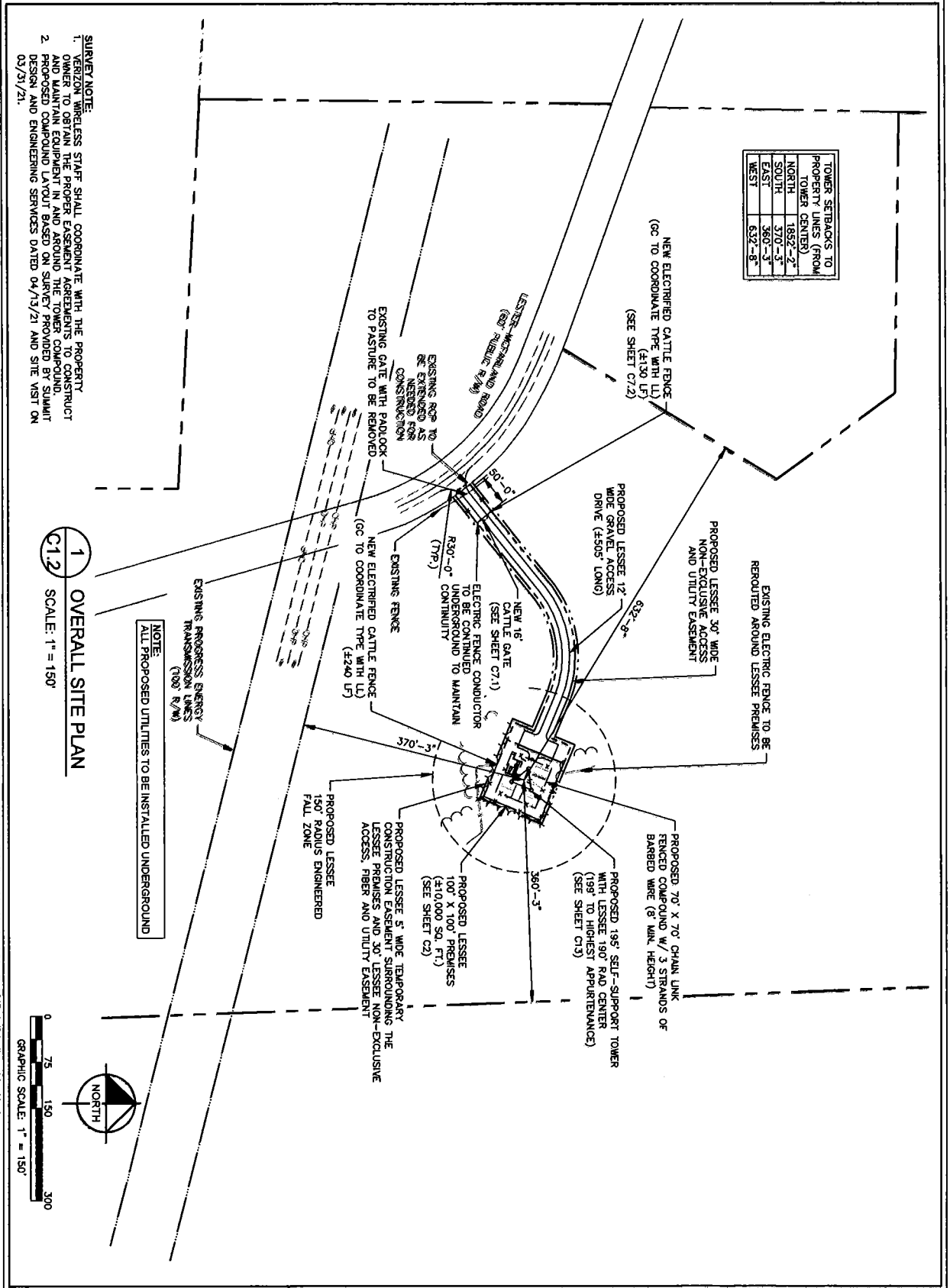
1 OVERALL AERIAL SITE PLAN
C1.1 SCALE: 1" = 1000'



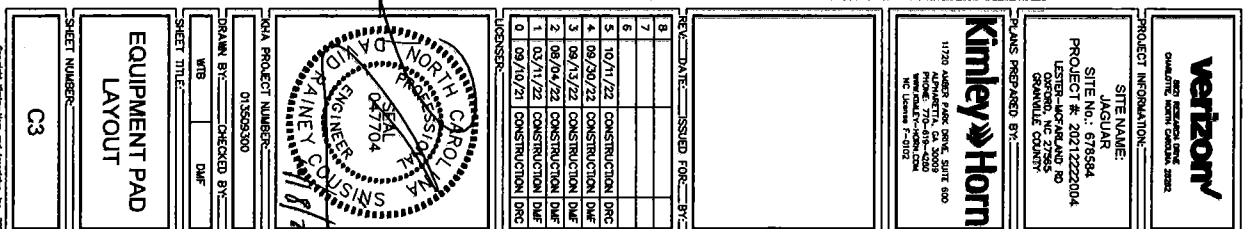
This document, together with the drawings and designs presented herein, is the intellectual property of the owner. It is loaned only for the specific purpose and shall not be used for any other purpose. Plans of and any other information on this document, without written authorization and signature by the engineer and architect, shall be void.



verizon COMMERCIAL WIRELESS SERVICES		Kimley-Horn 11729 AUBURN PARK DRIVE, SUITE 400 ALPHARETTA, GA 30009 (404) 487-1100 WWW.KIMLEY-HORN.COM NC License # 10103																									
PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 678584 PROJECT #: 20212222004 LESTER-JACARLAND RD GRANVILLE, NC 27855 GRANVILLE COUNTY		PLANS PREPARED BY: JAGUAR PROJECT # 20212222004 LESTER-JACARLAND RD GRANVILLE, NC 27855 GRANVILLE COUNTY																									
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7																											
SCALE: 1" = 1000'		GRAPHIC SCALE: 1" = 1000'																									



verizon 500 BROADWAY, SUITE 2000 CHICAGO, ILLINOIS 60601		Kimley-Horn 11720 AMBER PARK DRIVE, SUITE 400 FORT WORTH, TEXAS 76155 PHONE: 817-636-2000 WWW.KIMLEY-HORN.COM © 2021																												
PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 678594 PROJECT #: 2021222004 LESTER-WALKER RD GRANVILLE, OHIO		PLANS PREPARED BY: JAW																												
DATE: 10/11/22 ISSUED FOR: BY:		REVISIONS: <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td>1</td> <td>03/11/22</td> <td>CONSTRUCTION DWF</td> </tr> <tr> <td>2</td> <td>08/04/22</td> <td>CONSTRUCTION DWF</td> </tr> <tr> <td>3</td> <td>09/13/22</td> <td>CONSTRUCTION DWF</td> </tr> <tr> <td>4</td> <td>09/20/22</td> <td>CONSTRUCTION DWF</td> </tr> <tr> <td>5</td> <td>10/11/22</td> <td>CONSTRUCTION DWF</td> </tr> <tr> <td>6</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> </tr> </table>		NO.	DATE	DESCRIPTION	1	03/11/22	CONSTRUCTION DWF	2	08/04/22	CONSTRUCTION DWF	3	09/13/22	CONSTRUCTION DWF	4	09/20/22	CONSTRUCTION DWF	5	10/11/22	CONSTRUCTION DWF	6			7			8		
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5	10/11/22	CONSTRUCTION DWF																												
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7																														
8																														
DATA PROJECT NUMBER: 01306300 DRAWN BY: DWF CHECKED BY:		SEAL: NORTH CAROLINA PROFESSIONAL ENGINEER DAVID K. AINEY 047704 11/8/22																												
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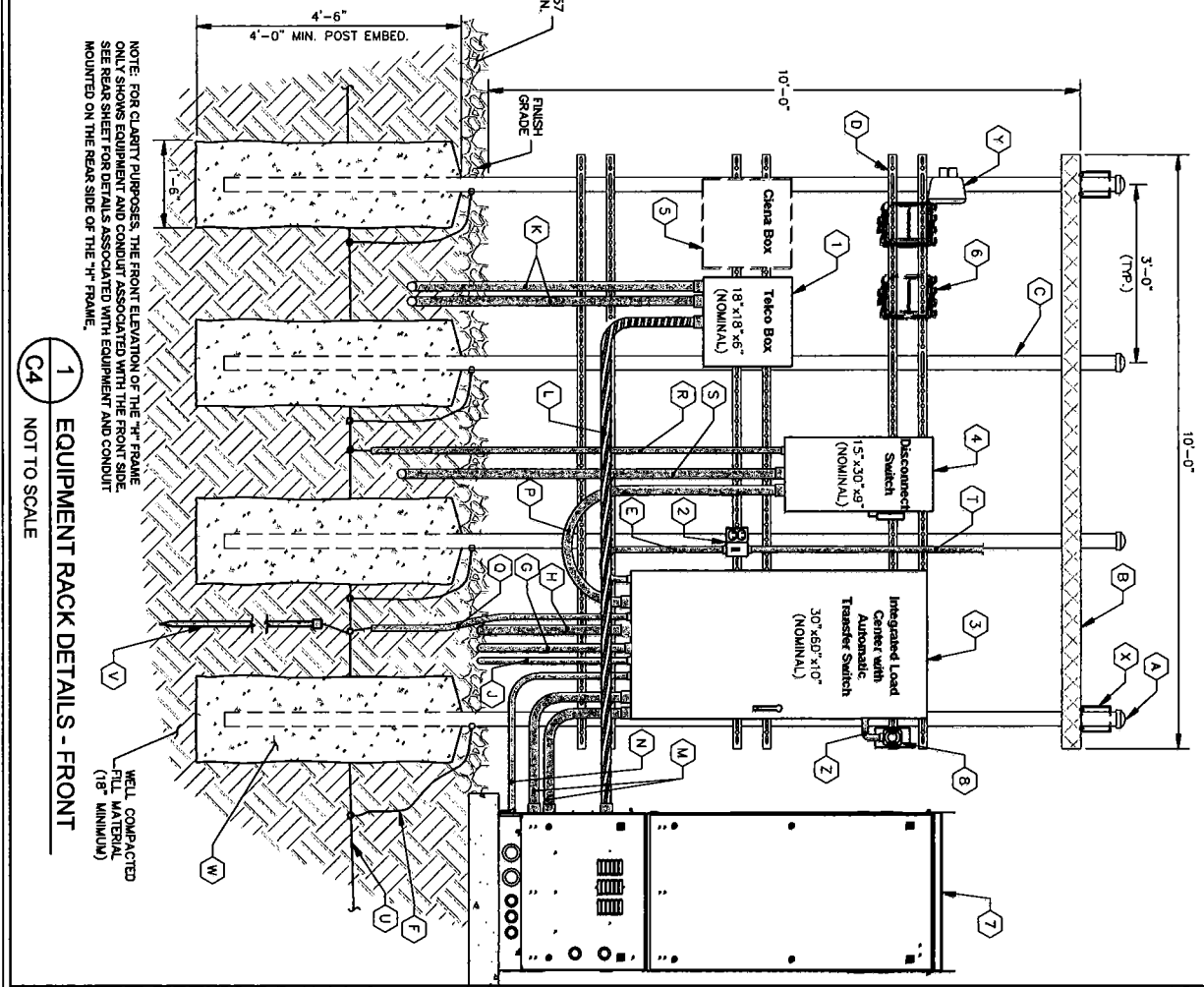


KEY NOTES - CONDUIT, CONDUCTORS, & MISC.

- A GALVANIZED RIGID STEEL CAP, TYPICAL.
- B ICE BRIDGE, SEE CIVIL SHEETS FOR ADDITIONAL DETAILS.
- C 3" GALVANIZED RIGID STEEL PIPE, TYPICAL.
- D 1 1/2" X 1/2" GALVANIZED STEEL CHANNEL (UNISTRUT #P1000) WITH PLASTIC END CAP (UNISTRUT #P2880), TYPICAL.
- E 1" PVC CONDUIT FOR ROUTING POWER CONDUCTORS TO LIGHTS/DUPLEX OUTLET.
- F ONE (1) #2 AWG BARE SOLID TINNED COPPER BONDING CONDUCTOR (80) FROM H-FRAME VERTICAL PIPE TO GROUND RING, EXOTHERMIC WELD BOTH ENDS.
- G 1" PVC CONDUIT FOR ROUTING GENERATOR CONTROL AND ALARM SIGNAL CABLES TO THE GENERATOR.
- H 2" PVC CONDUIT FOR ROUTING POWER CONDUCTORS TO THE GENERATOR.
- I 1" PVC CONDUIT FOR ROUTING POWER CONDUCTORS TO THE GENERATOR BATTERY CHARGER AND THE GENERATOR BLOCK HEATER.
- J TWO (2) 2" PVC TELCO CONDUITS, WITH TWO (2) PULL ROPES EACH.
- K 2" FLEX CONDUIT FOR TELCO CABLES TO RF CABINET. REFER TO ROUTING NOTES ON EQUIPMENT PAD LAYOUT.
- L (2) 2" PVC CONDUIT FOR ROUTING POWER CONDUCTORS TO RF CABINET. REFER TO ROUTING NOTES ON EQUIPMENT PAD LAYOUT.
- M 1" PVC CONDUIT FROM INTEGRATED LOAD CENTER (ILC) TO RF CABINET FOR ALARM SIGNAL CABLE. REFER TO ROUTING NOTES ON EQUIPMENT PAD LAYOUT.
- N 2" PVC CONDUIT FOR ROUTING POWER CONDUCTORS FROM THE DISCONNECT SWITCH TO THE UTILITY BREAKER IN THE ILC.
- O 3/4" PVC CONDUIT WITH ONE (1) - #2 AWG BARE TINNED COPPER FROM GROUNDING LUG IN ILC TO GROUND ROD, EXOTHERMIC WELD TO GROUND ROD.
- P 3/4" PVC CONDUIT WITH ONE (1) - #2 AWG BARE TINNED COPPER FROM GROUNDING LUG IN DISCONNECT SWITCH TO GROUND RING, EXOTHERMIC WELD TO GROUND RING.
- Q 2" PVC CONDUIT FOR ROUTING POWER CONDUCTORS FROM THE UTILITY COMPANY METER TO THE DISCONNECT SWITCH.
- R 1" PVC CONDUIT FOR ROUTING POWER CONDUCTORS TO AREA LIGHTS.
- S GROUND RING (SEE "E" SHEETS).
- T GROUND ROD, EXOTHERMIC WELD TO GROUND RING (SEE "E" SHEETS).
- U CONCRETE FOUNDATION FOR H-FRAME VERTICAL PIPE. CONCRETE SHALL HAVE A 28 DAY COMPRESSIVE STRENGTH OF 4,000 PSI, AND INCLUDE FIBERREINFORCED (FIBER-210-B15 HORSEHEAD SUPPORT BRACKET (SEE "WAVEGUIDE BRIDGE DETAILS" SHEET), THRU BOLTS REQUIRED FOR ATTACHMENT IN DEU OF FACTORY PROVIDED U-BOLTS.
- V INSTALL LIGHT FIXTURES ON 60" LONG PRODA UNISTRUT RAIL (SEE "EQUIPMENT PAD LAYOUT SHEET). ATTACH PRODA TO H-FRAME POST USING TWO (2) UBS UNISTRUT CLAMPS. LIGHTS TO BE INSTALLED 7'-6" ABOVE GRADE.
- W 1" PVC CONDUIT FOR ROUTING POWER CONDUCTORS FROM THE ILC TO THE EMERGENCY GENERATOR STOP SWITCH.

KEY NOTES - ELECTRICAL EQUIPMENT

- 1 NEMA 3R ENCLOSURE, TELCO BOX WITH REMOVABLE FRONT PANEL, PVC, (18" X 18" X 6" NOMINAL).
- 2 20 AMP GFCI DUPLEX RECEPTACLE AND TIMER SWITCH, EXEMPLETS HETROS SERIES (OR APPROVED EQUIVALENT) IN LOCKABLE NEMA 3R ENCLOSURE, 2 GANG BOX WITH RED DOT ZENGMAN-W COVER.
- 3 200 AMP, 120/240 VOLT, INTEGRATED LOAD CENTER WITH 42 SPACE PANEL AND AUTOMATIC TRANSFER SWITCH (30" X 60" X 10" NOMINAL).
- 4 SE RATED, 240 V, 200 AMP, 2-POLE, NON-FUSED DISCONNECT IN NEMA 3R ENCLOSURE.
- 5 CENIA ETHERNET IF REQUIRED (COORDINATE WITH VERIZON CONSTRUCTION MANAGER FOR ADDITIONAL CONDUIT AND WIRING REQUIREMENTS).
- 6 DIPLEDERS "AS NEEDED".
- 7 VERIZON RF CABINET-REAR VIEW.
- 8 EMERGENCY SHUTOFF SWITCH FOR GENERATOR MOUNTED ON 4" X 7" GALVANIZED L-BOX COVER PLATE.



1 EQUIPMENT RACK DETAILS - FRONT
C4 NOT TO SCALE

verizon
COMMUNICATIONS
11720 ABERNETHY PARK DRIVE, SUITE 600
FARMERSVILLE, TX 77936
PROJECT # 2021222004
SHEET NO. 678584
LESTER-ACFAR AND NO
ORVILLE CARRIS
PLANS PREPARED BY:

Kimley-Horn
11720 ABERNETHY PARK DRIVE, SUITE 600
FARMERSVILLE, TX 77936
PROJECT # 2021222004
SHEET NO. 678584
LESTER-ACFAR AND NO
ORVILLE CARRIS
PLANS PREPARED BY:

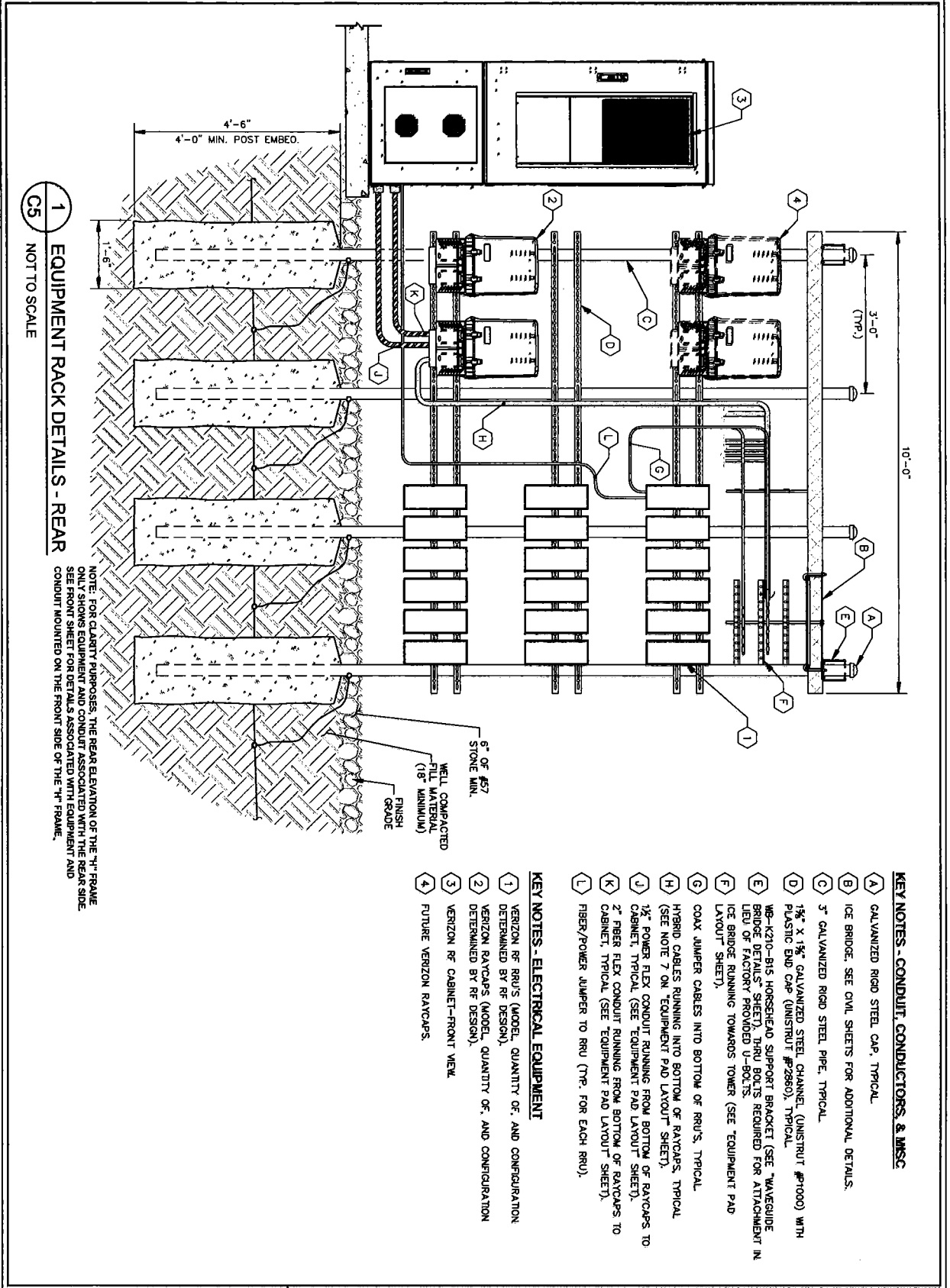
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SHEET NAME:
JAGLAR
SITE NO.: 678584
PROJECT #: 2021222004
LESTER-ACFAR AND NO
ORVILLE CARRIS
PLANS PREPARED BY:

REVISIONS:

NO.	DATE	ISSUED FOR	BY
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2	06/04/22	CONSTRUCTION	DMF
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8	10/11/22	CONSTRUCTION	DMF

PROJECT NUMBER:
013503300
DRAWN BY: DMF
CHECKED BY: DMF
SHEET NUMBER:
C4

EQUIPMENT RACK
DETAIL - FRONT



verizon
COMMUNICATIONS
NORTH CAROLINA, LLC

PROJECT INFORMATION:
SITE NAME: JAGUAR
SITE NO.: 678594
PROJECT #: 2021222004
LESTER-ROGERS AND
PARTNERS, INC.
DESIGNER

PLANS PREPARED BY:
Kinley Horn
11729 ABERN PARK DRIVE, SUITE 600
ALPHARETTA, GA 30009
NEW FIDELITY-HORN, LLC
NC License # 2002

DATE: ISSUED FOR: BY:

8		
7		
6		
5	10/11/22	CONSTRUCTION DWG
4	09/20/22	CONSTRUCTION DWG
3	09/13/22	CONSTRUCTION DWG
2	09/04/22	CONSTRUCTION DWG
1	09/11/22	CONSTRUCTION DWG
0	09/10/21	CONSTRUCTION DWG

LOGSHEET:

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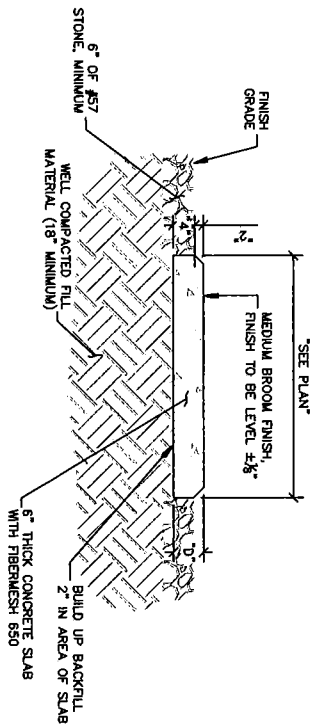
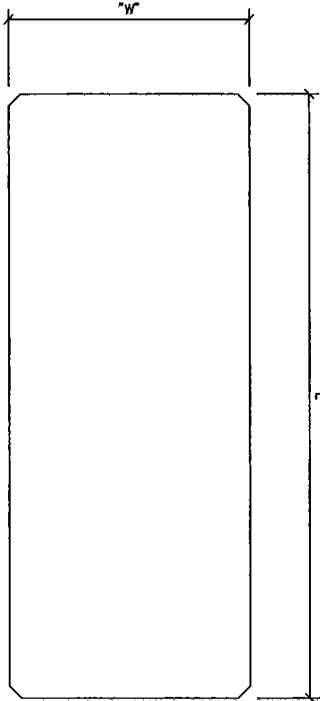
DRAWN BY: CHECKED BY:

WFB DWF

SHEET TITLE: EQUIPMENT RACK DETAIL - REAR

SHEET NUMBER: CS

CONCRETE PAD SCHEDULE				
PAD TYPE	L"	W"	D"	REINFORCEMENT
EQUIPMENT PAD	10'-0"	4'-0"	6"	SEE DETAIL 2/C6
GENERATOR PAD	10'-0"	3'-6"	6"	SEE DETAIL 2/C6



2 CONCRETE PAD FOUNDATION SECTION
C6 NOT TO SCALE

verizon
WIRELESS COMMUNICATIONS
DIVISION

PROJECT INFORMATION:
SITE NAME: JAGUAR
SITE NO.: 678594
PROJECT #: 2021222004
LESTER-MCFARLAND RD
OSPREY, NC 27965
CONVILLE COUNTY

Kimley-Horn
11720 AMBER PARK DRIVE, SUITE 600
ALPHARETTA, GA 30009
WWW.KH-USA.COM
NC LICENSE # 40102

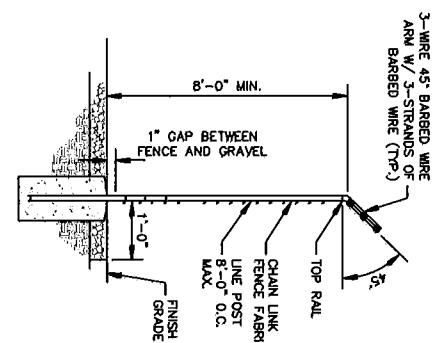
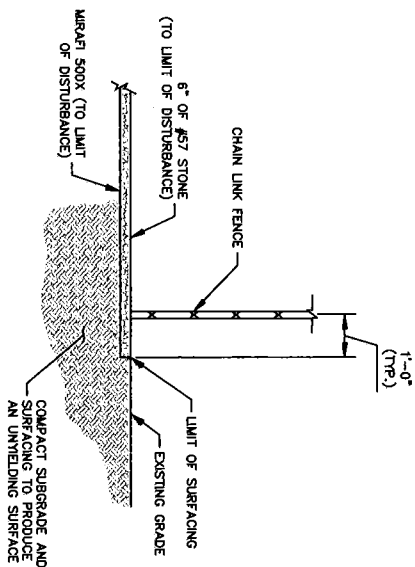
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2	09/04/22	CONSTRUCTION DWF	
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LICENSOR:
NORTH CAROLINA PROFESSIONAL ENGINEERING EXAMINER
JOSHUA WOLTER
047704
10/11/22

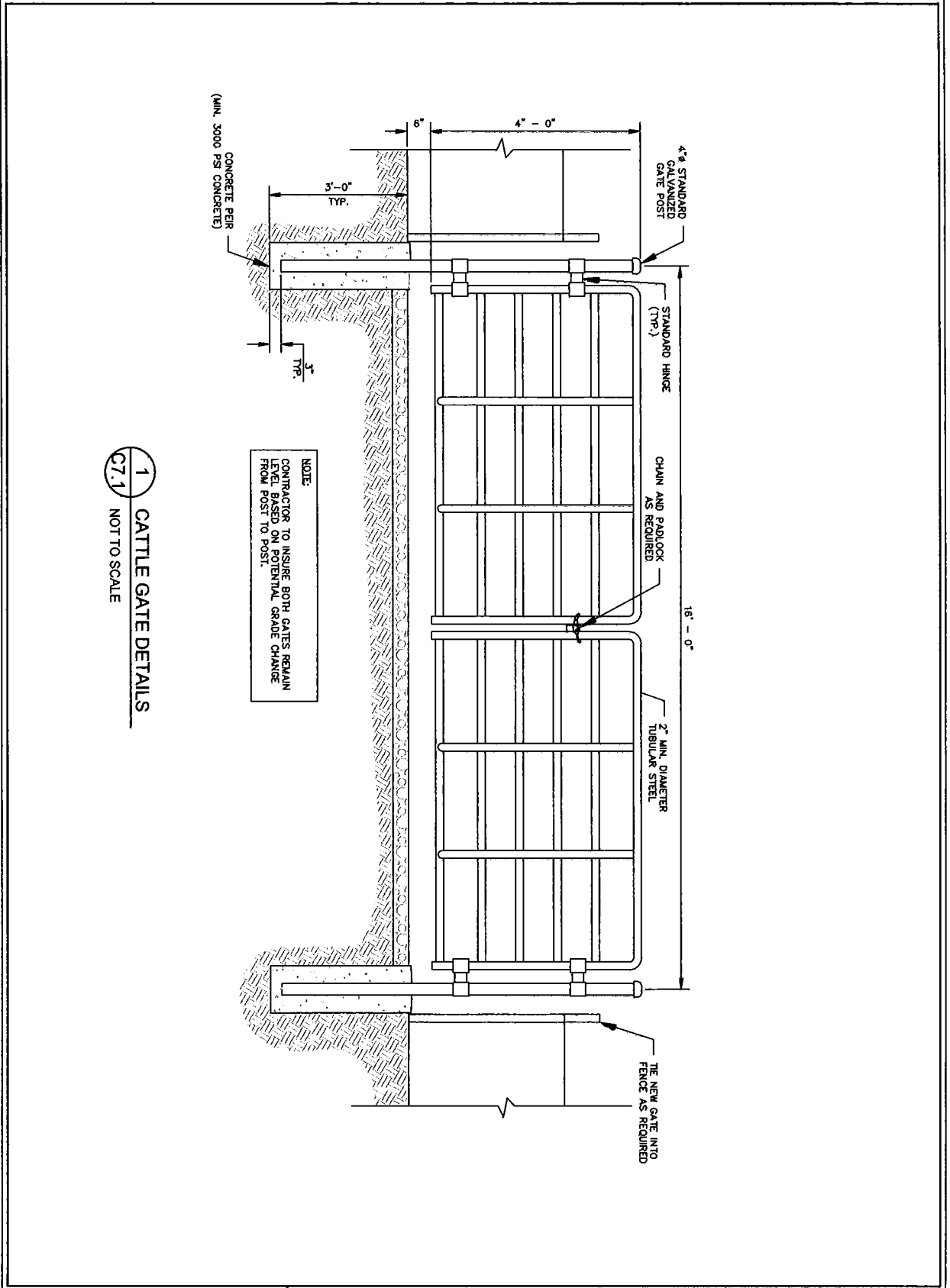
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013506300
DRAWN BY: DWF
CHECKED BY: DWF
SHEET TITLE:
CONCRETE PAD FOUNDATION DETAILS
SHEET NUMBER:
C6

-
- Technical drawing of a fence assembly, showing various components and dimensions. The drawing is oriented vertically, with the fence line running horizontally across the page.
- Dimensions:**
- Overall height: 12'-0"
 - Top section height: 6'-0" MIN.
 - Section 1 height: 1'-0" (TYP.)
 - Section 2 height: 6'-0"
 - Section 3 height: 2'-0"
 - Section 4 height: 6'-0"
 - Section 5 height: 1'-0" GAP BETWEEN FENCE AND GRAVEL
 - Section 6 height: 3'-0" (TYP.)
 - Overall width: 8'-0" O.C. (MAX.)
- Components and Labels:**
- STEEL TRUSS ROOD AND TRUSS ROD TIGHTENER AT ALL CORNERS (TYP.)
 - CONTRACTOR TO PROVIDE STAINLESS LOCK OR APPROVED EQUIVALENT
 - INDUSTRIAL HINGE - 180° (TYP.)
 - COMMERCIAL FABRICATED 1.90" O.D. GATE FRAME 10" (TYP.)
 - MUSHROOM STOP
 - 1 1/2" O.D. GALV. PIPE FOR MUSHROOM STOP
 - 9 GA. 2"x2" FENCE FABRIC
 - 1 1/2" O.D. STANDARD GALV. PIPE
 - 2 1/2" O.D. STANDARD GALV. LINE POST
 - RAIL END CONNECTOR (TYP.)
 - 1" GAP BETWEEN FENCE AND GRAVEL
 - SEE NOTES
 - 2 1/2" O.D. STANDARD GALV. CORNER AND GATE POST
 - STEEL GALV. TENSION BAR
 - 1 1/2" O.D. STANDARD GALV. RAIL AND BRACE PIPE (TYP.)
 - 7 GA. GALV. TENSION WIRE
 - TENSION / BRACE BAND (TYP.)
 - FINISH GRADE

4 SECTION AT FENCE
C7 NOT TO SCALE



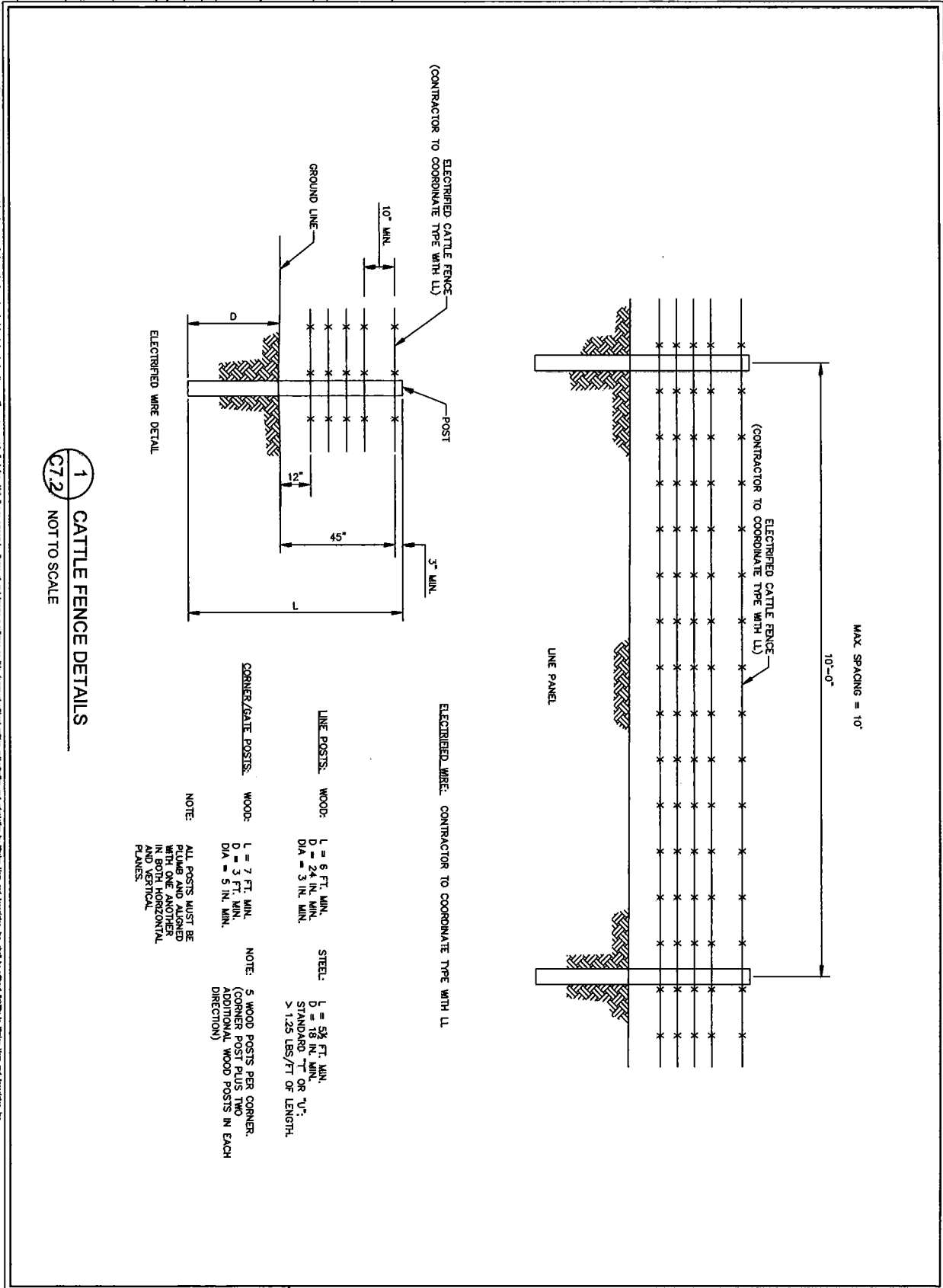
93



1 CATTLE GATE DETAILS
C7.1 NOT TO SCALE

verizon QUALITY NORTH CAROLINA STATE		Kimley-Horn 11720 ABERNETHY PARK DRIVE, SUITE 600 ALPHARETTA, GA 30009 PHONE: 770-241-1000 WWW.KIMLEY-HORN.COM NC License # 42012	
PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 678684 PROJECT #: 2021222004 LESTER-JAGUAR RD OSWEGO, NC 27855 OSWEGO, NC 27855		PLANS PREPARED BY: DATE: ISSUED FOR: BY:	
SHEET NUMBER: C7.1		SHEET TITLE: CATTLE GATE DETAILS	
DRAWN BY: DWF CHECKED BY:		NORTH CAROLINA PROFESSIONAL SEAL JOSH WOLTER 047704 CIVIL ENGINEER 11/8/22	
DATA PROJECT NUMBER: 013506300		LICENSED: 1 09/10/21 CONSTRUCTION DWF 2 06/04/22 CONSTRUCTION DWF 3 09/13/22 CONSTRUCTION DWF 4 09/20/22 CONSTRUCTION DWF 5 10/11/22 CONSTRUCTION DWF 6 10/11/22 CONSTRUCTION DWF 7 10/11/22 CONSTRUCTION DWF 8 10/11/22 CONSTRUCTION DWF	

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1 CATTLE FENCE DETAILS
C7.2 NOT TO SCALE

ELECTRIFIED WIRE. CONTRACTOR TO COORDINATE TYPE WITH LT.

LINE POSTS: WOOD: L = 6 FT. MIN., D = 4 IN. MIN., DIA = 3 IN. MIN. STEEL: L = 58 FT. MIN., D = 1.8 IN. MIN., DIA = 1 1/2 IN. MIN. OR 1 1/4 IN. MIN. > 125 LBS./FT. OF LENGTH.

CORNER/GATE POSTS: WOOD: L = 7 FT. MIN., D = 3 FT. MIN., DIA = 5 IN. MIN. NOTE: 5 WOOD POSTS PER CORNER. (CORNER POST PLUS TWO ADDITIONAL WOOD POSTS IN EACH DIRECTION)

NOTE: ALL POSTS MUST BE STAKED AND LINED IN BOTH HORIZONTAL AND VERTICAL PLANES.

		PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 678584 PROJECT #: 2021222004 LESTER-MORLAND RD GORRUM, NC 27845 CORVALLIS COUNTY		PLANS PREPARED BY: 11720 MADISON PARK DRIVE, SUITE 400 ALPHARETTA, GA 30009 (770) 770-1000 WWW.KINLEY-HORN.COM NC License # 1-0102																																					
REVISIONS: <table border="1"> <tr><td>8</td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td></tr> <tr><td>5</td><td>10/11/22</td><td>CONSTRUCTION DWG</td><td></td></tr> <tr><td>4</td><td>09/20/22</td><td>CONSTRUCTION DWG</td><td></td></tr> <tr><td>3</td><td>09/13/22</td><td>CONSTRUCTION DWG</td><td></td></tr> <tr><td>2</td><td>08/04/22</td><td>CONSTRUCTION DWG</td><td></td></tr> <tr><td>1</td><td>03/11/22</td><td>CONSTRUCTION DWG</td><td></td></tr> <tr><td>0</td><td>09/10/21</td><td>CONSTRUCTION DWG</td><td></td></tr> </table>		8				7				6				5	10/11/22	CONSTRUCTION DWG		4	09/20/22	CONSTRUCTION DWG		3	09/13/22	CONSTRUCTION DWG		2	08/04/22	CONSTRUCTION DWG		1	03/11/22	CONSTRUCTION DWG		0	09/10/21	CONSTRUCTION DWG				SHEET NUMBER: C7.2	
8																																									
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5	10/11/22	CONSTRUCTION DWG																																							
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3	09/13/22	CONSTRUCTION DWG																																							
2	08/04/22	CONSTRUCTION DWG																																							
1	03/11/22	CONSTRUCTION DWG																																							
0	09/10/21	CONSTRUCTION DWG																																							

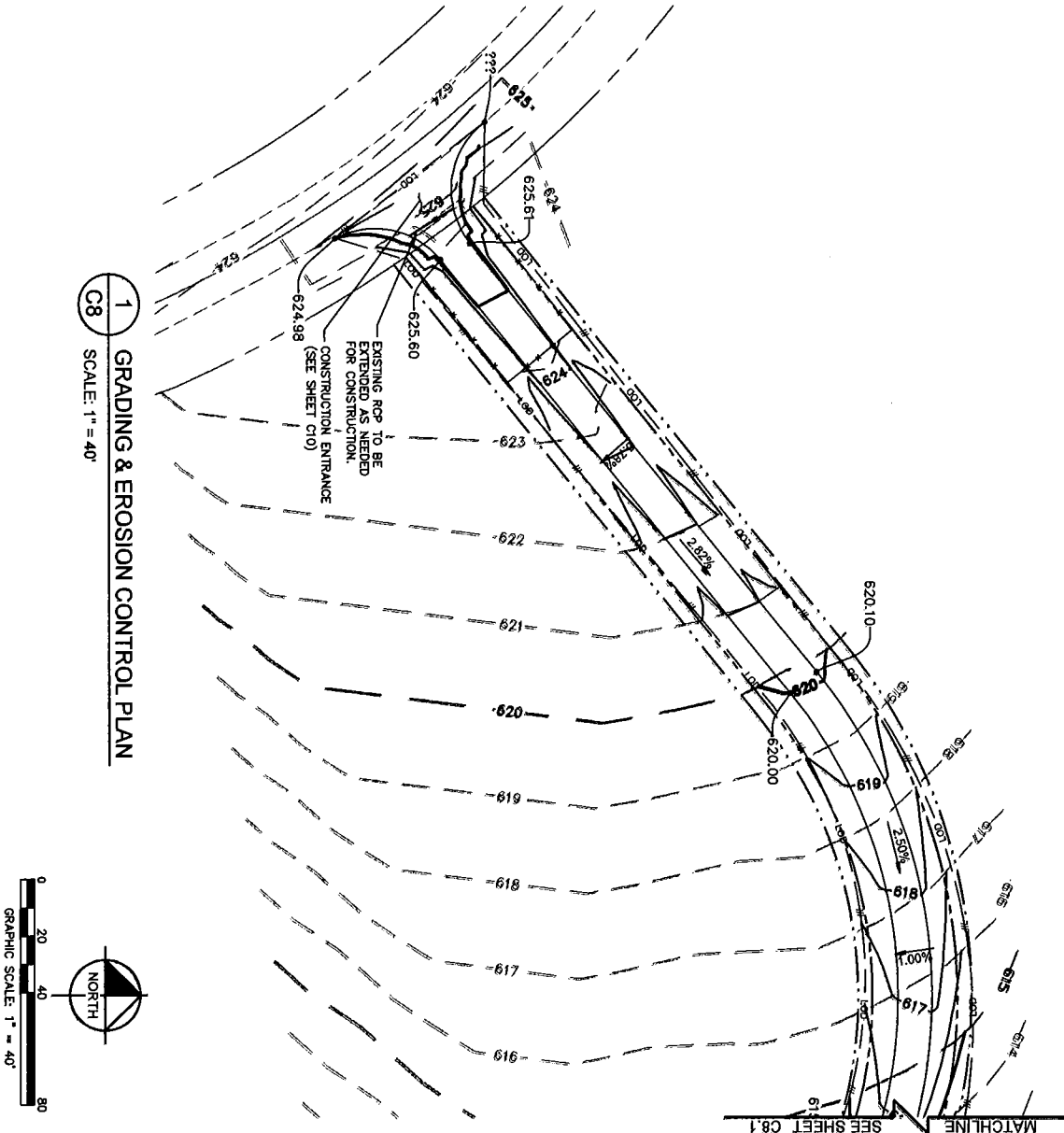
NOTE:
CURRENT DESIGN ANTICIPATES APPROXIMATELY 32,074 SQ. FT. (0.74 ACRES) OF CLEARING AND GRADING FOR THE PROPOSED PROJECT. IF ADDITIONAL CLEARING IS REQUIRED BEYOND WHAT IS SHOWN IN THE LAYOUT, THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND/OR PROJECT MANAGER. IF DURING THE BID WALK OR CONSTRUCTION IT IS DETERMINED THAT MORE THAN (1) ACRE OF LAND IS TO BE DISTURBED FOR CONSTRUCTION AN EROSION AND SEDIMENTATION CONTROL PLAN MUST BE FILED 30 DAYS PRIOR TO CONSTRUCTION.

- GRADING NOTES:**
1. THE CONTRACTOR SHALL CLEAR AND GRUB THE SITE AND PLACE, COMPACT, AND MOISTURE CONDITION ALL FILL PER THE PROJECT GEOTECHNICAL ENGINEERS SPECIFICATIONS. FILL MATERIAL SHALL BE APPROVED BY THE GEOTECHNICAL ENGINEER BEFORE CONSTRUCTION.
 2. ALL PROPOSED CONTOURS AND SPOT ELEVATIONS REFLECT FINISHED GRADES. CONTRACTOR SHALL BLEND EARTHWORK SMOOTHLY TO TRANSITION BACK TO EXISTING GRADE.
 3. PORTIONS OF THE SITE NOT SPECIFICALLY MENTIONED WITHIN THE GEOTECHNICAL REPORT SHALL BE CONSIDERED TO BE 15 PERCENT OF THE MATERIAL'S MAXIMUM DRY DENSITY WITHIN 3 PERCENT OF OPTIMUM MOISTURE CONTENT.
 4. FILL SHALL BE PLACED IN MAXIMUM 8 INCH LOOSE LIFTS.
 5. UNDISTURBED AREAS WITHIN 30' INGRESS/EGRESS EASEMENT NOT NEEDED FOR UTILITY ROUTING TO BE LEFT UNDISTURBED.
 6. WATER SHALL BE REASONABLY EXPECTED ANY DE-WATERING OR MOISTURE CONDITIONING IS THE RESPONSIBILITY OF THE CONTRACTOR AND SHOULD BE INCLUDED IN THE CONTRACT PRICE.
 7. SEED ALL DISTURBED AREAS NOT TOPPED WITH GRAVEL PER SEEDING SCHEDULE ON ATTACHED C10.
 8. MAXIMUM CUT SLOPE = 2H:1V UNLESS OTHERWISE NOTED.
 9. MAXIMUM FILL SLOPE = 3H:1V UNLESS OTHERWISE NOTED.

LEGEND

EXISTING CONTOURS ———
PROPOSED CONTOURS ———
LODSILT FENCE ——— LOD ———
TPF ——— TW ——— TW ———
EXISTING SPOT ELEVATION x XXX
PROPOSED SPOT ELEVATION • XXX

1 GRADING & EROSION CONTROL PLAN C8 SCALE: 1" = 40'



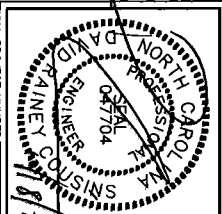
verizon
WIRELESS COMMUNICATIONS
CHARTERED NORTH CAROLINA, LLC

PROJECT INFORMATION:
SITE NAME: JAGUAR
SITE NO.: 678584
PROJECT #: 2021222004
OWNER: VERIZON
DESIGNER: KIMLEY-HORN
PREPARED BY: KIMLEY-HORN

Kimley-Horn
11720 AMBER PARK DRIVE, SUITE 400
ARLINGTON, VA 22204
TEL: 703.261.1000
WWW.KIMLEY-HORN.COM
LIC. NUMBER: 1-10702

REV. DATE: ISSUED FOR: BY:

1	09/10/21	CONSTRUCTION	DMF
2	08/11/22	CONSTRUCTION	DMF
3	08/04/22	CONSTRUCTION	DMF
4	09/13/22	CONSTRUCTION	DMF
5	09/26/22	CONSTRUCTION	DMF
6	10/11/22	CONSTRUCTION	DMF
7			
8			



GRADING AND EROSION CONTROL PLAN

SHEET NUMBER: C8

DRAWN BY: DMF
CHECKED BY: DMF

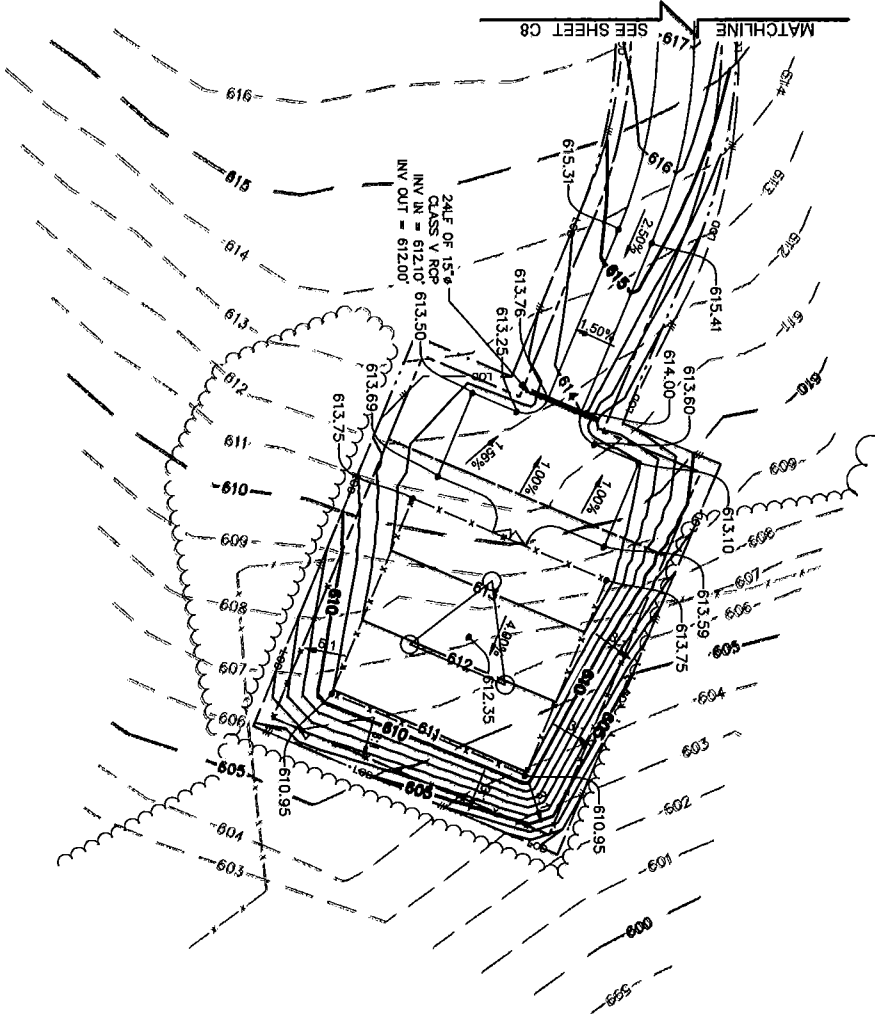
SHEET TITLE: GRADING AND EROSION CONTROL PLAN

NOTE:
CURRENT DESIGN ANTICIPATES APPROXIMATELY 32,074 SQ. FT. (0.74 ACRES) OF CLEARING AND GRADING FOR THE PROPOSED PROJECT. IF ADDITIONAL CLEARING IS REQUIRED BEYOND WHAT IS SHOWN IN THE PLANS, THE CONTRACTOR SHALL NOTIFY THE OWNER AND/OR PROJECT MANAGER. IF DURING THE BID WALK OR CONSTRUCTION IT IS DETERMINED THAT MORE THAN (1) ACRE OF LAND IS TO BE DISTURBED FOR CONSTRUCTION AN EROSION AND SEDIMENTATION CONTROL PLAN MUST BE FILED 30 DAYS PRIOR TO CONSTRUCTION.

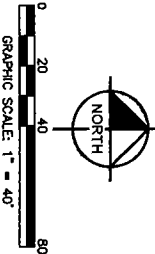
- GRADING NOTES:**
1. THE CONTRACTOR SHALL CLEAR AND GRUB THE SITE AND PLACE, COMPACT, AND MOISTURE CONDITION ALL FILL PER THE PROJECT GEOTECHNICAL ENGINEERS SPECIFICATIONS. FILL MATERIAL SHALL BE APPROVED BY THE GEOTECHNICAL ENGINEER. UNDESIRABLE MATERIALS SHALL BE REMOVED AND PROPOSED CONTOURS AND SPOT ELEVATIONS REFLECT FINISHED GRADES. CONTRACTOR SHALL BLEND EARTHWORK SMOOTHLY TO TRANSITION BACK TO EXISTING GRADE.
 2. PORTIONS OF THE SITE NOT SPECIFICALLY MENTIONED WITHIN THE GEOTECHNICAL REPORT SHALL BE CONSIDERED TO BE 15% MOISTURE CONTENT. THE MATERIALS MAXIMUM DRY DENSITY WITHIN 3 PERCENT OF OPTIMUM MOISTURE CONTENT.
 3. FILL SHALL BE PLACED IN MAXIMUM 8 INCH LOOSE LIFTS.
 4. UNDISTURBED AREAS WITHIN 30' INGRESS/EGRESS EASEMENT NOT NEEDED FOR UTILITY ROUTING TO BE LEFT UNDISTURBED.
 5. CONSTRUCTION SHOULD BE REASONABLY EXPECTED. ANY DE-WATERING OR MOISTURE CONDITIONING IS THE RESPONSIBILITY OF THE CONTRACTOR AND SHOULD BE INCLUDED IN THE CONTRACT PRICE.
 6. SEED ALL DISTURBED AREAS NOT TOPPED WITH GRAVEL PER SEEDING SCHEDULE ON DRAWING.
 7. MAXIMUM CUT SLOPE = 2H:1V UNLESS OTHERWISE NOTED.
 8. MAXIMUM FILL SLOPE = 3H:1V UNLESS OTHERWISE NOTED.

LEGEND

EXISTING CONTOURS _____
PROPOSED CONTOURS _____
LOD/SILT FENCE _____
TPF _____
EXISTING SPOT ELEVATION x
PROPOSED SPOT ELEVATION •



1 GRADING & EROSION CONTROL PLAN
C8.1 SCALE: 1" = 40'



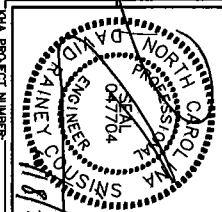
verizon
CHARTERED NORTH CAROLINA, INC.

PROJECT INFORMATION:
SITE NAME: JAGUAR
SITE NO.: 678594
PROJECT #: 2021222004
LESTER, JACOB AND NO
GREENVILLE, SOUTH CAROLINA

Kimley-Horn
11720 AUSTIN PARK DRIVE, SUITE 600
FARMERSVILLE, TEXAS 77936
PH: 281-371-1000
WWW.KIMLEY-HORN.COM
NC License # 14102

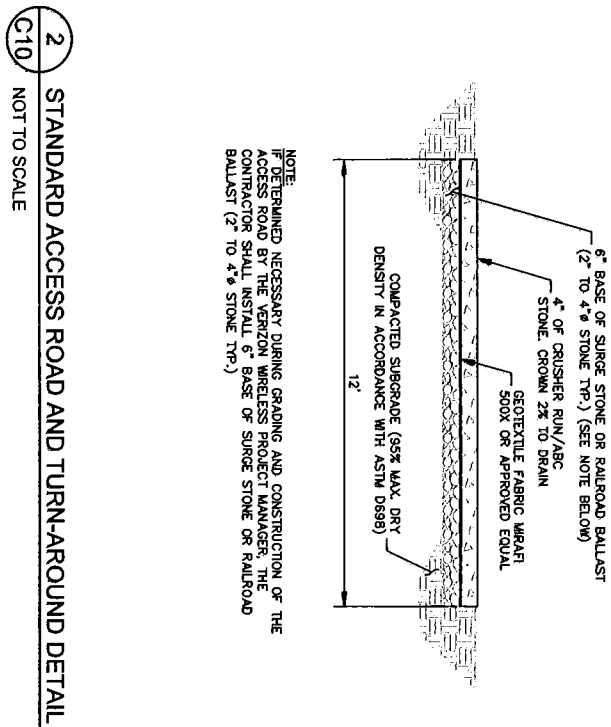
PLANS PREPARED BY:

REV.	DATE	ISSUED FOR	BY
1	09/10/21	CONSTRUCTION	DMF
2	08/04/22	CONSTRUCTION	DMF
3	09/13/22	CONSTRUCTION	DMF
4	09/20/22	CONSTRUCTION	DMF
5	10/11/22	CONSTRUCTION	DMF
6	10/11/22	CONSTRUCTION	DMF
7	10/11/22	CONSTRUCTION	DMF
8	10/11/22	CONSTRUCTION	DMF

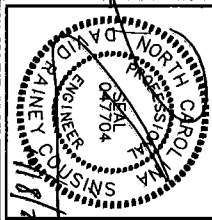


DATA PROJECT NUMBER: 013509300
DRAWN BY: DMF
CHECKED BY: DMF
SHEET TITLE: GRADING AND EROSION CONTROL PLAN
SHEET NUMBER: C8.1

98



8			
7			
6			
5	10/11/22	CONSTRUCTION	DRC
4	09/30/22	CONSTRUCTION	DME
3	09/13/22	CONSTRUCTION	DME
2	08/04/22	CONSTRUCTION	DME
1	03/11/22	CONSTRUCTION	DME
0	09/10/21	CONSTRUCTION	DRC



013509300

DRAWN BY: _____		CHECKED BY: _____	
WTB		DMF	

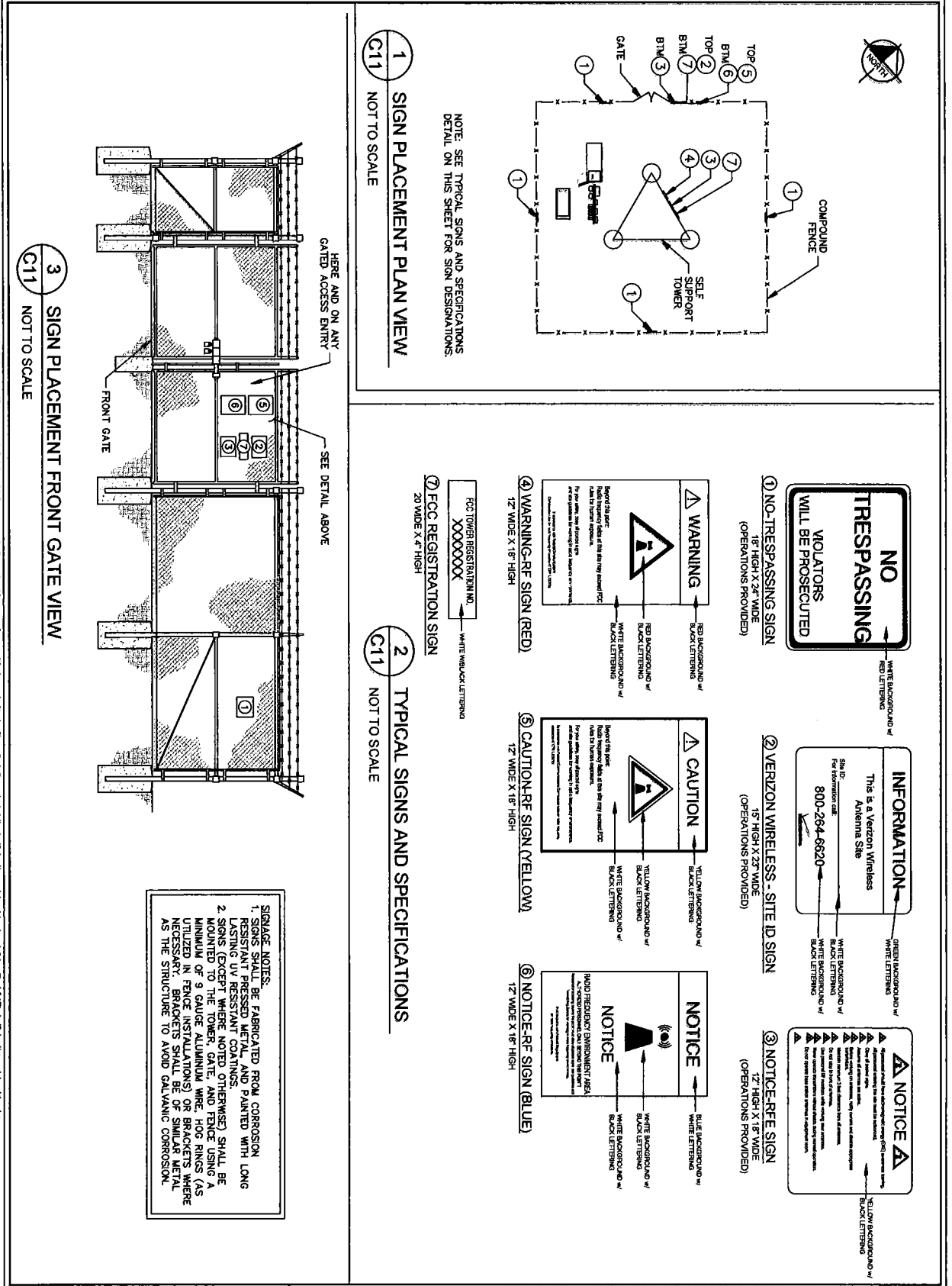
ACCESS ROAD DETAILS

SHEET NUMBER: C10

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SIGNAGE NOTES:

- SIGNS SHALL BE FABRICATED FROM CORROSION RESISTANT PRESSED METAL AND PAINTED WITH LONG LASTING UV RESISTANT COATINGS.
- SIGNS (EXCEPT WHERE NOTED OTHERWISE) SHALL BE MOUNTED TO THE TOWER, GATE, AND FENCE USING A MINIMUM OF 9 GAUGE ALUMINUM WIRE, HOG RINGS (AS UTILIZED IN FENCE INSTALLATIONS) OR BRACKETS WHERE NECESSARY. BRACKETS SHALL BE OF SIMILAR METAL AS THE STRUCTURE TO AVOID GALVANIC CORROSION.

verizon

PROJECT INFORMATION:

SITE NAME: JAGUAR

SITE NO.: 678584

PROJECT #: 2021222004

08/28/2021, NC 23345

08/28/2021, NC 23345

08/28/2021, NC 23345

Kimley-Horn

11720 AARON PARK DRIVE, SUITE 100

ALPHARETTA, GA 30009

WWW.KIMLEY-HORN.COM

NC License # 2002

PLANS PREPARED BY:

DATE: 08/28/2021

ISSUED FOR: 9/1/22

NO.	DATE	DESCRIPTION
1	08/28/2021	CONSTRUCTION DWG
2	08/28/2021	CONSTRUCTION DWG
3	08/28/2021	CONSTRUCTION DWG
4	08/28/2021	CONSTRUCTION DWG
5	08/28/2021	CONSTRUCTION DWG
6	08/28/2021	CONSTRUCTION DWG
7	08/28/2021	CONSTRUCTION DWG

PROFESSIONAL ENGINEER

JOSEPH H. CARROLL

08/28/2021

08/28/2021

08/28/2021

SHEET NUMBER:

C11

SHEET TITLE:

SITE SIGNAGE DETAILS

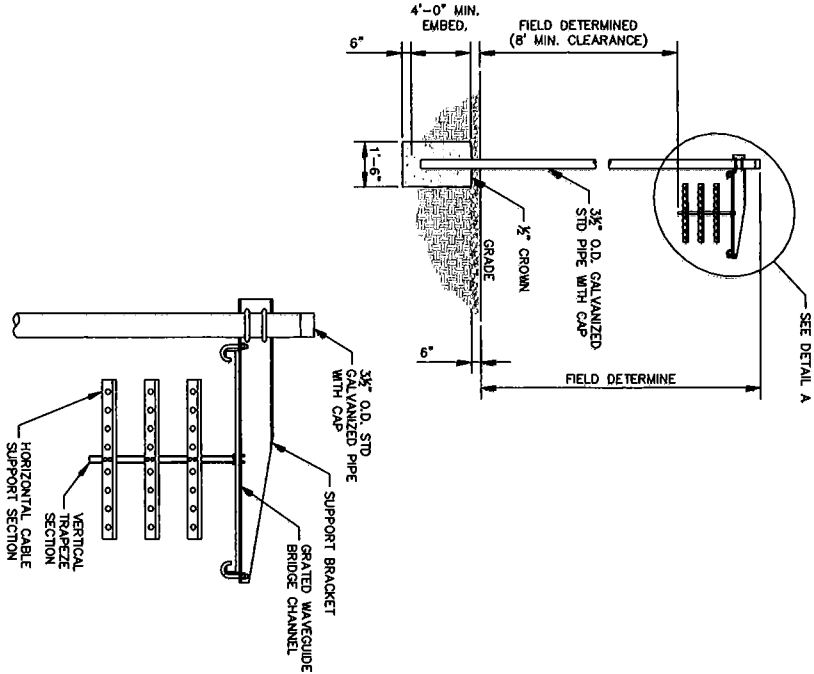
This document, together with the drawings and designs presented herein, is an instrument of service. It is intended only for the specific project and shall be void if not properly signed and stamped by the engineer. It is not to be used for any other project or for any other purpose. It is not to be used for any other project or for any other purpose. It is not to be used for any other project or for any other purpose.

- NOTE:
1. ALL MATERIALS FURNISHED BY CONTRACTOR
UNLESS OTHERWISE NOTED.

1 WAVEGUIDE BRIDGE DETAIL
C12 NOT TO SCALE

ANDREW 1 POST WAVEGUIDE BRIDGE
KIT (PART #WB-K210-B15, OR
APPROVED EQUIVALENT)

DETAIL A

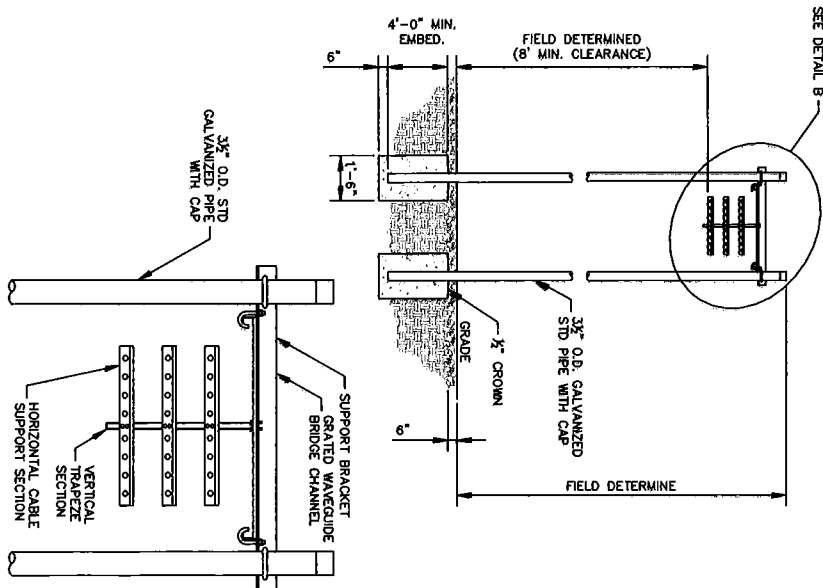


- NOTE:
1. ALL MATERIALS FURNISHED BY CONTRACTOR
UNLESS OTHERWISE NOTED.

2 WAVEGUIDE BRIDGE DETAIL (ALT DESIGN - 2 PIPE COLUMNS)
C12 NOT TO SCALE

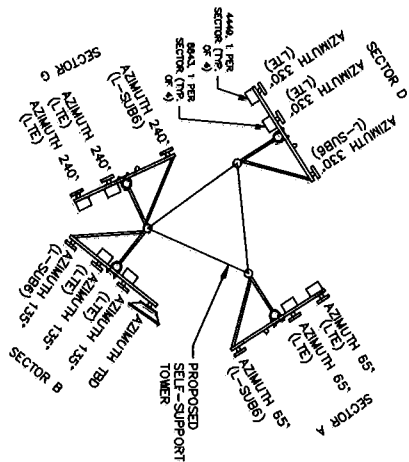
ANDREW 2 POST WAVEGUIDE BRIDGE
KIT (PART #WB-K410-B15, OR
APPROVED EQUIVALENT)

DETAIL B



		PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 678584 PROJECT #: 20212222004 LESTER-HICKMAN RD GORDON, NC 27855 GRANVILLE COUNTY	
PLANS PREPARED BY: 		11720 AARON PARK DRIVE, SUITE 600 ALPHARETTA, GA 30009 PHONE: 770-241-2000 WWW.KIMLEY-HORN.COM NC LICENSE # 12003	
REV. DATE ISSUED FOR: 1 09/10/21 CONSTRUCTION DWG 2 08/04/22 CONSTRUCTION DWG 3 09/13/22 CONSTRUCTION DWG 4 09/20/22 CONSTRUCTION DWG 5 10/11/22 CONSTRUCTION DWG 6 10/11/22 CONSTRUCTION DWG 7 10/11/22 CONSTRUCTION DWG 8 10/11/22 CONSTRUCTION DWG		LICENSER: 	
DATA PROJECT NUMBER: 013509300		DRAWN BY: DWF CHECKED BY: DWF	
SHEET TITLE: WAVEGUIDE BRIDGE DETAILS		SHEET NUMBER: C12	

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1 ANTENNA ORIENTATION PLAN

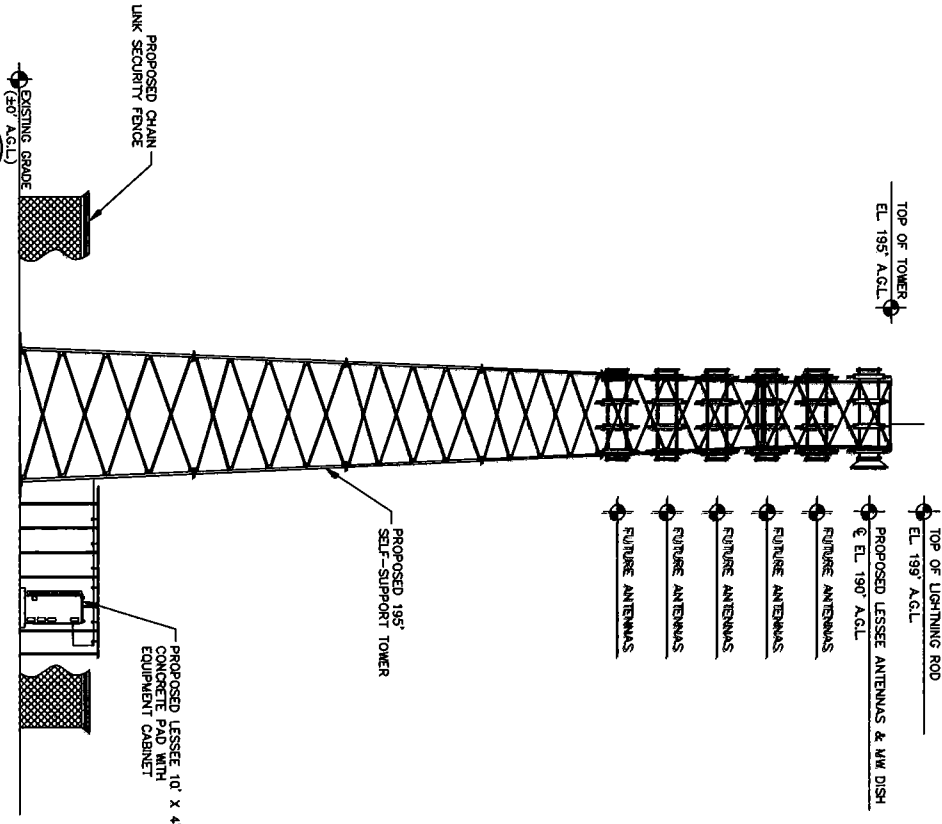
(NOT TO SCALE, FOR ILLUSTRATIVE PURPOSES ONLY. SEE STRUCTURAL ANALYSIS BY OTHERS TO CONFIRM ANTENNA MOUNT TYPE)

NOTE:
REFER TO RFDS PROVIDED BY VERIZON. CONTRACTOR TO CONTACT THE VERIZON WIRELESS CONSTRUCTION MANAGER PRIOR TO CONSTRUCTION FOR THE CONSTRUCTION RFDS.

NOTES:
1. ALL INFORMATION ON THIS PAGE IS PROVIDED BY VERIZON WIRELESS AND/OR OTHERS FOR YOUR INFORMATION. CONTRACTOR TO CONTACT THE VERIZON WIRELESS CONSTRUCTION MANAGER PRIOR TO CONSTRUCTION FOR ALL DETAILED ANTENNA, AND COAX CABLE INFORMATION, ANALYSIS OF PROPOSED TOWER.
2. REFER TO STRUCTURAL ANALYSIS BY TOWER OWNER FOR ANALYSIS OF PROPOSED TOWER.
3. IT IS UNDERSTOOD THAT KIMLEY-HORN MAKES NO WARRANTY, REPRESENTATION, OR OPINION, OR PROFESSIONAL ADVICE RELATING TO THE STRUCTURAL ADEQUACY OF THE PROPOSED TOWER OR ATTACHMENT OF ANTENNAS OR OTHER APPURTENANCES.

NOTE: GENERAL CONTRACTOR TO INSTALL RAYCAP OVP, NUMBER AND TYPE PER VERIZON CONSTRUCTION MANAGER.

TOP OF TOWER
EL. 195' A.G.L.



2 SELF-SUPPORT TOWER ELEVATION

(NOT TO SCALE)

- NOTES:
1. ALL PROPOSED ATTACHMENTS TO TOWER BASED ON TOWER DESIGN DRAWINGS BY OTHERS (SEE GENERAL NOTE 1.07, SHEET M1).
 2. THE TOWER ELEVATION SHOWN IS FOR REFERENCE ONLY.
 3. COAX/FIBER CABLE LENGTHS ARE APPROXIMATE. CONTRACTOR TO VERIFY CORRECT LENGTH IN FIELD AT TIME OF CONSTRUCTION.
 4. PROPOSED TOWER WILL BE GALVANIZED STEEL-COAT IN COLOR.

verizon
QUALITY WITH CARE AND COMMITMENT

PROJECT INFORMATION:
SITE NAME: JAGUAR
SITE NO.: 678594
PROJECT #: 2021222004
LESTER-JAGUAR AND RD
OVERALL 62.7555
OVERALL 62.7555

PLANS PREPARED BY:
Kimley-Horn
11720 AUSTIN PARK DRIVE, SUITE 100
FARMERSVILLE, TX 77936
713.271.1100
WWW.KIMLEY-HORN.COM
KID: 00000000000000000000

REV.	DATE	ISSUED FOR	BY
1	08/10/21	CONSTRUCTION	DWG
2	03/11/22	CONSTRUCTION	DWG
3	09/04/22	CONSTRUCTION	DWG
4	09/20/22	CONSTRUCTION	DWG
5	10/11/22	CONSTRUCTION	DWG
6	10/11/22	CONSTRUCTION	DWG
7	10/11/22	CONSTRUCTION	DWG
8	10/11/22	CONSTRUCTION	DWG

FOR ILLUSTRATIVE PURPOSES ONLY- NO SIGNATURE REQUIRED

DATA PROJECT NUMBER: 013509300
DRAWN BY: [blank]
CHECKED BY: [blank]
DATE: [blank]

SHEET TITLE: ANTENNA AND TOWER ELEVATION DETAILS
SHEET NUMBER: C13

Radio 4408

B48 - 3.5 GHz, CBR5

General Specifications	
— 4TX/4RX	— 6 LTE carriers
— Up to 4x5W	— 2x 10.1Gbps CPRI
— 120MHz IBW	

Other Specifications	
— AC or -48 VDC	— 2 external alarm
— Integrated or external antenna	— IP 65, -40 to +55 C

HM ready for 5G NR SW upgrade

Preliminary
FOA Q4-19



See 5000 W 5000				
Radio 4408	Height	Width	Depth	Weight
Including bracket and cover	8.41 in	7.88 in	4.13 in	10.14 lbs

RADIO 8843 - B2 & B66A

4TX 4RX PER BAND

- 8 antenna ports, 4TX/4RX for 2 bands with separate RF ports
- Up to 320W RF Power shared between 2 bands

Examples:

- 4x40W on each band or
- 4x20W on B2 and 4x60W on Band B6A
- 2x60W on Band 2 and 2x60W on Band B6A

- Carrier Capacity:

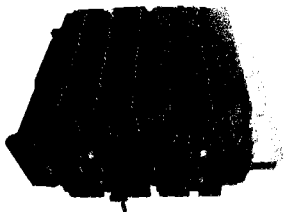
- Up to 2x carrier and up to 60-70 MHz OBN for LTE

- 2 x 10 Gbps CPRI

- Size and Weight:

Radio 8843 - B2 & B66A	Height	Width	Depth	Weight
See producting items	15 in	13.2 in	11.1 in	79 lbs
to mounting holes	18 in	13.2 in	11.3 in	(34.02 kg)
to mounting holes	18 in	13.2 in	11.3 in	(34.02 kg)

Portrait Mount Only



- 48 VDC
 - 2x26A fuse (2 power connectors, 2 or 3 wires) (26A for 4x60W)
 - AISG TMA & RET support (2 Bias-T, 1 ALD port)
 - Type 4.3-10 RF connectors
 - 2 external alarms
 - IP 65, -40 to +55 C
- Now confirmed max measurements/ will not exceed

2019-05-11 | Page 3

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verizon
WIRELESS
COMMUNICATIONS
CORPORATION

PROJECT INFORMATION:
SITE NAME:
JAGUAR
SITE NO.: 678584
PROJECT #: 2021222004
LESTER-MCFARLAND RD
OSHTO, NC 27565
ROANVILLE COUNTY

PLANS PREPARED BY:
Kimley-Horn
11720 AMBER PARK DRIVE, SUITE 400
ALPHARETTA, GA 30009
(770) 770-8800
WWW.KIMLEY-HORN.COM
NC License # 1-0702

REVISED DATE ISSUED FOR: BY:

8				
7				
6				
5	10/11/22	CONSTRUCTION	DMC	
4	09/20/22	CONSTRUCTION	DMC	
3	09/13/22	CONSTRUCTION	DMC	
2	09/04/22	CONSTRUCTION	DMC	
1	03/11/22	CONSTRUCTION	DMC	
0	09/10/21	CONSTRUCTION	DMC	

FOR ILLUSTRATIVE
PURPOSES ONLY.
NO SIGNATURE
REQUIRED

KHA PROJECT NUMBER:
013509300

DRAWN BY: CHECKED BY:

WFB DMC

SHEET NUMBER:
RADIO DETAIL

C14.1

Copyright: Kimley-Horn and Associates, Inc., 2021

RADIO 4449 - B13 & B5 4TX 4RX PER BAND

- 4 antenna ports, 4TX/4RX for 2 bands with common RF ports
- Up to 350W RF Power shared between 2 bands

Examples:

- 4449W on each band or
- 2449W each band on two high-power RF ports

Carrier Capacity:

- Up to 24 carrier and up to 10x25 MHz QSW for LTE
- 2 x 10 Gbps CPRI

Size and Weight:

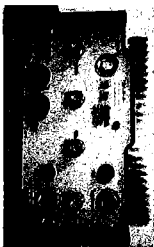
Radio 4449 - B13 & B5	Height	Width	Depth	Weight
no packaging layers	15 in (380 mm)	13.2 in (335 mm)	9.8 in (250 mm)	72 lbs (32.7 kg)
w/ packaging layers	18 in (455 mm)	13.2 in (335 mm)	9.8 in (250 mm)	

- 48 VDC
- 2x20A fuse (2 power connectors, 2 or 3 wire)
- ANSI TMA & RET support (2 BNC-T, 1 ALD port)
- Type 4, 3-10 RF connectors
- 2 external alarms
- IP 65, -40 to +55°C

207944-11 | Page 4

Now confirmed max measurements/ will not exceed

Portrait Mount Only





COMMERCIAL
WIRELESS
SOLUTIONS
FOR NORTH AMERICAN MARKETS

PROJECT INFORMATION:

SITE NAME: JAGUAR
SITE NO.: 678584
PROJECT #: 2021222004
LESTER-WESTLAND RD
CORTLAND, NC 27525
BOONVILLE COUNTY

PLANS PREPARED BY:

**Kimley-Horn**
11720 ABERN PARK DRIVE, SUITE 100
ALPHARETTA, GA 30009
770.241.1000
WWW.KIMLEY-HORN.COM
NC License # 0102

REV. DATE. ISSUED FOR:

8
7
6
5 10/11/22 CONSTRUCTION DWG
4 09/20/22 CONSTRUCTION DWG
3 09/13/22 CONSTRUCTION DWG
2 09/04/22 CONSTRUCTION DWG
1 03/11/22 CONSTRUCTION DWG
0 09/10/21 CONSTRUCTION DWG

FOR ILLUSTRATIVE
PURPOSES ONLY.
NO SIGNATURE
REQUIRED

Q&A PROJECT NUMBER:

013509300

DRAWN BY: DWF
CHECKED BY: DWF

RADIO DETAIL

SHEET NUMBER:

C14.2

DATA SHEET

DC Surge Protection for RPT-Integrated Antenna Radio Head RCMDC-6637-4F-48 Tower / Base / Roofing

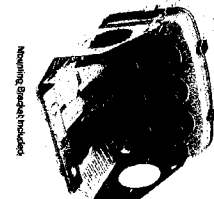
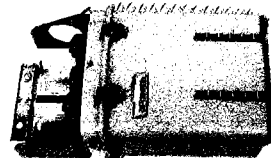
Raycap's flexible Tower, Base Stations and Rooftop protection and Distribution products provide protection for up to 12 Remote Radio Heads/Integrated Antennas. The solutions mitigate the risk of damage due to lightning and provide high levels of availability and reliability to radio equipment.

Features

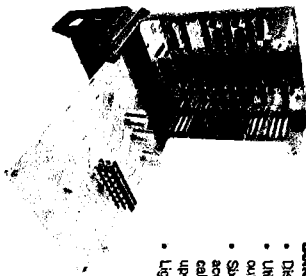
- Designed for distribution to 12 RPH circuits, DC power and fiber optics.
- Alarms for module detection and intrusion.
- Digital voltmeter with twelve (12) position switch to monitor each DC circuit.
- Power alarms for wiring anomalies and power disruptions.
- Employs the Sinesorb® 30-VI-3CH-V Surge Protective Device (SPD) specifically designed for the Remote Radio Head (RPH) installation environment and certified for use in DC applications and at low DC operating voltages (48V).
- The Sinesorb® 30-VI-3CH-V is a Class 1 SPD certified by VDE per the IEC 61643-11 standard as suitable for installation in areas where direct lightning exposure is expected. Sinesorb® 30-VI-3CH-V is able to withstand direct lightning currents of up to 5kA (10/350) and induced surge currents of up to 8kA (8/20).
- Provides very low let through / clamping voltage - unique for a Class 1 product - as it does not employ spark gaps or other switching elements. Sinesorb® offers unique protection levels to the RPH equipment as well as the Base Band Units.
- RSP45 communication link uses two (2) twisted pair (+ground) wires per hybrid cable, and communicates all voltage, boost system and alarm data.
- Patent pending design.

Benefits

- Distributes DC up to 12 Remote Radio Heads and connects up to 24 LC fiber pairs.
- Utilizes an IP 67 rated enclosure, also rated to NEMA and UL, allowing for indoor or outdoor installation on a roof or tower top.
- Six total cable ports for cable access with custom configurable UL rated glands that accommodate varying diameters of hybrid (combined power and fiber optic) or standard cables with diameters up to 2" (wall fit most standard 1 1/4" (cock class cables) depending upon port configuration).
- Lightweight aerodynamic design provides maximum flexibility for tower top installation.



Mounting Bracket Included



Raycap

www.raycap.com



Sinesorb®
30-VI-3CH-V

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QDC-01-130 170501

verizon

CHARTERED BY: VERIZON WIRELESS

SITE NAME:
JAGUAR

SITE NO.: 678584

PROJECT #: 2021222004

LESTER-WESTLAND RD

OSWEGO, NC 27565

OSWEGO COUNTY

PLANS PREPARED BY:

Kimley-Horn

11720 JAMES PARK DRIVE, SUITE 600
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NC LICENSE # 3010

REV	DATE	ISSUED FOR	BY
0	09/10/21	CONSTRUCTION	DWF
1	03/11/22	CONSTRUCTION	DWF
2	06/04/22	CONSTRUCTION	DWF
3	09/13/22	CONSTRUCTION	DWF
4	09/26/22	CONSTRUCTION	DWF
5	10/11/22	CONSTRUCTION	DWG
6			
7			
8			

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NO SIGNATURE
REQUIRED

KHA PROJECT NUMBER:

0135093300

DRAWN BY: CHECKED BY:

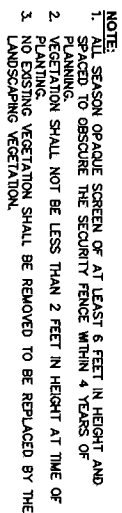
WFB DWF

SHEET TITLE:

OVP DETAIL

SHEET NUMBER:

C14.3



0 10 20 40
GRAPHIC SCALE: 1" = 20'

1. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF HIS WORK WITH THAT OF ALL OTHER CONTRACTORS. THE PLANT DOES NOT GUARANTEE THE EXISTENCE OR NON-EXISTENCE OF ANY UTILITIES. PRIOR TO COMMENCEMENT OF ANY WORK, THE LANDSCAPE CONTRACTOR SHALL VERIFY THE LOCATIONS OF ALL ABOVE GROUND AND UNDERGROUND UTILITIES.
2. THE QUALITY AND SIZE OF ALL PLANT MATERIAL SHALL CONFORM TO THE MOST CURRENT STANDARDS AS SET FORTH IN ANSI Z60.180 - AMERICAN STANDARD FOR NURSERY STOCK.
3. ALL DISTURBED AREAS NOT COVERED BY HARDSCAPE OR PLANT MATERIALS SHALL BE COVERED WITH SEED AND STRAW.
4. PLANT SUBSTITUTION MAY BE PERMITTED ONLY AFTER PROOF THAT SPECIFIED PLANTS ARE UNAVAILABLE, AND THE REQUEST HAS BEEN SUBMITTED TO THE OWNER OR LANDSCAPE ARCHITECT. THE CONTRACTOR SHALL PROVIDE THE NEAREST EQUIVALENT OBTAINABLE SIZE AND VARIETY OF THE PLANT HAVING THE SAME ESSENTIAL CHARACTERISTICS AS THE PLANT SPECIFIED.
5. MINOR PLANT LOCATION ADJUSTMENTS MAY BE MADE IN THE FIELD TO ENSURE ACCESS TO UTILITY FUNCTION BOXES, FIRE SITE LIGHTING OF FUTURE TREE CANOPY INTERFERENCE AND ALLOW UNHINDERED PEDESTRIAN / VEHICULAR CIRCULATION ON ALL PAVEMENTS OR FOUNDATIONS.
6. ALL SHRUB MASSES OF TWO OR MORE SHALL BE EDGED INTO A PLANTING BED AND MULCHED PER DETAIL. ALL INDIVIDUAL TREES AND SHRUBS SHALL HAVE A MULCH SAUCER EDGED IN DIALOGUE TO THE PLANTING PIT DIAMETER. CUT SHALL BE MULCHED AS SHOWN ON THE DETAILS. UNLESS OTHERWISE INDICATED, ALL BED EDGES SHALL BE A DEEP CUT CLEAR SHADE EDGE.
7. THE CONTRACTOR SHALL VERIFY THAT EACH TREE OR SHRUB PIT WILL DRAIN BEFORE INSTALLING PLANT MATERIAL. HE SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES. IF ANY EXISTING UTILITIES ARE LOCATED WITHIN THE PIT, THEY SHOULD ANY ADEQUATE NON-DRAIN PROTECTIVE, A PERFORATED DRAIN LINE SHALL BE INSTALLED, OR THE PLANTS RELOCATED.
8. THE CONTRACTOR SHALL NOTIFY THE OWNER IMMEDIATELY IF HE ENCOUNTERS ANY UNSUITABLE SURFACE OR SUBSURFACE DRAINAGE CONDITIONS, SOIL DEPTH, LATENT SOILS, HARD PAUL, UTILITY LINES, OR OTHER CONDITIONS THAT WILL JEOPARDIZE THE HEALTH AND WELFARE OF THE PLANTS. SHOULD THE CONTRACTOR NOT NOTIFY THE OWNER OF A PROBLEM AREA, HE WARRANTS THAT THE AREAS ARE SUITABLE FOR PROPER GROWTH AND DEVELOPMENT OF ALL PLANTS INSTALLED.
9. THE CONTRACTOR SHOULD VERIFY LANDSCAPING/TREE PLANTING LOCATIONS WITH THE PUBLIC UTILITIES DEPARTMENT TO AVOID CONFLICTS WITH WATER, SEWER, AND GAS LINES.
10. PLANTS SHALL BE SO TRAINED IN DEVELOPMENT AND APPEARANCE AS TO BE UNQUESTIONABLY SUPERIOR IN FORM, COMPACTNESS AND STAMING IN. THEY SHALL BE SOUND, HEALTHY, VIGOROUS, WELL-BRANCHED AND DENSELY FOLIATED WELL-DEVELOPED ROOT SYSTEMS AND SHALL BE FREE FROM PHYSICAL DAMAGE OR OTHER CONDITIONS THAT WOULD PREVENT THRIVING GROWTH.
11. THERE SHALL BE NO CIRCLING OR GIRDLING ROOTS. CIRCLING ROOTS SHOULD BE CUT IN AT LEAST ONE PLACE.
12. THERE SHOULD BE ONE DOMINANT LEADER TO THE TOP OF THE TREE WITH THE LONGEST BRANCHES SPACED AT LEAST 6 INCHES APART. THERE CAN BE TWO LEADERS IN THE TOP 10% OF THE TREE IF IT IS COUNTERWEIGHT OF GOOD QUALITY.
13. THE TREE CANOPY SHOULD BE SYMMETRICAL AND FREE OF LARGE VIEWS. CLEAR TRUNK SHOULD BE NO MORE THAN 40% OF THE TREE HEIGHT UNLESS OTHERWISE SPECIFIED IN THE PLANTING SPECIFICATIONS. CLEAR TRUNK SHALL BE OF SUFFICIENT HEIGHT TO CLEAR SURROUNDING USES THAT MAY BE IMPACTED BY THE FUTURE GROWTH OF THE TREE.
14. OPEN TRUNK AND BRANCH WOUNDS SHALL BE LESS THAN 10% OF THE CIRCUMFERENCE AT THE WOUND AND NO MORE THAN 10% OF THE CIRCUMFERENCE OF THE TRUNK. WOUNDS SHALL BE PROPERLY TREATED WITH AN APPROPRIATE WOUND SEALANT OR SEALANT, AND THERE SHOULD BE NO SIGNS OF INSECTS OR DISEASE ON MORE THAN 5% OF THE TREE.
15. IF ANY OF THE ABOVE CONDITIONS ARE NOT MET, TREES MAY BE REJECTED.
16. TREE PROTECTION DEVICES MUST BE INSTALLED AND INSPECTED PRIOR TO ANY CLEARING, GRUBBING, OR GRADING OF THE SITE BY THE LOCAL AGENCIES.

[illegible]

ELECTRICAL NOTES

1.00 CODES, STANDARDS, & SPECIFICATIONS

- 1.01 IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT ALL MATERIALS AND LABOR RELATED DIRECTLY OR INDIRECTLY TO ALL ELECTRICAL WORK DOCUMENTED IN THESE DRAWINGS SHALL BE PROVIDED AND PERFORMED IN CONFORMANCE WITH ALL CURRENT GOVERNING CODES, STANDARDS, AND PROFESSIONAL STANDARD OF CARE TO INCLUDE THE AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM), UNDERWRITERS LABORATORY (UL), NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA), AMERICAN STANDARDS ASSOCIATION (ASA), NATIONAL FIRE PROTECTION ASSOCIATION (NFPA), AND THE NATIONAL ELECTRICAL CODE (NEC).
- 1.02 MATERIALS SHALL BE NEW AND SHALL CONFORM TO ALL APPLICABLE CURRENT GOVERNING STANDARDS ESTABLISHED FOR EACH ITEM BY ASTM, UL, NEMA, ASA, AND NFPA.
- 1.03 ALL ELECTRICAL WORK SHALL COMPLY WITH ALL APPLICABLE STATE, COUNTY, AND MUNICIPAL CODES AND ORDINANCES, AS WELL AS ALL CURRENT GOVERNING STANDARDS AND PRACTICES AS REQUIRED BY NEC, NEMA, ANSI, NFPA, UL, IEEE, AND THE LOCAL UTILITY COMPANY.
- 1.04 ALL ELECTRICAL GROUNDING SHALL COMPLY WITH THE CURRENT EDITION OF THE NEC.
- 1.05 CONTRACTOR SHALL MAINTAIN UL LISTED FIRE RATINGS AT ALL WALL PENETRATIONS.
- 1.06 CONTRACTOR SHALL MAINTAIN A MINIMUM CLEARANCE OF 36" IN FRONT OF ALL ELECTRICAL EQUIPMENT AS REQUIRED BY NEC. MINIMUM CLEARANCE SHALL BE OBSERVED FOR BOTH THE FRONT AND THE REAR OF THE METER H-FRAME RACK AND THE EQUIPMENT H-FRAME RACK.

2.00 GENERAL

- 2.01 CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS AND ASSOCIATED FEES RELATED TO THE PROJECT AND SHALL DELIVER A COPY OF ALL PERMITS TO THE VERIZON REPRESENTATIVE.
- 2.02 CONTRACTOR SHALL SCHEDULE AND SHOULD ATTEND ALL INSPECTIONS REQUIRED BY THE JURISDICTION HAVING AUTHORITY.
- 2.03 CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS, TOOLS, ACCESSORIES, ETC., FOR A COMPLETE WORKING ELECTRICAL INSTALLATION.
- 2.04 ALL WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH APPLICABLE BUILDING CODES AND LOCAL ORDINANCES. INSTALLED MATERIALS AND METHODS SHALL BE SUBJECT TO APPROVAL BY THE ENGINEER.
- 2.05 CONTRACTOR SHALL PROTECT ADJACENT EQUIPMENT AND FINISHES FROM DAMAGE AND SHALL REPAIR TO ORIGINAL CONDITION ANY ITEMS DAMAGED AS A RESULT OF THE WORK.
- 2.06 CONTRACTOR SHALL REPAIR ANY LANDSCAPING DISTURBED DURING CONSTRUCTION.
- 2.07 IF CONDUIT RUNS HAVE MORE THAN THREE (3) CONSECUTIVE 90 DEGREE TURNS, THE CONTRACTOR SHALL INSTALL PULL BOXES AS REQUIRED BY NEC.
- 2.08 CONTRACTOR SHALL INDICATE THE LOCATION OF ALL CARPED UNDERGROUND SPARE CONDUIT ON THE RECORD DRAWINGS SUBMITTED TO THE OWNER.
- 2.09 CONTRACTOR SHALL COORDINATE EXACT ROUTING OF CONDUIT WITH OWNER. ALL CONDUIT SHALL BE ROUTED WITHIN 3 FEET, EITHER SIDE, OF PERIMETER FENCING.

3.00 MATERIALS

- 3.01 ALL EQUIPMENT AND MATERIALS SHOWN SHALL BE CONSIDERED NEW UNLESS SPECIFICALLY NOTED OTHERWISE ON THE DRAWINGS.
- 3.02 FINAL CONNECTIONS OF EQUIPMENT SHALL BE PER MANUFACTURER'S APPROVED WIRING DIAGRAMS, DETAILS, AND INSTRUCTIONS. THE ELECTRICAL CONTRACTOR SHALL PROVIDE ALL NECESSARY MATERIALS AND EQUIPMENT COMPATIBLE WITH EQUIPMENT SUPPLIED BY VERIZON.
- 3.03 CONTRACTOR SHALL PROVIDE AN UPDATED PANELBOARD DIRECTORY FOR THE PANEL FROM WHICH THE NEW VERIZON EQUIPMENT CIRCUIT WILL BE CONNECTED. CONTRACTOR SHALL SUBMIT UPDATED DIRECTORY IN A PLASTIC COVER TO THE BUILDING OWNER FOR APPROVAL PRIOR TO INSTALLATION.
- 3.04 CONTRACTOR SHALL FIELD DETERMINE ACTUAL CONDUIT ROUTING AND SHALL OBTAIN APPROVAL FROM THE TOWER OWNER OF THE PROPOSED ROUTING PRIOR TO CONDUIT INSTALLATION.
- 3.05 ALL CONDUCTORS SHALL BE COPPER WITH THINN INSULATION AND ALL TERMINATIONS SHALL BE RATED FOR AT LEAST 75 DEGREES CELSIUS.
- 3.06 ALL NEUTRAL CONDUCTORS SHALL HAVE WHITE INSULATION. ALL GROUND CONDUCTORS SHALL HAVE GREEN INSULATION. COLOR TAPE IDENTIFICATION OF THESE CONDUCTORS IS NOT PERMITTED.
- 3.07 CONTRACTOR SHALL SEAL ALL CONDUITS ENTERING AN ENCLOSURE WITH CONDUIT SEALANT THAT IS COMPATIBLE WITH THE INSULATION OF THE CONDUCTORS IN THE CONDUIT.
- 3.08 CONDUIT RUNS SHALL HAVE A CONTINUOUS DOWNWARD SLOPE AWAY FROM ALL EQUIPMENT TO PREVENT WATER INFILTRATION.
- 3.09 ALL CONDUIT SHALL BE SCHEDULE 40 PVC UNLESS NOTED OTHERWISE ON THE PLANS. WHEN CONDUITS ARE USED IN A BURIED APPLICATION, THEY SHALL BE PROTECTED BY A RIGID, MANUFACTURED BEND RADI SHALL BE PER NEC.
- 3.10 CONTRACTOR SHALL PROVIDE TWO (2) 200 POUND TEST POLYETHYLENE PULL CORDS IN ALL CONDUITS AND ALL INNERCUTS. PULL CORDS SHALL BE SECURED AT EACH END OF CONDUIT RUNS. ALL SPARE CONDUIT ENDS SHALL BE CARPED WITH MANUFACTURED PVC FITTINGS.
- 3.11 CONTRACTOR SHALL BOND EACH METALLIC CONDUIT ENTERING A METALLIC ENCLOSURE WITH A #8 MIN AWG INSULATED COPPER BONDING JUMPER PER NEC. CONTRACTOR SHALL BOND ALL ELECTRICAL EQUIPMENT TO THE H-FRAME RACK ON WHICH EQUIPMENT IS MOUNTED WITH #8 MIN AWG INSULATED COPPER BONDING JUMPERS PER NEC.
- 3.12 CONTRACTOR SHALL IDENTIFY THE END OF ALL SPARE CONDUITS ENTERING AND LEAVING THE ENCLOSURE AND MARK TO DEGREE ELBOWS WITH VERTICAL CONDUIT EXTENSIONS TO EXTEND 3" ABOVE FINISHED GROUND AGGREGATE GRADE. CONTRACTOR SHALL TERMINATE CONDUITS WITH MANUFACTURED CONDUIT CAPS THAT THE CONTRACTOR HAS PAINTED ORANGE.
- 3.13 CONTRACTOR SHALL PROVIDE AND INSTALL AN ENGRAVED PHOTOC PLATE ON THE FRONT OF THE INTEGRATED LOAD CENTER. THE WORKING ON THE PLATE SHALL READ AS FOLLOWS: "MANAGEMENT OF ALL SERVICES AND ALL EQUIPMENT ON THE LOAD CENTER CANNOT EXCEED 50KW. IF ADDITIONAL POWER IS REQUIRED, THE EXISTING 50KW GENERATOR MUST BE REPLACED."

4.00 PRE-CONSTRUCTION COORDINATION

- 4.01 CONTRACTOR SHALL VISIT THE SITE PRIOR TO BID AND NOTE EXISTING CONDITIONS THAT MIGHT AFFECT THEIR WORK. ALL SUCH CONDITIONS SHALL BE REPORTED TO THE ENGINEER PRIOR TO BID.
- 4.02 THE CONTRACTOR SHALL PROVIDE A UTILITY LOCATION AND DEPTH SURVEY TO THE VERIZON REPRESENTATIVE PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- 4.03 CONTRACTOR SHALL VERIFY, PRIOR TO ROUGH-IN, THAT SITE CONDITIONS ALLOW FOR THE PLACEMENT OF THE ELECTRICAL EQUIPMENT AS SHOWN ON THE PLANS.
- 4.04 CONTRACTOR SHALL COORDINATE WITH LOCAL ELECTRICAL UTILITY REGARDING THE EXACT LOCATION OF THE TRANSFORMER, ALL WIRING REQUIREMENTS, AND CONDUIT ROUTING BETWEEN TRANSFORMER AND METER.
- 4.05 CONTRACTOR SHALL COORDINATE WITH LOCAL TELCO UTILITY REGARDING THE EXACT LOCATION OF THE TELCO SERVICE ENTRY POINT.
- 4.06 CONTRACTOR SHALL COORDINATE WITH AUTHORITY HAVING JURISDICTION REGARDING LOCAL FROST LINE REQUIREMENTS FOR RACEWAY MATERIAL SELECTION AND INSTALLATION.
- 4.07 CONTRACTOR SHALL PERFORM AN ARC FLASH ANALYSIS AT THE INTEGRATED LOAD CENTER AND PROVIDE ARC FLASH LABEL PER NEC.
- 4.08 ALL CIRCUIT BREAKERS AND EQUIPMENT SHALL HAVE A MINIMUM ARC RATING OF 10,000 AMPS. IF THE RATING OF THE UTILITY TRANSFORMER PROVIDING THE ELECTRICAL SERVICE IS GREATER THAN 75 kVA, THE CONTRACTOR SHALL PERFORM A SHORT CIRCUIT ANALYSIS TO DETERMINE THE REQUIRED ARC RATING FOR THE CIRCUIT BREAKERS AND EQUIPMENT. THE CONTRACTOR SHALL CONDUCT THE ANALYSIS AND OBTAIN IN WRITING THE MAXIMUM AVAILABLE FAULT CURRENT (AFC) AT THE UTILITY SERVICE POINT. PROVIDE MAX. AFC SIGNAGE AS REQUIRED PER NEC 110.24. THE CONTRACTOR SHALL ENSURE ALL ELECTRICAL EQUIPMENT, CIRCUIT BREAKERS, DISCONNECTS, FUSES, AND PANELBOARDS HAVE A FAULT CURRENT INTERRUPTING RATING GREATER THAN THE AVAILABLE FAULT CURRENT.

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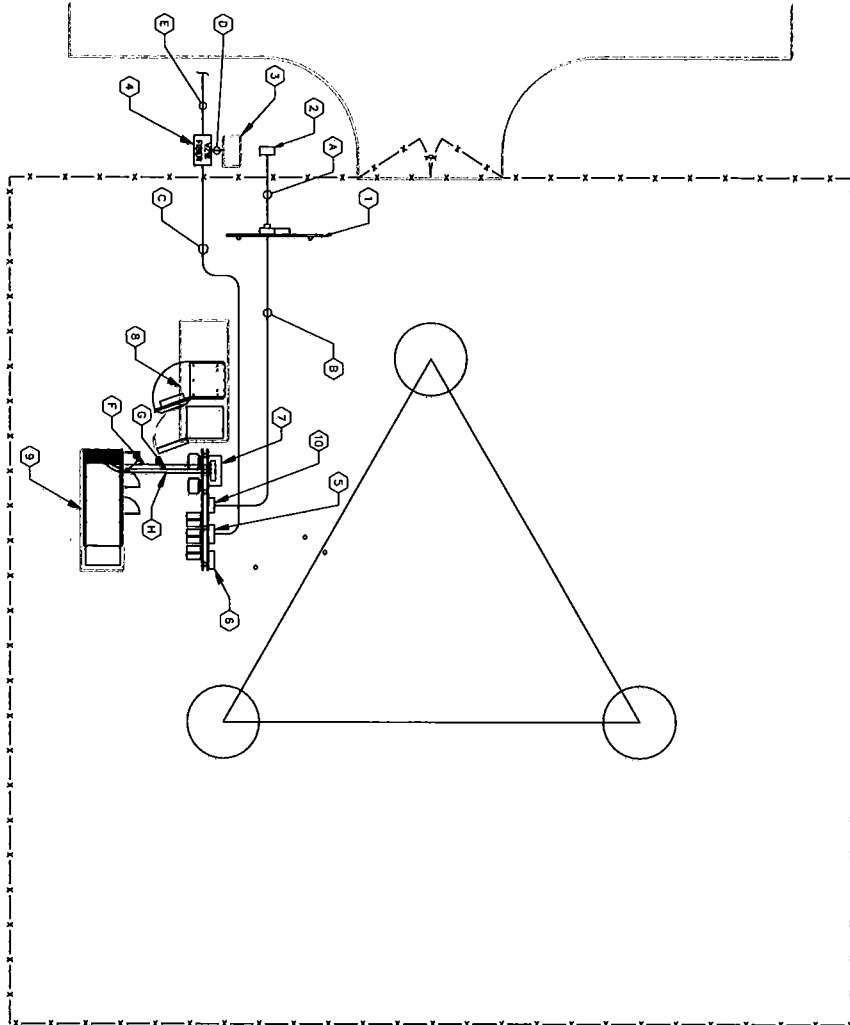
PROJECT INFORMATION:
SITE NAME:
JACUAR
SITE NO.: 678594
PROJECT #: 20212222004
LESTER-WEFARLAND RD
OSCEOLA, NC 27956
OSCEOLA COUNTY
PLANS PREPARED BY:

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DATE: ISSUED FOR: 9/1/22
7/1/22
6/1/22
5/1/22
4/1/22
3/1/22
2/1/22
1/1/22
0/1/22
09/20/22 CONSTRUCTION DRG
09/20/21 CONSTRUCTION CSH

PROJECT NUMBER:
013609300
DRAWN BY: CHECKED BY:
WFB DMF
SHEET TITLE:
ELECTRICAL NOTES
SHEET NUMBER:
E1

This document, together with the drawings and designs provided herein, is an instrument of service. It is intended only for the specific project and shall be void if used for any other purpose. Plans of any telephone system or other communication system shall be subject to change without notice and shall be subject to change without notice and shall be subject to change without notice.



1 UTILITY SERVICE ROUTING PLAN

E2 SCALE: 1" = 10'



KEY NOTES - ELECTRICAL EQUIPMENT

- 1 UTILITY METER H-FRAME (SEE DETAIL 1/E4).
- 2 POWER STUB UP (SEE NOTE 4.04 ON SHEET E1).
- 3 EXISTING UT FIBER HANDHOLE/PEDESTAL (CONTRACTOR TO CONFIRM EXISTENCE AND LOCATION).
- 4 TRAFFIC RATED TELCO VAULT LABELED "VZW FIBER". (SEE NOTE 4.05 ON SHEET E1)
- 5 TELCO BOX (SEE SHEET C4).
- 6 CADA UNIT, IF NEEDED (SEE SHEET C4).
- 7 INTEGRATED LOAD CENTER (SEE SHEET C4).
- 8 VERIZON CONCRETE EQUIPMENT PAD (SEE SHEET C5).
- 9 VERIZON CONCRETE GENERATOR PAD (SEE SHEET C6).
- 10 DISCONNECT SWITCH (SEE SHEET C4).

KEY NOTES - CONDUIT, CONDUCTORS, & MISC.

- A TWO (2) 4" PVC POWER CONDUITS FOR INCOMING SERVICE LATERALS FROM LOCAL UTILITY (SEE TRENCH DETAIL 2/E7).
- B 2" PVC POWER CONDUIT FROM PROPOSED METER RACK TO EQUIPMENT RACK (SEE TRENCH DETAIL 2/E7).
- C TWO (2) 2" PVC TELCO CONDUITS, WITH TWO (2) PULL ROPES EACH (SEE TRENCH DETAIL 2/E7).
- D 4" PVC BRIDGE FIBER CONDUIT, (IF NO EXISTING UT FIBER HANDHOLE/PEDESTAL IS PRESENT CONTRACTOR TO PROVIDER A 5' LONG CAPPED STUB BRIDGE CONDUIT).
- E TWO (2) 2" PVC CONDUITS FROM RIGHT OF WAY W/TWO (2) PULL ROPES (SEE TRENCH DETAIL 2/E7 AND SHEET E3).
- F 2" PVC CONDUIT FOR ROUTING POWER CONDUCTOR TO THE GENERATOR. (SEE TRENCH DETAIL 2/E7).
- G 1" PVC CONDUIT FOR ROUTING GENERATOR CONTROL AND ALARM SIGNAL CABLES TO THE GENERATOR. (SEE TRENCH DETAIL 2/E7).
- H 1" PVC CONDUIT FOR ROUTING POWER CONDUCTOR TO THE GENERATOR BATTERY CHARGER AND THE GENERATOR BLOCK HEATER (SEE TRENCH DETAIL 2/E7).

NOTES:

GENERAL CONTRACTOR IS TO CONFIRM WITH VERIZON CONSTRUCTION MANAGER WHETHER INSTALLATION OF THE TWO (2) 2" CONDUITS TO THE RIGHT OF WAY WILL BE PART OF THE INITIAL CONSTRUCTION.

verizon
 2021 WIRELESS SERVICE
 CHARTERED BY: JACUAR

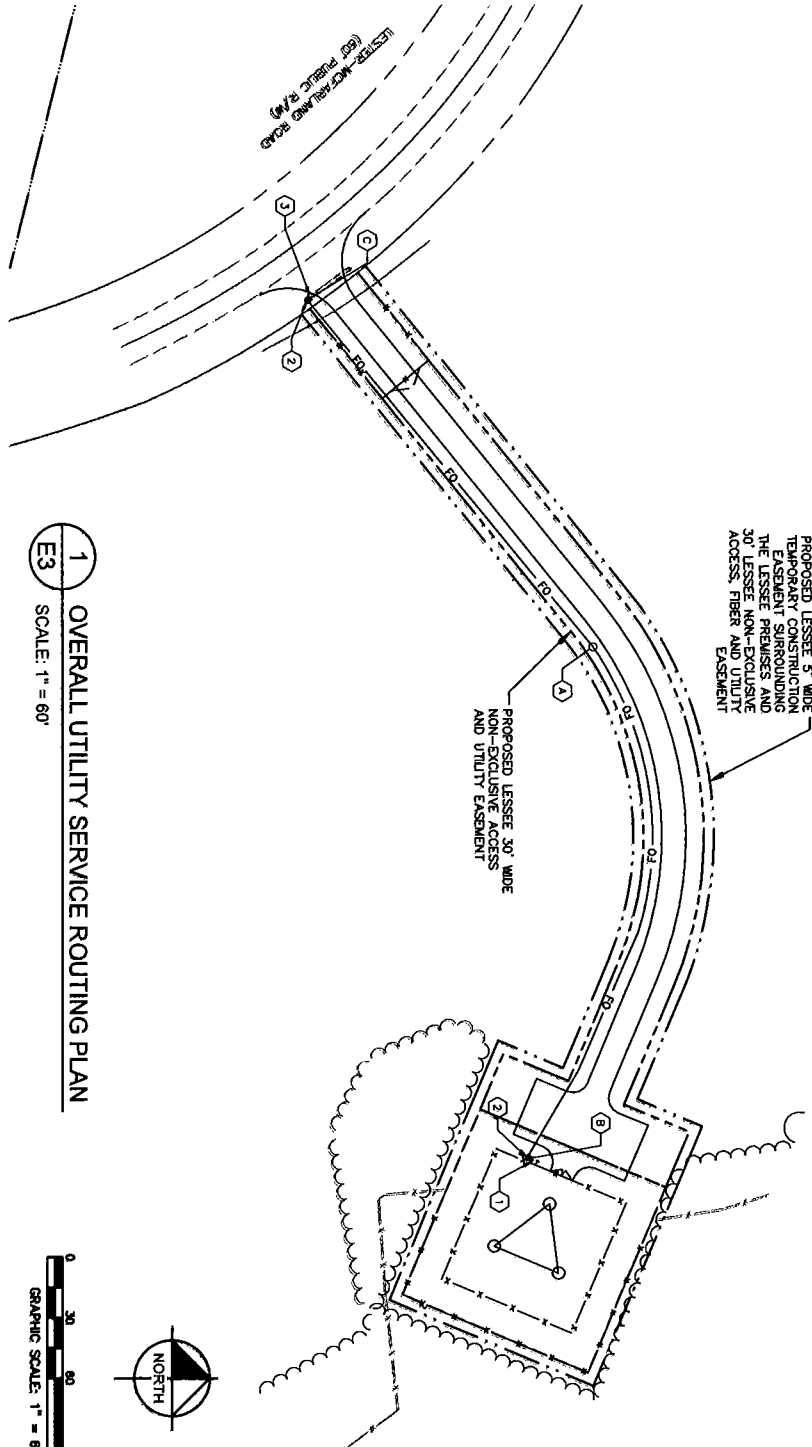
SITE NAME:
 JACUAR
SITE NO.: 675594
PROJECT #: 20212222004
 LESTER-ACQUADRO RD
 ORFORD, NC 27565
 GRANVILLE COUNTY

PLANS PREPARED BY:
 Kimley-Horn
 11720 ALBERTA AVE. SUITE 600
 ALPHARETTA, GA 30009
 WWW.KIMLEY-HORN.COM
 NC LICENSE # 0102

REV.	DATE	ISSUED FOR	BY
1	08/20/22	CONSTRUCTION DWF	0
2	10/11/22	CONSTRUCTION DWF	1
3	10/11/22	CONSTRUCTION DWF	2
4	10/11/22	CONSTRUCTION DWF	3
5	10/11/22	CONSTRUCTION DWF	4
6	10/11/22	CONSTRUCTION DWF	5
7	10/11/22	CONSTRUCTION DWF	6
8	10/11/22	CONSTRUCTION DWF	7

PROJECT NUMBER:
 013608300
DESIGNED BY:
 WTB
CHECKED BY:
 DWF
SHEET TITLE:
 UTILITY SERVICE ROUTING PLAN
SHEET NUMBER:
 E2

NOTE:
ALL PROPOSED UTILITIES
TO BE ROUTED
UNDERGROUND



KEY NOTES - ELECTRICAL EQUIPMENT

- 1 EXISTING UT-FIBER HANDHOLE/PEDESTAL.
- 2 TRAFFIC RATED TELCO VAULT LABELED "VZW FIBER". (SPACED EVERY 500' AT MAJOR TRANSITIONS, AND AS NEEDED TO ALLOW FOR FIBER TO BE PULLED)(SEE NOTE 4.05 ON SHEET E1)
- 3 EXISTING ONE FIBER HANDHOLE (CONTRACTOR TO CONFIRM EXISTENCE AND LOCATION)

KEY NOTES - CONDUIT, CONDUCTORS, & MISC.

- A TWO (2) 2" PVC CONDUIT FOR "VZW FIBER" WITH TWO (2) PULL ROPES. (SEE DETAIL 2/56). (APPROXIMATELY 493± LF). GENERAL CONTRACTOR TO CONFIRM NEED FOR CONDUITS TO RIGHT OF WAY AND HANDHOLE AT RIGHT OF WAY WITH VERIZON CONSTRUCTION MANAGER.
- B 4" PVC BRIDGE FIBER CONDUIT. (IF NO EXISTING UT FIBER HANDHOLE/PEDESTAL IS PRESENT, CONTRACTOR TO PROVIDER A 5' LONG CAPPED STUB BRIDGE CONDUIT).
- C 4" PVC BRIDGE FIBER CONDUIT. (IF NO EXISTING ONE FIBER HANDHOLE IS PRESENT, BRIDGE CONDUIT WILL BE BY OTHERS)

NOTES:

GENERAL CONTRACTOR IS TO CONFIRM WITH VERIZON CONSTRUCTION MANAGER WHETHER INSTALLATION OF THE TWO (2) 2" CONDUITS TO THE RIGHT OF WAY WILL BE PART OF THE INITIAL CONSTRUCTION. PROPOSED VERIZON TELCO VAULT WITHIN RIGHT OF WAY LOCATED APPROXIMATELY 36' 24" 23.37°N, 78' 47" 42.58°W BASED ON GOOGLE EARTH IMAGERY.

1 OVERALL UTILITY SERVICE ROUTING PLAN
E3 SCALE: 1" = 60'



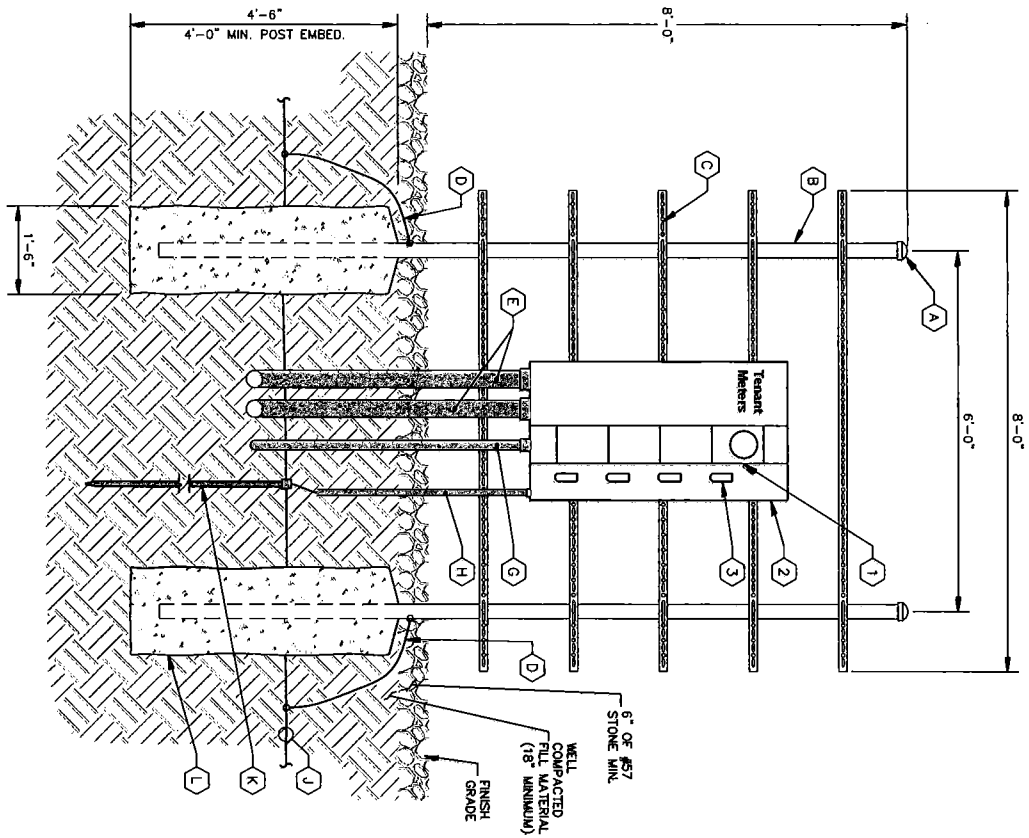
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verizon 700 KENNEDY DRIVE CHESAPEAKE, VIRGINIA 23030	Kimley-Horn 11720 HARBOR PARK DRIVE, SUITE 600 ALPHARETTA, GA 30009 404.477.1000 www.kimley-horn.com NC License # 0002	PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 678594 PROJECT #: 2021222004 LESTER-WATLAND RD OSCEOLA, NC 27855 GRAVILE COUNTY PLANS PREPARED BY:	KEY: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>0</td> <td>09/10/21</td> <td>CONSTRUCTION</td> <td>CONSTRUCTION</td> <td>CONSTRUCTION</td> <td>CONSTRUCTION</td> <td>CONSTRUCTION</td> <td>CONSTRUCTION</td> </tr> </table>	1	2	3	4	5	6	7	8	0	09/10/21	CONSTRUCTION	CONSTRUCTION	CONSTRUCTION	CONSTRUCTION	CONSTRUCTION	CONSTRUCTION	DATE: 10/11/22 ISSUED FOR: BY:	KEY: 013069300 CHECKED BY: DATE: DATE:	OVERALL UTILITY ROUTING PLAN E3
1	2	3	4	5	6	7	8															
0	09/10/21	CONSTRUCTION	CONSTRUCTION	CONSTRUCTION	CONSTRUCTION	CONSTRUCTION	CONSTRUCTION															

1 METER RACK DETAILS

E4 NOT TO SCALE



KEY NOTES - CONDUIT, CONDUCTORS, & MISC

- (A) GALVANIZED RIGID STEEL CAP, TYPICAL
- (B) 3" GALVANIZED RIGID STEEL PIPE, TYPICAL
- (C) 1 1/2" x 1 1/2" GALVANIZED STEEL CHANNEL (UNISTRUT #2860, OR APPROVED EQUIVALENT) WITH PLASTIC END CAP (UNISTRUT #2860), TYPICAL
- (D) ONE (1) #2 AWG BARE SOLID TINNED COPPER BONDING CONDUCTORS (BC) FROM H-FRAME VERTICAL PIPE TO GROUND RING, EXOTHERMIC WELD BOTH ENDS.
- (E) 4" PVC CONDUIT FOR INCOMING SERVICE LATERALS FROM LOCAL UTILITY, TYPICAL OF 2.
- (F) KEYNOTE NOT USED.
- (G) 2" PVC CONDUIT FOR ROUTING FEEDERS TO NON-FUSED DISCONNECT SWITCH.
- (H) 3/4" PVC CONDUIT WITH ONE (1) - 2/0 BARE STRANDED TINNED COPPER GROUNDING ELECTRODE CONDUCTOR (GEC) FROM GROUNDING LUG TO GROUND ROD, EXOTHERMIC WELD GEC TO GROUND ROD.
- (J) GROUND RING (SEE "E" SHEETS).
- (K) GROUND ROD, EXOTHERMIC WELD TO GROUND RING. (SEE "E" SHEETS)
- (L) CONCRETE FOUNDATION FOR H-FRAME VERTICAL PIPE. CONCRETE SHALL HAVE A 28 DAY COMPRESSIVE STRENGTH OF 4,000 PSI, AND INCLUDE FIBERMESH 650-3E.

KEY NOTES - ELECTRICAL EQUIPMENT

- (1) 200 AMP METER SOCKET IN NEMA 3R ENCLOSURE, TYPICAL OF 4. ONLY TOP SOCKET WILL RECEIVE METER UNDER THIS CONTRACT.
- (2) 800 AMP, 22KALC, 4 GANG, SERVICE ENTRANCE RATED METER CENTER IN NEMA 3R ENCLOSURE, BOND TO RACK PER NEC.
- (3) 200 AMP, 2 POLE (22KALC) DISCONNECT CIRCUIT BREAKER FOR TOP METER ONLY. CONTRACTOR SHALL MOUNT THE METER CENTER SUCH THAT THE TOP CIRCUIT BREAKER IS NO MORE THAN 6 ABOVE GRADE.



PROJECT INFORMATION:

SITE NAME:
JAGUAR
SITE No.: 673594
PROJECT #: 20212222004
LESTER-WATLAND RD
OXFORD, NC 27565
GRAVILL COUNTY

PLANS PREPARED BY:

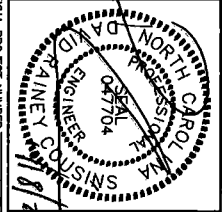
Kimley-Horn

11720 HANCOCK PARK DRIVE, SUITE 600
ALPHARETTA, GA 30009
WWW.KIMLEY-HORN.COM
NC LICENSE # 0102

REVISIONS: ISSUED FOR: BY:

8					
7					
6					
5					
4					
3					
2	10/11/22	CONSTRUCTION	DMC		
1	09/29/22	CONSTRUCTION	DMF		
0	09/10/21	CONSTRUCTION	COH		

LOGSHEET



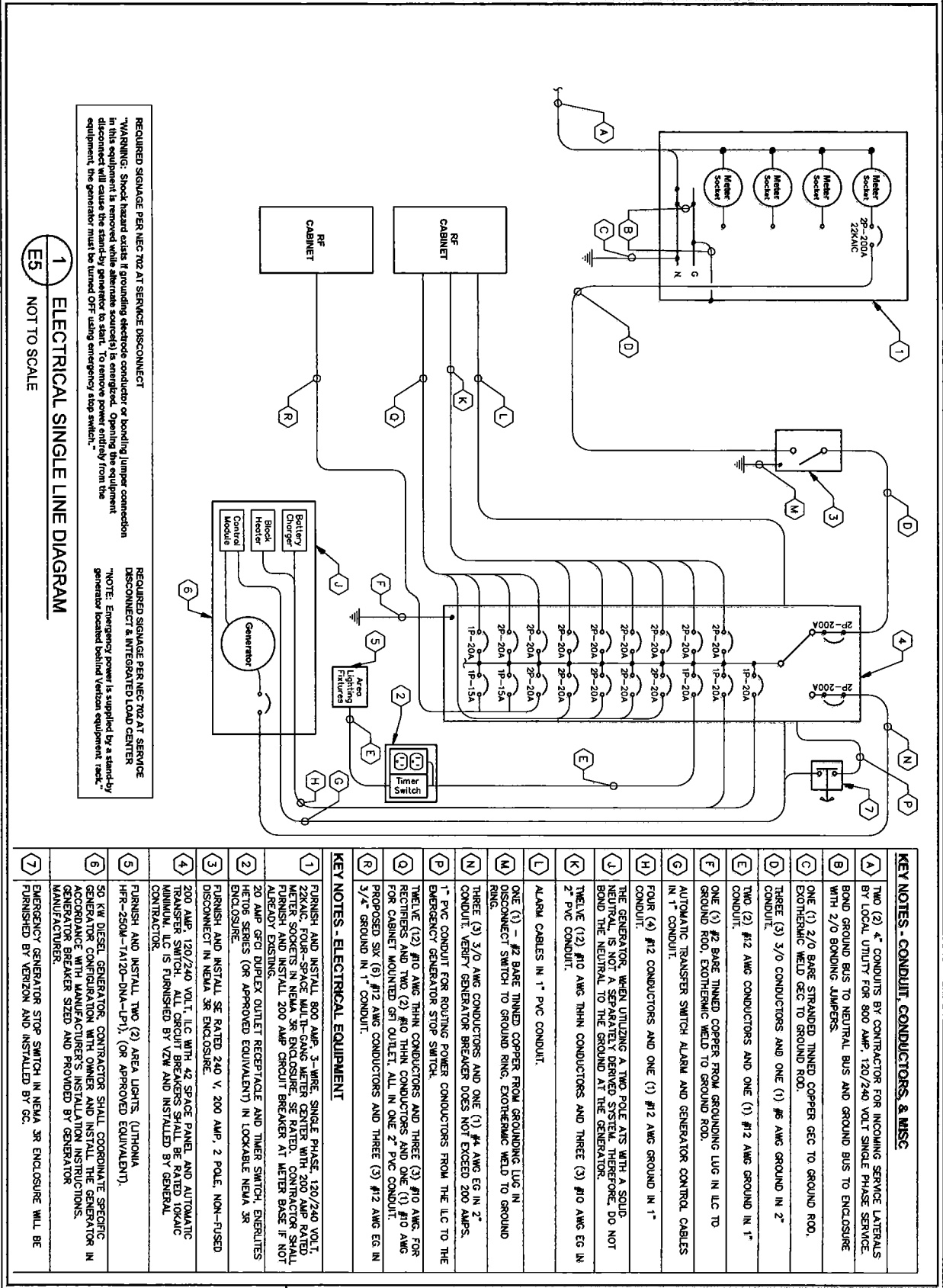
QA PROJECT NUMBER:
013508300

DRAWN BY: CHECKED BY:

WTF DMF

METER RACK
DETAILS - FRONT

SHEET NUMBER:
E4



Verizon
WIRELESS COMMUNICATIONS
COMMERCIAL SERVICE DIVISION

PROJECT INFORMATION:
SITE NAME: JAGUAR
PROJECT #: 20212222004
LESTER, JACOB AND BO
070708, NC 27265
GARLAND COUNTY

PLANS PREPARED BY:

Kimley-Horn
11720 JAMES EARL RING, SUITE 400
ALABAMA CITY, GA 30009
404.271.0000
WWW.KIMLEY-HORN.COM
NC LICENSE F-0102

REVISIONS:

NO.	DATE	ISSUED FOR	BY
1	09/29/22	CONSTRUCTION DWF	1
2	10/11/22	CONSTRUCTION DWF	2
3	10/11/22	CONSTRUCTION DWF	3
4	10/11/22	CONSTRUCTION DWF	4
5	10/11/22	CONSTRUCTION DWF	5
6	10/11/22	CONSTRUCTION DWF	6
7	10/11/22	CONSTRUCTION DWF	7
8	10/11/22	CONSTRUCTION DWF	8

APPROVED:

PROJECT NUMBER: 013509300
DRAWN BY: CHECKED BY: DWF
SHEET TITLE: ELECTRICAL SINGLE LINE DIAGRAM
SHEET NUMBER: E5

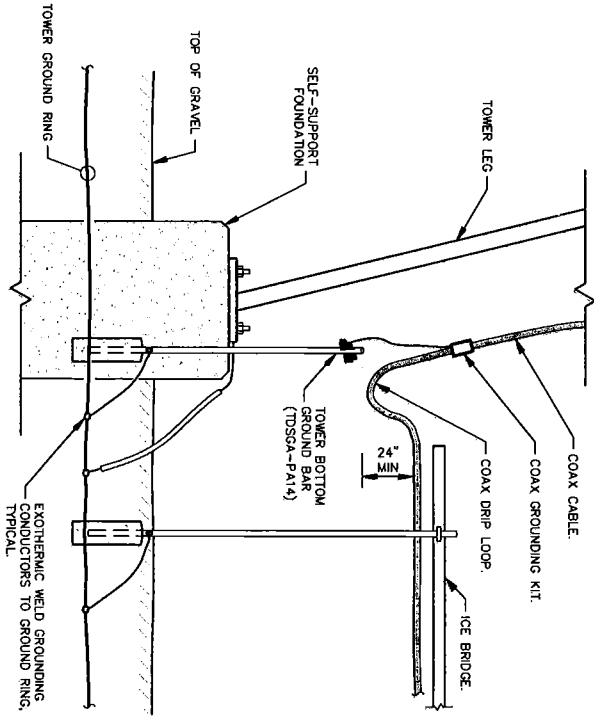
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VERIZON WIRELESS Voltage: 240/120 Volts Phase, Wires: Single Phase, 3 Wire Mounting Type: Surface Enclosure Type: NEMA 3R									
MCB Size: 200 Amps AIC Rating: 10,000 Amps mH Bus Rating: 200 Amps Neutral Rating: 100%									
Load Served	A	B	Circuit Breaker Size	Ckt Nbr	Phase A B	Ckt Nbr	Circuit Breaker Size	Load (kVA) A B	Load Served
RECTIFIER 1	1.78	1.78	2P-20	1	1-1	2	1P-20	0.58	AREA LIGHTS/GFCI
RECTIFIER 2	1.78	1.78	2P-20	5	1-1	4	1P-20	1.50	GEN BATTERY CHARGER
RECTIFIER 3	1.78	1.78	2P-20	7	1-1	6	1P-20	0.30	SPACE
RECTIFIER 4	1.78	1.78	2P-20	9	1-1	8	1P-20	0.18	CAB DUPLEX OUTLET
RECTIFIER 5	1.78	1.78	2P-20	11	1-1	10	1P-20	0.00	SPACE
RECTIFIER 6	1.78	1.78	2P-20	13	1-1	12	1P-20	0.00	SPACE
RECTIFIER 7	1.78	1.78	2P-20	15	1-1	14	1P-20	1.78	RECTIFIER 9
RECTIFIER 8	1.78	1.78	2P-20	17	1-1	16	1P-20	1.78	RECTIFIER 10
RECTIFIER 9	1.78	1.78	2P-20	19	1-1	18	1P-20	0.00	RECTIFIER 11 (SPARE)
RECTIFIER 10	1.78	1.78	2P-20	21	1-1	20	1P-20	0.00	RECTIFIER 12 (SPARE)
RECTIFIER 11	1.78	1.78	2P-20	23	1-1	22	1P-20	0.00	SPACE
RECTIFIER 12	1.78	1.78	2P-20	25	1-1	24	1P-20	0.00	SPACE
RECTIFIER 13	1.78	1.78	2P-20	27	1-1	26	1P-20	0.00	SPACE
RECTIFIER 14	1.78	1.78	2P-20	29	1-1	28	1P-20	0.00	SPACE
RECTIFIER 15	1.78	1.78	2P-20	31	1-1	30	1P-20	0.00	SPACE
RECTIFIER 16	1.78	1.78	2P-20	33	1-1	32	1P-20	0.00	SPACE
RECTIFIER 17	1.78	1.78	2P-20	35	1-1	34	1P-20	0.00	SPACE
RECTIFIER 18	1.78	1.78	2P-20	37	1-1	36	1P-20	0.00	SPACE
RECTIFIER 19	1.78	1.78	2P-20	39	1-1	38	1P-20	0.00	SPACE
RECTIFIER 20	1.78	1.78	2P-20	41	1-1	40	1P-20	0.00	SPACE
RECTIFIER 21	1.78	1.78	2P-20	43	1-1	42	1P-20	0.00	SPACE
RECTIFIER 22	1.78	1.78	2P-20	45	1-1	44	1P-20	0.00	SPACE
RECTIFIER 23	1.78	1.78	2P-20	47	1-1	46	1P-20	0.00	SPACE
RECTIFIER 24	1.78	1.78	2P-20	49	1-1	48	1P-20	0.00	SPACE
RECTIFIER 25	1.78	1.78	2P-20	51	1-1	50	1P-20	0.00	SPACE
RECTIFIER 26	1.78	1.78	2P-20	53	1-1	52	1P-20	0.00	SPACE
RECTIFIER 27	1.78	1.78	2P-20	55	1-1	54	1P-20	0.00	SPACE
RECTIFIER 28	1.78	1.78	2P-20	57	1-1	56	1P-20	0.00	SPACE
RECTIFIER 29	1.78	1.78	2P-20	59	1-1	58	1P-20	0.00	SPACE
RECTIFIER 30	1.78	1.78	2P-20	61	1-1	60	1P-20	0.00	SPACE
RECTIFIER 31	1.78	1.78	2P-20	63	1-1	62	1P-20	0.00	SPACE
RECTIFIER 32	1.78	1.78	2P-20	65	1-1	64	1P-20	0.00	SPACE
RECTIFIER 33	1.78	1.78	2P-20	67	1-1	66	1P-20	0.00	SPACE
RECTIFIER 34	1.78	1.78	2P-20	69	1-1	68	1P-20	0.00	SPACE
RECTIFIER 35	1.78	1.78	2P-20	71	1-1	70	1P-20	0.00	SPACE
RECTIFIER 36	1.78	1.78	2P-20	73	1-1	72	1P-20	0.00	SPACE
RECTIFIER 37	1.78	1.78	2P-20	75	1-1	74	1P-20	0.00	SPACE
RECTIFIER 38	1.78	1.78	2P-20	77	1-1	76	1P-20	0.00	SPACE
RECTIFIER 39	1.78	1.78	2P-20	79	1-1	78	1P-20	0.00	SPACE
RECTIFIER 40	1.78	1.78	2P-20	81	1-1	80	1P-20	0.00	SPACE
RECTIFIER 41	1.78	1.78	2P-20	83	1-1	82	1P-20	0.00	SPACE
RECTIFIER 42	1.78	1.78	2P-20	85	1-1	84	1P-20	0.00	SPACE
RECTIFIER 43	1.78	1.78	2P-20	87	1-1	86	1P-20	0.00	SPACE
RECTIFIER 44	1.78	1.78	2P-20	89	1-1	88	1P-20	0.00	SPACE
RECTIFIER 45	1.78	1.78	2P-20	91	1-1	90	1P-20	0.00	SPACE
RECTIFIER 46	1.78	1.78	2P-20	93	1-1	92	1P-20	0.00	SPACE
RECTIFIER 47	1.78	1.78	2P-20	95	1-1	94	1P-20	0.00	SPACE
RECTIFIER 48	1.78	1.78	2P-20	97	1-1	96	1P-20	0.00	SPACE
RECTIFIER 49	1.78	1.78	2P-20	99	1-1	98	1P-20	0.00	SPACE
RECTIFIER 50	1.78	1.78	2P-20	101	1-1	100	1P-20	0.00	SPACE
RECTIFIER 51	1.78	1.78	2P-20	103	1-1	102	1P-20	0.00	SPACE
RECTIFIER 52	1.78	1.78	2P-20	105	1-1	104	1P-20	0.00	SPACE
RECTIFIER 53	1.78	1.78	2P-20	107	1-1	106	1P-20	0.00	SPACE
RECTIFIER 54	1.78	1.78	2P-20	109	1-1	108	1P-20	0.00	SPACE
RECTIFIER 55	1.78	1.78	2P-20	111	1-1	110	1P-20	0.00	SPACE
RECTIFIER 56	1.78	1.78	2P-20	113	1-1	112	1P-20	0.00	SPACE
RECTIFIER 57	1.78	1.78	2P-20	115	1-1	114	1P-20	0.00	SPACE
RECTIFIER 58	1.78	1.78	2P-20	117	1-1	116	1P-20	0.00	SPACE
RECTIFIER 59	1.78	1.78	2P-20	119	1-1	118	1P-20	0.00	SPACE
RECTIFIER 60	1.78	1.78	2P-20	121	1-1	120	1P-20	0.00	SPACE
RECTIFIER 61	1.78	1.78	2P-20	123	1-1	122	1P-20	0.00	SPACE
RECTIFIER 62	1.78	1.78	2P-20	125	1-1	124	1P-20	0.00	SPACE
RECTIFIER 63	1.78	1.78	2P-20	127	1-1	126	1P-20	0.00	SPACE
RECTIFIER 64	1.78	1.78	2P-20	129	1-1	128	1P-20	0.00	SPACE
RECTIFIER 65	1.78	1.78	2P-20	131	1-1	130	1P-20	0.00	SPACE
RECTIFIER 66	1.78	1.78	2P-20	133	1-1	132	1P-20	0.00	SPACE
RECTIFIER 67	1.78	1.78	2P-20	135	1-1	134	1P-20	0.00	SPACE
RECTIFIER 68	1.78	1.78	2P-20	137	1-1	136	1P-20	0.00	SPACE
RECTIFIER 69	1.78	1.78	2P-20	139	1-1	138	1P-20	0.00	SPACE
RECTIFIER 70	1.78	1.78	2P-20	141	1-1	140	1P-20	0.00	SPACE
RECTIFIER 71	1.78	1.78	2P-20	143	1-1	142	1P-20	0.00	SPACE
RECTIFIER 72	1.78	1.78	2P-20	145	1-1	144	1P-20	0.00	SPACE
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RECTIFIER 74	1.78	1.78	2P-20	149	1-1	148	1P-20	0.00	SPACE
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RECTIFIER 76	1.78	1.78	2P-20	153	1-1	152	1P-20	0.00	SPACE
RECTIFIER 77	1.78	1.78	2P-20	155	1-1	154	1P-20	0.00	SPACE
RECTIFIER 78	1.78	1.78	2P-20	157	1-1	156	1P-20	0.00	SPACE
RECTIFIER 79	1.78	1.78	2P-20	159	1-1	158	1P-20	0.00	SPACE
RECTIFIER 80	1.78	1.78	2P-20	161	1-1	160	1P-20	0.00	SPACE
RECTIFIER 81	1.78	1.78	2P-20	163	1-1	162	1P-20	0.00	SPACE
RECTIFIER 82	1.78	1.78	2P-20	165	1-1	164	1P-20	0.00	SPACE
RECTIFIER 83	1.78	1.78	2P-20	167	1-1	166	1P-20	0.00	SPACE
RECTIFIER 84	1.78	1.78	2P-20	169	1-1	168	1P-20	0.00	SPACE
RECTIFIER 85	1.78	1.78	2P-20	171	1-1	170	1P-20	0.00	SPACE
RECTIFIER 86	1.78	1.78	2P-20	173	1-1	172	1P-20	0.00	SPACE
RECTIFIER 87	1.78	1.78	2P-20	175	1-1	174	1P-20	0.00	SPACE
RECTIFIER 88	1.78	1.78	2P-20	177	1-1	176	1P-20	0.00	SPACE
RECTIFIER 89	1.78	1.78	2P-20	179	1-1	178	1P-20	0.00	SPACE
RECTIFIER 90	1.78	1.78	2P-20	181	1-1	180	1P-20	0.00	SPACE
RECTIFIER 91	1.78	1.78	2P-20	183	1-1	182	1P-20	0.00	SPACE
RECTIFIER 92	1.78	1.78	2P-20	185	1-1	184	1P-20	0.00	SPACE
RECTIFIER 93	1.78	1.78	2P-20	187	1-1	186	1P-20	0.00	SPACE
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RECTIFIER 95	1.78	1.78	2P-20	191	1-1	190	1P-20	0.00	SPACE
RECTIFIER 96	1.78	1.78	2P-20	193	1-1	192	1P-20	0.00	SPACE
RECTIFIER 97	1.78	1.78	2P-20	195	1-1	194	1P-20	0.00	SPACE
RECTIFIER 98	1.78	1.78	2P-20	197	1-1	196	1P-20	0.00	SPACE
RECTIFIER 99	1.78	1.78	2P-20	199	1-1	198	1P-20	0.00	SPACE
RECTIFIER 100	1.78	1.78	2P-20	201	1-1	200	1P-20	0.00	SPACE
RECTIFIER 101	1.78	1.78	2P-20	203	1-1	202	1P-20	0.00	SPACE
RECTIFIER 102	1.78	1.78	2P-20	205	1-1	204	1P-20	0.00	SPACE
RECTIFIER 103	1.78	1.78	2P-20	207	1-1	206	1P-20	0.00	SPACE
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RECTIFIER 107	1.78	1.78	2P-20	215	1-1	214	1P-20	0.00	SPACE
RECTIFIER 108	1.78	1.78	2P-20	217	1-1	216	1P-20	0.00	SPACE
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RECTIFIER 111	1.78	1.78	2P-20	223	1-1	222	1P-20	0.00	SPACE
RECTIFIER 112	1.78	1.78	2P-20	225	1-1	224	1P-20	0.00	SPACE
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RECTIFIER 115	1.78	1.78	2P-20	231	1-1	230	1P-20	0.00	SPACE
RECTIFIER 116	1.78	1.78	2P-20	233	1-1	232	1P-20	0.00	SPACE
RECTIFIER 117	1.78	1.78	2P-20	235	1-1	234	1P-20	0.00	SPACE
RECTIFIER 118	1.78	1.78	2P-20	237	1-1	236	1P-20	0.00	SPACE
RECTIFIER 119	1.78	1.78	2P-20	239	1-1	238	1P-20	0.00	SPACE
RECTIFIER 120	1.78	1.78	2P-20	241	1-1	240	1P-20	0.00	SPACE
RECTIFIER 121	1.78	1.78	2P-20	243	1-1	242	1P-20	0.00	SPACE
RECTIFIER 122	1.78	1.78	2P-20	245	1-1	244	1P-20	0.00	SPACE
RECTIFIER 123	1.78	1.78	2P-20	247	1-1	246	1P-20	0.00	SPACE
RECTIFIER 124	1.78	1.78	2P-20	249	1-1	248	1P-20	0.00	SPACE
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RECTIFIER 126	1.78	1.78	2P-20	253	1-1	252	1P-20	0.00	SPACE
RECTIFIER 127	1.78	1.78	2P-20	255	1-1	254	1P-20	0.00	

This document, together with the drawings and designs provided herein, is an instrument of service, is intended only for the specific project and shall not be used for any other purpose. Review of said drawings and designs shall be limited to the specific project and shall not be used for any other purpose. Review of said drawings and designs shall be limited to the specific project and shall not be used for any other purpose.

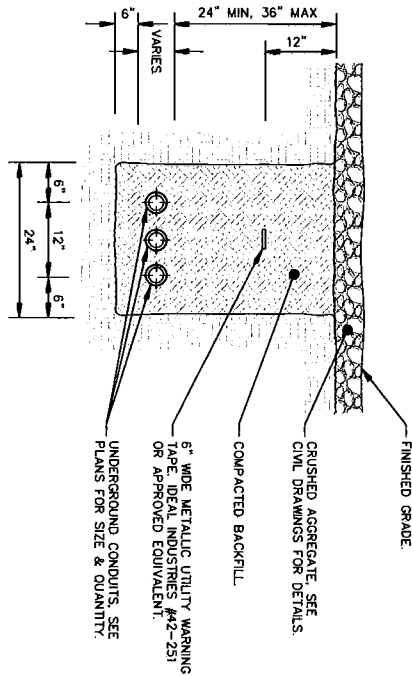
1 DRIP LOOP DETAIL

E7 NOT TO SCALE



2 TYPICAL TRENCH DETAIL

E7 NOT TO SCALE



- NOTES:
1. IF GROUND SURFACE IS OTHER THAN NEWLY GRAVELED AREA, CONTRACTOR IS TO RESTORE TO ORIGINAL CONDITION.
 2. PROVIDE PVC CONDUIT BELOW GRADE EXCEPT AS NOTED BELOW.
 3. PROVIDE SCHEDULE 80 PVC CONDUIT & ELBOWS AT STUB UP LOCATIONS (IE POLES, EQUIPMENT, ETC).
 4. PROVIDE SCHEDULE 80 PVC CONDUIT BELOW PARKING LOTS AND ROADWAYS.

Kimley-Horn

11720 AUSTIN BLVD SUITE 400
ARLINGTON, VA 22204
TEL: 703-681-0000
WWW.KIMLEY-HORN.COM
NC License P-30102

verizon

NOT REPRODUCED
ORAL/WRITTEN COMMUNICATIONS

PROJECT INFORMATION:

SITE NAME:
JAGUAR

SITE No.: 678564

PROJECT #: 20212222004

LESTER-MORRIS AND RO
027080, NC 27765

GRAVETTE COUNTY

PLANS PREPARED BY:

10/11/22 CONSTRUCTION (DRC)

09/26/22 CONSTRUCTION (DRC)

09/16/21 CONSTRUCTION (CSH)

REVISIONS:

NO.	DATE	ISSUED FOR	BY
8			
7			
6			
5			
4			
3			
2	10/11/22	CONSTRUCTION (DRC)	
1	09/26/22	CONSTRUCTION (DRC)	
0	09/16/21	CONSTRUCTION (CSH)	

LABORER:

KHA PROJECT NUMBER:

013506300

DRAWN BY:

013506300

WTS:

013506300

SHEET TITLE:

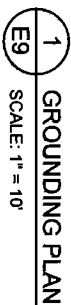
ELECTRICAL DETAILS

SHEET NUMBER:

E7

1. THE GROUND RING SHALL CONSIST OF #2 AWG BARE SOLID TINNED COPPER (STC) CONDUCTOR, UNLESS NOTED OTHERWISE, BURIED AT 30" BELOW FINISHED GRADE (OR BELOW FROST LINE). LOCATE 24" MINIMUM AND 36" MAXIMUM FROM EQUIPMENT AREA, AND FROM TOWER FOUNDATION. ALL CONNECTIONS SHALL BE MADE USING A PARALLEL TIE EXOTHERMIC WELD, UNLESS NOTED OTHERWISE.
2. INSTALL GROUND RODS AS SHOWN AND AS REQUIRED. GROUND RODS TO BE COPPER-CLAD STEEL 5/8" DIAMETER 10 FT IN LENGTH. SPACING BETWEEN TOP OF GROUND RODS SHALL BE 10 FT MINIMUM AND 15 FT MAXIMUM. TOP OF GROUND ROD TO BE 30" MINIMUM BELOW GRADE (OR BELOW FROST LINE). BOND TOP OF GROUND ROD TO GROUND WIRE WITH EXOTHERMIC WELD. DO NOT WIRE WHICH PASSES OVER TOP OF GROUND ROD (CLAMPED CONNECTIONS TO GROUND ROD PER TOWER MANUFACTURERS DETAILS ARE ACCEPTABLE).
3. EQUIPMENT GROUND RING SHALL HAVE A MINIMUM OF 4 GROUND RODS, INSTALLED AT THE CORNERS OF THE GROUND RING PLUS ADDITIONAL RODS AS REQUIRED TO MAINTAIN THE MINIMUM OF 3 GROUND RODS. EXCEPT USE 4 RODS AT A MONOPOLE TOWER WHERE SPREAD TOWER FOOTING WOULD PREVENT GROUND RODS FROM BEING DRIVEN INTO SOIL ADJACENT TO TOWER. PROVIDE VERTICAL 1" DIAMETER PVC STEEVES EMBEDDED IN FOOTING TO ALLOW INSTALLATION OF GROUND RODS.
4. EQUIPMENT GROUND RING AND TOWER GROUND RING SHALL BE BONDED TOGETHER WITH TWO #2 STC GROUND LEADS, TYPICALLY ONE ON EACH SIDE OF ICE BRIDGE.
5. BOND TOWER TO TOWER GROUND RING AT THREE LOCATIONS WITH #2 STC GROUND LEAD. SELF SUPPORT TOWERS SHALL HAVE EACH LEAD BONDED TO GROUND RING. MONOPOLES AND GUYED TOWERS SHALL HAVE GROUND LEADS EQUALLY SPACED AROUND TOWER. EXOTHERMICALLY WELD GROUND LEADS TO TOP OF BASE PLATES, OR ATTACH TO TOWER USING TOWER MANUFACTURER PROVIDED DETAIL.
6. PROVIDE #2 STC RADIALS FROM THE TOWER GROUND RING TO EACH FENCE CORNER POST. RADIALS SHALL HAVE GROUND RODS AS PER THE REQUIRED SPACING. THE GROUND ROD AT THE END OF EACH RADIAL SHALL BE 24" MAXIMUM FROM FENCE CORNER POST. EQUIPMENT AREA GROUND RING AND TOWER GROUND RING LEADS [BETWEEN EQUIPMENT AREA AND TOWER GROUND RING] MAY BE USED AS PART OF THE RADIAL GOING TO THE FENCE CORNER POST CLOSEST TO THE EQUIPMENT AREA.
7. MINIMUM BEND RADIUS FOR #2 AWG GROUND WIRE IS 12". EXCEPT USE 24" FOR TOWER GROUND RINGS AND EQUIPMENT PAD GROUND RINGS.
8. GROUND ALL EXTERIOR EXPOSED METAL OBJECTS. USE TWO HOLE LUGS FOR CONNECTION TO FLAT METAL SURFACES. USE ONLY STAINLESS STEEL HARDWARE ON ALL MECHANICAL CONNECTIONS. CLEAN ALL SURFACES (AND STRIP PAINTED SURFACES) TO BARE BRIGHT METAL PRIOR TO MAKING GROUND CONNECTIONS. APPLY ANTI-OXIDE COMPOUND TO ALL CONNECTIONS. APPLY ZINC RICH PAINT (COLD GALV.) TO ALL EXTERNAL WELDS, AND TO ANY METAL EXPOSED BY CLEANING, STRIPPING, GRINDING, CUTTING OR DRILLING.
9. ALL GROUNDING CONDUCTORS ABOVE GRADE SHALL BE RUN IN 3/4" FLEXIBLE PVC CONDUIT. CONDUIT SHALL EXTEND 24" BELOW OF ABOVE GROUND CONNECTION POINT. SHALL BE FILLED WITH GEL GRADE MINIMUM, AND SHALL BE FILLED WITH SEALANT AT ABOVE GROUND CONNECTION POINT. SECURE CONDUIT EVERY 24" ON VERTICAL RUNS AND EVERY 36" ELSEWHERE WITH NON-METALLIC TIES.
- 10A. AT GUYED AND SELF SUPPORT TOWERS MOUNT TDSGA-P114 BELOW TOWER BOTTOM GROUND BAR ON DEDICATED POST DIRECTLY BELOW COAX CABLES COMING OFF TOWER. POST TO BE 3.5" OD GALVANIZED SCHEDULE 40 PIPE WITH GALVANIZED PIPE CAP. TOP OF POST TO BE 78" ABOVE GRADE. EMBED POST 30" MINIMUM IN 12" DIAMETER BY 36" DEEP MINIMUM CONCRETE FOOTING WITH TOP OF FOOTING 6" BELOW GRADE. IF TOWER FOUNDATION OBSTRUCTS AUGERED FOOTING, USE POST WITH 10" SQUARE GALVANIZED STEEL FLANGE PLATE WELDED TO BOTTOM AND BOLT FLANGE TO TOP OF CONCRETE TOWER FOOTING.
- 10B. AT MONOPOLE TOWERS CLAMP TDSGA-B14 TOWER BOTTOM GROUND BAR DIRECTLY TO TOWER. IF RUNNING COAX INSIDE CONDUIT, CLAMP ONTO BOTTOM UP OF EXIT PORT. IF BANDING COAX TO OUTSIDE OF TOWER, CLAMP ONTO STEEL ANGLE WHICH IS Banded TO TOWER. BOND TDSGA-B14 TO TOWER GROUND RING WITH TWO #2 STC LEADS LUGGED TO GROUND BAR AND EXOTHERMICALLY WELDED TO GROUND RING.
11. AT EQUIPMENT AREA, INSTALL TDSGA-P114 EXTERIOR GROUND BAR (THRU-BOLT STYLE) AT BASE OF (2) INTERIOR H-FRAME POSTS AND AT TOP OF ICE BRIDGE POST WHICH IS NEAREST TO (BUT CLOSER TO TOWER THAN) THE COAX CABLE TERMINATION. MOUNT GROUND BAR TO H-FRAME POSTS AT 6" ABOVE GRAVEL, AND TO ICE BRIDGE POST AT 6 FT ABOVE GRAVEL.
12. ALL ICE BRIDGE SECTIONS ARE TO BE JUMPSPER TOGETHER WITH #2 WIRE. EITHER BARE TINNED COPPER OR GREEN INSULATED STRANDED. ICE BRIDGE SHALL BE GROUNDWED AT EACH END WITH A 12" DIAMETER DRILL. OVERLAP BRIDGE POSTS. BRIDGE SECTIONS ABOVE H-FRAME SHALL BE BONDED TO EACH OTHER WITH JUMPSPER AT EACH END - THIS ASSEMBLY WILL BE CONSIDERED AS A SINGLE ICE BRIDGE SECTION FOR GROUNDING PURPOSES.
13. BOND EACH ICE BRIDGE POST, H-FRAME POST OR DEDICATED GROUNDING POST TO BUNDLED GROUNDING SYSTEM WITH #2 STC GROUND LEAD. LEAD SHALL BE BUNDLED WITH TOWER GROUND LEAD AND EXOTHERMICALLY WELDED TO GROUND RING. EACH POST TO HAVE SEPARATE GROUND LEAD DIRECTLY TO GROUND RING - DO NOT DANGLE CHAIN POSTS TOGETHER.
14. BOND EACH RF CABINET TO EQUIPMENT GROUND RING WITH #2 AWG TINNED SOLID BARE COPPER CONDUCTOR LUGGED TO CABINET BODY AND EXOTHERMICALLY WELDED TO GROUND RING. LUG TO CABINET BODY DISC LOCATED WITHIN WHICH STUDS IN CABINET BODY ARE BORED THROUGH. BOND EACH RF CABINET TO INTERNAL GROUND BAR, RUN CONDUIT, AND CONDUCTOR ACROSS BACK OF CABINET (DO NOT RUN TOWARDS NEAREST CORNER OF CABINET AND THEN BEND GROUND WIRE SHARPLY). ACROSS CONCRETE PAD BELOW CABLE LADDER, THEN DOWN INTO GRAVEL AREA.
15. BOND EACH BATTERY CABINET TO GROUND RING WITH #2 AWG TINNED SOLID BARE COPPER CONDUCTOR LUGGED TO CABINET BODY AND EXOTHERMICALLY WELDED TO GROUND RING. RUN CONDUIT TO BATTERY CABINET, AND CONDUCTOR TO BATTERY CABINET. CROSS CONCRETE PAD BELOW CABLE LADDER, THEN DOWN INTO GRAVEL AREA. CONNECT TWO HOLE LUG TO BACK OF CABINET AT FACTORY PROVIDED GROUNDING STUDS.
16. BOND GENERATOR TO GROUND RING WITH #2 STC AT TWO DIAGONALLY OPPOSITE LOCATIONS BY DRILLING AND BOLTING TWO HOLE LUG TO RINS ON GENERATOR BASE STRUCTURE. GROUND LEADS SHOULD TAKE SHORTEST PATH ACROSS CONCRETE PAD TO GRAVEL AREA, THEN CONTINUE TO GROUND RING.
17. WHERE PROPANE TANK IS INSTALLED TO FUEL GENERATOR, BOND PROPANE TANK TO GROUND RING WITH A SINGLE #2 STC CLAMPED TO FILLER PIPE OF PROPANE TANK AND EXOTHERMICALLY WELDED TO FILLER PIPE OF PROPANE TANK AND EXOTHERMICALLY WELDED TO GROUND RING. GROUND LEAD SHOULD RUN TO TANK SUPPORT AREA, TAKE SHORTEST PATH TO GROUND RING, AND BE BUNDLED WITH TOWER GROUND LEAD TO GROUND RING. GROUND LEAD SHOULD BE BUNDLED WITH TOWER GROUND LEAD TO GROUND RING. LINE IS METALLIC AND CROSSES EQUIPMENT GROUND RING. BOND CROSS WITH A SINGLE #2 STC CLAMPED TO FUEL LINE AND GROUND EXOTHERMICALLY WELDED TO GROUND RING.
18. BOND GPS ANTENNA AND GPS ANTENNA MOUNT TO TSDGA GROUND BAR AT BOTTOM OF H-FRAME POST WITH #2 GREEN INSULATED STRANDED GROUND WIRE.
19. PROVIDE TWO GROUND RODS OUTSIDE GATES OF COMPOUND. DISTANCE BETWEEN GROUND RODS SHALL MATCH WIDTH OF GATE OPENING, AND DISTANCE FROM FENCE SHALL MATCH LENGTH OF LONGEST INDIVIDUAL GATE LEAF. BOND GATE POSTS TOGETHER WITH #2 STC LEAD WHICH RUNS PAST AND CONNECTS TO GROUND RODS OUTSIDE GATES.
20. BOND EACH GATE POST WITH #2 STC TO NEAREST PORTION OF GROUNDING SYSTEM INSIDE COMPOUND.
21. BOND EACH GATE TO GATE POST WITH FLEXIBLE INSULATED OR BRAIDED #10 COPPER STRAP. EXOTHERMICALLY WELD STRAP TO BOTH GATE AND GATE POSTS.
22. ANY METAL FENCE POST WITHIN 6 FT OF A GROUNDWED METAL OBJECT SHALL BE BONDED TO THE NEAREST GROUND RING. ANY METAL OBJECT WITHIN 6 FT OF A GROUNDWED METAL OBJECT SHALL BE BONDED TO THE GROUND RING. 30 FT MAXIMUM INTERVALS AS MEASURED ALONG THE LENGTH OF THE FENCE.
23. WHERE GROUND BASED RAYS, RAYCAP OVP'S OR DIPLEXERS ARE INSTALLED AT THE EQUIPMENT AREA, BOND EACH COMPONENT TO NEAREST TDSGA GROUND BAR BELOW THE COMPONENT WITH #2 GREEN INSULATED STRANDED GROUND WIRE SINGLE HOLE LUG OR GROUNDING STUD ON EACH COMPONENT.
24. NOTIFY IZM CM TO INSPECT GROUND RING BEFORE BACKFILLING. CONTRACTOR SHALL HIRE A 3RD PARTY TO PERFORM AN IEEE61 FALL OF POTENTIAL METHOD GROUND TEST. MAXIMUM ALLOWABLE RESISTANCE TO GROUND IS 5 OHMS. PROVIDE ADDITIONAL GROUND SYSTEM COMPONENTS AS REQUIRED TO ACHIEVE THIS VALUE.
25. REFER TO TOWER GROUNDING DIAGRAM AND NOTES FOR GROUND SYSTEM REQUIREMENTS ON THE TOWER.
26. GROUNDING OF ALL ELECTRICAL EQUIPMENT SHALL BE AS PER NEC MUNICIPAL AND UTILITY COMPANY REQUIREMENTS.

PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 678584 PROJECT #: 2021222004 LESTER, JEFFREY AND RO GAINVILLE, FLORIDA GAINVILLE COUNTY	PLANS PREPARED BY:	Kimley-Horn 11720 ALABAMA PARK DRIVE, SUITE 500 GAINVILLE, FLORIDA 32609 PHONE: 770-418-4300 FAX: 770-418-4301 NC License # 1-0102	REV. DATE: ISSUED FOR: BY: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>8</td><td></td></tr> <tr><td>7</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>2</td><td>10/11/22 CONSTRUCTION DMC</td></tr> <tr><td>1</td><td>09/20/23 CONSTRUCTION DMC</td></tr> <tr><td>0</td><td>09/10/21 CONSTRUCTION DCH</td></tr> </table>	8		7		6		5		4		3		2	10/11/22 CONSTRUCTION DMC	1	09/20/23 CONSTRUCTION DMC	0	09/10/21 CONSTRUCTION DCH	DATE: 11/8/23 PROJECT NUMBER: 013509300 DRAWN BY: CHECKED BY: WTR DMC SHEET TITLE: GROUNDING NOTES SHEET NUMBER: E8
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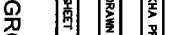
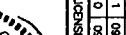
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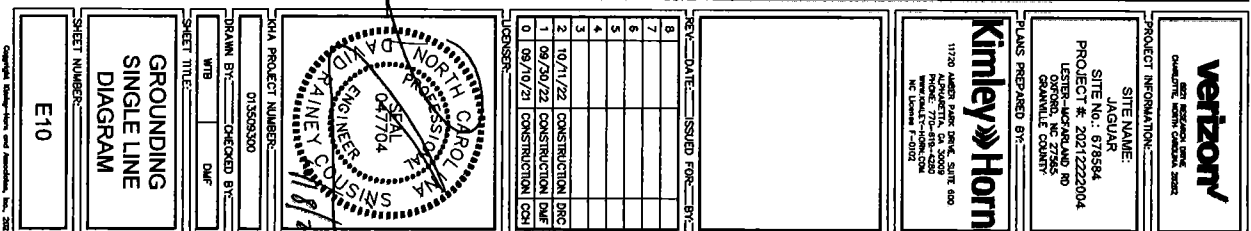


- (A) GROUND ROD TEST WELL. (SEE DETAIL 1/E11).
- (B) GROUND ROD, TYPICAL
(SEE DETAIL 2/E11 AND NOTES 2 AND 3 ON EB).
- (C) TOWER AND EQUIPMENT GROUND RING
(SEE NOTES 1, 3, 4, 5, 6 AND 7 ON EB).
- (D) TDSCA-P414 OR TDSCA-B14 WHERE APPLICABLE
(SEE NOTES 10 AND 11 ON EB).
- (E) GENERATOR GROUNDING (SEE NOTE 16 ON EB).
- (F) GPS ANTENNA GROUNDING (SEE NOTE 18 ON EB).
- (G) RF CABINET GROUNDING (SEE NOTE 14 ON EB).
- (H) RRU'S AND OVP'S GROUNDING (SEE NOTE 23 ON EB).
- (I) ICE BRIDGE POST BOND TO GROUND RING, TYPICAL
(SEE NOTES 12 AND 13 ON EB).
- (K) REDUCE POST GROUNDING, TYPICAL
(SEE NOTE 22 ON EB).
- (L) GATE GROUNDING, TYPICAL
(SEE NOTES 19, 20 & 21 ON EB).
- (M) UTILITY H-FRAME GROUNDING, TYPICAL
(SEE SHEET E3 AND NOTE 13 ON EB).
- (N) TOWER GROUNDING, TYPICAL
(SEE NOTES 5, 6 & 25 ON EB).
- (P) GROUND RADIALS, TYPICAL (SEE NOTE 6 ON EB).

REFER TO SHEETS EB, E10, E11 & E12 FOR GROUNDING NOTES, DETAILS, AND SPECIFICATIONS.

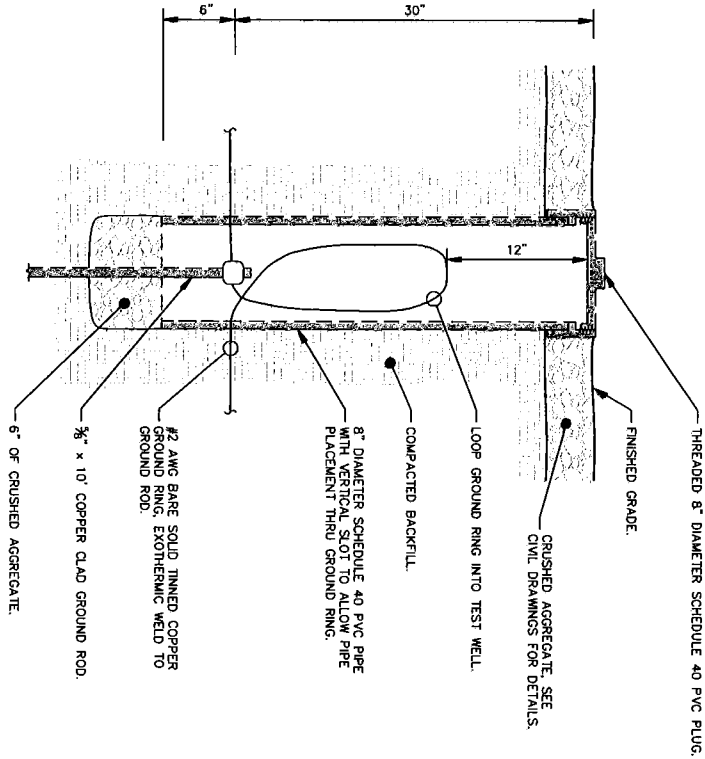
	GROUND RING
	GROUND ROD EXOTHERMICALLY WELDED TO GROUND RING
	EXOTHERMIC WELD
	GROUND ROD TEST WELL (SEE DETAIL 1/E11)
	MECHANICAL CONNECTION

 047704		PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 678584 PROJECT #: 2021222004 LESTER-MCCORMACK RD CONCORD, NC 28027 SPRINTLIFE.COM PLANS PREPARED BY:  11720 NIMMER PARK DRIVE, SUITE 600 CHARLOTTE, NC 28226 WWW.KIMLEY-HORN.COM TEL: 704.366.1200 FX: 704.366.1204																																																									
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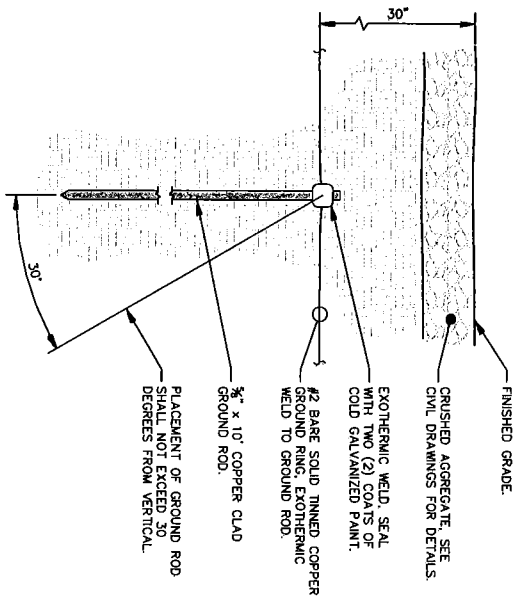


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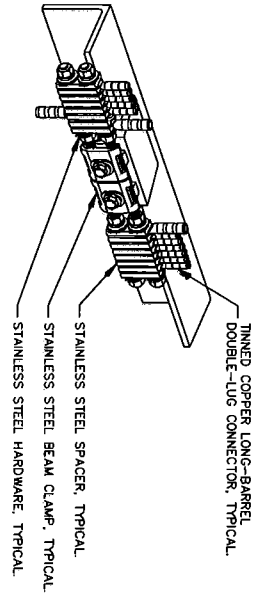
1 GROUND ROD TEST WELL DETAIL E11 NOT TO SCALE



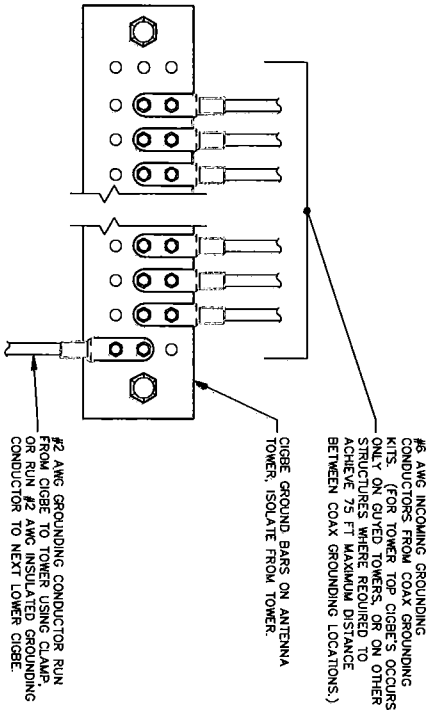
2 GROUND ROD INSTALLATION DETAIL E11 NOT TO SCALE



		PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 201222004 PROJECT NO.: 201222004 OWNER: VERIZON WIRELESS LOCATION: GRANVILLE COUNTY PLANS PREPARED BY:																																					
11720 NORTH STATE STREET, SUITE 600 ALPHARETTA, GA 30009 PHONE: 770-614-2000 FAX: 770-614-2001 NC License # 1-0012		Kimley-Horn																																					
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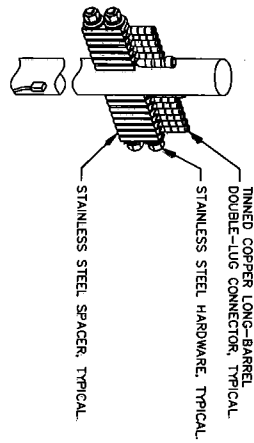


1 BAR NONE GROUNDED BEAM CLAMP (TDSGA-BC14)
E12 NOT TO SCALE

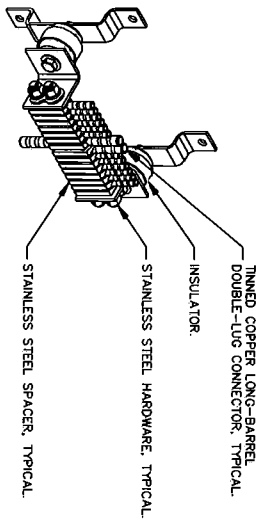


3 ANTENNA GROUND WIRE INSTALLATION DETAIL
E12 NOT TO SCALE

- NOTES:
1. ALL CIGBE GROUND BARS ON TOWER ARE TO BE ERICO TDSGA, TYPICALLY USE TDSGA-WB17 ISOLATED FROM UNISTRUT BRACKET.
 2. IF CIGBE CANNOT BE CONNECTED TO TOWER WITH #2 AWG GROUNDING CONDUCTOR, VIA CLAMP OR EXOTHERMIC WELD, THEN RUN #2 AWG BLACK GROUND LEAD FROM CIGBE DOWN TO NEXT LOWER CIGBE. SECURE GROUND LEAD WITH NON-METALLIC TIES AT SAME SPACING AS COAX SUPPORTS.



2 BAR NONE POST MOUNTED (TDSGA-PA14)
E12 NOT TO SCALE



4 BAR NONE INSULATED (TDSGA-WB17)
E12 NOT TO SCALE

This document, together with the complete and detailed specifications, is intended only for the specific project and shall not be used for any other project. Plans of other projects prepared by the same engineer or architect, or by other engineers or architects, shall not be used for this project without the written consent of the engineer or architect.

		PROJECT INFORMATION: SITE NAME: JAGUAR SITE NO.: 070554 PROJECT #: 2021222004 LOCATION: 1000 W. 10TH ST. S. 1000 OKLAHOMA CITY, OK 73106 GRANVILLE COUNTY																																					
PLANS PREPARED BY: 		11720 N. 10TH ST. S. SUITE 600 OKLAHOMA CITY, OK 73106 PHONE: 770-418-4300 FAX: 770-418-4301 NC License P-1002																																					
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Granville County Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: June 5, 2023
Title: **Approval of Fiscal Year 2023-24 Budget and Budget Ordinance**

PURPOSE:

To consider approval of the FY 2023-2024 Budget Ordinance, Compensation & Classification Plan, and Fee Manual.

BACKGROUND:

As stated in GS 159-8 and 159-13, the governing board shall adopt a balanced budget ordinance by July 1 of the upcoming fiscal year. The Board has completed an extensive review of the submitted FY 2023-2024 annual budget for Granville County, including a work session, a public hearing, and general discussions. Attached is the official Budget Ordinance that includes the County Health Plan Ordinance, Fee Manual, Compensation and Classification Plan for Fiscal Year 2023-2024.

RECOMMENDATION: Approval of the FY 2023-24 Budget Ordinance.

ATTACHMENTS:

FY 2024 Budget Ordinance for the Following Funds:

- General Fund
- E-911 Fund
- Thornton Library Memorial Fund
- Solid Waste - Convenience Sites
- Solid Waste – Landfill Fund
- Storm Water Fund
- County Health Plan Fund
- Social Services – Contributions and Entrustments Fund
- Equitable Sharing – Forfeiture Fund
- Sheriff's Special Fund

2023-2024 Granville County Fee Manual

2023-2024 Position Classification & Pay Plan

ACTION TAKEN:

FISCAL YEAR 2023-2024
GRANVILLE COUNTY BUDGET ORDINANCE*

BE IT ORDAINED by the Board of Commissioners of Granville County, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this County.

General Government

Board of Commissioners	390,344
Administration	951,096
Information Technology	1,422,348
Human Resources	382,391
Finance Department	673,224
Internal Auditing	110,591
Board of Elections	667,697
Register of Deeds	374,950
Tax Administration	1,118,506
General Services & Court Facilities	667,089
Total General Government	\$6,758,236

Human Services

Social Services	9,515,908
Veterans Services	142,128
Health and Human Services	6,100,741
Senior Services	1,790,164
Total Human Services	\$17,548,941

Community Services

Library	1,863,688
Cooperative Extension/4-H BEST, U.T.G.	617,534
Soil Conservation	97,413
Recreation	172,027
GAP/Jonesland Park Operations	624,258
Tourism	86,917
Development Services - Inspections Division	791,618
Development Services - Planning Division	500,688
Addressing/GIS	130,270
Construction Administration	381,212
Construction Projects	1,108,062
Economic Development	1,162,467
Total Community Services	\$7,536,154

Education

Granville County Schools (Current Expense)	19,004,300
Granville County Schools (Debt Service)	5,510,490
Granville County Schools (Capital – Category 1)	1,165,441
Granville County Schools (Capital - Cat. 2 & 3 & S/W)	411,252
Vance-Granville Community College	883,095
Total Education	\$26,974,578

<i>Public Safety</i>	
Sheriff	9,736,433
Detention Center	4,883,311
Emergency Communications	1,768,225
Animal Management	1,010,578
Emergency Management	500,083
Forestry Administration	139,102
Other Emergency Services	70,000
Total Public Safety	\$18,107,732

<i>Area Projects & Other Appropriations</i>	
Special Appropriations	157,000
Non-Departmental	2,593,763
Pass Thru Funds	1,179,200
Fleet Management	971,500
Total Area Projects & Other Appropriations	\$4,916,963

<i>Contributions to Other Funds</i>	
Transfer to Tourism Development Authority	300,000
Total Contributions to Other Funds	\$300,000

<i>Contingency</i>	
General Contingency	180,000
Contingency for Natural Disasters	10,000
Total Contingency	\$190,000

TOTAL GENERAL FUND BUDGET 2023-2024	\$82,317,104
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Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Ad Valorem Taxes	45,752,405
Prior Years Taxes	500,000
Penalties & Interest	272,500
Less Tax Discount	(430,000)
Sales & Other Taxes	18,305,000
Licenses, Fees & Other Revenue	3,397,517
Investment Earnings & Operating Transfers In	1,250,000
Restricted & Intergovernmental	9,668,306
Appropriated Fund Balance	3,601,376
TOTAL REVENUES - GENERAL FUND 2023-2024	\$82,317,104

Section 3. The following amount is appropriated in the Emergency Telephone System Fund (ETSF), a Special Revenue Fund, for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Phone System & Furniture	117,809
Software Operations	134,000
Hardware Operations	42,000
Training	7,000
Implemental Functions	25,000
Total Expenditures	\$325,809

Section 4. It is estimated that the following revenues will be available in the Emergency Telephone System Fund, a Special Revenue Fund, for fiscal year beginning July 1, 2023 and ending June 30, 2024:

911 Board – State Funding	325,809
Total Revenues	\$325,809

Section 5. The following amount is appropriated in the R. H. Thornton Library Memorial Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Memorial Projects	20,000
Total Expenditures	\$20,000

Section 6. The following revenues are available for the R. H. Thornton Library Memorial Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Memorial Donations	20,000
Total Revenues	\$20,000

Section 7. The following is appropriated in the Solid Waste Convenience Sites Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Operations	1,413,300
Total Expenditures	\$1,413,300

Section 8. It is estimated that the following revenues will be available in the Solid Waste Convenience Sites Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Collection Fees	1,407,800
Other Revenues	5,500
Total Revenues	\$1,413,300

Section 9. The following amount is appropriated in the Construction & Demolition/Municipal Solid Waste Landfill Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Landfill Operations	2,432,845
Total Expenditures	\$2,432,845

Section 10. It is estimated that the following revenues are available for the Construction & Demolition/Municipal Solid Waste Landfill Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

User Fees	1,955,316
Other Revenue	224,500
Vance Co. Mgr. Reimbursement	36,000
Appropriated Fund Balance	217,029
Total Revenues	\$2,432,845

Section 11. The following amount is appropriated in the Storm Water Management Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Storm Water Management Operations	372,172
Total Expenditures	\$372,172

Section 12. It is estimated that the following revenues are available for the Storm Water Management Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Storm Water Fees	280,000
Contributions from other units of Government	92,172
Total Revenues	\$372,172

Section 13. The following amount is appropriated in the Health Plan Internal Service Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Administration	837,050
Claims – Current Year	2,956,196
Total Expenditures	\$3,793,246

Section 14. It is estimated that the following revenues are available for the Health Plan Internal Service Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Health Plan Contributions	3,793,246
Total Revenues	\$3,793,246

Section 15. The following amount is appropriated in the Social Services Contribution and Entrustment special revenue fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Total Expenditures	\$200,000
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Section 16. It is estimated that the following revenues will be available in the Social Services Contribution and Entrustment special revenue fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Total Revenues	\$200,000
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Section 17. The following amount is appropriated in the Equitable Sharing/Forfeiture special revenue fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Total Expenditures	\$250,500
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Section 18. It is estimated that the following revenues are available for the Equitable Sharing/Forfeiture special revenue Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Total Revenues	\$250,500
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Section 19. The following amount is appropriated in the Sheriff's Special special revenue fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Total Expenditures	\$40,000
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Section 20. It is estimated that the following revenues are available for the Sheriff's Special special revenue fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Total Revenues	\$40,000
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Section 21. There is hereby levied a tax at a rate of \$.84 per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2023 for the purpose of raising the revenue listed as Ad Valorem Taxes in the General Fund in Section 2 of this Ordinance. The total rate of \$.84 is based on an estimated total valuation of \$5,499,510,178 and an estimated collection rate of 99.04%.

Section 22. The following amounts are hereby appropriated in the Fire Protection & Rescue Service Tax District Fund for the operation of the Fire Protection & Rescue Service District and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this Service District.

Base Funding Program Expenditures

Fire Department Funding	1,751,840
Total Base Funding Program	\$1,751,840

Fire Service Enhancement Funding Program Expenditures

Enhancement Funding	100,538
Total Fire Service Enhancement Funding Program	\$100,538

System-Wide Program Expenditures

VFD Worker's Comp Supplement	24,375
Volunteer Service Stipend	45,000
Emergency Contingency Reserve	10,893
Total System-Wide Program Expenditures	\$80,268

**TOTAL FIRE PROTECTION & RESCUE DISTRICT
BUDGET 2023-2024**

\$1,932,646

Section 23. It is estimated that the following revenues will be available in the Fire Protection & Rescue Service Tax District for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Fire & Rescue District Taxes	1,941,132
Prior Years Taxes	10
Penalties & Interest	4,689

Less Tax Discount	(14,185)
Donations	1,000

**TOTAL REVENUES - FIRE PROTECTION
& RESCUE DISTRICT 2023-2024**

\$1,932,646

Section 24. There is hereby levied a tax at a rate of \$.06 per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2023 for the purpose of raising the revenue listed as Fire & Rescue District Taxes in the Fire Protection & Rescue Service Tax District Fund in Section 23 of this Ordinance. The total rate of \$.06 is based on an estimated total valuation of \$3,266,579,160 and an estimated collection rate of 99.04%.

Section 25. The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

a. The Budget Officer may transfer amounts between line item expenditures within a department without limitation and without a report being required. These changes should not result in increases in recurring obligations such as salaries.

b. The Budget Officer may transfer amounts between departments, including contingency appropriations, within the same fund.

c. The Budget Officer may not transfer any amounts between funds, except as approved by the Board of Commissioners in the Budget Ordinance as amended.

Section 26. Copies of this Budget Ordinance shall be furnished to the Clerk of the Board of Commissioners, Budget Officer, and Finance Officer to be kept on file for their direction in the disbursement of funds.

Section 27. It will be the policy of this Board that it will not absorb any reduction in state and federal funds; that any decrease shall be absorbed in the budget of the agency by reducing personnel or department expenditures to stay within the County appropriation as authorized. This policy is extended to any agency that is funded by the County and receives state or federal money. This shall remain in effect until otherwise changed or amended by the Board of Commissioners.

Section 28. This Ordinance was adopted by the Granville County Board of Commissioners on June 5, 2023 and will become effective July 1, 2023.

Granville County Board of Commissioners

Russ May, Chairman



Granville County FEE MANUAL

Fiscal Year 2023-2024

Fees Amended	Date	Fees Amended	Date
Animal Management Fees	06/06/2016	Convention & Expo Center Fees	06/20/2022
Fire Marshal Fees	06/06/2016	Detention Center Fees	06/20/2022
Planning Fees	06/06/2016	Fire Marshal Fees	06/20/2022
Register of Deeds Fees	06/06/2016	General Government Fees	06/20/2022
Tax Administration Fees	06/06/2016	Granville Athletic Park Fees	06/20/2022
Granville Athletic Park Fees	06/06/2016	Library Fees	06/20/2022
Sheriff's Department Fees	06/06/2016	Planning Fees	06/20/2022
Solid Waste Management Fees	06/06/2016	Granville Athletic Park Fees	01/17/2023
Animal Management Fees	06/19/2017	Animal Management Fees	06/05/2023
Planning Fees	06/19/2017	Detention Center Fees	06/05/2023
Addressing/GIS Fees	06/19/2017	Fire Marshal Fees	06/05/2023
Register of Deeds Fees	06/19/2017	Inspections Fees	06/05/2023
Board of Elections Fees	06/19/2017	Library Fees	06/05/2023
Tax Administration Fees	06/19/2017	Solid Waste Management Fees	06/05/2023
Granville Athletic Park Fees	06/19/2017		
Solid Waste Management Fees	06/19/2017		
Fire Marshal Fees	06/04/2018		
Inspections Fees	06/04/2018		
Planning Fees	06/04/2018		
Tax Administration Fees	06/04/2018		
Convention & Expo Center Fees	06/04/2018		
Solid Waste Management Fees	06/04/2018		
Tax Administration Fees	04/01/2019		
Planning Fees	02/22/2019		
Animal Management Fees	06/03/2019		
Addressing/GIS Fees	06/03/2019		
Library Fees	06/03/2019		
Convention & Expo Center Fees	10/21/2019		
Granville Athletic Park Fees	10/21/2019		
Fire Marshal Fees	07/01/2020		
Inspection Fees	07/01/2020		
Library Fees	07/01/2020		
Tax Administration Fees	07/01/2020		
Granville Athletic Park Fees	04/19/2021		
Animal Management Fees	06/07/2021		
Inspections Fees	06/07/2021		
Planning Fees	06/07/2021		
Solid Waste Management Fees	06/07/2021		
Fire Marshal Fees	08/02/2021		

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INTRODUCTION

Granville County government provides many services to its citizens. While a majority of the revenue that pays for these services is through local and state authorized taxes, some services are appropriately funded by user fees wherein the cost of services that benefit a certain person or group of persons are paid for by those persons. The cost of the service should be measurable and an administrative mechanism for charging the beneficiary should be available.

The user fee concept promotes fairness because the revenue supplements the tax dollars that would otherwise be used to pay for the service. For example, if the inspections department was funded by general tax revenue, the general citizenry would be paying for mandatory inspections required of homebuilders and developers. A full-cost recovery user fee supplants this tax revenue and transfers these costs to the beneficiary of the services.

This document presents a consolidated directory of user fees for all county departments.

ADDRESSING/GIS FEES

Private/Public Road Sign	\$135 or actual cost for sign & installation (whichever is higher)
Sponsored Littered Signs 18" x 24" sign, 8-foot post, & installation	\$90 per sign (minimum of 2 signs for sponsor name)

ANIMAL MANAGEMENT FEES

Redemption by Owner (First time)	\$25
Redemption by Owner (Second time within 1 year)	\$50
Redemption (More than twice in 1 year)	\$75
Livestock Redemption Fee (First time)	\$50
Livestock Redemption Fee (Second time within 1 year)	\$100
Livestock Redemption Fee (More than twice in 1 year)	\$150
Livestock Boarding Fee	\$40 per day
Boarding Fee (Non-Livestock)	\$10 per day
Livestock Trailing Fee	\$100
Livestock Adoption Fee	\$100
Small Animal Adoption Fee	\$5
Adoption Fee (Includes vaccines)	\$50
Adoption Fee (501c3 Non-Profit Rescues & Fostering Veterinarians)	\$15 per animal (maximum of \$50 per day)*
Vaccination Fee (1Year)	\$6
Failure to comply with adoption contract penalty	\$150

*No adoption fees for 501(c)3 non-profit rescues and fostering veterinarians after they have paid \$1,000 in adoption fees during the calendar year. This resets on a calendar year basis.

Low Cost Spay/Neuter Program: Granville County residents who qualify as low income by participating in any Department of Social Services program or have income at the federal poverty level or less can purchase spay or neuter coupons for their cat and/or dog.

Adoptable Spay or Neuter Program: Adopters can choose to purchase Spay/Neuter coupons from the Animal Shelter, which can be used for spay/neuter operations performed by veterinarians within the

participating network. There are a limited number of coupons available each year. Coupon fees are shown in the chart below.

Program	Dog	Cat
Low Cost Spay/Neuter Program	\$20	\$10
Adoptable Spay or Neuter Program	\$55	\$30

BOARD OF ELECTIONS FEES

Computer Generated List in Hardcopy	\$.00717 per page
Computer Generated CD	\$25 per run
Computer Generated 3.5" Diskette	\$25 per run
Computer Generated Labels	\$.3543 per page or actual costs \$.01181 per label or actual costs
Letter, Legal, or Ledger Size Photocopies	\$0.25

Filing Fees are determined by the office and posted prior to each filing period.

CONVENTION & EXPO CENTER

	<u>GRANVILLE COUNTY RESIDENT RATES</u>	<u>NON-RESIDENT RATES</u>
Auditorium*	\$220 Half Day / \$385 Full Day	\$270 Half Day / \$435 Full Day
Meeting Room*	\$220 Half Day / \$385 Full Day	\$270 Half Day / \$435 Full Day
Auditorium & Meeting Room*	\$385 Half Day / \$660 Full Day	\$435 Half Day / \$710 Full Day
Grounds^	\$150 Half Day / \$250 Full Day	\$200 Half Day / \$300 Full Day
Kitchen (with rental) *^	Free	Free
Rentals with attendance of 100 or more persons or those where alcohol will be served are required to contract for security through the Granville County Sheriff's Office.		
* All indoor Expo rentals are subject to a cleaning/damage deposit of \$200 (auditorium or meeting room rental) or \$400 (auditorium and meeting room combined rental). The deposit is refundable if the facility is left clean and free of any damage based on the conditions of the Rental Agreement.		
^ Subject to availability.		

- Half-day rental is 5 hours or less, full day rental is any rental over 5 hours. Set-up and clean-up must occur within the scheduled time listed on the rental receipt or rental agreement. If an additional day for set-up is needed, an additional rental fee will be required.
- 35% discount when booking multiple rentals (three or more) for the same organization. Discount does not apply if rentals are booked separately.
- ½ price rental fees for Granville County affiliated government agencies, effective September 4, 2012.
- 10% discount for veterans participating in the Thank-A-Vet program offered through the Granville County Register of Deeds' office.

DETENTION CENTER FEES

Daily Jail Fee	\$10
Inmate Medical Co-Pay	\$20 per visit
Overnight Out of State Inmate Transports	\$40 per inmate

FIRE MARSHAL FEES

Section A. Operational Permits	
1. Aerosol Products (When in excess of 500 pounds of Level 2 or 3 aerosol products)	\$50
2. Aviation Facilities (If Group H or S or if repairing and/or refueling)	\$50
3. Amusement Buildings	\$50
4. Battery Systems (Exceeding 50 gal of liquids in storing system)	\$50
5. Carnivals and Fairs	\$50
6. Combustible Dust-Producing Operations (Combustible dusts defined in Chapter 2)	\$50
7. Combustible Fibers: Storage and handling of combustible fibers in excess of 100 cubic feet	\$50
8. Compressed Gases (If storing and/or handling at <i>normal temperature and pressure (NTP)</i> of compressed gases in excess of amounts listed in table 105.6.8. Exception: Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle.	\$50
9. Covered Mall Buildings: a. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall. b. The display of liquid or gas-fired equipment in the mall. c. The use of open-flame or flame producing equipment in the mall.	\$50
10. Cryogenic Fluids (If producing, storing, transporting on site use, handling, or dispensing in excess of amounts listed in Table 105.6.10. Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.	\$50
11. Exhibits and Trade Shows	\$50
12. Explosives, Blasting Agents, and Ammunition: a. 48 Hours b. 7 Days c. 30 Days (1) To manufacture, possess, store, sell or otherwise dispose of explosive or blasting agents. (2) To transport explosive or blasting agents. (3) To use explosive or blasting agents. (4) To operate a terminal for handling explosive or blasting agents. (5) To deliver to or receive explosives or blasting agents from a carrier at a terminal between the hours of sunset and sunrise. (6) To transport blasting caps or electric blasting caps on the same vehicle with explosives.	\$125 \$250 \$500
13. Flammable and Combustible Liquids	\$50
14. Flammable Finishes a. Spraying b. Dipping Spraying or dipping operations utilizing more than 1 gallon of flammable or combustible liquid on any working day.	\$50 \$50
15. Fumigation and Thermal Insecticide Fogging: Any fumigation or thermal insecticide fogging process.	\$50 Per Building
16. Hazardous Chemicals: Required for amount in excess of Table 105.6.20	\$50

17. High Piled Storage If exceeding 500 Sq Ft	\$50
18. Miscellaneous Combustible Storage: (If more than 2500 cubic feet)	\$50
19. Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	\$50
20. Lumber Yards and Woodworking Plants (If lumber exceeds 100,000 board feet)	\$50
21. Ovens: Industrial baking or drying ovens using oil or gas fuel	\$50
22. Private Fire Hydrants Exception: Not Required for private industry with trained personnel, private fire brigade or fire departments to maintain, test and use private hydrants.	\$50
23. Pulverized Particles (dust): Industrial processes producing combustible dusts.	\$50
24. Pyrotechnic Special Effects Material	\$50
25. Temporary Membrane Structures and Tents: Over 800 sq ft (enclosed) or 1800 sq ft (open). Exceptions: Tents used exclusively for recreational camping purposes.	\$50
26. Underground Storage Tank Installation or Removal (Per Site)	\$200
27. Above Ground Storage Tank Installation or Removal (Per Site)	\$200
28. Fireworks: a. Manufacture b. Sale, Possession, Outdoor Public Display c. Indoor Public Display	\$100 \$200 \$300
29. Permit Related Fines: a. Work started without a permit. b. Work finished without a permit.	\$250 + permit fee \$500 + permit fee
Section B. Mandated State Inspections	
1. Regular Inspections	See Section F
2. Imminent Hazard Violation (fine for EACH violation immediately). Overcrowding, Locked Exit Door, Blocked Exit Door	\$250
3. Other Non-compliance (fine for EACH violation)	\$50
Section C. Re-inspections	
Fee after two inspections when owner/operator fails to comply with code requirements and does not file an appeal (Paid by business owners or operators).	\$100

Section D. Routine Inspections	
<i>Manufacturing & Industrial</i>	
0-3,000 sq ft	\$50
3,001-5,000 sq ft	\$100
5,001-10,000 sq ft	\$150
10,001-50,000 sq ft	\$200
50,001-100,000 sq ft	\$250
100,001-200,000 sq ft	\$300
200,000-350,000 sq ft	\$350
351,000-500,000 sq ft	\$400
500,001-750,000 sq ft	\$450
750,001-1,000,000 sq ft	\$500
1,000,001 sq ft and up	\$600
<i>Business & Mercantile</i>	
0-1,500 sq ft	\$20
1,500-3,000 sq ft	\$50
3,001-5,000 sq ft	\$100
5,001-10,000 sq ft	\$150
10,001-50,000 sq ft	\$200
50,001-100,000 sq ft	\$250
100,001-200,000 sq ft	\$300
200,001 sq ft and up	\$350
Day Care	\$100
Rest Home	\$50 or \$10 per sleeping unit
Family Care Homes	\$50
Nursing Centers	\$50
Hospitals/Institutional Facilities	\$100
ABC Permit	\$100
Churches	\$50
Schools	\$50
Residential/Dormitory	\$50 or \$10 per sleeping unit
Fire Departments	\$10
Site Plan Review	\$50

GENERAL GOVERNMENT FEES

Non-Departmental fees are set for each office of County Government. These fees should be followed by all employees unless the fee is specifically set by General Statutes or by an adopted Granville County Ordinance.

Returned Check Fee	\$25
Photocopies (<i>other data collection/copying</i>)	\$0.10
Employee ID Badge Replacement (<i>upon hire, initial badge is provided free of charge; this fee is only charged to employees for badge replacement requests due to damage, loss, or personal preference</i>)	\$10

GRANVILLE ATHLETIC PARK FEES

Baseball/Softball/Soccer Fields		
	Resident/In-County Entity Rate	Non-Resident/Out-of-County Entity Rate
Field #5 (Little League, Youth Ages 7-12)	\$25 per 2 hours	\$35 per 2 hours
Half Soccer Field	\$35 per 2 hours	\$60 per 2 hours
Baseball Fields	\$55 per 2 hours	\$80 per 2 hours
Soccer/Softball Fields	\$35 per 2 hours	\$60 per 2 hours
Tournament Play* Friday, 5 – 10 pm; Saturday, 8 am – 10 pm; Sunday, 1 – 10 pm		\$150 per field
<i>* Tournament rentals only available at the days/times specified above. Rate includes field lights (if applicable), conference room, and dragging of baseball/softball fields.</i>		
Basketball Goals		
Full-court basketball goals are located under the covered sports pavilion. Goals are lowered upon request at no charge when the facility is not rented or may be reserved in advance for 2-hour increments.		Resident: \$35 per 2 hours Non-Resident: \$60 per 2 hours
Sand Volleyball Pits		
Two pits are available to be reserved; Open pits are available on a first-come/first-served basis. Rate is per pit. Half- and full-day rental rates are shown below.		\$6 per hour
Tennis Courts		
Six courts are available to be reserved; Open courts are available on a first-come/first-served basis. Rate is per court. Half- and full-day rental rates are shown below.		\$6 per hour
HALF-DAY AND FULL-DAY RENTALS		
	Half-Day (5 hours or less)^	Full-Day (5+ hours during day)^
Amphitheater	\$25	\$50
Picnic Shelter	\$50	\$100
Sports Pavilion	\$150	\$250
Use of tables and chairs w/Sports Pavilion rental	\$25	\$25
Sand Volleyball Pits	\$18 per pit	\$36 per pit
Tennis Courts	\$18 per court	\$36 per court
Rates for organized groups requesting long-term reservations for multiple courts (i.e., tennis associations, etc.) may be negotiated through County Administration on a case by case basis.		
[^] Veterans participating in the Thank-A-Vet program offered through the Granville County Register of Deeds office are eligible to receive a 10% discount on half- or full-day facility rates.		
Spray Park		
Open Memorial Day through Labor Day at days/times specified below.		
Group Rentals	Monday – Saturday, 10 am – 12 noon	\$50 per hour
Open to Public	Monday – Sunday, 12 noon – 5 pm	Free

INSPECTIONS FEES

Plan Review		
Residential Accessory Structures		\$30
Residential Dwellings		\$75
Non-Residential Structures		\$375
New Homes & Modular Homes (Based on Gross SF)		
		Total (All 4 Trades)
Up to 1200 sf		\$647
1200 to 2000 sf		\$845
2001 to 3000 sf		\$1,080
3001 to 5000 sf		\$1,440
5001 sf and up \$1,440 + add \$0.36/sf over 5000 sf		
HRF (Homeowners Recovery Fund)		\$10
Temporary Service Pole Inspection Fee		\$75
Residential Additions/Remodel		
Up to 400 sf Base Fee +		\$160
401 sf to 800 sf Base Fee +		\$195
801 sq and up		Use new home rate
Trade Fees		
Electrical, Plumbing, Mechanical		\$75
Manufactured Homes		
	Without A/C	With A/C
Single-Wide	\$292	\$415
Double-Wide	\$356	\$475
Triple-Wide	\$386	\$517
Multi-Family Dwellings		
First Unit		\$972
Each Additional Unit		\$259
Trade Fees		
Building		\$75
Electrical		\$75
Plumbing		\$75
Mechanical		\$75
Fire		\$75
Houses Moved onto Lots		
Base Fee +		\$195
Trade Fees: Electrical, Plumbing, Mechanical		\$75
Residential Accessory Buildings/Structures (Built on Lot) (Storage Bldgs, Garages, Carports, Decks, Porches, Gazebos, etc.)		
144 sf to 300 sf Base Fee +		\$150
301 sf to 1000 sf Base Fee +		\$225
1001 sf to 2000 sf Base Fee +		\$300
Trade Fees: Electrical, Plumbing, Mechanical		\$75

Swimming Pools						
Base Fee+				\$150		
Trade Fees: Electrical & Plumbing				\$75		
Farm Accessory Buildings						
Trade Fees: Electrical, Plumbing, Mechanical				\$75		
Fire Alarm/Sprinkler Review and Inspection						
0 – 5,000 SF				\$75		
5,001 – 10,000 SF				\$147		
10,001 – 25,000 SF				\$220		
25,001 – 50,000 SF				\$295		
50,001 – 75,000 SF				\$442		
75,001 – 100,000 SF				\$588		
100,001 SF and up				\$588 + \$0.01 per SF over 100,000		
Sprinkler Riser						
Per Riser				\$283		
Adult/Juvenile Group Home Inspections						
Inspection Fee				\$130		
Housing Complaints						
Inspection Fee				\$75		
Non-Residential						
\$0-\$2,500	Building	Electric	Plumbing	Mech	Fire	Total of All
\$2,501-\$25,000	\$88	\$75	\$75	\$75	\$75	\$388
\$25,001-\$50,000	\$175	\$109	\$109	\$109	\$75	\$577
\$50,001-\$100,000	\$346	\$214	\$214	\$214	\$107	\$1,095
\$100,001-\$200,000	\$691	\$423	\$423	\$423	\$212	\$2,172
\$200,001-\$350,000	\$1,213	\$728	\$728	\$728	\$240	\$3,637
\$350,000-\$500,000	\$1,737	\$1,016	\$1,016	\$1,016	\$335	\$5,120
\$500,001-\$750,000	\$2,601	\$1,243	\$1,243	\$1,243	\$410	\$6,740
\$750,001-\$1,000,000	\$3,469	\$1,506	\$1,506	\$1,506	\$510	\$8,497
\$1,000,001 and up (\$8,497 + \$3.07/1,000 over 1 mil.)						
Service Pedestals						
Trade Fee: Electrical				\$75		
Temporary Service Poles						
Trade Fee: Electrical				\$75		
Conditional Power						
Trade Fee: Electrical				\$150		
Re-inspection / Trip Fees						
First Trip				\$75		
Second Trip				\$150		
Third Trip				\$300		

Contractor Change on Residential Building Permit	
A \$75 administrative fee will be charged to change the contractor information on an un-expired building permit if the residential property owner or contractor of an un-expired residential building permit can provide adequate documentation to support the contractor information change.	
Re-Issuance of Expired Building Permit	
50% of original permit (permits expired for more than 18 months will not be re-issued; a new permit must be obtained).	
Stop Work – No Permits	\$500
Signs	
Base Fee +	\$75
Trade Fee: Electrical	\$75

LIBRARY FEES

Fees Threshold for Blocking of a Patron's Card	\$5
Replacement Cost of a Library Card	\$1
Sending Faxes	\$0.10/page
Receiving Faxes	\$0.10/page
Computer Printing (black & white)	\$0.10/page
Computer Printing (color)	\$1/page
Genealogy Research Fee (applies only to requests for research made by mail or email)	\$5
Processing Fee Added to Final Statement (not refunded if item is returned)	\$5
Charge for Out-of-County Residents	\$15/annual
Patrons to Pay Their Own Inter-Library Loan Half/Actual Cost	Postage at half the actual cost
Replacement Costs for Launchpad and/or Accessories	Launchpad \$120 Case \$13 Adapter \$8 USB Cord \$7 Bumper \$9
Replacement Costs for Mobile Hotspot and/or Accessories	Mobile Hotspot Device \$100 USB Power Cord Adapter \$5 Mobile Hotspot Carry Case \$15

PLANNING FEES

Zoning	
Single Family, Two Family Dwelling, or Manufactured Homes	\$80
All other Residential	\$55
Boarding Stables	\$80
Commercial/Industrial & Additions	\$250 up to 1 acre of proposed development land area + \$25 per acre over 1 acre of proposed development land area
Riding Stables/Riding Academy Zoning Permit	\$250
Horse Show Zoning Permit	\$250
Special Event Zoning Permit	\$80
Sign	\$40 per each sign
Road/Street Closings	\$75 plus the actual cost of processing the request, advertising, mailing to adjacent property owners, etc.
Vested Right Approval	\$800 up to 1 acre of proposed development land area + \$25 per acre over 1 acre of proposed development land area
Minor Special Use Permit	\$900 up to 1 acre of proposed development land area + \$25 per acre over 1 acre of proposed development land area
Horse Show Conditional Use Permit	\$900
Variance	\$885
Appeals	\$790
Major Special Use Permit	\$2,400 up to 1 acre of proposed development land area + \$25 per acre over 1 acre of proposed development land area
Wireless Telecommunication Antenna Located on existing facility (co-location)	Collocation fee \$500
Deposit for technical consulting review for wireless telecommunication facilities for streamlined collocations.	\$1,000
Deposit for technical consulting review for wireless telecommunication facilities for substantial collocations.	\$4,000
Deposit for technical consulting review for wireless telecommunication facilities (new towers).	\$6,500
Appeal of Co-location Denial	\$1,000
Zoning Map Amendment (re-zone)	\$995 up to 1 acre of land area + \$25 per acre over 1 acre of land area
Land Development Ordinance Amendment	\$650
Copy of Land Development Ordinance	\$25
Land Development Ordinance CD-ROM Digital	\$30
8 1/2"x11" GIS Generated Map (any scale)	\$5 per map
36" x 36" Official Zoning/Watershed Map (1 inch=800 feet scale)	\$25 per map
40" x 36" Official Zoning/Watershed Map (Entire County)	\$25
Subdivision	
Exception Plat	\$25 per plat signed
Minor or Family Subdivision Plat	\$50 plus \$10 per each lot including residual tract or lot
Major Preliminary Subdivision Plat	\$1,100 plus \$25 per lot over 1 lot including residual tract or lot

Major Final Subdivision Plat	\$605 plus \$25 per lot over 1 lot including residual tract or lot
Subdivision Variance	\$165 per subdivision application
Private/Public Road Sign	\$125 or actual cost for sign & installation (whichever is higher)
Legal Review of Subdivision Agreements	\$400
Recreation Fee (paid at time of final major subdivision platting)	\$500 per lot
Watershed Protection	
Single Family Residential	\$15
Boarding Stables	\$15
Riding Stables/Riding Academy	No Fee
Horse Show	No Fee
Special Event	\$15
Other Residential Uses	\$30 plus \$10 per each additional acre over one acre of proposed development land area
Non-Residential Uses	\$50 plus \$10 per each additional acre over one acre of proposed development land area
Minor or Family Subdivision Plat	\$5 plus \$1 per each lot including residual tract or lot
Major Preliminary Subdivision Plat	\$30 plus \$5 per each lot including residual tract or lot
Major Final Subdivision Plat	\$20 plus \$2 per each lot including residual tract or lot
Exception Plat	\$25 per plat signed
Special Intensity Bonus Density Allocation (SIBDA)	\$.10 per square foot
Escrow deposit for technical consulting review for Falls Lake Watershed storm water compliance if rules are triggered (<i>applicant must replenish escrow deposit if base escrow amount is exceeded by review prior to receiving a zoning permit</i>).	Base Escrow Amount: \$1000
Fast track Storm Water Plan review that meets adopted criteria for this type of review.	\$300

REGISTER OF DEEDS FEES

Vital Records	\$10
Birth Certificate Amendments	\$10
Delayed Birth Certificate Preparation	\$20
Birth Certificate Legitimations	\$10
Marriage License (Total)	\$60
a. Children's Trust (Included in Total)	\$5
b. Domestic Violence (Included in Total)	\$30
Notary Oaths	\$10
Certified Copies	\$5 for first page + \$2 each additional page
Plat Copies	\$2
Uniform Commercial Code (UCC) Search	\$30
Uniform Commercial Code (UCC) Search Copies	\$1
Old Deed/Marriage Copies	\$0.25

Photocopies	\$0.25
Miscellaneous Documents	\$26 for first 15 pages + \$4 each additional page
Deeds	\$26 for first 15 pages + \$4 each additional page
Deeds of Trust	\$64 for first 15 pages + \$4 each additional page
Excise Stamp Tax	\$1 + 2% per 1,000
Excise Recreation/Heritage	\$1 + 2% per 1,000
Uniform Commercial Code Fixture Filings & Amendments	\$38 for up to 2 pages \$45 if more than 2 pages + \$2 per page over 10 pages
Certification Notary	\$2
Non-Standard Document Fee	\$25

SENIOR SERVICES FEES

All services provided through the Senior Centers in Granville County are generally provided at no cost to the participants except for the Fitness Programs. Donations are accepted if a participant wishes to make one. The following charges apply to the Fitness Program.

Stretch and Wiggle	No Charge
Joining Fitness Program (includes low impact aerobics, use of fitness equipment, and water aerobics)*	Oxford M-W-F and Creedmoor Tu-Th \$12 per month (Oxford) \$10 per month (Creedmoor)

*Scholarships are available for the fitness programs (please see any senior services staff member).

DEPARTMENT OF SOCIAL SERVICES FEE

Home Study for Adoption Cases Fee	\$250
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SHERIFF'S DEPARTMENT FEES

Service Fees	\$30 per defendant
Fingerprints	\$10
Concealed Carry Permit	\$98/new
Concealed Carry Permit	\$83/renewal
Duplicate Permits	\$15
Drivers History (In-State)	\$2
Drivers History (Out-of-State)	\$3
QHNC Criminal History with Request from Attorney	\$3
Posted Land Fee	\$10
Posted Land Signs (Each Sign)	\$1
Notary	\$3

SOLID WASTE MANAGEMENT FEES

Use of Convenience Centers: Households not having a recognized collections service (per ordinance).	\$112 per year
Use of Convenience Centers: Households having a recognized collections service.	\$36 per year
Landfill Tipping Fees* Municipal Solid Waste & C&D Waste	In County - \$45 per ton Out of County - \$45 per ton
* Landfill accounts are subject to a 1.5% late payment fee on any unpaid balance remaining after 30 days.	
Lump sum disposal fee per single wide mobile home	\$250
Clean Yard/Tree Waste and Land Clearing Debris	
Pickup truck, single-axle trailer (Residential only)	No Charge
Tandem truck, dump truck, dump trailer (Commercial customers)	\$45 per ton
Mulch (\$10 for material + \$10 for loading)	\$20
Animal Carcasses	\$45 per ton
Asbestos	\$70 per ton
Commercial Certified Weight	\$5

TAX ADMINISTRATION FEES

The Tax Administration Department is responsible for billing and collecting Ad Valorem Taxes. The tax rate is set each year as a part of the Budget. The following fees are charged for the other services.

Paper Copies	
8 1/2 x 11 Aerial Map	\$3
8 1/2 x 11 Line Map	\$2
11 x 17 Aerial Map	\$5
11 x 17 Line Map	\$3
Property Record Cards	\$0.50
Returned Check Fee/Non-Existent Account	\$25 or 10% of check amount (whichever is greater)
Garnishment Fee – County Taxes Only*	\$30 - \$60
Municipal Taxes Collection Fee	1.50%
Late Listing Fee	10%
Late Payment Fee	2% first month after January 5th; 0.75% each month thereafter
Interest on unpaid taxes for classified motor vehicles accrues at the rate of . . .	5% for the first month following the date taxes are due + 3/4% for each month thereafter until paid
GIS Fee Per Layer – Shape Files	\$10
Parcel Shape Files	\$100 + direct costs for each update
Tax Data – Excel Format	\$50

*Pre-Garnishment is sent to the taxpayer with the initial fee of \$30 to provide an opportunity to make arrangements or satisfy the tax lien within ten (10) days of the notice. If taxpayer fails to respond, the garnishment is sent to the employer and incurs an additional \$30. If there are multiple employees for the same employer, the second \$30 fee is distributed equally among those employees.

Note: On April 1, 2019, the Granville County Board of Commissioners approved including County-designated solid waste fees and stormwater fees to receive the 1.5% discount along with ad valorem taxes paid from July 1 through August 15.

Granville County
POSITION CLASSIFICATION & PAY PLAN
Fiscal Year 2023-2024

Effective July 1, 2023

Alphabetical List of Classes and Grade Assignments by Department

Class Title	Pay Cycle	Phone Stipend Eligible?	FLSA Status	Critical/ Non-Critical^ [C/NC]	Salary Grade	Salary Range	
						Minimum	Maximum
ADDRESSING							
Addressing Coordinator	BW	N	N	NC	66	\$ 42,547	\$ 64,833
ADMINISTRATION							
County Manager	BW	Y	E	NC	N/A	N/A	N/A
Deputy County Manager	BW	Y	E	NC	84	\$ 93,964	\$ 143,182
Clerk to the Board/Executive Assistant	BW	Y	N	NC	72	\$ 55,407	\$ 84,430
Grants Officer	BW	Y	N	NC	72	\$ 55,407	\$ 84,430
PIO and Grants Development Specialist	BW	Y	N	NC	70	\$ 50,738	\$ 77,315
Management Analyst	BW	N	N	NC	69	\$ 48,553	\$ 73,985
Deputy Clerk	BW	N	N	NC	65	\$ 40,715	\$ 62,041
Senior Administrative Specialist	BW	N	N	NC	62	\$ 35,678	\$ 54,367
ANIMAL SERVICES							
Animal Services Manager	BW	Y	E	C	72	\$ 55,407	\$ 84,430
Animal Control Supervisor	BW	Y	N	C	65	\$ 40,715	\$ 62,041
Animal Control Officer	BW	Y	N	C	62	\$ 35,678	\$ 54,367
Animal Shelter Supervisor	BW	N	N	C	62	\$ 35,678	\$ 54,367
Senior Administrative Specialist	BW	N	N	C	62	\$ 35,678	\$ 54,367
Animal Shelter Attendant	BW	N	N	C	59	\$ 31,265	\$ 47,641
BOARD OF ELECTIONS							
Elections Director	BW	Y	E	C	74	\$ 60,506	\$ 92,199
Deputy Elections Director	BW	N	N	C	64	\$ 38,962	\$ 59,370
Elections Specialist	BW	N	N	C	61	\$ 34,142	\$ 52,025
CO-OPERATIVE EXTENSION							
4-H Best Program - Youth Program Coordinator	BW	Y	N	NC	65	\$ 40,715	\$ 62,041
DETENTION							
Detention Center Administrator	BW	Y	E	C	PS-13	\$ 67,992	\$ 103,607
Detention Center Captain	BW	N	E	C	PS-09	\$ 57,016	\$ 86,881
Detention Shift Sergeant	28D	N	N	C	PS-06	\$ 49,963	\$ 76,133
Detention Administrative Sergeant	28D	N	N	C	PS-06	\$ 49,963	\$ 76,133
Detention Corporal	28D	N	N	C	PS-04	\$ 45,752	\$ 69,717
Administrative Assistant	BW	N	N	C	65	\$ 40,715	\$ 62,041
L.E.C. Facility Maintenance Technician	BW	Y	N	C	67	\$ 44,462	\$ 67,751
Detention Officer	28D	N	N	C	PS-02	\$ 41,897	\$ 63,842
Detention Officer (Transportation)	28D	Y	N	C	PS-02	\$ 41,897	\$ 63,842
Administrative Specialist	BW	N	N	C	60	\$ 32,672	\$ 49,785
DEVELOPMENT SERVICES (Inspections and Planning)							
Development Services Director	BW	Y	E	NC	81	\$ 82,340	\$ 125,470
Planning Director	BW	Y	E	NC	79	\$ 75,402	\$ 114,897
Assistant Planning Director	BW	Y	E	NC	76	\$ 66,074	\$ 100,684
Chief Building Code Enforcement Officer	BW	Y	N	NC	76	\$ 66,074	\$ 100,684
Building Code Enforcement Officer III	BW	Y	N	NC	74	\$ 60,506	\$ 92,199
Building Code Enforcement Officer II	BW	Y	N	NC	72	\$ 55,407	\$ 84,430

Class Title	Pay Cycle	Phone Stipend Eligible?	FLSA Status	Critical/ Non-Critical^ [C/NC]	Salary Grade	Salary Range	
						Minimum	Maximum
DEVELOPMENT SERVICES (continued)							
Planner	BW	N	N	NC	70	\$ 50,738	\$ 77,315
Building Code Enforcement Officer I	BW	Y	N	NC	70	\$ 50,738	\$ 77,315
Building Code Enforcement Officer	BW	N	N	NC	68	\$ 46,462	\$ 70,799
Fire/Code Enforcement Officer I	BW	N	N	NC	68	\$ 46,462	\$ 70,799
Senior Administrative Assistant	BW	N	N	NC	67	\$ 44,462	\$ 67,751
Zoning Technician	BW	N	N	NC	66	\$ 42,547	\$ 64,833
Administrative Assistant	BW	N	N	NC	65	\$ 40,715	\$ 62,041
ECONOMIC DEVELOPMENT							
Economic Development Director	BW	Y	E	NC	81	\$ 82,340	\$ 125,470
Economic Development Specialist	BW	Y	E	NC	80	\$ 78,795	\$ 120,067
Administrative Assistant	BW	N	N	NC	65	\$ 40,715	\$ 62,041
EMERGENCY COMMUNICATIONS							
Emergency Communications Director	BW	Y	E	C	PS-13	\$ 67,992	\$ 103,607
Emergency Communications Operations Manager	BW	Y	N	C	PS-06	\$ 49,963	\$ 76,133
Telecommunicator Shift Supervisor	BW	N	N	C	PS-05	\$ 47,811	\$ 72,855
Lead Telecommunicator	BW	N	N	C	PS-03	\$ 43,782	\$ 66,715
Telecommunicator	BW	N	N	C	PS-02	\$ 41,897	\$ 63,842
EMERGENCY MANAGEMENT							
Emergency Management Director	BW	Y	E	C	77	\$ 69,047	\$ 105,215
Fire Marshal	BW	Y	N	C	73	\$ 57,901	\$ 88,229
Deputy Fire Marshal	BW	Y	N	C	68	\$ 46,462	\$ 70,799
Emergency Management Coordinator	BW	Y	N	C	68	\$ 46,462	\$ 70,799
Administrative Assistant/Safety Specialist	BW	N	N	C	65	\$ 40,715	\$ 62,041
FACILITY MAINTENANCE							
Facility Maintenance Director	BW	Y	E	NC	71	\$ 53,021	\$ 80,794
Facility Maintenance Mechanic	BW	Y	N	NC	64	\$ 38,962	\$ 59,370
Facility Maintenance Worker	BW	Y	N	NC	60	\$ 32,672	\$ 49,785
FINANCE							
Finance Director	BW	Y	E	NC	82	\$ 86,046	\$ 131,116
Assistant Finance Director	BW	Y	E	NC	78	\$ 72,155	\$ 109,949
Accountant	BW	N	N	NC	68	\$ 46,462	\$ 70,799
Accounts Payable Specialist	BW	N	N	NC	67	\$ 44,462	\$ 67,751
Payroll Specialist	BW	N	N	NC	67	\$ 44,462	\$ 67,751
HUMAN RESOURCES							
Human Resources Director	BW	Y	E	NC	80	\$ 78,795	\$ 120,067
Human Resource Specialist	BW	N	N	NC	66	\$ 42,547	\$ 64,833
Human Resource Recruitment Specialist	BW	N	N	NC	65	\$ 40,715	\$ 62,041
INFORMATION TECHNOLOGY							
Information Technology Director	BW	Y	E	NC	81	\$ 82,340	\$ 125,470
Server Administrator	BW	Y	E	NC	76	\$ 66,074	\$ 100,684
Network Administrator	BW	Y	N	NC	74	\$ 60,506	\$ 92,199
Information Technology Technician	BW	Y	N	NC	69	\$ 48,553	\$ 73,985
INTERNAL AUDITING							
Internal Auditor	BW	Y	E	NC	75	\$ 63,229	\$ 96,348
LIBRARY							
Library Director	BW	Y	E	NC	78	\$ 72,155	\$ 109,949
Library Branch Manager	BW	N	E	NC	72	\$ 55,407	\$ 84,430

Class Title	Pay Cycle	Phone Stipend Eligible?	FLSA Status	Critical/ Non-Critical^ [C/NC]	Salary Grade	Salary Range	
						Minimum	Maximum
LIBRARY (continued)							
Branch Librarian	BW	N	N	NC	70	\$ 50,738	\$ 77,315
Librarian	BW	N	N	NC	68	\$ 46,462	\$ 70,799
NC Room Specialist	BW	N	N	NC	66	\$ 42,547	\$ 64,833
Library Circulation Supervisor	BW	N	N	NC	64	\$ 38,962	\$ 59,370
Library Technology Services Specialist	BW	N	N	NC	64	\$ 38,962	\$ 59,370
Senior Library Technician	BW	N	N	NC	63	\$ 37,284	\$ 56,813
Library Technician	BW	N	N	NC	60	\$ 32,672	\$ 49,785
Administrative Specialist	BW	N	N	NC	60	\$ 32,672	\$ 49,785
PARKS AND GROUNDS							
Maintenance Manager	BW	Y	E	C	70	\$ 50,738	\$ 77,315
Venue & Activities Coordinator	BW	Y	N	NC	67	\$ 44,462	\$ 67,751
Maintenance Supervisor	BW	Y	N	C	66	\$ 42,547	\$ 64,833
Grounds Maintenance Specialist	BW	Y	N	C	60	\$ 32,672	\$ 49,785
REGISTER OF DEEDS							
Register of Deeds	BW	Y	E	NC	75	\$ 63,229	\$ 96,348
Assistant Register of Deeds	BW	N	N	NC	64	\$ 38,962	\$ 59,370
Deputy Register of Deeds	BW	N	N	NC	61	\$ 34,142	\$ 52,025
SENIOR SERVICES							
Senior Services Director	BW	Y	E	NC	76	\$ 66,074	\$ 100,684
Senior Services Assistant Director	BW	N	E	NC	70	\$ 50,738	\$ 77,315
Senior Services Social Worker	BW	N	N	NC	67	\$ 44,462	\$ 67,751
Services - Senior Center Program Coordinator	BW	N	N	NC	65	\$ 40,715	\$ 62,041
Fitness Coordinator	BW	N	N	NC	65	\$ 40,715	\$ 62,041
Nutrition Program Supervisor	BW	N	N	NC	61	\$ 34,142	\$ 52,025
Administrative Specialist	BW	N	N	NC	60	\$ 32,672	\$ 49,785
Health Resource Aide	BW	N	N	NC	58	\$ 29,918	\$ 45,590
Custodian	BW	N	N	NC	58	\$ 29,918	\$ 45,590
SHERIFF'S OFFICE							
Sheriff	BW	Y	E	C	PS-20	\$ 92,528	\$ 140,995
Chief Deputy (Special Operations and Intelligence Unit)	BW	Y	E	C	PS-16	\$ 77,591	\$ 118,233
Deputy Sheriff Captain (Chief of Civil Division/SRO)	BW	Y	E	C	PS-11	\$ 62,263	\$ 94,876
Deputy Sheriff Captain (Chief of Investigations)	BW	Y	E	C	PS-11	\$ 62,263	\$ 94,876
Deputy Sheriff Lieutenant (Chief of Field Operations)	28D	Y	N	C	PS-09	\$ 57,016	\$ 86,881
Deputy Sheriff Lieutenant (Chief of Prof Standards)	28D	Y	N	C	PS-09	\$ 57,016	\$ 86,881
Deputy Sheriff Lieutenant	28D	Y	N	C	PS-09	\$ 57,016	\$ 86,881
Deputy Sheriff Sergeant	28D	Y	N	C	PS-08	\$ 54,561	\$ 83,139
Deputy Sheriff Corporal	28D	Y	N	C	PS-06	\$ 49,963	\$ 76,133
Deputy Sheriff Detective	28D	Y	N	C	PS-06	\$ 49,963	\$ 76,133
Senior Administrative Assistant	BW	N	N	C	67	\$ 44,462	\$ 67,751
Deputy Sheriff	28D	Y	N	C	PS-04	\$ 45,752	\$ 69,717
Deputy Sheriff (Investigations)	28D	Y	N	C	PS-04	\$ 45,752	\$ 69,717
Deputy Sheriff (Evidence/Crime Scene)	28D	Y	N	C	PS-04	\$ 45,752	\$ 69,717
Administrative Assistant	BW	N	N	C	65	\$ 40,715	\$ 62,041
Senior Administrative Specialist	BW	N	N	C	62	\$ 35,678	\$ 54,367
Administrative Specialist	BW	N	N	C	60	\$ 32,672	\$ 49,785
SOIL AND CONSERVATION							
Natural Resource Conservationist	BW	Y	E	NC	68	\$ 46,462	\$ 70,799

Class Title	Pay Cycle	Phone Stipend Eligible?	FLSA Status	Critical/ Non-Critical^ [C/NC]	Salary Grade	Salary Range	
						Minimum	Maximum
SOLID WASTE							
Solid Waste Management Director	BW	Y	E	NC	75	\$ 63,229	\$ 96,348
Landfill Operations Specialist	BW	N	N	NC	64	\$ 38,962	\$ 59,370
Senior Landfill Fiscal Specialist	BW	Y	N	NC	62	\$ 35,678	\$ 54,367
Landfill Fiscal Specialist	BW	N	N	NC	59	\$ 31,265	\$ 47,641
SOCIAL SERVICES							
County Social Services Director*	BW	Y	E	NC	82	\$ 86,046	\$ 131,116
Social Work Program Administrator I*	BW	Y	E	NC	75	\$ 63,229	\$ 96,348
Income Maintenance Administrator II*	BW	N	E	NC	74	\$ 60,506	\$ 92,199
Social Worker Supervisor III*	BW	Y	E	NC	73	\$ 57,901	\$ 88,229
Income Maintenance Administrator I*	BW	N	E	NC	72	\$ 55,407	\$ 84,430
Administrative Officer II*	BW	Y	E	NC	70	\$ 50,738	\$ 77,315
Social Worker I / A&T*	BW	Y	E	NC	70	\$ 50,738	\$ 77,315
Staff Development Specialist II*	BW	N	N	NC	69	\$ 48,553	\$ 73,985
Social Worker III*	BW	Y	E	NC	69	\$ 48,553	\$ 73,985
Child Support Supervisor II*	BW	N	E	NC	68	\$ 46,462	\$ 70,799
Human Services Planner/Evaluator*	BW	N	N	NC	68	\$ 46,462	\$ 70,799
SOCIAL SERVICES (continued)							
Computer Systems Administrator I* (FROZEN)	BW	Y	N	NC	68	\$ 46,462	\$ 70,799
Income Maintenance Supervisor II*	BW	N	E	NC	67	\$ 44,462	\$ 67,751
Social Worker II*	BW	Y	N	NC	67	\$ 44,462	\$ 67,751
Lead Child Support Agent*	BW	N	N	NC	66	\$ 42,547	\$ 64,833
Administrative Supervisor	BW	Y	N	NC	65	\$ 40,715	\$ 62,041
Income Maintenance Investigator II*	BW	N	N	NC	65	\$ 40,715	\$ 62,041
Income Maintenance Caseworker III*	BW	N	N	NC	65	\$ 40,715	\$ 62,041
Income Maintenance Caseworker III Lead Worker*	BW	N	N	NC	65	\$ 40,715	\$ 62,041
Child Support Agent II*	BW	N	N	NC	65	\$ 40,715	\$ 62,041
Social Worker I*	BW	N	N	NC	63	\$ 37,284	\$ 56,813
Income Maintenance Caseworker II*	BW	N	N	NC	63	\$ 37,284	\$ 56,813
Income Maintenance Caseworker II W/A III*	BW	N	N	NC	63	\$ 37,284	\$ 56,813
Accounting Technician III*	BW	N	N	NC	63	\$ 37,284	\$ 56,813
Child Support Agent I*	BW	N	N	NC	63	\$ 37,284	\$ 56,813
Accounting Technician II*	BW	N	N	NC	61	\$ 34,142	\$ 52,025
Computing Support Tech I*	BW	N	N	NC	61	\$ 34,142	\$ 52,025
Income Maintenance Caseworker I*	BW	N	N	NC	61	\$ 34,142	\$ 52,025
Income Maintenance Caseworker I W/A II*	BW	N	N	NC	61	\$ 34,142	\$ 52,025
Income Maintenance Investigator I*	BW	N	N	NC	61	\$ 34,142	\$ 52,025
Income Maintenance Investigator I W/A II*	BW	N	N	NC	61	\$ 34,142	\$ 52,025
Program Assistant V	BW	N	N	NC	61	\$ 34,142	\$ 52,025
Processing Assistant III*	BW	N	N	NC	57	\$ 28,630	\$ 43,626
TAX							
Tax Administrator	BW	Y	E	NC	80	\$ 78,795	\$ 120,067
Property Appraisal Supervisor	BW	N	N	NC	72	\$ 55,407	\$ 84,430
Tax Collections Supervisor	BW	N	N	NC	70	\$ 50,738	\$ 77,315
Business Personal Property Appraiser	BW	N	N	NC	67	\$ 44,462	\$ 67,751
Real Property Appraiser	BW	N	N	NC	67	\$ 44,462	\$ 67,751
Mapper/GIS Technician	BW	N	N	NC	66	\$ 42,547	\$ 64,833
Senior Tax Specialist	BW	N	N	NC	66	\$ 42,547	\$ 64,833
Personal Property Appraiser	BW	N	N	NC	64	\$ 38,962	\$ 59,370
Tax Collections Specialist	BW	N	N	NC	62	\$ 35,678	\$ 54,367

Class Title	Pay Cycle	Phone Stipend Eligible?	FLSA Status	Critical/ Non-Critical^ [C/NC]	Salary Grade	Salary Range	
						Minimum	Maximum
TOURISM DEVELOPMENT AUTHORITY (TDA)							
Tourism Development Director	BW	Y	E	NC	71	\$ 53,021	\$ 80,794
VETERAN SERVICES							
Veteran Services Officer	BW	Y	E	NC	67	\$ 44,462	\$ 67,751
Veteran Service Technician	BW	N	N	NC	61	\$ 34,142	\$ 52,025

BW – Bi-Weekly

28D – 207(K) 28-Day Pay Cycle

N – Nonexempt from FLSA wage and hour guidelines.

E – Exempt from FLSA wage and hour guidelines.

* These classes are subject to the State Personnel Act (SPA).

^ Critical/non-critical designation does not apply to shelter activation nor other emergency situations as determined by the county manager.

Revised 12/1/2022 – Added - Deputy Clerk – Administration, Senior Administrative Assistant – Development Services

Granville County
PART-TIME PAY SCHEDULE

Draft Effective July 1, 2023

Category/Department	Position	Pay Cycle	Hourly Rate
Elections			
Board of Elections	Assistants	Bi-Weekly	10.00
Board of Elections	Poll Workers	Bi-Weekly	11.50
Board of Elections	Poll Workers in Charge	Bi-Weekly	13.00
Seasonal			
Parks & Grounds	Seasonal Grounds Maintenance	Bi-Weekly	11.00
Manual Labor			
Animal Control	Shelter Attendant	Bi-Weekly	12.00
Facility Maintenance	Janitorial Services	Bi-Weekly	12.00
Library	Library Substitutes	Bi-Weekly	12.00
Library	Transit Driver	Bi-Weekly	12.00
Parks & Grounds	Grounds Maintenance	Bi-Weekly	12.00
Senior Services	Custodians	Bi-Weekly	12.00
Solid Waste	Landfill Clerk	Bi-Weekly	12.00
Solid Waste	Weighmaster	Bi-Weekly	12.00
Administrative			
4-H Program	Program Assistant	Bi-Weekly	13.00
Cooperative Extension	Office Support	Bi-Weekly	13.00
Library	Circulation Clerk	Bi-Weekly	13.00
Library	Patron Technology Assistant	Bi-Weekly	13.00
Senior Services	Nutrition Site Manager	Bi-Weekly	13.00
Senior Services	SHIP Counselor	Bi-Weekly	13.00
Managerial			
Library	Branch Manager	Bi-Weekly	15.00
Specialty			
Emergency Communications	Telecommunicator	Bi-Weekly	17.50
Senior Services	Certified Nursing Assistant (CNA)	Bi-Weekly	14.00
Senior Services	Registered Nurse	Bi-Weekly	16.00
Sheriff's Office	Bailiff	Bi-Weekly	16.50
Solid Waste	Landfill Clerk – Weekend Rate	Bi-Weekly	18.75



Granville County Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: June 5, 2023
Title: **Special Budget Amendment to Amend FY 2023-24 Budget Ordinance - ACIM**

PURPOSE:

To approve special budget amendment for funding of annual allocation to ACIM.

BACKGROUND:

North Carolina General Statute §14-234.3 prohibits a local government board member that holds certain positions in a non-profit organization from voting on funding by the local government to the non-profit. Since Granville County Board of Commissioners does have a member who also serves as Executive Director of ACIM (Sue Hinman), Ms. Hinman shall be recused from voting on amending the FY 2023-24 Budget Ordinance to provide annual funding to ACIM.

RECOMMENDATION:

Approval of special budget amendment for funding of annual allocation to ACIM

ATTACHMENTS:

Budget Amendment for ACIM

ACTION TAKEN:

Special Budget Amendment for FY 2023-24 Budget Ordinance
6/5/2023

Be it ordained, the FY 2023-2024 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

Area Projects and Other Appropriations

Special Apprpriations

10,000

Total Expenditures

10,000

Revenues: Increase/(Decrease)

Appropriated Fund Balance

10,000

Total Revenues

10,000

(For reference only)

Balance

General Fund/Special Appropriations

Expenditures: Increase/ (Decrease)

10 8500 813 ACIM

10,000

10,000

Revenues: Increase/ (Decrease)

10 3990 991 Appropriated Fund Balance

\$10,000

3,611,376

Description: Approve FY 2024 funding for ACIM. Because Granville County commissioner also serves as the Executive Director of ACIM, this commissioner is recused from voting and a separate approval vote is required.



Granville County

Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: June 5, 2023
Title: **Special Budget Amendment to Amend FY 2023-24 Budget Ordinance-
SMART START**

PURPOSE:

To approve of a special budget amendment for funding of annual allocation to SMART START.

BACKGROUND:

North Carolina General Statute §14-234.3 prohibits a local government board member that holds certain positions in a non-profit organization from voting on funding by the local government to the non-profit. Since Granville County Board of Commissioners does have a member who also serves as Executive Director of SMART START (Tony Cozart), Dr. Cozart shall be recused from voting on amending the FY 2023-24 Budget Ordinance to provide annual funding to SMART START.

RECOMMENDATION:

Finance Director recommends approval of special budget amendment for funding of annual allocation to SMART START.

ATTACHMENTS:

Budget Amendment for SMART START

ACTION TAKEN:

Special Budget Amendment for FY 2023-24 Budget Ordinance
6/5/2023

Be it ordained, the FY 2023-2024 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

Area Projects and Other Appropriations

Special Apprpriations

\$5,500

Total Expenditures

\$5,500

Revenues: Increase/(Decrease)

Appropriated Fund Balance

\$5,500

Total Revenues

\$5,500

(For reference only)

Balance

General Fund/Special Appropriations

Expenditures: Increase/ (Decrease)

10 8500 812 ACIM

\$5,500

\$5,500

Revenues: Increase/ (Decrease)

10 3990 991 Appropriated Fund Balance

\$5,500

\$3,616,876

Description: Approve FY 2024 funding for SMART START. Because Granville County commissioner also serves as the SMART START Executive Director, this commissioner is recused from voting and a separate approval vte is required.



Granville County Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: June 5, 2023
Title: **FY 2023 Audit Contract**

PURPOSE:

To award a contract for the FY 2023 Independent Audit for Granville County.

BACKGROUND:

During their regular meeting on April 20, 2020, the Granville County Board of Commissioners approved contracting with Thompson, Price, Scott, Adams (TPSA) and Co. to provide financial audit services for Granville County for fiscal years 2019-2020, 2020-2021 and 2021-2022. TPSA informed the Granville County Finance Department that they would like to provide these same audit services, for the total fee of \$44,900.

Attached is a copy of the audit contract for the fiscal year ended June 30, 2023, as well as the corresponding engagement letter.

Annual audit contracts are required by NC General Statutes.

FUNDING:

Annually funded in the budget.

RECOMMENDATION:

The Finance Director recommends approving the contract with Thompson, Price, Scott, Adams (TPSA) and Company, as well as the corresponding engagement letter, for the fiscal year ended June 30, 2023.

ATTACHMENTS:

FY 2023 Audit Contract and Engagement Letter

ACTION TAKEN:

The	Governing Board BOARD OF COMMISSIONERS
of	Primary Government Unit GRANVILLE COUNTY
and	Discretely Presented Component Unit (DPCU) (if applicable)

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.
	Auditor Address 1626 S MADISON STREET WHITEVILLE, NC 28472

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/23	Date Audit Will Be Submitted to LGC 10/31/23
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

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

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

STEVE MCNALLY

FINANCE OFFICER / GRANVILLE

steve.mcnally@granvillecounty.org

OR Not Applicable ☐ (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	GRANVILLE COUNTY
Audit Fee	\$ 41,050
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$ 3,850
All Other Non-Attest Services	\$ BILLED AT STANDARD HOURLY RATES

DPCU FEES (if applicable)

Discretely Presented Component Unit	
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	
Authorized Firm Representative (typed or printed)* ALAN W. THOMPSON	Signature* 
Date* 05/26/23	Email Address* alanthompson@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit* GRANVILLE COUNTY	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)* 	Signature* 
Date 	Email Address 

 Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed) STEVE MCNALLY	Signature* 
Date of Pre-Audit Certificate* 	Email Address* steve.mcnelly@granvillecounty.org



May 26, 2023

Granville County
PO Box 1286
Oxford, NC 27565

To Management and Those Charged With Governance:

We are pleased to confirm our understanding of the services we are to provide Granville County for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Granville County as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Granville County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Granville County's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Law Enforcement Officers' Special Separation Allowance Schedule of Total Pension Liability (Asset) and Schedule of Total Pension Liability (Asset) as a Percentage of Employee Payroll
3. Schedule of Changes in the Total OPEB Liability and Related Ratios
4. Schedule of the Proportionate Share of the Net Pension Liability (Asset) and Schedule of County Contributions – LGERS
5. Schedule of the Proportionate Share of the Net Pension Liability (Asset) and Schedule of County Contributions – ROD

We have also been engaged to report on supplementary information other than RSI that accompanies Granville County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

Members

American Institute of CPAs - N.C. Association of CPAs - AICPA Division of Firms

1. Schedule of Expenditures of Federal and State Awards.
2. Combining and Individual Fund Financial Statements, Budgetary Schedules, and Other Schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory and Statistical Schedules (prepared for Annual Comprehensive Financial Report presentation)

Our responsibility for other information included in documents containing the entity's audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually, or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objective also includes reporting on-

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit will be conducted in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that

come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories (if material), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures-Internal Controls

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Granville County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an

opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Granville County's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Granville County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of Granville County in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. We may also assist in preparing year end cash to accrual entries. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. It is your responsibility to ensure that the trial balance is properly adjusted before providing it to us. If outside assistance is needed to assist with year-end close out entries, that service should be outsourced with another firm prior to providing us with a final trial balance.

You agree to assume all management responsibilities relating to the financial statements, schedules of expenditures of federal and State awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Likewise, you will review and accept responsibility for any adjusting journal entries proposed. Further, you agree to oversee the nonaudit services by designating an individual, (Steve McNally), who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and State awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of the schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional

information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and State awards; federal or State award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by June 1, 2023.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and State awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and State awards. You also agree to make the audited financial statements readily available to intended users of schedules of expenditures of federal and State awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to publishing the financial statements on your website, you understand that

websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' report or nine months after the end of the audit period.

We will provide copies of our reports to the Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to Oversight Agencies (or its designee), a federal agency provided direct or indirect funding, or the U.S. Government Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal cognizant agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Alan Thompson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit by approximately June 1, 2023, and to issue our reports no later than October 31, 2023. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, should not exceed \$44,900. Also, any excessive additional fees incurred in obtaining required audit evidence (i.e. bank confirmations) will be billed directly to the Board. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to

have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

If additional programs are required to be tested that have not been identified as major programs for testing in previous years, additional fees may be charged at standard hourly rates. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. However, we believe our contract as it is will be sufficient to cover but we do want to reserve the right to discuss this issue.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners and management of Granville County. We will make reference to the Component Auditor's audits of Granville Health System and Granville County ABC Board in our report on your financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement. If circumstances occur related to the condition of your records, the availability of sufficient appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Granville County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Alan W. Thompson, CPA
Thompson, Price, Scott, Adams & Co., P.A.

RESPONSE:

This letter correctly sets forth the understanding of Granville County.

Management signature: _____

SIGN HERE

Title: _____ ✓

Date: _____ ✓

Governance signature: _____

SIGN HERE

Title: _____ ✓

Date: _____ ✓

CC: Board of Commissioners



Granville County Development Services

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

To: Board of Commissioners
From: Kelley Hightower
Department: Development Services
Date: June 5, 2023
Title: Flooring Replacement - Granville County Convention and Expo Center

PURPOSE:

This request considers awarding a fixed-price service contract for replacing the existing VCT floor finish within the lobby areas.

BACKGROUND:

There is a need to replace the existing vinyl composite tile (VCT) within the areas of the general meeting and restroom lobbies of the Convention and Expo Center. The existing floor finish is original to the building and requires extensive maintenance to keep the flooring finish within our desired standard.

A luxury vinyl tile product manufactured by Mohawk has been selected for the replacement. The product incorporates a five-layer system that resists scratches, stains, dents, and wear, while providing minimal maintenance. Mohawk Ultra flooring carries a limited 20-year commercial warranty.

Two informal price proposals were received for the request and are listed below.

- Hall's Floor Fashion, Inc \$15,292.74
- AB Hair Carpets, Inc \$17,011.20

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

This request complies Section II, Informal Bids (NCGS 143-131) of the County's Contract and Purchasing Policy.

FUNDING:

2022-23 fiscal year funding can accommodate this request.

RECOMMENDATION:

The Development Service Director recommends awarding the fixed-price contract to Hall's Floor Fashion, Inc for an amount not to exceed \$15,292.74, unless approved by an authorized change order. We would also recommend funding a contingency amount of \$2,500.00 for any subfloor preparation that may be discovered once the existing VCT flooring material is removed.

ATTACHMENTS:

AB HAIR EXPO

ACTION TAKEN:



HALL'S FLOOR FASHIONS, INC.
142 Hillsboro Street
OXFORD, NC 27565

JOB ESTIMATE

(919) 693-8216 FAX (919) 690-0653

PHONE

DATE

May 10, 2023

TO Scott Phillips

JOB NAME/LOCATION:

Gran. Co. Expo Center Lobby

4185 Hwy. 15

Oxford NC 27565

JOB DESCRIPTION:

>Lobby flooring - As specified - Mohawk Stonework LVT.

- Remove existing VCT/cove base/dispose
- Install luxury vinyl tile (LVT)
- Install 4" cove base
- Adhesive
- Adhesive
- Supplies
- Freight delivery

Labor < materials \$ 14,325.75

Tax 966.99

\$ 15,292.74

*Dumpster on site to be used for disposal

** It cannot be determined at this time if any floor prep is necessary after removing VCT. If floor prep is necessary, there will be an extra labor charge whatever needs to be done.

*** Material prices good for 45 days.

THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

ESTIMATED
JOB COST \$ 15,292.74

ESTIMATED
BY

Janey Hall



Granville County Information Technology

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

To: Board of Commissioners
From: Chris Brame
Department: Information Technology
Date: June 5, 2023
Title: Wilton Network Switch Upgrade

PURPOSE:

To consider the purchase of two Dell network switches to upgrade existing equipment located at the Wilton backup center.

BACKGROUND:

As part of the Granville County server infrastructure upgrade project, two existing network switches were identified as incompatible. The current network switches located at the Wilton were installed in 2016 and cannot support 10 GB connections, which is a requirement for the server infrastructure project to complete.

Please find attached the quote from SHI for the upgrade of two Dell network switches. The proposed total one-time cost for hardware replacement is \$40,248.44.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

SHI is an authorized vendor on the NCDIT 204X – IT Infrastructure Solutions state contract and has provided the attached quote above the minimum 5% discount pricing.

FUNDING:

Funding is available in the FY 22-23 budget within the IT Connectivity line item.

RECOMMENDATION:

IT Director recommends purchasing two Dell switches from SHI under state contract 204X – IT Infrastructure Solutions to upgrade the existing network switches located at Wilton backup center.

ATTACHMENTS:

SHI Quote - Dell Switches

ACTION TAKEN:



Pricing Proposal

Quotation #:	23530689
Description:	Dell Switches
Created On:	May-31-2023
Valid Until:	Jun-30-2023

NC-County of Granville

Chris Brame
141 Williamsboro Street
Oxford, NC 27565
United States
Phone: 919-693-0714
Fax:
Email: chris.brame@granvillecounty.org

Inside Account Executive

Mike Zimmerman
290 Davidson Avenue
Somerset, NJ 08873
Phone: 732-507-1545
Fax: 732-254-8224
Email: Mike_Zimmerman@SHI.com

[Click here](#) to order this quote

All Prices are in US Dollar(USD)

	Product	Qty	Your Price	Total
1	DELL EMC SWITCH S4148T-ON, 1U, 48 X 10GBASE-T, 4 X QSFP28, 2 X QSFP+, IO TO PSU, 2 PSU Dell - Part#: 210-ALSN	2	\$12,875.21	\$25,750.42
2	OS10 ENTERPRISE S4148T-ON Dell - Part#: 619-AMJM	2	\$3,176.61	\$6,353.22
3	DELL EMC NETWORKING S4100-ON AMERICAS USER GUIDE Dell - Part#: 343-BBGC	2	\$2.12	\$4.24
4	DELL HARDWARE LIMITED WARRANTY 1 YEAR Dell - Part#: 815-1401	2	\$105.55	\$211.10
5	PROSUPPORT:NEXT BUSINESS DAY ONSITE SERVICE AFTER PROBLEM DIAGNOSIS, 1 YEAR Dell - Part#: 815-1465	2	\$7.31	\$14.62
6	PROSUPPORT:NEXT BUSINESS DAY ONSITE SERVICE AFTER PROBLEM DIAGNOSIS, 2 YEARS EXTENDED Dell - Part#: 815-1467	2	\$290.74	\$581.48
7	PROSUPPORT:7X24 HW/SW TECHNICAL SUPPORT AND ASSISTANCE, 3 YEARS Dell - Part#: 815-1511	2	\$1,712.98	\$3,425.96
8	DELL LIMITED HARDWARE WARRANTY EXTENDED YEAR(S) Dell - Part#: 975-3461	2	\$0.00	\$0.00
9	THANK YOU CHOOSING DELL PROSUPPORT. FOR TECH SUPPORT, VISIT /WWW.DELL.COM/SUPPORT OR CALL 1-800- 945-3355 Dell - Part#: 989-3439	2	\$0.00	\$0.00
10	3 YEARS PROSUPPORT OS10 ENTERPRISE SOFTWARE SUPPORT-MAINTENANCE Dell - Part#: 848-8532	2	\$667.09	\$1,334.18
11	POWER CORD, 125V, 15A, 10 FEET, NEMA 5-15/C13 Dell - Part#: 450-AAFH	2	\$7.06	\$14.12
12	POWER CORD, 125V, 15A, 10 FEET, NEMA 5-15/C13 Dell - Part#: 450-AAFH	2	\$7.06	\$14.12

Subtotal	\$37,703.46
*Tax	\$2,544.98
Total	\$40,248.44

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

SHI SPIN: #143012572
SHI-GS SPIN (For Texas customers ONLY): #143028315
For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.



Granville County Parks and Grounds

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

To: Board of Commissioners
From: Korena Weichel, Assistant County Manager
Department: Parks and Grounds
Date: June 5, 2023
Title: Entrance Gates for the Granville Athletic Park

PURPOSE:

To approve fabrication and installation of two swing arm entrance gates for the Granville Athletic Park (GAP).

BACKGROUND:

The GAP's official operating hours are from dawn to dusk (with the lit tennis courts open until 10:00 pm). Because the entry gate to Phase I (main entrance) is damaged beyond repair and an entry gate was not installed to secure the Phase III expansion section, there is currently not a means to deter after hours use of the park. Note: The existing gate at the Phase II entrance does not provide the ability to secure Phase III. The gate posts are set in concrete and the park crew determined that the gate cannot be moved to another location without damaging the posts irrevocably.

An attempt was made to obtain three quotes; however, only two vendors submitted estimates. As shown below, W.I.N. Customs, Inc. provided the lowest cost option.

Vendor	Estimate
Boyd's Welding	\$19,250
W.I.N. Customs, Inc.	\$16,833.35

W.I.N. Customs is a Granville County business recommended by other nearby local governments including the City of Oxford. Their proposal includes surveying, design, fabrication, and installation.

Shown below is a recent picture of the gate fabricated and installed at Oxford Park approximately 12 years ago by W.I.N. Customs. The GAP entrance gates will be of similar design.



If the approved, the main entrance gate will be replaced and the new Jonesland Road entrance gate installed at the mid-way point between Belltown Road and entrances to Phase II & III. Reflective tape will be present on both gates to ensure higher visibility at night to avoid damage to the gates.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

Complies with the Granville County Contract and Purchasing Policy requirements outlined in Section II for informal bids on purchases of apparatus with an estimated expenditure of \$1,000 to \$89,999.

FUNDING:

Funding is included and available in the current fiscal year Parks & Grounds Capital Outlay budget (10-6130-510).

RECOMMENDATION:

County administration recommends approval of the W.I.N. Customs, Inc. proposal for two entrance gates for the Granville Athletic Park in the amount of \$16,833.35.

ATTACHMENTS:

W.I.N. Customs - GAP Entrance Gate Quote

ACTION TAKEN:

**P.O. BOX 718
708 GRANVILLE STREET
OXFORD, NC 27565
(919) 693-9181 FAX (919) 693-9182**

DATE	ESTIMATE NO.
4/17/2023	1322

NAME / ADDRESS
GRANVILLE COUNTY GAP 4615 BELLTOWN RD. OXFORD, NC 27565

PROJECT	CONTACT
	EARLINE F. NEWTON

178



Granville County

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

To: Board of Commissioners
From: Sheriff Robert Fountain
Department: Sheriff's Office
Date: June 5, 2023
Title: Transfer/Sale of Duty Weapon to Retired Deputies

PURPOSE:

To receive approval to transfer and then sell a duty weapon to a retired deputy in good standing.

The request is as follows:

- The Sheriff's Office is requesting to transfer five (5) duty weapons to a federally licensed firearms dealer (FFL) to facilitate the sale of the weapons to retired deputies in good standing.
- This request meets the U.S. Department of Justice (DOJ) guidelines for the sale of a weapon purchased with asset forfeiture funds.
- Pursuant to North Carolina General Statute 20-187.2, the governing body of a law enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon determining that the person receiving the weapon is not ineligible to own, possess, or receive a firearm under the provisions of State or federal law.

BACKGROUND:

The following Granville County Deputies have retired and are eligible to purchase their duty weapons:

- Chris Smoot
- Robert Critcher
- Floyd Jay
- Scott Baird
- Bryant Strother

The Sheriff's Office will transfer five (5) Glock 17 Gen 5 firearms to LowLife Audio and Guns located at 312 Granville Corners, Oxford, NC 27565. LowLife Audio and Guns will sell the weapons to each deputy for \$300.00 and process the necessary federal paperwork. The remaining balance, after a \$25.00 processing fee, will be repatriated to the Granville County asset forfeiture account (DOJ) held at First National Bank.

SALE PROPOSAL:

<u>Deputy</u>	<u>Weapon</u>	<u>Serial Number</u>	<u>Value</u>
Chris Smoot	Glock 17 Gen 5	BHGR616	\$ 300.00
Robert Critcher	Glock 17 Gen 5	BHGR567	\$ 300.00
Floyd Jay	Glock 17 Gen 5	TEB814	\$ 300.00
Scott Baird	Glock 17 Gen 5	BHGR575	\$ 300.00
Bryant Strother	Glock 17 Gen 5	TEB849	\$ 300.00
Sub Total:			\$1500.00
Processing Fee:			<u>- \$ 125.00</u>
Total Deposit:			\$1375.00

RECOMMENDATION:

The Sheriff recommends approval to transfer and sell five (5) duty weapons to the above deputies who retired from the Sheriff's Office in good standing.

ATTACHMENTS:

Locally-Authorized Separation Allowance
DOJ Weapon Sale Concurrence Email
NC General Statute 20-187.2

ACTION TAKEN:

Separation Allowance – Sworn Law Enforcement – Weapons
Adopted in Personnel Policy – January 16, 2021

Granville County Personnel Policy, Article VI Section 9:

Locally-Authorized Separation Allowance. Sworn law enforcement officers retiring from County service who are eligible for retirement benefits from the Local Government Employee's Retirement System, Teachers and State Employee's Retirement System, or the former Law Enforcement Officers' Retirement System may be eligible for a local separation allowance. To be eligible for this allowance, retiring officers must have either:

- (a) completed at least twenty years actual service with the Granville County Sheriff's Office;
- (b) be age sixty-five or older with a minimum of five years of service; or
- (c) qualify for disability retirement resulting from an on-the-job injury.

The allowance will be disbursed through payroll as a one-time payment of \$500.

From: MLARS.ESProgram (CRM) <MLARS.ESProgram@usdoj.gov>
Sent: Friday, May 5, 2023, 9:33 AM
To: Robert Bailess <Robert.Bailess@granvillecounty.org>; MLARS.ESProgram (CRM) <MLARS.ESProgram@usdoj.gov>
Subject: RE: Weapons purchased with Asset Forfeiture Funds

Good morning,

Weapons purchased with Justice equitable sharing funds may not be sold or donated to any other entity. Weapons may only be returned to the vendor for credit on new weapons or sold to officers upon retirement in good standing. As with the proceeds from the sale of any tangible property purchased with Justice funds, any proceeds from the sale of weapons to retiring officers must be deposited as Other Income -Sales Proceeds on the annual Equitable Sharing Agreement and Certification.

Thank you,

U.S. Department of Justice
Money Laundering and Asset Recovery Section
www.justice.gov/criminal-mlars/equitable-sharing-program

§ 20-187.2. Badges and service side arms of deceased or retiring members of State, city, and county law enforcement agencies; weapons of active members.

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city, and county law enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon determining that the person receiving the weapon is not ineligible to own, possess, or receive a firearm under the provisions of State or federal law, or if the weapon has been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law enforcement officers, the head of the department.

(b) Active members of North Carolina State, city, and county law enforcement agencies, upon change of type of weapons, may purchase the weapon worn or carried by such member at a price which shall be the average yield to the State, city, or county from the sale of similar weapons during the preceding year.

(c) For purposes of this section, certified probation and parole officers shall be considered members of a North Carolina State law enforcement agency. (1971, c. 669; 1973, c. 1424; 1975, c. 44; 1977, c. 548; 1979, c. 882; 1987, c. 122; 2013-369, s. 19; 2016-77, s. 9(b); 2021-116, s. 1.3.)



Granville County Landfill

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

To: Board of Commissioners
From: Jason Falls
Department: Landfill
Date: June 5, 2023
Title: Scrap Tire Disposal Contract

PURPOSE:

Scrap Tire Contract Award

BACKGROUND:

The current scrap tire contract expires on June 30, 2023. County staff issued the attached RFP on April 28, 2023 to applicable companies within North Carolina and Virginia. Unfortunately, there are not many companies within our service area that are capable of accepting, transporting, and disposing of tires as required by the State. However, staff has done its due diligence in seeking competitive pricing for this service. This contract is for three, (3) years with 2, 1-year extensions. Attached is a company bid list of RFP's sent, , the advertised RFP, an addendum to the RFP and one, (1) bid submittal from Central Carolina Holdings. Also, attached is a copy of the County's current tire contract.

Central Carolina Holdings has serviced the County for the past 30 years. During that time, the company has exhibited excellent service for the County as well as area businesses.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

As a service contract not specifically subject to General Statute 143-129, County Staff has worked with both the County Finance Director and County Attorney on meeting all local and state request for proposal requirements as well as the 30 day review period for the County Attorney.

FUNDING:

Funds are available within the annual operating landfill budget (FY 23-24) to cover the estimated expenditures for Scrap Tire Disposal. Inflationary budget figures for the term of this contract are also budgeted for the term of this contract.

RECOMMENDATION:

Accept the lone bid from Central Carolina Holdings at the quoted rates of \$95.00 & \$500/ ton processing charge for automobile and OTR tires, \$515.00(Oxford/Tire Businesses) & \$460 (Butner)/load freight charge and environmental fee of \$25.00/load. In addition, to these fees are a one-time delivery fee of \$515.00 per trailer, trailer rent for \$200.00/month, and a yearly CPI increase which is reflected in the bid documents and existing agreement.

ATTACHMENTS:

RFP and Addendum

Central Carolina Holdings Bid Submittal

ACTION TAKEN:

RFP BID LIST FOR SCRAP TIRE REMOVAL

Central Carolina Tire
Att: Gene Helton
1616 McKoy Town Rd
Cameron, NC
trogers@libertytire.com

Environmental Solutions, Inc
13101 N Enon Road
Richmond, NC
brenda.robinson@envirsol.com

New River Tire Recycling LLC
312 E 52 Bypass
Pilot Mountain, NC
newrivertire@yahoo.com

Jackson Paper Manufacturing Co.
152 West Main Street
Sylva, NC
cmathis@jacksonpaper.net

PRTI
2105 US 1 Highway
Franklinton, NC 27525
sclagett@prtitech.com
msommer@prtitech.com
jwilliams@prtitech.com

Jason Falls

From: Microsoft Outlook
To: Tim Rogers; brend.robinson@envirosol.com; newrivertire@yahoo.com; cmathis@jacksonpaper.com; sclagett@pritech.com; msommer@pritech.com; jwilliams@pritech.com
Sent: Friday, April 28, 2023 11:03 AM
Subject: Relayed: Scrap Tire Disposal RFP

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

Tim Rogers (trogers@libertytire.com)

brend.robinson@envirosol.com (brend.robinson@envirosol.com)

newrivertire@yahoo.com (newrivertire@yahoo.com)

cmathis@jacksonpaper.com (cmathis@jacksonpaper.com)

sclagett@pritech.com (sclagett@pritech.com)

msommer@pritech.com (msommer@pritech.com)

jwilliams@pritech.com (jwilliams@pritech.com)

Subject: Scrap Tire Disposal RFP

REQUEST FOR PROPOSALS

TIRE DISPOSAL SERVICE

RFP NO. 23-244



THE COUNTY OF
Granville
NORTH CAROLINA

Date of Issue: April 28, 2023

Proposal Opening Date: May 24, 2023

Time: 4:00 PM EST

Issued for: Granville County Environmental Programs

P.O. Box 906, Oxford NC 27565

Issued by: Granville County Environmental Programs Director, Jason Falls

P.O. Box 906, Oxford, NC 27565

919-691-0928

PURPOSE

Granville County (hereinafter "County") is requesting proposals from qualified firms with knowledge, expertise and experience in the collection, transportation and recycling and/or disposal of scrap tires. Granville County has two facilities (hereinafter "Facility or Facilities") for acceptance, staging, and loading of scrap tires. One is the Municipal Solid Waste Landfill in Oxford, located at 6584 Landfill Road, Oxford, NC 27565. The second county operated facility is the Butner Facility located at 2796 Old Route Highway 75 Butner, NC 27509. At this time, there are two (2) tire retail locations (the "Retail Facilities") located in Granville County that the County partners with to save time and money for both the County and the tire retail stores. Those participants are included in this RFP and are identified here as *Black's Tire Oxford, 606 Lewis Street Oxford, NC 27565 AND M&H Tire Service, 1600 NC Highway 56 Creedmoor, NC 27522*. Granville County estimates a total of 750 tons of scrap tires are generated within the county on an annual basis.

As a service contract not specifically subject to General Statute 143-129, the contract will be administratively awarded and barring any difficulties in assessment or proposals, an award notification will be issued with the contract to be effective July 1, 2023.

The cost per ton must include the current fuel rate. Fuel surcharges to the County shall begin at the current fuel rate as of the date of bid and will be allowed to increase or decrease \$0.05 per mile according to the table herein. In the event that fuel changes exceed those shown on the chart below, the increase or decrease per mile shall follow the pattern established in the table.

Price per Gallon	Price Adjustment per Mile
\$3.52-\$3.27	-\$0.15
\$3.78-\$3.53	-\$0.10
\$4.04 - \$3.79	-\$0.05
\$4.05 - \$4.30	\$0.05
\$4.31 - \$4.56	\$0.10
\$4.57 - \$4.82	\$0.15

\$4.83 - \$5.08	\$0.20
\$5.09 - \$5.34	\$0.25
\$5.35 - \$5.60	\$0.30
\$5.61 - \$5.86	\$0.35
\$5.87 - \$6.12	\$0.40
\$6.13 - \$6.38	\$0.45

The current rate of fuel as of the bid date will be established on that date using the Energy Information Administration's Diesel Fuel and Gasoline Prices, U.S. East Coast, Lower Atlantic Region at www.eia.doe.gov.

RFP SCHEDULE

The table below shows the intended schedule for this RFP. Granville County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	County	April 28, 2023
Submit Written Questions	Contractor	May 5, 2023 at 5:00 PM
Provide Responses to Questions	County	May 8, 2023 at 5:00 PM
Submit Proposals	Contractor	May 24, 2023 at 4:00 PM
Contract Award	County	June 5, 2023
Contract Effective Date	County	July 1, 2023

The proposal responses must be submitted no later than 4:00 PM on May 24, 2023. No submittals will be accepted after the deadline.

PROPOSAL QUESTIONS

Upon review of the RFP documents, Contractors may have questions to clarify or interpret the

RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Contractors must submit any such questions by the above due date.

Written questions must be emailed to jason.falls@granvillecounty.org by the date and time specified above. Contractor should enter "RFP # 23-244 – Questions" as the subject for the email.

SUBMISSION OF BIDS

The proposal must be submitted with one (1) original and sealed entitled "Granville County Bid for Scrap Tire Removal". Proposals must be submitted no later than 4:00 PM on May 24, 2023. Proposals must be printed on recycled content paper and printed as two-sided. Please submit proposal contents according to the outline specified. The proposal should be sent to the address indicated in the table below.

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (hand delivery, overnight, or any other carrier)
RFP Number: 23-244 Granville County Administration Office Attn: Jason Falls Post Office Box 906 Oxford, North Carolina 27565	RFP Number: 23-244 Granville County Administration Office Attn: Jason Falls 104 Belle Street Oxford, North Carolina 27565

Granville County reserves the right to reject any and all proposals and to waive informalities as may be permitted by law.

OPERATION

County accepts scrap tires at each Facility in compliance with the North Carolina Scrap Tire Disposal Act that provides for the safe disposal of scrap tires. In the interest of being financially resourceful, County utilizes

Best Management Practices, strategies in the management of scrap tires. County will only pay tire disposal service contractor for actual transportation costs and tonnages collected from county facilities and from county approved retail tire facilities.

Term:

County will contract for the initial term of three-years beginning on July 1, 2023, will end on June 30, 2026, and may be extended for a period of up to two (2) years, in increments of one (1) year.

The fee for providing the services of this contract shall be based on the actual transportation charges and

tonnages of scrap tires hauled and disposed and shall remain in effect for the contract period.

Collection, Transportation, Recycling and/or Disposal:

- The Contractor must provide all personnel reasonably necessary to operate the collection and the equipment used therein.
- Contractor will be allowed to pick up tires at the Facility between the hours of 7:30 am to 4:00 pm, Monday through Friday, excluding when Facility is closed for holidays.
- Contractor will pick up tires from Facility on a pre-arranged schedule or within forty-eight (48) hours after being requested to do so by County.
- There will be minimum requirements of 10-13 tons per load. Contractor will make available at a minimum a 45-foot open top trailer at each county location and retail tire facility listed in this RFP.
- The Contractor must supply copies of any and all relevant permits, licenses and other regulatory items required under international, federal, state, or local statutes, regulations or standards for the collection, transportation, recycling and/or disposal of scrap tires.

County Responsibilities:

- County will make available ample space in a manner acceptable to Contractor to provide for efficient handling of containers and materials contained therein.
- County will accumulate and load scrap tires at Facility, and Contractor will pick up then tires on a pre-arranged schedule or within forty-eight (48) hours after being requested to do so by County.
- County will pay Contractor for siting and switch out of open top trailers, actual transportation charges and tonnages collected from Retail Facilities and county operated facilities. County reserves the right to add and/or delete retail tire facilities to the locations listed herein.

Qualifications:

Bidders must be qualified to provide collection, transportation, recycling and/or disposal of tires and other scrap rubber and has the necessary equipment, personnel, facilities, financial resources and management skills to provide a high level of service.

Bidders must have proof that they are established and experienced scrap tire hauler/disposers in accordance with current and future North Carolina state law. This is accomplished by providing a scrap tire hauling identification number issued by the NC Division of Waste Management; and a list of at least three (3) customer references with complete contact information, preferably at least one reference should be a government client.

Bidders must have adequate equipment including an open-top trailer, which will be loaded over the top by County personnel using County equipment at each Facility and 45-foot minimum open top trailers for retail tire facilities.

The following information must be provided:

1. Name and address of the firm (and its parent firm if the firm is owned or a sub-component of a larger firm), name, address, telephone number and e-mail of the particular office to be responsible to the Director (if different from those of the firm's headquarters).
2. Name and title, address, telephone number and e-mail of the responsible person or point of contact for the proposal, and the same information for the person to be responsible for the on-site activities of the firm (if different from those of the responsible person).
3. A list of specific current customers under contract with the firm and complete Attachment C - Reference Disclosure Form included in this RFP. Include a brief description of the location of the customers and the activities conducted by the firm.
3. Describe qualifications and number of personnel.
4. Provide proof of registration under G.S. §130A-309.59.
5. Bidders must provide documentation of their regulatory history, identifying any incidences of noncompliance with international, federal, state or local laws and regulations. Bidder must document any past notices of violation they have received from the EPA or any state or local regulatory body within the last (3) three years and provide a brief description of when, where or what the violation was.
6. Completed Attachment A - Intent to Propose
7. Completed Attachment B – Bid Proposal Form.
8. Completed Attachment C – Reference Disclosure Form.

9. Completed Attachment D – Certification of Financial Condition.
10. If any subcontractors are used, similar information must be provided.
11. Pertinent State and Federal licenses/permits and EPA identification numbers for each storage facility. Expiration dates must be clearly noted.

Hold Harmless:

The Contractor shall defend, indemnify and hold and save Granville County, its elected and appointed officials, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of the Contract, and from any and all claims and losses (including attorney fees) accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Contractor in the performance of the contract and that are attributable to the negligence or intentionally tortious acts of the Contractor. The Contractor represents and warrants that it shall make no claim of any kind or nature against the County's agents who are involved in the delivery or processing of Contractor deliverables or services to the County. The representation and warranty in the preceding sentence shall survive the termination or expiration of the Contract.

E-Verify:

Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

Insurance:

Minimum Insurance Requirements:

A. Commercial General Liability Insurance

Contractor must maintain Commercial General Liability insurance, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence, and \$2,000,000 annual aggregate. The limits may be satisfied by a combination of primary and excess insurance. The coverage must be written on an occurrence basis.

B. Business Automobile Insurance

At all times while the Contractor's representatives are conducting on-site work, the Contractor must maintain Business Auto insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

C. Workers Compensation & Employers Liability Insurance

At all times while the Contractor's representatives are conducting on-site work, Contractor must maintain statutory Workers Compensation insurance in accordance with the laws of North Carolina. Contractor must also maintain Employers' Liability insurance with limits of not less than \$1,000,000 per accident and \$1,000,000 each employee for injury by disease.

E. General Requirements

1. Granville County must be named as an additional insured under Contractor's automobile and general liability insurance. In the event of a loss arising out of, or related to the Contractor's services performed under this Agreement, Contractor's Liability insurance must be primary (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
2. The workers' compensation policy must contain a waiver of subrogation in favor of the County.
3. Contractor must be responsible for insuring all of his/her own personal property, improvements, and betterments.
4. All insurance policies put forth to satisfy the above requirements must require the insurer to provide a minimum of sixty (60) days' notice to the County of any material change in coverage, cancellation, or non-renewal.
5. All insurance put forth to satisfy the above requirements must be placed with insurance companies licensed to provide insurance in the state of North Carolina. Any deductibles or self-insured retentions in the required insurance must be subject to approval by the County.
6. Contractor must provide certificates of insurance (COI) to the County as evidence of the required coverage. Contractor agrees to provide complete copies of policies if requested. Failure of Contractor to provide timely evidence of insurance, or to place coverage with

insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Contractor's delaying performance entitling the county to all appropriate remedies under the law including termination of the contract.

Invoicing:

Payment will be made with terms of net 30 days, upon receipt of invoice. All invoices must include detailed information concerning the collection site, date of collection, weight of tires collected, and a County Approved Scrap Tire Certification Form (attached for reference as Attachment E), completely filled out, and shall have attached documentation supporting the reported weights. Weight Ticket must be for the same trailer that was weighed prior to the loading of tires.

Current Retail Tire Facility Trailer Locations:

Black's Tire Oxford, 606 Lewis Street Oxford, NC 27565

M&H Tire Service, 1600 NC Highway 56 Creedmoor, NC 27522

ATTACHMENT A
INTENT TO PROPOSE
REQUEST FOR PROPOSAL #23-244

This form should be emailed to jason.falls@granvillecounty.org to ensure you receive all addenda issued for the RFP.

I, _____ a representative
of _____ confirm that we intend to
submit a proposal for RFP #23-244

Company Name _____

Address _____

Contact Name _____

Phone _ (____) _____

E-mail _____

Date _____

ATTACHMENT B
BID PROPOSAL FORM
REQUEST FOR PROPOSAL #23-244
TIRE DISPOSAL SERVICE

 Company Name

 Address

 Contact Name, Title

()

 Telephone Number

 E-Mail

 Date

 Scrap Tire Hauler Identification Number

Tires from Oxford Landfill 6584 Landfill Road, Oxford, NC 27565:

Cost Per Ton for Oxford Landfill (passenger & truck tires) \$ _____

Cost Per Ton for (Off Road Tires) from Oxford Landfill \$ _____

Tires from Butner Landfill 2796 Old Route Hwy. 75, Butner, NC 27509

Cost Per Ton for Butner Landfill (passenger & truck tires) \$ _____

Cost Per Ton for (Off Road Tires) from Butner Landfill \$ _____

Tires from Dealer Sites/Tire Businesses:

Cost Per Ton for Tire Disposal Service (passenger & truck tires) \$ _____

Cost Per Ton for Tire Disposal Service (off road tires) \$ _____

Note: Cost per ton includes placement and switch outs of trailers. County has right to add additional sites in the future.

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ATTACHMENT C**REFERENCE DISCLOSURE FORM**

Contractor must provide information regarding experience in collection, transportation, hauling, recycling and/or disposal of scrap tires by listing THREE (3) RECENT CLIENTS, References should be clients of a similar scale as the services requested in this RFP and preferably include one government client.

1. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____
-

2. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____
-

3. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

ATTACHMENT D
CERTIFICATION OF FINANCIAL CONDITION

Name of Contractor: _____

The undersigned hereby certifies that: [check all applicable boxes]

- ☐ The Contractor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

- ☐ The Contractor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.
- ☐ The Contractor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.
- ☐ The Contractor is not the subject of any current litigation or findings of noncompliance under federal or state law.
- ☐ The Contractor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.
- ☐ He or she is authorized to make the foregoing statements on behalf of the Contractor.

Note: This is a continuing certification and Contractor must notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Contractor must explain the reason in the space below:

Signature

Date

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for the Contractor]

[insert Attachment E]

**North Carolina Department of Environmental Quality
Division of Waste Management – Solid Waste Section**

Scrap Tire Certification Form

Required for Free Disposal

A county may conduct inspection of a tire retailer or other person to verify that a scrap tire originated in North Carolina in the normal course of business. A scrap tire that did not originate in North Carolina does not qualify for free disposal. A used tire retailer or other person that sorts scrap tires removed from vehicles by a North Carolina retailer or other person within the state must provide to the scrap tire hauler, collector, processor or disposer the original scrap tire certification form from the retailer or other person that first removed the scrap tire from the vehicle. Scrap tires stockpiled before January 1, 1994 are not eligible for free disposal. This form shall be retained by the collector, processor, or disposer for a minimum of three years.

As stated in NCGS 130A-22, a person who violates rules adopted by the Commission pursuant to Article 9 is subject to an administrative penalty of up to \$15,000 per day and, as stated in NCGS 130A-26.2, falsifying information on this form is a Class 2 misdemeanor subject to a \$10,000 fine.

Part 1: to be completed by the North Carolina tire retailer or other person generating scrap tires within the state

Business name of tire retailer or name of other person within the state: _____

Address: _____

Phone number: _____ Number of scrap tires collected for disposal: _____

Scrap tires collected from (month, day, year): _____ to (month, day, year): _____

County in which the scrap tires were collected: _____

• Number of scrap tires removed from vehicles when replacement tires were sold in North Carolina: _____

• Number of scrap tires removed from vehicles that were repaired due to an accident or junked in North Carolina: _____

• Number of scrap tires removed from fleet vehicles in North Carolina: _____

• Number of scrap tires collected by means other than "the normal course of business for disposal" [cleanup projects, pre-1994 stockpiles, etc.]: _____

disposal fee paid: _____ disposal fee waived by County: _____

• Number of scrap tires that originated outside of North Carolina: _____ disposal fee paid: _____ disposal fee waived by County: _____

Certification that the scrap tires originated in North Carolina in the normal course of business for disposal:

Signature: _____ Date: _____

The information provided on this form is subject to verification.

A tire retailer may use its merchant identification number [in Part 2] in place of a scrap tire hauler identification number if it solely hauls scrap tires received by it in connection with the retail sale of replacement tires.

Part 1 shall be filled-out in its entirety only by the scrap tire retailer or other person that generated the scrap tires; if different from the scrap tire hauler

Part 2: to be completed by the scrap tire hauler

Name of scrap tire hauler: _____ Scrap tire hauler company name: _____

Address: _____

Phone number: _____ Scrap tire hauler vehicle license plate number and state: _____

Number of scrap tires received for disposal (same number as listed in Part 1 unless usable tires were removed): _____

Scrap tire hauler identification number: _____ or Merchant identification number: _____

Certification that the load contains the same scrap tires received from the tire retailer or other person, as specified in Part 1:

Signature: _____ Date: _____

Scrap tire collector, processor or disposer optional data

Number of scrap tires:

Passenger: _____

Truck: _____

Off-road: _____

Agricultural: _____

Cleanup: _____

Out of State: _____

Part 3: to be completed by the scrap tire collector, processor, or disposer

Local government or business collector, processor, or disposer name: _____

Number of scrap tires accepted for free disposal: _____ Number of scrap tires charged for disposal: _____

Signature: _____ Date: _____

**Parts 1 and 2 must be completed in full to receive consideration for free scrap tire disposal.
Original signatures are required.**

**ATTACHMENT D
CERTIFICATION OF FINANCIAL CONDITION**

Name of Contractor: _____

The undersigned hereby certifies that: [check all applicable boxes]

☐ The Contractor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

☐ The Contractor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

☐ The Contractor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

☐ The Contractor is not the subject of any current litigation or findings of noncompliance under federal or state law.

☐ The Contractor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.

☐ He or she is authorized to make the foregoing statements on behalf of the Contractor.

Note: This is a continuing certification and Contractor must notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Contractor must explain the reason in the space below:

Signature

Date

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for the Contractor]

**North Carolina Department of Environmental Quality
Division of Waste Management – Solid Waste Section**

**Scrap Tire Certification Form
Instructions**

Part 1:

- Is to be filled out in its entirety by the tire retailer or other person that generated the scrap tires.
- Shall contain an original signature.
- Only the scrap tire generator shall fill in the information.

Part 2:

- Ensure Part 1 is filled out correctly and contains an original signature.
- Is to be filled out in its entirety by the scrap tire hauler.
- Ensure the scrap tire hauler identification number is listed.
- A tire retailer may use its merchant identification number in place of a scrap tire hauler identification number if it solely hauls scrap tires received by it in connection with the retail sale of replacement tires.
- Only scrap tires received from the tire retailer or other person that generated the scrap tires, as specified in Part 1, shall be included in the load. Do not add additional scrap tires to the load. If you remove usable tires, enter the lower number of scrap tires received.
- Shall contain an original signature.
- Only the scrap tire hauler shall fill in the information.

Part 3:

- Ensure Part 2 is filled out correctly and contains an original signature.
- Is to be filled out by the scrap tire collector, processor, or disposer.
- Shall contain an original signature.
- Only the scrap tire collector, processor, or disposer shall fill in the information.
- The scrap tire certification form shall be retained for a minimum of three years.

Additional Information

- A county is responsible for managing its scrap tire program, which may include: verification of scrap tire hauler identification certificates, verification of the information submitted on scrap tire certification forms, inspection of scrap tire haulers, inspection of tire retailers, inspection of scrap tire businesses, inspection of scrap tire stockpiles and dumps, and any other actions not prohibited by NCGS Chapter 130A – Article 9 Part 2B, “The Scrap Tire Disposal Act.”
- A county is responsible for the cleanup of scrap tires located within its boundaries.
- A county shall provide for the disposal of scrap tires brought to its collection site(s) and may choose to schedule optimal disposal times with large quantity scrap tire haulers.
- Scrap tires that originate within any county in North Carolina shall be considered for free disposal.
- A scrap tire disposal fee may be charged if the scrap tire does not qualify for free disposal or is not accompanied by a scrap tire certification form or a properly filled out scrap tire certification form.
- The fee for disposal of a scrap tire shall not exceed the cost of disposal.
- A scrap tire certification form is not required for up to five scrap tires brought for disposal by someone other than a scrap tire collector, scrap tire processor, or scrap tire hauler.

This form should be emailed to jason.falls@granvillecounty.org to ensure you receive all addenda issued for the RFP.

I, Tim Rogers a
representative
of Central Carolina Holdings
confirm that we intend to
submit a proposal for RFP #23-244

Company
Name Central Carolina Holdings

Address
1616 McKoy Town Road Cameron,
NC 28326

Contact
Name Tim Rogers

Phone
(919) 709-6146

E-
mail Trogers@Libertytire.com

Date 05-01-2023

Jason Falls

From: Jason Falls
Sent: Monday, May 8, 2023 8:23 PM
To: Tim Rogers; brend.robinson@envirosol.com; newrivertire@yahoo.com; cmathis@jacksonpaper.com; sclagett@pritech.com; msommer@pritech.com; jwilliams@pritech.com
Cc: Jason Falls
Subject: Granville County Tire RFP -Addendum 1:Questions and Answers

ADDENDUM 1. Questions and Answers

GRANVILLE COUNTY RESPONSES IN RED

Question 1

Typically, we have a price per ton for processing and a freight cost for transportation as well as the fuel surcharges in the table matrix. Will the county accept this cost identified separately in the RFP or do we have to combine them? Also, our contracts/pricing generally have a CPI clause included for multi-year agreements, will the county accept this included in the RFP and if so, where should we include it?

Answer 1

Costs can be written separately (freight, price/ton, environmental fee(s), etc.) on the Bid Submittal Sheet provided by the County.

On March 1st of each year after the Effective Date of this Agreement, a Consumer Price Index (CPI) adjustment will be applied to the Contractor Service Payments. The Contractor shall notify the County of any increase in rates as a result of the CPI adjustment and any resulting increase would become effective beginning July 1 of that year. The CPI for the South Region of the United States as published by the United States Department of Labor, Bureau of Labor Statistics will be used to determine any inflationary increase. Per this response, the CPI adjustment will become part of the record and contract of this RFP. No documentation required from the Contractor.

Question 2

We currently stage open top trailers at the landfill location(s) and stage closed in van trailers at the 2 tire retail locations. Is this a new request for open top trailers at the retail locations or oversite?

Answer 2

Open top trailers are required for the landfill locations. Placement and use of open vs. closed trailers should be based upon agreement between contractor and tire retailer.

Question 3

When new locations are requested and a trailer is delivered, there is a delivery charge assigned to that request. The reason for this is we are delivering an empty trailer and bobtailing back with no freight.

Where in the RFP should this be included?

Answer 3

At this time, it is not anticipated that there will be additional staging areas for both the County and/or retail locations. However, County accepts this charge that is consistent with the industry standard for delivery at the time of such a request. If contractor knows current delivery fee, he/she is welcome to include in the bid submittal sheet. For pricing, it is important to know that Granville County is around 60 miles long and around 13 miles wide. Requests for staging could come from a relatively large geographic area.

Thank you sir.

REQUEST FOR PROPOSALS

TIRE DISPOSAL SERVICE

RFP NO. 23-244



THE COUNTY OF
Granville
NORTH CAROLINA

Date of Issue: April 28, 2023

Proposal Opening Date: May 24, 2023

Time: 4:00 PM EST

Issued for: Granville County Environmental Programs

P.O. Box 906, Oxford NC 27565

Issued by: Granville County Environmental Programs Director, Jason Falls

P.O. Box 906, Oxford, NC 27565

919-691-0928

Liberty
TIRE RECYCLING



600 River Ave, 3rd Floor • Pittsburgh, PA 15212
Phone: 412.926.1500 • Fax: 412.697.2410

To: Granville County Government
From: LTR Intermediate Holdings, Inc./dba; Central Carolina Holdings.
Date: May 22, 2023
Subject: RFP # 23-244

To Whom it may concern,

First, I would like thank Granville County for providing LTR Intermediate Holdings, Inc./dba; Central Carolina Holdings with the opportunity to serve as the current scrap tire collection & processing vendor for the past 20+ years. It has been a pleasure to work with the county and hope this will continue in the future.

Sincerely,
Tim Rogers

Liberty Tire Recycling
Accounts/Sales Manager

EXCEPTIONS

TIRE DISPOSAL SERVICE RFP # 23-244

FUEL CALCULATIONS

- Granville County has provided a fuel chart / table to calculate “Price per Gallon” and “price Adjustment per Mile”.

LTR/CCH – Has included a Fuel Surcharge Matrix in this RFP package that will be followed for fuel adjustments per mile.

COLLECTION, TRANSPORTATION, RECYCLING and/or DISPOSAL

- Contractor will pick up tires from Facility on a pre-arranged schedule or within forty-eight (48) hours after being requested to do so by County.

Service is and has always been a top priority. All production activity and collection routes are thoroughly planned and operated as efficiently as possible with safety of a high importance. Providing timely and consistent service is an important part of the job at LTR/CCH. LTR/CCH will provide professional and efficient service and will strive to meet the requirements but cannot commit to the 48 turnaround.

Liberty Tire Recycling

Fuel Sur Charge Calculation

Fuel Sur-charge is calculated on a base price of fuel being in the range of \$2.50 to \$2.74 per gallon. Total round trip 207 miles for this transaction are multiplied times the incremental adjustment shown with that average price per gallon. Average price increments with corresponding Sur-charge are listed below. The price of diesel fuel for the purposes of this agreement shall be the diesel price for the East Coast, as obtained from the Diesel Fuel Hotline (202) 586-6966.

Price per Gallon	Price Adjustment per mile
\$2.50 - \$2.74	+0.30
\$2.75 - \$2.99	+0.35
\$3.00 - \$3.24	+0.40
\$3.25 - \$3.49	+0.45
\$3.50 - \$3.74	+0.50
\$3.75 - \$3.99	+0.55
\$4.00 - \$4.24	+0.60
\$4.25 - \$4.49	+0.65
\$4.50 - \$4.74	+0.70
\$4.75 - \$4.99	+0.75
\$5.00 - \$5.24	+0.80

Formula follows with the price of fuel



600 River Ave, 3rd Floor • Pittsburgh, PA 15212
 Phone: 412.926.1500 • Fax: 412.697.2410

OVERVIEW & BACKGROUND

- With the largest network of tire recycling facilities in the nation, Liberty Tire Recycling is a one-stop, coast-to-coast tire collection service which provides a complete service profile of collection options, including backdoor pickup, drop-and-hook pickup, and drop-off sites.
- Liberty Tire Recycling's corporate office is located at 600 River Ave. 3rd Floor, Pittsburg, PA. 15212.

US Tire Recycling Partners, LP
 6322 Poplar Tent Road
 Concord, NC 28027
 (704) 784-1210

Central Carolina Holdings, LLC
 1616 Mckoy Town Road
 Cameron, NC 28326
 (919) 499-2301

Ridge Recyclers
 490 HWY 121
 Johnson, SC 29832
 (803) 275-5111

- Between the 3 operating facilities Liberty Tire Recycling has 255 employees currently on staff to assist with any needs necessary to provide professional and quality service.
- Tires of every shape and size are collected from a vast line-up of customers at more than 60,000 locations nationwide. The company maintains a network of door-to-door reclamation services with processing plants at strategic locations throughout the country. Liberty Tire Recycling has remediated more than 150 dump sites littered with nearly 40 million scrap tires in Georgia, Indiana, Kentucky, New York, North Carolina, Ohio, South Carolina, Virginia and West Virginia.
- All licenses and certifications are included in the bid package.
- Liberty Tire Recycling has been providing these services since 2000.
- There are no impending changes that would impact the requested services.
- With innovative tools, technologies and processes, Liberty Tire is a revolutionary American conservation enterprise - from coast to coast, and from whole tire to end product. The company's commitment to finding new and better ways to reduce, reuse & recycle bridges the sustainability goals of scrap tire generators nationwide with those of local scrap rubber consumers.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. LTR INTERMEDIATE HOLDINGS, INC	
2 Business name/disregarded entity name, if different from above LIBERTY TIRE RECYCLING, LLC dba CENTRAL CAROLINA HOLDINGS, LLC	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>5</u> Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. 600 RIVER AVENUE, 3RD FLOOR	Requester's name and address (optional)
6 City, state, and ZIP code PITTSBURGH, PA 15212	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
4	7			3	4	4	4	2	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶ Dale B. Mikus
Dale B. Mikus (May 1, 2023 10:47 EDT)

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



CERTIFICATE OF LIABILITY INSURANCE

11/1/2023

DATE (MM/DD/YYYY)

11/15/2022

216

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:														
INSURED 1383905 Liberty Tire Recycling Holdco, LLC 600 River Ave., 3rd Floor Pittsburgh PA 15212	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Ascot Specialty Insurance Company</td> <td>45055</td> </tr> <tr> <td>INSURER B : National Union Fire Ins Co Pitts. PA</td> <td>19445</td> </tr> <tr> <td>INSURER C : Harleysville Insurance Co of New York</td> <td>33235</td> </tr> <tr> <td>INSURER D : Colony Insurance Company</td> <td>39993</td> </tr> <tr> <td>INSURER E : AIU Insurance Company</td> <td>19399</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Ascot Specialty Insurance Company	45055	INSURER B : National Union Fire Ins Co Pitts. PA	19445	INSURER C : Harleysville Insurance Co of New York	33235	INSURER D : Colony Insurance Company	39993	INSURER E : AIU Insurance Company	19399	INSURER F :	
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INSURER F :															

COVERAGES MAIN **CERTIFICATE NUMBER:** 15462186 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☒ LOC OTHER:	Y	N	ENPL2210000849-01	11/1/2022	11/1/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y	N	4888747	11/1/2022	11/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$	N	N	CRA0000008	11/15/2022	11/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 13755739 (AOS + Mono)	11/1/2022	11/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Excess Liability	N	N	BXO4281635	11/15/2022	11/1/2023	\$5M Occ/\$5M Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Granville County is included as Additional Insured with respects to General Liability and Automobile per the terms and conditions of the policy/written contract. 30-day notice of cancellation will be provided as required by contract, 10 days for nonpayment.

CERTIFICATE HOLDER

CANCELLATION See Attachments

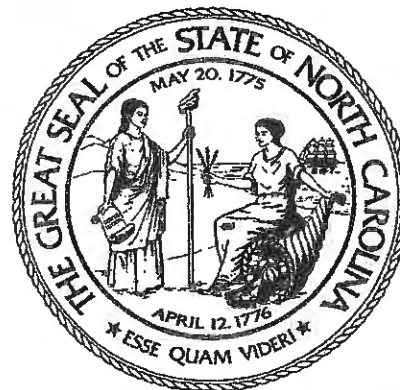
15462186
 Granville County
 Attn: Michael S. Felts, County Manager
 PO Box 906 (Mail)
 122 Williamsboro St (Delivery)
 Oxford NC 27565

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Department of Environmental Quality
Division of Waste Management
Solid Waste Section



Scrap Tire Hauling Identification Certificate

Hauler ID#: NCT00090

Date Issued: 01/21/22
Business Name: CENTRAL CAROLINA HOLDINGS, LLC
Owner: LIBERTY TIRE
Contact: BRIAN THOMAS
Mailing Address: 1616 McKoy Town Road
Cameron, NC 28326

THIS CERTIFICATE PROVIDES AUTHORIZATION TO OPERATE IN THE FOLLOWING NC COUNTY(S):

Statewide

This identification certificate references the scrap tire hauler registration application submitted to the Division of Waste Management – Solid Waste Section by the scrap tire hauler.

Hauling and disposal of scrap tires in violation of this certificate, the Scrap Tire Management Rules (15A N.C.A.C. 13B .1100), or the Scrap Tire Disposal Act (N.C.G. S. Chapter 130A - Article 9, Part 2B) is subject to civil and criminal penalties (N.C.G.S. 130A-22; N.C.G.S. 130A-309.62; N.C.G.S. 14-399).

This certificate must be presented to the tire retailer or other person(s) when scrap tires are acquired by the hauler. The scrap tire hauler must also present this certificate to the operator of the scrap tire collection or disposal site. A scrap tire hauling identification certificate is required to be renewed. It is valid for five years from the date of issuance and must be updated if the hauler contact information has changed.

ATTACHMENT A**INTENT TO PROPOSE****REQUEST FOR PROPOSAL #23-244**

This form should be emailed to jason.falls@granvillecounty.org to ensure you receive all addenda issued for the RFP.

I, Timothy W Rogers a representative
of LTR Intermediate Holdings, INC. /dba; Central Carolina Holdings, LLC confirm that we intend to
submit a proposal for RFP #23-244.

Company Name LTR Intermediate Holdings, INC. /dba; Central Carolina Holdings, LLC

Address 1616 Mckoy Town Road Cameron NC 28326

Contact Name Timothy Rogers

Phone (919) 709-6146

E-mail trogers@libertytire.com

Date 5-20-2023

ATTACHMENT "B"**PRICE PAGE****OXFORD LANDFILL**

- | | |
|--|-------------------|
| 1) Passenger & Truck Tires from Blackburn Landfill | \$95.00 per ton |
| 2) OTR Tires from Blackburn Landfill | \$500.00 per ton |
| 3) Freight | \$515.00 per load |
| 4) Drop & Hook Fuel Matrix | See Attached |
| 5) Environmental Fee | \$25.00 per load |

BUTNER LANDFILL

- | | |
|----------------------------|-------------------|
| 1) Passenger & Truck Tires | \$95.00 per ton |
| 2) OTR Tires from | \$500.00 per ton |
| 3) Freight | \$460.00 per load |
| 4) Drop & Hook Fuel Matrix | See Attached |
| 5) Environmental Fee | \$25.00 per load |

DEALER SITES / TIRE BUSINESSES

- | | |
|----------------------------|-------------------|
| 1) Passenger & Truck Tires | \$95.00 per ton |
| 2) OTR Tires | \$500.00 per ton |
| 3) Freight | \$515.00 per load |
| 4) Drop & Hook Fuel Matrix | See Attached |
| 5) Environmental Fee | \$25.00 per load |
- A Consumer Price Index adjustment will be provided to the county by March 1 of each year and effective July 1 of the same year.
 - Any Tire Businesses that request a trailer (only with prior Granville County approval) will also be responsible for the following charges.
- | | |
|--------------------------|----------------------|
| 1) One-time delivery fee | \$515.00 per trailer |
| 2) Trailer Rent | \$200.00 per month |
| 3) Environmental Fee | \$25.00 per load |



600 River Ave, 3rd Floor • Pittsburgh, PA 15212
Phone: 412.926.1500 • Fax: 412.697.2410

REFERENCE PAGE

1) Wake County

Meghan Baldwin
Solid Waste Facilities Manager
meghan.baldwin@wakegov.com
(919) 868-7255
Service for 20+ years

2) Guilford County

Clyde Harding
Environmental program manager
lharding@guilfordcountync.gov
(336) 641-3792
Service for 20+ years

3) New Hanover County

Joe Suleyman
Solid waste Manager
jsuleyman@nhcgov.com
(864) 949-0211
Serviced for 15+ years.

4) Bladen County

Kip McClary
General Services Manager
kmcclary@bladenco.org
(864) 905-6043
Serviced for 15+ years.

ATTACHMENT D

CERTIFICATION OF FINANCIAL CONDITION

Name of Contractor:

Central Carolina Holdings LLC

The undersigned hereby certifies that: [check all applicable boxes]

- ☒ The Contractor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: March 14, 2023

- ☒ The Contractor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.
- ☒ The Contractor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.
- ☐ The Contractor is not the subject of any current litigation or findings of noncompliance under federal or state law.
- ☒ The Contractor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.
- ☒ He or she is authorized to make the foregoing statements on behalf of the Contractor.

Note: This is a continuing certification and Contractor must notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Contractor must explain the reason in the space below:

Working to resolve environmental violations
in MN and IN

Signature

Timothy W Rogers

Date

5-20-235-20-23

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for the Contractor]



Granville County Environmental Services

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

To: Board of Commissioners
From: Jason Falls
Department: Environmental Services
Date: June 5, 2023
Title: **MSW Landfill Operations Consulting**

PURPOSE:

Award contract to Garrett and Moore to prepare, administer, evaluate and recommend an award for the Landfill Operations Contract to become effective July 1, 2024.

BACKGROUND:

The County has operated a landfill within the County since the 1970s. Since then there has been only two (2) landfill contractors providing landfill operation services to date. As explained by staff at the Commissioners' recent budget meeting, the landfill is experiencing competition for trash, high contract cost(s), post-closure and capital costs.

To alleviate these issues, staff believes the issuance of an RFP for landfill contract operations could potentially improve the financial standing of the enterprise fund by reducing contracted costs, increasing waste tonnage and/or sale of the landfill. Unlike staff, Garrett and Moore has the expertise, contacts, and greater knowledge of the waste providers/haulers/needs and players within the eastern part of the United States.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

County staff emailed County Attorney and Manager on May 4, 2023 to review the attached task order to meet the 30-day local contract review requirement. If approved, the current task order will be attached as an addendum to the already approved contract with Garrett and Moore - "*Amendment to Contract for Engineering Services.*"

FUNDING:

\$30,000 is available within the annual operating landfill budget (FY 22-23) and will be encumbered for any and all work to be completed prior to June 30th. An additional \$45,000 will be encumbered in FY 23-24 budget to cover the remaining costs of this RFP work. All costs will be directed to the "Professional Services" line Item 60-4725-199.

RECOMMENDATION:

Solid Waste Manager Recommends awarding Task Number 12 to Garrett and Moore at a not-to-exceed amount of \$75,000.00. If at any time, the board decides to remove the various options presented in the RFP prior to advertisement of bids; staff will request a reduction in these costs.

ATTACHMENTS:

Task Order #12 Proposal

ACTION TAKEN:

TASK ORDER NO. 12
BETWEEN
OWNER AND ENGINEER
FOR PROFESSIONAL ENGINEERING SERVICES

FURTHER DESCRIPTION OF BASIC ENGINEERING SERVICES,
AND RELATED MATTERS

This Task Order is hereby included as an addition to and incorporated as part of the Professional Services Contract, dated December 2020 between Granville County (OWNER), and Garrett & Moore, Inc. (ENGINEER) for professional services.

Oxford MSW Landfill Operations Contract Consulting

1. The Basic Services of ENGINEER for this Task Order are as follows:

Background

Currently, the Oxford Municipal Solid Waste Landfill (MSWLF) disposes approximately 50,000 tons per year of MSW generated in Granville County (County). Approximately 10,000 to 15,000 tons of MSW are generated in Granville County which are disposed of in an out-of-county MSWLF. Based on the current annual disposal rate of 50,000 tons per year, the Oxford MSWLF has an anticipated life span of approximately 100 years. The life span of 100 years far exceeds the timeframe that would be considered a reasonable planning horizon for an MSW landfill, which is typically about 30 years.

The operations of the Oxford MSWLF are contracted to a contract operator. The County has recently extended the current contract to be effective through June 30, 2024. The County desires to pursue a request for proposal process to enter a new contract for operations of the Oxford MSWLF.

At the current annual disposal rate of 50,000 tons, it is understood that this rate is on the low end of the spectrum for operations of an MSW landfill. Therefore, the annual operations cost when considered on a \$/ton basis is relatively high when compared to other MSW landfills. It is very likely that, if the County were to increase the annual disposal rate at the Oxford MSWLF, the operation would become more cost effective when measured on a \$/ton basis. It is possible that the County could achieve economies of scale savings by increasing the quantity of waste disposal, while reducing the life span of the MSW landfill.

Therefore, in pursuing a new contract for operations of the Oxford MSWLF, the County desires to solicit and consider opportunities to increase the amount of MSW disposed.

Additionally, knowing that the Oxford MSWLF has about 100 years of disposal capacity and that permitted MSW landfill capacity has an inherent value, the County is also considering the sale of the Oxford MSWLF. Under this scenario, the County would transfer ownership of the facility and enter into an agreement as a host of a regional landfill that would serve the disposal needs of the County and presumably receive out-of-county waste.

Scope of Work

The purpose of this Task Order is to prepare a Request for Proposals (RFPs) for soliciting non-binding quotes from qualified respondents (Contractor) with the intent to enter a contract with Granville County, North Carolina to provide landfill operation services at the county owned Oxford MSWLF located in Oxford at 6595 Landfill Road. The primary objectives of the RFP are to:

- Provide residents and businesses with continued cost-effective solid waste disposal services;
- Operate the County landfill using best management practices in accordance with federal, regional, and local permits, regulations, and guidelines;
- Operate the County landfill in the most efficient and cost-effective manner, minimizing consumption of airspace;
- Operate the County landfill in a manner that maximizes public and Contractor safety;
- Operate the County landfill in a manner that maximizes customer convenience and satisfaction;
- Operate the County landfill with minimal disruption to neighboring residents.

The RFP will pursue contracts/agreements for the following options:

Option 1 – Contract Operations – County Controlled Waste Stream

For Option 1, Contractor will offer a proposal for operation of the Oxford MSWLF for the waste stream controlled by the County and for defined ranges of waste volumes. The scope of services will include MSW disposal and ancillary waste handling for tires, whitegoods, metals, and yard waste at Oxford and Butner sites.

Option 1 should provide ample flexibility for the County to evaluate the incentives for potential intergovernmental agreements for out-of-county waste.

Option 2 – Contract Operations – Contractor Controlled Waste Stream

For Option 2, Contractor will offer a proposal for operation of the Oxford MSWLF for the County's waste stream plus any additional MSW proposed for disposal by the Contractor. The scope of services will include MSW disposal and ancillary waste handling for tires, whitegoods, metals, and yard waste at Oxford and Butner sites.

Option 2 should provide ample flexibility for the County to evaluate the incentives for potential waste streams not currently disposed of at the Oxford MSWLF.

Option 3 - Sale of Oxford MSWLF

For Option 3, Contractor will be allowed to make offers to the County for purchase the Oxford MSWLF Facility and permits. This option may include a long-term contract for disposal of the County's waste stream and for continuation of ancillary waste handling for tires, whitegoods, metals, and yard waste at Oxford and Butner sites.

To support Granville County's (OWNER's) efforts to pursue a new operations contract Garrett & Moore, Inc. (ENGINEER) proposes the following services as outlined in Tasks 1-4 below.

Task 1 - Prepare Request for Proposal Documents

The Request for Proposal (RFP) documents necessary to solicit non-binding quotes for the options identified above, will address the following main components:

- a. Procurement documents.
- b. Legal documents.
- c. Contract administration documents.
- d. Environmental compliance criteria.
- e. Technical specifications.

Assumptions:

1. County staff will prepare procurement documents following the County's standard procurement processes. The procurement documents will include request for proposals, instructions to bidders, and MBE/WBE requirements. County staff will be responsible for issuing the request for proposal through local/state/third-party on-line purchasing services.
2. The county attorney will be responsible for preparing legal documents needed for the RFP, such as General Conditions, Supplemental Conditions, Taxes, Governing Law, Bond Requirements, Insurance Requirements, etc. Since the RFP will solicit non-binding quotes, the legal documents may be issued as "Sample" documents to be finalized by the county attorney during contract negotiations.

ENGINEER will prepare the contract administration, environmental compliance and technical specification sections as discussed below.

ENGINEER will prepare contract administration documents to address items such as pay applications, measurement and payment, field offices, change order procedures, meetings, record keeping, reporting, etc. as needed for the operations contract.

ENGINEER will compile permits, permit application documents, and regulations necessary to define the environmental criteria for the operations contract. ENGINEER will identify roles and responsibilities between the County, Contractor, and ENGINEER as appropriate for the option being pursued.

ENGINEER will prepare technical specifications as required to address general responsibilities for the contractor include, but not be limited to:

- providing a sufficient number of professional, trained, and equipped staff to perform the services safely and efficiently in accordance with all requirements of the RFP;
- possession/regular maintenance of heavy equipment regularly used in the waste disposal business;
- positive public interactions/service;
- receipt and handling;
- disposal of municipal solid waste;
- traffic control;
- grading/excavation/transportation of rock/dirt;

- compaction of municipal solid waste;
- stockpiling/loading of various wastes;
- placement of wastes;
- waste cell/road building, fire control measures;
- daily water truck services;
- seeding/fertilizing/erosion control measures;
- sediment pond maintenance;
- cell and slope construction;
- mowing/bush hogging;
- daily blown litter control (movable fences/ daily hand labor required);
- personnel/labor requirements;
- daily and final cover of municipal solid wastes.

Task 2 – RFP Administration

ENGINEER will assist in the administration of the RFP phase as requested by County staff.

During the RFP Phase of the project, ENGINEER will:

1. Address contractor questions/comments about the RFP documents.
2. Compile and maintain a record of prospective bidders.
3. Prepare addenda, as necessary, to address changes to the RFP documents.
4. Conduct the pre-bid conference.

Task 3 – RFP Evaluation

ENGINEER will assist the OWNER in evaluating the bids by preparing bid tabulations, reviewing the bids for accuracy, reviewing the required document qualification information contained in the proposal documents, determining the acceptability of contractors, and evaluating exceptions or deviations.

Task 4 – Financial Analysis and Recommendation of Award

ENGINEER has prepared a financial analysis of the Granville County solid waste management program under a previous authorization. This analysis is considered a base-line scenario for a long-term financial plan for the solid waste management program. ENGINEER will utilize the base-line analysis for evaluating the long-term financial feasibility of options discussed above as requested by County staff.

ENGINEER will predict future tipping fees and household fees required for the County to implement the proposals received from the Contractors.

ENGINEER will prepare a recommendation for award of a contract that meets the requirements of the RFP and is determined to be in the best interest of the County.

2. The responsibilities of OWNER are as follows:

1. Review all project deliverables in a timely manner and forward submittals to ENGINEER as appropriate.
2. Provide the services of an attorney as required to issue the Request for Proposal

and enter into an operations contract.

3. The time period for the performance of ENGINEER's services are as follows:

- Task 1 will be completed within 60 days following approval of task order.
- Task 2 will be completed based on the schedule established in the request for proposal documents, which is estimated to be about 60 days.
- Task 3 will be completed within 15 days following receipt of proposals.
- Task 4 will be completed within 30 days following the completion of Task 3.

4. The method of payment for services rendered by ENGINEER shall be set forth as follows:

ENGINEER proposes a lump sum fee for the completion of Task 1 – Prepare Request for Proposal Documents and Task 2 – Bid Administration

Because it is difficult to predict the number of responses that may be received for the three options under consideration, ENGINEER proposes that Tasks 3 and 4 be completed on an hourly basis at \$175/hour for a not-to-exceed amount.

TABLE 1 presents the tasks and corresponding fee/budgets.

TABLE 1

Task and Description	Fee/Budget Amount	Fee-type
Task 1 – Prepare RFP	\$25,000	Lump Sum
Task 2 – RFP Administration	\$10,000	Lump Sum
Task 3 – RFP Evaluation	\$20,000	Not-to-Exceed
Task 4 – Financial Analysis & Recommendation for Award	\$20,000	Not-to-Exceed
Total Task Order Amount	\$75,000	

5. OWNER has established the following special provision and/or other consideration or requirements in respect to the Assignment.

None.

IN WITNESS WHEREOF, the parties hereto have executed this Task Order to be effective as of the date executed by OWNER.

FOR THE OWNER:

Granville County

By: _____

Name: _____

Title: _____

Date: _____

FOR THE ENGINEER:

Garrett & Moore, Inc.

By: Bernie Garrett

Name: Bernie Garrett, P.E.

Title: Project Manager

Date: April 20, 2023



Granville County Environmental Services

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

To: Board of Commissioners
From: Jason Falls
Department: Environmental Services
Date: June 5, 2023
Title: **Amendment to Garrett and Moore Engineering Contract**

PURPOSE:

Approve rate request increase amendment to Garrett and Moore contract "*Amended and Restated Contract for Engineering Services*" as well as lab costs associated with this amendment.

BACKGROUND:

Granville County received notice (attached) from NCDEQ on March 15, 2023 that per-and polyfluoruoalkyl substances (PFAS) will now need to be sampled in all groundwater, surface water, and leachate samples after July 1, 2023. These PFASs are a group of manufactured compounds used in a variety of industries and products which are eventually disposed of in landfills.

On May 17, 2023, staff received a price increase request from Garrett and Moore for sampling costs due to the requirement discussed above as well as a price increase from the subcontractor that performs the sampling/reporting for Garrett and Moore.

In addition to these increases, lab testing and reporting costs are expected to increase 110% due to these new and emerging contaminants. At this time, there are only a couple of labs in NC that test for these contaminants. Granville County works also directly with the lab to reduce administrative fees from the engineer. The County typically budgets \$25,769/year for lab work. This new requirement from the state will result in an estimated increase of \$53,107/year annually. Attached is a summary of the requested increases.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

Staff has advised the County Attorney and Manager on the price increases. While the current contract does not specifically address price increases, it is understood that the third-party sampling company has not had an increase for services since 2001. Garrett and Moore has stated that the subcontractor cannot do the required sampling at the current price. Additionally, the ever-changing and additional state/federal directives for monitoring and testing for pollutants will continue to change and cause an unavoidable increase in costs.

FUNDING:

Funds are available within Oxford and Butner post closure and the annual operating landfill budget for (FY 23-24).

RECOMMENDATION:

The Solid Waste Manager and County Manager recommend awarding the requested rate increase to Garrett and Moore Engineering Contract from the current rate of \$72,300.00/year to \$94,000.00/year. In addition to these costs, staff requests approval for an anticipated increase in lab costs at or near an amount of \$27,338.00. County staff will request the County Attorney to prepare an amendment to the existing contract.

ATTACHMENTS:

Price Increase Summary

ACTION TAKEN:

ROY COOPER

Governor

ELIZABETH S. BISER

Secretary

MICHAEL SCOTT

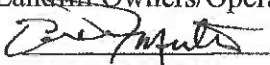
Director



NORTH CAROLINA
Environmental Quality

March 13, 2023

MEMORANDUM

To: Solid Waste Directors and Landfill Owners/Operators
From: Ed Mussler, Section Chief 
 NC Division of Waste Management, Solid Waste Section
Re: PFAS Monitoring Requirements for Solid Waste Sanitary Landfills

Background

Per- and polyfluoroalkyl substances (PFAS) are a group of manufactured compounds used in a variety of industries, such as aerospace, automotive, textiles, and electronics, and are widely used in commercial and consumer products such as food packaging, water- and stain-repellent fabrics, nonstick products, and firefighting foams. Many of these products and by-products are commonly disposed in solid waste landfills. PFAS, including perfluorooctane sulfonic acid (PFOS) and perfluorooctanoic acid (PFOA), are a concern because they:

- do not break down in the environment,
- can move through soils and contaminate drinking water sources,
- build up (bioaccumulate) in fish and wildlife, and
- have been linked to adverse health effects in humans and animals.

PFAS Sampling

The Solid Waste Section (Section) is requiring that all groundwater, surface water, and leachate samples collected at solid waste sanitary landfills **after July 1, 2023** be analyzed for **per- and polyfluorinated substances (PFAS)**, in accordance with the requirements and procedures for groundwater and surface water monitoring established under 15A NCAC 13B Rules .0601, .0602, .0544, .0545, .1623, and .1630 through .1637, 15A NCAC 02L, and the provisions of G.S. 143-215.1(a). This includes any active, inactive, or closed sanitary landfill currently conducting and reporting water quality and/or leachate sampling results to the Section.

The Section has determined that all sanitary landfills analyze groundwater, surface water, and leachate samples for PFAS to ensure protection of human health and the environment due to the potential health hazards associated with PFAS. This requirement is in conjunction with the NC DEQ's Action Strategy for PFAS to manage the risks of PFAS in the State. Landfills are one of several priority areas in the plan and sampling will help to identify possible PFAS associated with the regulated management of solid waste and to evaluate the presence of PFAS in the environment from these managed activities. Collection and evaluation of this information will also assist the Department in developing sound policies with respect to PFAS in the environment.



North Carolina Department of Environmental Quality | Division of Waste Management
 217 West Jones Street | 1646 Mail Service Center | Raleigh, North Carolina 27699-1646
 919.707.8200

Sampling Frequency and Laboratory Analytical Methods for PFAS

Collection of samples for PFAS analysis should be conducted for all monitoring locations (groundwater, surface water, underdrain, and leachate) and during the landfill facility's regular compliance monitoring schedule as required by the facility permit and/or most current approved water quality monitoring plan.

The Section is requiring groundwater, surface water, and leachate samples to be analyzed using EPA (Draft) Method 1633 for the full list of PFAS compounds for the method. Please note that specific considerations and protocols are required to avoid cross-contamination and minimize sample bias for PFAS.

A current listing of laboratories accredited to perform EPA Draft Method 1633 can be found here: <https://www.denix.osd.mil/edgw/accreditation/accreditedlabs/index.html>. To view the labs, search for 'Draft EPA Method 1633' under Methods. Please note that different labs are accredited for different matrices.

NOTES - Sampling and Analytical:

- *The analytical methods should be the most recent versions of the analytical method(s) stated above. Sampling must be planned so that required holding times for analytical methods are met.*
- *EPA Draft Method 1633 is currently single-lab validated and is expected to soon become multi-lab validated. The method will undergo QC with a current expected time to be Final in 2023 or 2024.*
- *The Section considers "J" flag values valid and relevant in the decision-making process and hence all "J" flag values should be reported.*
- *Online technical resources on PFAS sampling protocols, fact sheets, analytical methods, and other issues, can be found here: Interstate Technology and Regulatory Council (ITRC) PFAS Website*

Reporting

PFAS analytical results must be reported as part of the regularly submitted monitoring report along with the laboratory data report (electronic format pdf copy). Laboratory data must be submitted in accordance with the most current DEQ electronic data deliverable format (EQUIS).

If you have any questions, please contact Perry Sugg, Environmental Compliance Branch Head, at (919) 707-8258 or via email at perry.sugg@ncdenr.gov.

Thank you for your cooperation in this matter.





Client: Granville County

Project: Task Order No. 2

Environmental Monitoring

Oxford and Butner Landfills

Table 1 - Increase to Garrett & Moore Task Order No. 2 - Groundwater Monitoring

TASK AND DESCRIPTION	Current Cost Per Event	Increase Subcontractor Cost	Increase for PFAS	New Cost Per Event	Events	Fiscal Year Cost
TASK 1 – Oxford Landfill Unit 1 WQM	\$ 8,750.00	\$ 2,400.00	\$ 2,300.00	\$ 13,450.00	2	\$26,900.00
TASK 2 – Oxford Landfill Unit 2 WQM	\$ 7,850.00	\$ 2,100.00	\$ 2,300.00	\$ 12,250.00	2	\$24,500.00
TASK 3 – Butner Landfill WQM	\$ 8,750.00	\$ 3,200.00	\$ 2,600.00	\$ 14,550.00	2	\$29,100.00
TASK 4 - Oxford Landfill and Butner Landfill LFG	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	4	\$12,000.00
TASK 5 - Annual Phytoremediation Survey	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	1	\$ 1,500.00
New Fiscal Year Total						\$94,000.00

Table 2 - Approximate Increase in Lab Costs for PFAS

Sampling Event	Per Event	Events	FY \$
Oxford Landfill Unit 1 WQM	\$ 4,556.00	2	\$ 9,112.00
Oxford Landfill Unit 2 WQM	\$ 4,050.00	2	\$ 8,100.00
Butner Landfill WQM	\$ 5,063.00	2	\$10,126.00
FY Approximate Increase			\$27,338.00



Granville County Administration

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

To: Board of Commissioners
From: Drew Cummings
Department: Administration
Date: June 5, 2023
Title: **Approval of Service Contracts With Enterprise Fleet Management**

PURPOSE:

The purpose of this item is to approve the required contractual documents for the County to enter into a fleet management service agreement with Enterprise Fleet Management.

BACKGROUND:

Granville County has always purchased vehicles outright, typically purchasing 5-15 vehicles per year and creating a very spiky year over year budget pattern. Maintenance has been the responsibility of each department that has vehicles, and as a result many people in charge of maintaining vehicles have no knowledge of vehicle maintenance and have to take significant time away from their regular jobs to do so. Vehicles are driven and handed-down and nursed along, often at very high cost, until they have little or no residual value. Direct costs are higher with this arrangement, but indirect and hidden costs are also likely much higher than necessary.

Several Granville County administrations have considered fleet management alternatives, and staff is happy to bring forward this solution which we believe will make budgeting much more predictable, allow for greatly improved and more efficient management of our fleet, and will minimize the fleet related activities of employees across the organization.

The new fleet solution involves a transition of the entire fleet over several years. In the new fleet vehicles will be “purchased” using a modified equity lease agreement. In this kind of arrangement the up-front costs are much lower and vehicles can be sold around the time they come out of warranty so that the County can recoup the remaining equity but greatly minimize maintenance costs. Maintenance can still happen locally in most cases but will happen through Enterprise-approved vendors and will always be reviewed for appropriate scope and cost by Enterprise staff. Fuel tracking and location tracking are additional services which will be provided, and all told the County will be able to track expenditures and performance of its entire fleet much more carefully.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

The Enterprise fleet solution is one that has been refined through several, national RFP processes, and the contracts Granville County will enter into are identical to those being used by hundreds of other government agencies around the country, including several dozen in the state of North Carolina. The County’s ability to piggyback on contracts and contract terms that have already been competitively bid

means that these contracts are compliant with state law and County purchasing policy without having to be separately bid out.

FUNDING:

Flat funding has been budgeted for the County's fleet operations in FY23-24 and operations under the proposed service agreements will not exceed that amount. A new Fleet Management department has been created to house the needed funds and should provide for clearer, fleet-related expenditure tracking.

RECOMMENDATION:

The County Manager recommends approval of the attached contractual agreements with Enterprise Fleet Management.

ATTACHMENTS:

Master Lease Agreement
Maintenance Management and Fleet Rental Agreement
Full Maintenance Agreement
Sourcewell letter
Sample Lease Agreement
Consignment Auction Sale Agreement

ACTION TAKEN:



COUNTY OF GRANVILLE, NORTH CAROLINA

104 BELLE STREET | POST OFFICE BOX 906 | OXFORD, NORTH CAROLINA 27565

April 25, 2023

Enterprise Fleet Management, Inc.
4817 Hargrove Road, Suite 109
Raleigh, NC 27616

To Whom It May Concern:

Granville County will be utilizing Sourcewell contract 030122-EFM to procure fleet management services with Enterprise Fleet Management. The contract will include the following services:

- *Fleet management services*
- *Open-end leases*
- *Maintenance management programs*
- *Managed fuel card programs*
- *Commercial vehicle leasing*
- *Telematics*
- *Vehicle performance data reporting*
- *Vehicle tracking technology*
- *Driver safety programs*
- *Vehicle accident management solutions*
- *Fleet planning technology*
- *License, title, & registration services*

The contract agreement to be prepared will be one that incorporates by reference all the requirements, terms, and conditions of the solicitation and the contract proposal negotiated. If you have any questions, please let me know.

Sincerely,

Drew Cummings
County Manager

Prepared For:				Date 05/10/2023	
				AE/AM BMK/CMT	
Unit #					
Year		2023	Make		Ford Model F-150
Series		XL 4x4 SuperCrew Cab 5.5 ft. box 145 in. WB			
Vehicle Order Type	Ordered	Term	60	State	NC Customer#
\$ 44,478.00		Capitalized Price of Vehicle ¹			
\$ 1,211.64		*	Certain Other Charges <u>2.2500%</u> State <u>NC</u>		
\$ 77.25		*	Initial License Fee		
\$ 0.00		Registration Fee			
\$ 200.00		Other: (See Page 2)			
\$ 0.00		Capitalized Price Reduction			
\$ 0.00		Certain Other Charges - CPR			
\$ 0.00		Gain Applied From Prior Unit			
\$ 0.00		*	Certain Other Charges - GOP		
\$ 0.00		*	Security Deposit		
\$ 0.00		*	Tax on Incentive (Taxable Incentive Total : \$0.00)		
\$ 44,678.00		Total Capitalized Amount (Delivered Price)			
\$ 670.17		Depreciation Reserve @ <u>1.5000%</u>			
\$ 219.92		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²			
\$ 890.09		Total Monthly Rental Excluding Additional Services			
Additional Fleet Management					
Master Policy Enrollment Fees					
\$ 0.00		Commercial Automobile Liability Enrollment			
Liability Limit <u>\$0.00</u>					
\$ 0.00		Physical Damage Management		Comp/Coll Deductible	<u>0 / 0</u>
\$ 64.50		Full Maintenance Program ³ Contract Miles <u>75,000</u>		OverMileage Charge	<u>\$ 0.0450</u> Per Mile
Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>				# Tires <u>0</u>	Loaner Vehicle Not Included
\$ 64.50		Additional Services SubTotal			
\$ 0.00		Use Tax <u>2.2500%</u>		State .	
\$ 954.59		Total Monthly Rental Including Additional Services			
\$ 4,467.80		Reduced Book Value at <u>60</u> Months			
\$ 400.00		Service Charge Due at Lease Termination			

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name

Exterior Color (0 P) Oxford White

Interior Color (0 I) Black w/Medium Dark Slate w/Vinyl 40/20

Lic. Plate Type Unknown

GVWR 0

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Oxford White
Interior Color	(0 I) Black w/Medium Dark Slate w/Vinyl 40/20
Lic. Plate Type	Unknown
GVWR	0

Quote based on estimated annual mileage of 15,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE

BY

TITLE

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor anyManufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been UsedBy Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$ 140.00
Courtesy Delivery Fee	C	\$ 200.00
Total Other Charges Billed		\$ 140.00
Total Other Charges Capitalized		\$ 200.00
Other Charges Total		\$ 340.00

VEHICLE INFORMATION:

2023 Ford F-150 XL 4x4 SuperCrew Cab 5.5 ft. box 145 in. WB - US

Series ID: W1E

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$43,366	\$45,410.00
Total Options	\$-683.00	\$-750.00
Destination Charge	\$1,795.00	\$1,795.00
Total Price	\$44,478.00	\$46,455.00

SELECTED COLOR:

Exterior:

YZ-(0 P) Oxford White

Interior:

AS-(0 I) Black w/Medium Dark Slate w/Vinyl 40/20/40 Front Seat

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
101A	Equipment Group 101A Standard	\$-683.00	\$-750.00
145WB	145" Wheelbase	STD	STD
425	50 State Emissions	STD	STD
44G	Transmission: Electronic 10-Speed Automatic	Included	Included
64C	Wheels: 17" Silver Steel	Included	Included
99B	Engine: 3.3L V6 PFDI	Included	Included
A	Vinyl 40/20/40 Front Seat	NC	NC
AS_02	(0 I) Black w/Medium Dark Slate w/Vinyl 40/20/40 Front Seat	NC	NC
PAINT	Monotone Paint Application	STD	STD
STDGV	GVWR: 6,470 lbs Payload Package	Included	Included
STDRD	Radio: AM/FM Stereo w/6 Speakers	Included	Included
STDTR	Tires: 265/70R17 BSW A/T	Included	Included
SYNC	SYNC 4	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
X26	3.73 Axle Ratio	Included	Included
YZ_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: tailgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with body-coloured rub strip
Rear Step Bumper: rear step bumper
Front Tow Hooks: 2 front tow hooks
Box Style: regular
Body Material: aluminum body material
: trailering with harness
Grille: black grille

Convenience Features:

Air Conditioning: manual air conditioning
Air Filter: air filter
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver and passenger 1-touch down
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Remote Engine Start: remote engine start - smart device only (subscription required)
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Emergency SOS: SYNC 4 911 Assist emergency communication system
Front Cupholder: front and rear cupholders
Overhead Console: mini overhead console with storage
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Dashboard Storage: dashboard storage
Interior Concealed Storage: interior concealed storage
IP Storage: bin instrument-panel storage
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 1 12V DC power outlet

Entertainment Features:

radio: AM/FM stereo with seek-scan
Radio Data System: radio data system
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: FordPass Connect 4G internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps
Auto-Dimming Headlights: Ford Co-Pilot360 - Auto High Beam auto high-beam headlights
Cab Clearance Lights: cargo bed light
Front Wipers: variable intermittent wipers
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog appearance

Tachometer: tachometer
Voltmeter: voltmeter
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Reverse Sensing System rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Front Pedestrian Braking: pedestrian detection
Forward Collision Alert: forward collision
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Clock: in-radio display clock
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Security System: security system
Panic Alarm: panic alarm
Electronic Stability: electronic stability stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear 60-40 split-bench seat

Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: vinyl front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Cabback Insulator: cabback insulator
Shift Knob Trim: urethane shift knob
Interior Accents: metal-look interior accents

Standard Engine:

Engine 290-hp, 3.3-liter V-6 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and PowerShift automatic



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 5, 2023
Title: **County Manager's Report**

PURPOSE:

Any matters as needed by the County Manager.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 5, 2023
Title: Process for Expanding DSS Board

PURPOSE:

To expand the Department of Social Services (DSS) Board from 3 to 5 members.

BACKGROUND:

At the retreat held on February 20, 2023, the Board approved the concept of expanding the Department of Social Services (DSS) Board from 3 members to 5 members and instructed the County Manager and County Attorney to determine the legal process and bring it back to the Board. North Carolina General Statute for expanding a DSS Board requires notice to the Department of Health and Human Services as the expansion provides an additional state and county appointee at the same time. A draft letter to Secretary Kody Kinsley of the Department of Health and Human Services is included in the agenda packet.

RECOMMENDATION:

The County Manager recommends approval of the required letter of notification to Secretary Kody Kinsley regarding expansion of the Granville County DSS Board from 3 to 5 members.

ATTACHMENTS:

Draft Letter to Secretary Kody Kinsley

ACTION TAKEN:

June 6, 2023

Via First Class Mail and email (kody.kinsley@dhhs.nc.gov)

The Honorable Kody Kinsley
Secretary of Health and Human Services
North Carolina Department of Health and Human Services
2001 Mail Service Center
Raleigh, NC 27699-2000

Dear Secretary Kinsley:

Please accept this letter as the notice required by N.C. Gen. Stat. §108A-2 that the Granville County Board of Commissioners voted yesterday, June 5, 2023, to expand the Granville County Social Services Board from three members to five members. By copy of this letter, I am also notifying the Social Services Commission of this action. Pursuant to N.C. Gen. Stat. §108A-3(b) and N.C. Gen. Stat. §108A-5(b), both the Board of Commissioners and the Social Services Commission must now appoint another member to serve on the Social Services Board for a term expiring at the same time as the term of the existing member appointed by the Board of Commissioners and those four members will pick a fifth member. The change to a five-member board will be effective at the time when the additional members have been appointed by both the Granville County Board of Commissioners and the Social Services Commission.

Thank you for attention to this matter. We also thank you for your service to our state. Should you or anyone in your Department have any questions they may contact Drew Cummings, County Manager at (919) 693-5240 or drew.cummings@granvillecounty.org.

Sincerely,

Russ May
Chairman
Granville County Board of Commissioners

Cc: NC Department of Health and Human Services
Division of Social Services
Social Services Commission
Attention: Gwendolyn Waller
2401 Mail Service Center
Raleigh, NC 27699-2401
Email: SSCommission@dhhs.nc.gov



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 5, 2023
Title: **Contract with Cherry Bekaert Auditing Firm**

PURPOSE:

To consider a contract with Cherry Bekaert Accounting Firm.

BACKGROUND:

Commissioners have requested additional, annual review of funds and purchases associated with the Equitable Sharing (asset forfeiture) Program. Staff have reviewed options and have further determined that periodic review of other state and federal funds received may also be wise for the County to pursue. Staff has discussed this proposed scope of work with the accounting firm of Cherry Bekaert, LLC who provided a forensic audit of Granville County's Equitable Sharing Program several years ago. Cherry Bekaert has provided the attached draft letter of engagement, and staff requests Board authority to enter into a contract for FY23-24, not to exceed \$50,000 in cost.

FUNDING:

10-4130-206 – Finance – Professional Services

RECOMMENDATION:

County Manager and County Attorney recommend approval of authorization of contract with Cherry Bekaert Accounting Firm for annual review of Equitable Sharing Program and other state and federal funds not to exceed \$50,000.

ATTACHMENTS:

Engagement Letter - Cherry Bekaert

ACTION TAKEN:



May 15, 2023

Drew Cummings
County Manager, Granville County
104 Belle St
Oxford, NC 27565

Dear Mr. Cummings:

This engagement letter between County of Granville, North Carolina (hereafter referred to as the "County" or "you" or "your" or "management") and Cherry Bekaert LLC (the "Firm" or "Cherry Bekaert" or "we" or "us" or "our") sets forth the nature and scope of the services we will provide, the County's required involvement and assistance in support of our services, the related fee arrangements, and other Terms and Conditions, which are attached hereto and incorporated by reference, designed to facilitate the performance of professional services and to achieve the mutually agreed-upon objectives of the County.

SUMMARY OF SERVICES

We will perform grants lifecycle risk and control diagnostic services ("Services") intended to support the County in improving controls related to grants management and minimizing the risk of noncompliance with applicable federal and state requirements. The services covered under this engagement letter are as follows:

Task 1: Equitable Sharing Program Compliance Evaluation

Evaluate the Granville County Sheriff's Office (GCSO)'s compliance status of the Equitable Sharing Agreement.

Task 2: Grants Management Risk and Compliance Assessment

Assess the current state of the grants management control environment, identify gaps with state and federal requirements, and best practices including staffing structures.

We expect that our services may include the following procedures:

Task 1: Equitable Sharing Program Compliance Evaluation

- Conduct interviews with key stakeholders to obtain an understanding of the County's current practice and internal controls surrounding the management of Equitable Sharing Program
- Evaluate the County's policies and procedures to determine if they are consistent with guidance stipulated by the Guide to Equitable Sharing for State, Local and Tribal Law Enforcement Agencies

- Select and review samples of required report submission records, cash receipts, deposit slips, distribution record etc. to assess the compliance status of the Equitable Sharing Program

Task 2: Grants Management Risk and Compliance Assessment

- Conduct interviews with key stakeholders to obtain an understanding of the County's grant management capabilities
- Evaluate the County's existing functional structure, responsibilities, and systems as it relates to grant programs
- Evaluation the effectiveness and efficiently of County's staffing structure, including segregation of duties
- Evaluate the County's policies and procedures surrounding accounting, costing, reporting and conflict of interest as relevant to administer the program pursuant to grant objectives
- Walkthrough fund accounting practices used to separately account for grant funds in the County's central accounting and grant management system
- Walkthrough accounting for accounts payable disbursements, check register disbursements and related transactions to obtain comfort that accounting is conducted in a detailed manner that supports transparent accounting of related financial transactions associated with funding
- Walkthrough of subcontract provisions to ensure compliance with the relevant Federal and State statute
- Perform procedures to confirm that expenditures are in accordance with the cost principles outlined in Federal and State statute
- Perform procedures to evaluate reasonableness of City subcontractor monitoring practices pursuant to the cost principles outlined in the Code of Federal Regulations, 2 CFR, Part 200.339 Monitoring and reporting program performance with an emphasis on monitoring progress under subawards and subcontracts
- Assess sufficiency of the County's grant monitoring practices intended to validate achievement of funding objectives. Monitoring practices may include review of subrecipient and subcontract agreement terms compliance, review of subcontractor fees against approved contract, reviewing financial and performance reports, and/or other considerations, including subrecipient monitoring appropriate to monitor program effectiveness and appropriate fund usage
- Inspect subrecipient reporting practices and capabilities including final outcome and accomplishments reporting procedures
- Assess document retention practices required to support audit/monitoring of the books, records, and documents of the County

For both tasks, we will conduct bi-weekly project status meetings through issuance of the deliverables.

DELIVERABLES

Deliverables are specific to the activities defined above:

- ▶ We shall deliver an executive level presentation of our assessment to the County. The presentation will provide perspectives on the efficiency and effectiveness of the grant management program and on the compliance status of the Equitable Sharing Program.
- ▶ Our Deliverables will include:
 - Perspectives on internal control gaps requiring resolution to comply with requirements specific to the Equitable Sharing Program. Compliance gaps shall be prioritized for timely remediation.
 - A grant management and compliance fit gap analysis report, ranking gaps by priority and providing recommendations with impact and complexity ratings
 - The current state capability level and an action plan of recommended changes to structure, staffing, and methodology to improve efficiency and effectiveness, and increase maturity.

TIME AND LOCATION OF THE SERVICE

We will work with you to define an agreed upon schedule that accommodates both the County and Cherry Bekaert's resource availability. We expect our services will be performed remotely.

PROFESSIONAL FEES

The services in this arrangement letter are intended to be performed on a time and materials basis because the nature and extent of risk assessment and consulting procedures are subject to the maturity of current County control practices. Rates by level for our consulting and risk management services are shown below.

Staff Level	Rate Per Hour
Partner/Managing Director	\$318
Senior Manager	275
Manager	250
Senior	180
Staff	150

Estimated fees are \$50,000. These estimates are provided for budgetary purposes only. The amount billed under this agreement will **not exceed \$50,000** without the County's prior written approval.

Our fees will be billed periodically as charges are incurred and are payable in 30 days upon presentation of invoice. A service charge will be added to past due accounts equal to 1-1/2% per month (18% annually) on the previous month's balance less payments received during the month, provided no such late fees will accrue with respect to any amounts that are the subject of a good faith dispute.

In addition to our fees, we will bill you for reasonable out-of-pocket expenses incurred on your behalf

and will include them as a separate line item on all invoices. Out-of-Pocket expenses are typically 5% -7% of fees; however, we anticipate leveraging the use of technology including video conferences when working with our professional staff.

If billings are past due more than 30 days, we will stop all work until your account is brought current or withdraw from the engagement.

ASSUMPTIONS

Our services and related fee estimates are based on several assumptions:

- All data required to perform the stated procedures is assumed to be readily available;
- The County personnel are knowledgeable of the in-scope accounting and management processes, and all personnel are readily available and accessible to demonstrate as-is processes;
- Procedures will not validate the accuracy of financial statements nor constitute an audit of internal controls over financial reporting;
- The County initiated changes to agreed upon scope, timing or schedule are provided with a minimum of two calendar weeks of advanced notice; and
- Procedures will not provide assurance or constitute an audit of The County's subrecipient and subcontractor monitoring practices.

Failure to meet above assumptions may impact timing of engagement or require additional fees.

USE OF CONTRACTORS & ALTERNATIVE PRACTICE STRUCTURE

Staffing this engagement requires professionals with specific grant management, internal control experience and uniform grant guidance experience. Engagement staffing and expertise required will be monitored and adjusted, as necessary, to support quality service delivery in a cost-effective manner, subject to staff availability and your scheduling requirements.

PROFESSIONAL STANDARDS

The services under this engagement letter will be performed in accordance with the Statement on Standards for Consulting Services (SSCS) issued by the American Institute of Certified Public Accountants (AICPA). No aspect of our engagement services should be considered to constitute an examination of prospective financial statements, an examination of internal controls or other attestation or review services in accordance with standards established by the AICPA or the Public Company Accounting Oversight Board (PCAOB).

Our engagement services cannot be relied on to detect or disclose errors, irregularities, or illegal acts, including but not limited to fraud, embezzlement or defalcations that may exist. Accordingly, our services will not constitute an audit, compilation, review, or attestation service of the County's financial statements or any part thereof, as described in the pronouncements on professional standards of the AICPA or the PCAOB.

Our engagement to perform risk advisory procedures will be performed in accordance with established standards. The sufficiency of the advisory procedures is solely the responsibility of the County. Consequently, we make no representation regarding the sufficiency of the advisory procedures either for the purpose for which our assistance, recommendations or our report, is being prepared or for any other purpose.

We will not audit, review or compile the County’s financial information and we will not express an opinion or any form of assurance on it under such standards. Additionally, no aspect of our engagement should be considered to constitute an examination of prospective financial statements, an examination of internal controls or other attestation or review services in accordance with standards established by the AICPA or PCAOB. Additionally, our engagement cannot be relied on to detect or disclose all errors, irregularities, or illegal acts, including but not limited to fraud, embezzlement or defalcations that may exist.

OTHER MATTERS

Our procedures will not result in the expression of an opinion, or any other form of assurance, on the County’s financial statements or any part thereof; nor an opinion or any other form of assurance on the County’s internal control systems or its compliance with laws, regulations, or other matters. We will not express an opinion or any other form of assurance with respect to management’s system of internal control over financial reporting or in safeguarding the County’s assets.

The terms of this agreement expire December 31, 2023.

YOUR EXPECTATIONS

We shall be responsible for the reasonable accurate of all work performed based on information and records available to us.

Cherry Bekaert will provide Services to the County under your direction.

We will work with County staff and County internal business commitments in order to schedule and execute this consulting engagement

OUR EXPECTATIONS

You understand that we will not act in a management capacity of the County or perform the following:

- Make or approve business risk decisions, or
- Present business risk considerations to those charged with governance or others on behalf of management.

You are responsible for making all management decisions and performing all management functions, establishing and maintaining internal controls, including monitoring ongoing activities.

You are responsible for designating an individual with suitable skill, knowledge, or experience to oversee the services we provide.

You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

* * * * *

The County of Granville, North Carolina
Page 6–Grants Compliance Services

We appreciate the opportunity to be of service to you and believe this letter including the attached standard terms and conditions accurately summarizes the significant terms of our engagement. If you have any questions, please contact Denise Lippuner at (703)-928 -2945 or email at denise.lippuner@cbh.com If you agree with the terms of our engagement as described in this proposal letter, please sign the enclosed copy and return it to us.

Sincerely,



CHERRY BEKAERT LLC

The County of Granville, North Carolina

ACCEPTED BY: _____

TITLE: _____

DATE: _____

STANDARD TERMS AND CONDITIONS

Nature of Engagement

During the course of this engagement, we will not audit or review financial information and will not express an opinion or any form of assurance on it. The sufficiency of our procedures is solely your responsibility. Please note that our engagement cannot be relied on or replace management's responsibility to detect or disclose errors, irregularities, or illegal acts, including but not limited to fraud, embezzlement, or defalcations that may exist.

Limitation on Damages

Neither you nor we shall be liable to the other for any actions, damages, claims, liabilities, costs, expenses, or losses arising out of the services rendered by us under this engagement. This includes, but is not limited to, any direct or indirect consequential damages, losses, or penalties arising from the discovery, or lack of discovery, of any fraud, embezzlement, defalcations, errors, or irregularities or illegal acts. In no event shall either you or we be liable for consequential, special, indirect, incidental, punitive, or exemplary damages, costs, expenses or losses.

Services

Our services may include advice and recommendations; but all decisions in connection with the implementation and communication of such advice and recommendations will be your sole responsibility. The Firm warrants that it: (i) has the capability, experience, and means necessary to perform the consulting services described in the attached engagement letter; (ii) will perform the services in a workmanlike manner with reasonable skill and care ordinarily exercised by members of the profession practicing under similar conditions and in accordance with accepted industry practices and professional guidelines; (iii) will perform the services in accordance with all applicable federal, state, and local laws, rules, regulations, codes, ordinances, and orders and all relevant and applicable foreign legislation; (iv) has in effect and will maintain in effect all permits, licenses, and other authorizations necessary to perform the services; and (v) will not, in performing the services, disclose, violate, infringe or misappropriate any trade secrets, proprietary information, trademark, copyright, or patent rights of any third parties.

Work Product Restrictions

Our consulting work and any work product is intended for the sole benefit of the County's management for internal purposes. It is not intended for third-party consumption, nor can our consulting work be referred to in the presentation of financial reporting, proforma financial models, or regulatory reporting to third parties without our express written consent.

Copies of the working papers for the engagement are the property of the Firm. Except as discussed below, any third-party requests for access to our working papers will be discussed with you prior to making them available to the requesting parties, other than peer review requirements under AICPA standards.

In the event we are asked or authorized by you or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for you, you will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expense, as well as the fees and expenses of our counsel, incurred in responding to such a request.

Cooperation

You agree to cooperate with us in our performance of our services for you, including providing us with reasonable facilities and timely access to your data, information and personnel. You are responsible for the performance of your employees and agents and for the accuracy and completeness of all data and information provided to us for purposes of this engagement. As such, the Firm shall not be liable for any default or delay in performance of its obligations under the terms of this agreement to the extent that such default or delay is caused, directly or indirectly, by (i) the failure of the County to comply with any of its obligations within the terms of this agreement or (ii) the unavailability or absence of key County personnel.

Non-Solicitation

The County agrees not to directly solicit the Firm's employees, who are directly involved in matters related to this Agreement, for employment with County, and the Firm agrees not to directly solicit County's employees, who are directly involved in matters related to this Agreement, for employment with the Firm, from the time that this Agreement comes into force until six (6) months after the expiry of this Agreement. Notwithstanding the foregoing, nothing contained herein shall be construed to prohibit either party from (a) placing general advertisements for employment, (b) hiring employees or former employees of either party who contacts the other party of their own accord, or (c) recruiting through employment agencies (so long as neither party directs such agencies to solicit the other party's employees).

Other Matters

If any dispute, controversy, or claim arises in connection with the performance or breach of this agreement, either party may, on written notice to the other party, request that the matter be mediated. Such mediation would be conducted by a mediator appointed by and pursuant to the rules of the American Arbitration Association or such other neutral facilitator acceptable to both parties. Both parties would exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy.

If any dispute, controversy, or claim arising out of or in connection with the performance or breach of this agreement cannot be resolved by mediation, then the dispute, controversy, or claim shall be settled in a court of competent jurisdiction.



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: County Attorney's Report
Date: June 5, 2023
Title: **County Attorney's Report**

Any items as needed by the County Attorney.

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 5, 2023
Title: **Presentations by County Board Members**

PURPOSE:

Board members will make comments, give reports, and make announcements.

- Commissioner Sue Hinman
- Commissioner Tony W. Cozart
- Commissioner Timothy Karan
- Commissioner Jimmy Gooch
- Commissioner Zelodis Jay
- Commissioner Rob Williford
- Chair Russ May

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: June 5, 2023
Title: **Announcement of Special Meeting on June 6, 2023**

PURPOSE:

To announce a Special Meeting on June 6, 2023.

BACKGROUND:

NOTICE of SPECIAL MEETING

All interested persons please take notice that the Granville County Board of Commissioners will hold a Special Meeting on Tuesday, June 6, 2023, at 12:00 p.m. at the Granville Expo & Convention Center, 4185 Highway 15, Oxford, NC and will immediately go into executive session pursuant to General Statute 143-318.11(a)(6) for the County Manager's evaluation.

Debra A. Weary, Clerk
Granville County Board of Commissioners

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 5, 2023
Title: **Any Other Matters**

PURPOSE:

To consider any other matters as needed.

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 5, 2023
Title: **Closed Session - G.S. 143-318.11(a)(3) - Attorney-Client Matter**

PURPOSE:

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

ACTION TAKEN: