



**CAMDENCOUNTY**  
new energy. new vision.

**BOARD  
OF  
COMMISSIONERS**

**November 2<sup>nd</sup>, 2015**

**7:00 PM - Regular Meeting**

**Historic Courtroom  
Courthouse Complex**

**Please turn Cell Phone ringers off during the meeting.**

*This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.*

**Camden County Board of Commissioners Regular Meeting  
November 2<sup>nd</sup>, 2015  
7:00 P.M. - Regular Meeting  
Historic Courtroom, Courthouse Complex  
Camden, North Carolina**

**Agenda**

**7:00 P.M.**      **Call to Order** - Chairman P. Michael McLain

**Welcome, Invocation & Pledge of Allegiance** – Commissioner Garry Meiggs

**ITEM 1.**      **Public Comments**

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman’s discretion due to scheduling and other issues.

**ITEM 2**      **Consideration of Agenda** (For discussion and possible action)

**ITEM 3**      **Presentations**

- A.      NCACC Annual Safety Award.....(Pg. 5-6)
- B.      Gwen Westcott – Senior Tar heel..... (Pg. 7)
- C.      Kim Parrish - SPCA ..... (Pg. 8)

**ITEM 4**      **Old Business** (For discussion and possible action)

- A.      Storm Water Drainage Design Manual.....(Pg. 9-74)

**ITEM 5**      **New Business** (For discussion and possible action)

- A.      Monthly Tax Report.....(Pg. 75-82)
- B.      WW II Coastwise Mariners.....(Pg. 83-99)

- C. Amendment to approved Ordinance No. 2015-06-03 - Proposed amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code Ordinances.....(Pg. 100-110)
- D. Personnel Policy Changes .....(Pg. 111-114)

**ITEM 6      Board Appointments (For discussion and possible action)**

- A. Adult Care Home Community Advisory Committee .....(Pg. 115-117)

**ITEM 7      Consent Agenda (All items listed below are routine and will be approved by one motion. Separate discussion of an item(s) will be held by request of a member of the Board.)**

- A. Draft Minutes – September 8th, 2015..... (Attachment A)
- B. Budget Amendments – BA007 .....(Pg. 119-120)
- C. Tax Collection Report.....(Pg. 121-122)
- D. Tax Refunds, Pickups, & Releases .....(Pg. 123-126)
- E. Tax Authorization to Collect (December Renewals).....(Pg. 127-128)
- F. Set Public Hearing: Ordinance No. 2015-10-01 - Proposed amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code Ordinances.....(Pg. 129-138)
- G. Set Public Hearing – Special Use Permit Preliminary Plat Green Meadows – 9 lot Major Subdivision (UDO 2013-08-04).....(Pg. 139-183)
- H. Surplus Property – Sherriff's.....(Pg. 184-187)
- I. Surplus Property – Maintenance.....(Pg. 188-189)
- J. Surplus Property – Extension .....(Pg. 190-192)

**ITEM 8      Commissioner's Report (For discussion and possible action)**

**ITEM 9      County Manager's Report (For discussion and possible action)**

---

***Recess Commissioner's Meeting***

---

**SOUTH CAMDEN WATER & SEWER DISTRICT**  
**BOARD OF DIRECTORS**

- 1. Call to Order
- 2. Public Comments
- 3. Consideration of Agenda
- 4. Consent Agenda
  - A. Draft Minutes – September 8<sup>th</sup>, 2015.....(Attachment B)
  - B. SCWSD Monthly Report .....(Pg. 194-195)
- 5. New Business (For Discussion and Possible Approval)
  - A. South Mills Water Association Reimbursement Request.....(Pg. 196-198)
- 6. Other Matters (For Discussion and possible action.)
- 7. Adjourn

---

*Reconvene Commissioner's Meeting*

---

- ITEM 10**      **Information, Reports & Minutes From Other Agencies** .....(Pg. 199-342)
- A.    FY 2014-2015 ABC Report.....(Pg. 200-235)
  - B.    Camden Food Pantry.....(Pg. 236)
  - C.    Camden Sales Tax Report .....(Pg. 237)
  - D.    North Carolina's September Employment Figures.....(Pg. 238-266)
  - E.    Trillium - Gov Board Packet 10-22-15 .....(Pg. 267-334)
  - F.    Library Monthly Report - September.....(Pg. 335-336)
  - G.    Sheriff's Monthly Report - September.....(Pg. 337)
  - H.    Register of Deeds - September.....(Pg. 338-339)
  - I.    Albemarle RC&D Fall Newsletter .....(Pg. 340-342)

**ITEM 11**      **Other Matters** (For discussion and possible action)

**ITEM 12**      **Adjourn**

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number:** 3.A

**PRESENTATION**

**Meeting Date:** November 2<sup>nd</sup>, 2015  
**Attachments:** 1  
**Submitted By:** Angie Wooten, Clerk

**ITEM TITLE:** NCACC Annual Safety Award

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

NCACC Risk Management Director, Michael Kelly will present the NCACC Annual Safety Award.

Camden County has won the NCACC Workers Compensation Pool's 2015 Safety Award for having the lowest number of claims per \$1 million in payroll in the small county class.

Continuing established tradition, we would like to present the framed Safety Award certificate during a Board of County Commissioners meeting. We believe that will afford your county greater favorable public recognition.

**RECOMMENDATION:**



**FOR IMMEDIATE RELEASE**  
**October 27, 2015**

**Contact: Todd McGee**  
**todd.mcgee@ncacc.org**

## **CAMDEN COUNTY RECEIVES 2015 SAFETY AWARD FROM NORTH CAROLINA ASSOCIATION OF COUNTY COMMISSIONERS**

Camden County Government is being recognized for its commitment to safety by the North Carolina Association of County Commissioners' Risk Management Pools (RMP).

At the Nov. 2 meeting of the Camden County Board of County Commissioners, the County will be presented a 2015 Safety Award by RMP Risk Management Director Michael Kelly because it had the lowest number of claims per \$1 million in payroll among counties that are members of the Workers' Compensation Pool. Camden County received the award for the small county class (counties with less than \$10 million in total payroll).

"We are pleased to recognize Camden County for its outstanding safety record," said Kelly. "The county's commitment to safety will help keep its insurance costs low, which will represent a savings to taxpayers."

NCACC Risk Management Pools offer workers' compensation and liability and property coverage for counties and related entities. The No. 1 insurer of county governments in North Carolina, the Pools cover more than 60 counties and dozens of other county entities. Members of the RMP enjoy comprehensive and affordable coverage designs that counties can customize to meet individual county needs.

A founding member of both Pools, Camden County has been a continuous member of the Workers' Compensation Pool since 2009 and the Liability & Property Pool since 1988.

For more information, contact Todd McGee, NCACC Public Relations Director, at (919) 715-7336 or [todd.mcgee@ncacc.org](mailto:todd.mcgee@ncacc.org).

###

*The North Carolina Association of County Commissioners (NCACC) is the official voice of all 100 counties on issues being considered by the General Assembly, Congress and federal and state agencies. The Association provides expertise to counties in the areas of lobbying, fiscal and legal research, communications, intergovernmental relations, information technology, field visits and risk management services.*

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number:** 3.B

**PRESENTATION**

**Meeting Date:** November 2<sup>nd</sup>, 2015

**Attachments:**

**Submitted By:** Gwen Westcott

**ITEM TITLE:** Senior Tarheel Updates

<b>MOTION MADE BY:</b>	
<b>S. Duckwall</b>	
<b>G. Meiggs</b>	
<b>M. McLain</b>	
<b>C. Riggs</b>	
<b>T. White</b>	
<b>NO MOTION</b>	
<b>VOTE:</b>	
<b>S. Duckwall</b>	
<b>G. Meiggs</b>	
<b>M. McLain</b>	
<b>C. Riggs</b>	
<b>T. White</b>	
<b>ABSENT</b>	
<b>RECUSED</b>	

**SUMMARY:**

**RECOMMENDATION:**

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number:**                   **3.C**

**PRESENTATION**

**Meeting Date:**                   **November 2<sup>nd</sup>, 2015**

**Attachments:**

**Submitted By:**                   **Kim Parish**

**ITEM TITLE:**                   **SPCA**

<b>MOTION MADE BY:</b>	
<b>S. Duckwall</b>	
<b>G. Meiggs</b>	
<b>M. McLain</b>	
<b>C. Riggs</b>	
<b>T. White</b>	
<b>NO MOTION</b>	
<b>VOTE:</b>	
<b>S. Duckwall</b>	
<b>G. Meiggs</b>	
<b>M. McLain</b>	
<b>C. Riggs</b>	
<b>T. White</b>	
<b>ABSENT</b>	
<b>RECUSED</b>	

**SUMMARY:**

**RECOMMENDATION:**



**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number: 4.A**

**Old Business**

**Meeting Date: November 2<sup>nd</sup>, 2015**  
**Attachments: 1**  
**Submitted By: Dan Porter, Planning Director**

**ITEM TITLE: Stormwater Drainage Design  
Manual**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

**In July of 2014 staff began a project to prepare a Stormwater Drainage Design Manual that would provide guidance and clarification to developers to use in preparing stormwater plans which meet the county requirements. The county's stormwater review engineer was tasked with preparation of the manual.**

**After completing a draft proposal the manual was sent to developers, engineers, surveyors and surrounding planning departments to review and mark up the draft, and they were invited to attend a meeting in March 2015. All comments were summarized and placed in the draft summary. Some of the suggestions received were incorporated and others were not.**

**A Public Hearing on the draft Camden County Stormwater Drainage Design Manual was held on October 3, 2015. Minor modifications have made based on input at the hearing and subsequent reviews of the Manual.**

**RECOMMENDATION:**

**Motion to  
Adopt the Camden County Stormwater Drainage Design Manual**

# *Camden County, North Carolina*

## *Stormwater Drainage Design Manual*



**Draft 7  
10/23/15**



**Camden County, NC  
PO Box 190 Camden, NC 27921  
Approved by the Board of Commissioners  
November 16, 2015**

## Table of Contents

Division 1: Foreword .....	- 3 -
Division 2: Introduction/Executive Summary .....	- 4 -
Division 3: Drainage Law .....	- 5 -
Division 4: County Ordinances and NCDOT Criteria .....	- 6 -
Division 5: Infill Projects .....	- 10 -
Division 6: Stormwater Management Plan Requirements .....	- 12 -
Division 7: Drainage Stormwater Study Requirements .....	- 22 -
Division 9: Floodplain and Floodway Management .....	- 29 -
Division 10: Stormwater Management Permitting .....	- 31 -
Division 11: Lot Grading .....	- 33 -
Division 12: Maintenance of Stormwater Improvements .....	- 34 -
APPENDIX A: <i>Computational Techniques</i> .....	- 39 -
APPENDIX B: <i>Culvert Hydraulics</i> .....	- 43 -
APPENDIX C: Typical Runoff Coefficients .....	- 44 -
APPENDIX D: <i>Frequency Estimates from NOAA</i> .....	- 45 -
APPENDIX E: <i>BMP Inspection Checklist</i> .....	- 47 -
APPENDIX F: <i>USDA Web Soil Survey Report</i> .....	- 49 -
APPENDIX G: <i>WIN TR-55 Data Screens</i> .....	- 53 -
APPENDIX H: <i>Suggested Stormwater Drainage Study Outline</i> .....	- 56 -
APPENDIX I Comparison of SCS and SWMM Green Ampt Runoff: .....	- 57 -
APPENDIX J: <i>County Maps</i> .....	- 59 -
APPENDIX K: <i>References</i> .....	- 60 -

## Division 1: Foreword

1. Camden County's unique topography creates challenges for stormwater management. Unlike most other areas of North Carolina, Camden County has some of the flattest terrain anywhere in the state. Typically, slopes can range from 0% to 2% over vast areas. Agricultural fields can take several days to recover from a modest storm event. Because the terrain is so flat, rain from storms tends to be held on undeveloped or agricultural lands and depending on the intensity and length of storm, water can stand in the fields several inches deep for long periods of time. This standing water naturally attenuates the flow from the fields and allows the stormwater to seep into the ground, or be discharged, into the adjoining ditches and streams at a low rate. Camden County farmers have mastered how to hold rainwater on fields through the installation of small drainage pipes within the crop fields' ditch system or by using adjustable weirs to dam up the runoff in the ditches. The flat topographic features combined with water retaining techniques reduce the runoff from farmed fields to a fraction of what is typically expected.
2. Development of the land changes not only the impervious area and compaction of the soil, but it also affects the area's natural attenuation. The change is because homes and buildings are built upon a raised area so that water will drain away from the structure toward drainage ditches and swales. Development activities also compact the soil and decrease its ability to infiltrate the rain water. The natural attenuation, once experienced over an area is displaced and the runoff is forced down stream. Even a single-family home on a large tract will have some minor impact on the overall drainage basin. Large developments, consisting of dozens of lots, may have significant impact on the drainage basin depending upon the location and topography of the development. Commercial development also has the potential to have impact on the drainage basin. Design professionals should keep these factors in mind in the preliminary design of a project to accommodate the additional runoff generated from developments.

## Division 2: Introduction/Executive Summary

1. This Stormwater Drainage Design Manual for Camden County is intended to provide guidance to design professionals in the development of residential, commercial, and industrial projects in the County. The intent of this manual is to supplement design guidelines already in effect through the County's Unified Development Ordinance, the North Carolina Department of Transportation (NCDOT), FEMA Flood Insurance Studies for the County, and the North Carolina Department of Environmental and Natural Resources (NCDENR) Division of Energy, Mineral and Land Resources Stormwater Best Management Practices Manual ( <http://portal.ncdenr.org/web/lr/bmp-manual> ) and the Erosion and Sediment Control Planning and Design Manual ( <http://portal.ncdenr.org/web/lr/erosion> ) As such, this document should be construed as a supplement to the County's criteria and state agencies providing direction for stormwater management. Use of this stormwater manual is mandated by the County's Stormwater Management Ordinance in which this drainage manual is referenced. The methods outlined in the manual are not the only methods acceptable for use. Any deviations from these methods, however, must still meet or exceed the intended results and be reviewed and approved by the County.
2. This Stormwater Drainage Design Manual is a dynamic document. As better understandings or new techniques are accepted in the design community, the Stormwater Drainage Design Manual will be reviewed and edited to include new or better information. This drainage manual is also intended to address the goals listed in the County's Coastal Area Management Land Use Plan. The goals of the Coastal Area Management Land Use Plan are to develop a public facilities manual, to set policy for private development requirements, and set the criteria necessary for an overall stormwater management plan for the County. The Stormwater Design Drainage Manual directly addresses these goals.

### Division 3: Drainage Law

1. The following paragraphs are from the North Carolina Division of Highways *Guidelines for Drainage Studies and Hydraulic Design 2012*.

<https://connect.ncdot.gov/resources/hydro/Pages/Guidelines-Drainage-Studies.aspx>

“North Carolina long adheres to the civil law rule in regard to surface water drainage. This will obligate owners of lower land to receive the natural flow of surface waters from higher lands. It subjects a landowner to liability wherever he interferes with the natural flow of surface waters to the detriment of another the use and enjoyment of his land. Since almost any use of land involves some change in the drainage and water flow, a strict application of civil law principles was impractical in a developing society. Thus, a more moderate application of this rule to allow a landowner reasonable use of his property evolved.”

2. The North Carolina Supreme Court formally adopted the rule of reasonable use with respect to surface water drainage and abandoned the civil law rule *Pendergrass v. Aiken* in August 1977. The adopted reasonable rule allows each land owner to make reasonable use of his land even though, by doing so, he alters in some way the flow of surface water thereby harming other landowners, liability being occurred only when this harmful interference is found to be unreasonable and causes substantial damage.”

## Division 4: County Ordinances and NCDOT Criteria

The following paragraphs are from the County's **Unified Development Ordinance** to provide an overview to the pertinent sections pertaining to drainage criteria. .

### § 151.232 DESIGN STANDARDS AND CRITERIA.

#### (F) *Drainage.*

(1) *Each subdivision shall provide adequate storm drainage for all areas in the subdivision. A combination of storage and controlled release of stormwater run-off is required. The release rate of stormwater from all developments shall not exceed the ten-year stormwater run-off from the area in its natural state (post-development vs. pre-development). All free flowing storm drainage systems shall be designed to accommodate the run-off generated by a ten-year design storm or State Department of Transportation (NCDOT) standards if more restrictive and the system will be maintained by NCDOT if the system is located within the NCDOT right-of-way. Plans must show, at minimum, the following information:*

- (a) *All culvert inverts, including driveway culverts;*
- (b) *Direction of flow;*
- (c) *Elevation data of drainways, ditches, swales and the like to outlet;*
- (d) *Drainage calculations for drainway design within boundaries of proposed subdivision and off-site, if appropriate; and*
- (e) *Total pre-development and post-development run-off in CFS (cubic foot per second) volume leaving development area.*

(2) *Plans must address maintenance of the drainage system and who will be the responsible party to ensure proper maintenance is performed on the drainage system. The plan will be reviewed and inspected by county planning and technical review staff.*

### § 151.400 DRAINAGE.

- (A) *Stormwater drainage. Each residential/non-residential subdivision or commercial site plan shall provide adequate storm drainage certified by a North Carolina registered engineer, a North Carolina Licensed Surveyor, or landscape architect (with proven experience in stormwater drainage) for all areas in the subdivision.*

*A combination of storage and controlled release of stormwater run-off is required. The release rate of stormwater from all developments shall not exceed the ten-year stormwater run-off from the area in its natural state (post-development vs. pre-development). All free-flowing storm drainage systems shall be designed to accommodate the run-off generated by a ten-year design storm or North Carolina Department of Transportation (NCDOT) standards if more restrictive. The following information must be provided:*

- (1) *Elevation survey of entire tract with topo lines at one-foot intervals;*
- (2) *All culvert inverts*
- (3) *Direction of flows;*
- (4) *Downstream analysis (cross-sections) of drainage way to outlet (creek, stream, river and the like);*

- (5) *Stormwater storage analysis (storing the differential between the outlet ditch capacity at bank full and the 100-year storm event throughout the proposed development area) and show minimum lot elevations;*
  - (6) *Drainage calculations for drainway design within boundaries of proposed subdivision and off-site, if appropriate;*
  - (7) *Show total pre-development and post-development run-off in CFS (cubic feet per second) volume leaving development area;*
  - (8) *Along all existing drainage ways within proposed development areas, swales (minimum 6:1 side slopes) are preferred over traditional ditches. Maintenance easements (**over**) the width of the swale shall be centered over the swale;*
  - (9) *There shall be a 30 foot drainage/maintenance easement on all lead ditches that carry water upstream through the development to the outfall.*
  - (10) *If swales are not utilized, then all ditches and canals will require minimum of 30 feet of open space from the top of bank on one side or the other (maintenance area); and*
  - (10) *Developer will be responsible for upgrading drainage system to outlet subject to obtaining permission from all property owners adjacent to the watercourse outlet. (See **Section 7.12**)*
  - (B) *Plans must address maintenance of the drainage system and who will be the responsible party to ensure proper maintenance is performed on the drainage system. The plan will be reviewed and inspected by County Technical Staff members.*
- (Ord. passed 12-15-97; Am. Ord. 2007-03-04, passed 4-16-07; Am. Ord. 2008-03-02, passed 3-17-08; Am. Ord. 2009-02-02, passed 3-16-09)*

**§ 151.401 DEVELOPMENTS MUST DRAIN PROPERLY.**

- (A) *All developments shall be provided with a drainage system that is adequate to prevent the undue retention of surface water on the development site. Surface water shall not be regarded as unduly retained if:*
  - (1) *The retention results from a technique, practice or device deliberately installed as part of an approved sedimentation or storm water runoff control plan; or*
  - (2) *The retention is not substantially different in location or degree than that experienced by the development site in its pre-development stage unless the retention presents a danger to health or safety.*
- (B) *No surface water may be channeled or directed into a sanitary sewer.*
- (C) *Whenever practicable, the drainage system of a development shall coordinate with and connect to the drainage systems or drainage ways on surrounding properties or streets.*
- (D) *Use of drainage swales rather than curb and gutter and storm sewers in subdivisions is provided for in §§ 151.170 through 151.184. Private roads and access ways within unsubdivided developments shall utilize curb and gutter and storm drains to provide adequate drainage if the grade of the roads or access ways is too steep to provide drainage in another manner or if other sufficient reasons exist to require the construction.*
- (E) *Construction specifications for drainage swales, curbs and gutters and storm drains are contained in Appendix C to this chapter. (Ord. passed 12-15-97)*

**§ 151.402 STORMWATER MANAGEMENT.**

- (A) *All developments shall be constructed and maintained so that adjacent properties are not unreasonably burdened with surface waters as a result of the developments. More specifically:*



- (1) *No development may be constructed or maintained so that the development unreasonably impedes the natural flow of water from higher adjacent properties across the development, thereby unreasonably causing substantial damage to the higher adjacent properties; and*
- (2) *No development may be constructed or maintained so that surface waters from the development are unreasonably collected and channeled onto lower adjacent properties at the locations or at the volumes as to cause substantial damage to the lower adjacent properties.*
- (B) *Any development that requires a CAMA major development permit or a sedimentation and erosion control plan shall be subject to the state stormwater runoff policies promulgated in 15A NCAC 02H.0101 et seq., unless exempted by those regulations.*
- (Ord. passed 12-15-97)

The County Code is provided for the design professional's convenience. However, the designer should not construe that these paragraphs are the only applicable codes.

The **North Carolina Department of Transportation** issued guidance for new subdivision in the State. The following paragraphs are quoted from the **“NORTH CAROLINA DEPARTMENT OF TRANSPORTATION SUBDIVISION ROADS MINIMUM CONSTRUCTION STANDARDS”**

**MINIMUM DESIGN AND CONSTRUCTION CRITERIA  
FOR SUBDIVISION ROADS  
CONSTRUCTION REQUIREMENTS**

**A. DRAINAGE**

The Division of Highways shall review all drainage prior to acceptance of any facility to the State System. Drainage, utility, or public easements, are not considered a portion of the highway facility. All storm drainage shall be adequate so that the road and rights of way may be maintained without excessive cost, and not cause flooding on private property from storm runoff of the design frequency. Permanent drainage easements may be established by the designer; however, the NCDOT does not accept maintenance responsibility for the easement outside of the roadway right-of-way. The minimum design frequency shall be as follows but may be increased at the recommendation of the State Hydraulics Engineer.

1. Storm sewer collector - 10 years
2. Cross drainage for Secondary Routes - 25 years
3. Cross drainage on primary and N.C. routes will be 50 years.
4. Minimum Cross Pipe diameter is 18”, Minimum Driveway Pipes diameter is 15”.
5. All drainage shall be consistent with criteria found in *NCDOT - Guidelines for Drainage Studies and Hydraulic Design*.

[www.ncdot.org/doh/preconstruct/highway/hydro/](http://www.ncdot.org/doh/preconstruct/highway/hydro/)

Note: Use of hydraulic design forms found in *Guidelines for Drainage Studies and Hydraulic Design* will expedite the design review process. In areas where ditch grades or quantities of flow deem it impracticable to establish and maintain vegetation, an erosive resistant

lining such as paving, matting or rip rap may be required. Subsurface drainage shall be adequate to maintain a stable subgrade.

When road crossings are within areas designated as flood hazard areas under the Federal Flood Insurance Program, the design must be approved by the responsible local governing agency for its consistency with local flood zoning ordinances. Structural stormwater controls shall be located outside the right-of-way.

**The following guidance was provided by the NCDOT Regional Office:**

*Cross Lines should be designed to pass the 25 years storm and keep the max head 1.5 feet below the shoulder point.*

*Subdivision Ditches should be designed to contain the 5 year storm within their banks (i.e. equal to or below the shoulder point). Driveway pipes shall be designed to convey the 10 year storm.*

*The 1.5 feet max head below the shoulder point only applies to Cross Line sizing. The roadway elevation for subdivision roads need only to be high enough to meet the 5 year storm ditch containment criteria.*

## Division 5: Infill Projects

Infill projects are challenging because typically there is a practical need to elevate the area to shed runoff from the project and comply with criteria necessary to allow development. Fill can be needed to meet regulatory flood protection elevations. However, this fill activity can have negative impact on adjoining property. The new fill can push additional runoff onto the adjacent land and exacerbate marginal drainage conditions there. High groundwater tables and poorly drained soils require development to be elevated to create grade separation between the surface and the seasonal high water table. This is needed to provide vertical separation between the surface and the saturation zone to ensure proper drainfield function.

Infill development may also occur on lands which are elevated higher than adjacent properties. In these cases care must be taken to ensure runoff is not directed onto neighboring properties in a manner which causes hardship on the adjacent property. Diversions, redirection of runoff or onsite detention may be needed to avoid or minimize impacts on neighbors.

The Unified Development Ordinance sets forth the requirements for the use of fill in conjunction with development activities. It is the intent of Camden County to allow the use of fill when it is necessary and appropriate but, to apply sufficient controls to the application of fill, such that it does not aggravate flooding conditions on adjacent lots or in neighboring properties. The use of fill is allowed as outlined in the in this Section 5 and any additional standards included in the Unified Development Ordinance § 151.404.

*§ 151.404 MANDATORY STANDARDS FOR LAND DISTURBANCE ACTIVITIES.*

- (A) The provisions of this section (§ 151.404) shall apply to any application for a building permit where any land disturbing activity is proposed regardless of the size of disturbed area. A fill permit is required when filling/grading above any adjacent grade is proposed.*
- (B) Land disturbing activities, excluding clearing, grubbing and vegetable gardens, shall not be permitted within ten feet from any property line with the exception of drainage and stormwater improvements and underground utilities. Landscaping and fences located within this area are permitted as long as they do not impede the flow of*

*stormwater. Land disturbance on front (street) property lines for driveways shall be limited to culvert, drainage, and driveway improvements and shall comply with all provisions of this section.*

- (C) *Fill is not allowed within ten feet of any side or rear property line. Fill is not allowed with ten feet of the front (street) property line except for driveway improvements and as approved by the county.*
- (D) *Stormwater ponds, either wet or dry, shall not be located within the ten foot no fill zone, except as approved by the county*
- (E) *A lot shall not be filled/graded higher than the adjacent grade except for the following:*
- 1) *When Albemarle Regional Health Services (ARHS) determines that fill is necessary for a septic system to function property, the fill area shall be limited to the septic system and drainfield areas and the maximum fill shall not exceed 24 inches.*
  - 2) *An additional 12 inches of fill above the septic system and drainfield fill may be allowed for the house pad to ensure adequate flow from the building to the septic system.*
  - 3) *When fill is required to raise the lot elevation to the base flood elevation.*
  - 4) *When fill is essential to meet the required pad elevation as shown on an approved preliminary plat/grading plan.*
- (F) *All fill shall be established at a slope not to exceed 3:1 (three feet horizontal run for every one foot vertical rise). The toe of the slope shall meet the ten foot setback requirement from all property lines. A permanent ground cover, sufficient to prevent erosion, must be established on all fill slopes as follows:*
- 1) *Prior to issuance of the certificate of compliance for construction projects; or*
  - 2) *For projects where land disturbance activity has ceased for more than six months, whichever occurs first.*
- (G) *Bulkheads or retaining walls shall not be allowed as a method to stabilize or contain fill, except bulkheads established for the purpose of shoreline protection and as otherwise permitted by the county. This shall not include retaining walls used to stabilize or contain existing natural grade when a driveway or walkway is cut into a lot at an elevation lower than existing natural grade.*
- (H) *Any lot requiring a fill permit shall install erosion and sediment control measures to prevent sediment from leaving the site. The erosion and sediment control measures shall be implemented on the site prior to the commencement of land disturbing activities and shall be continuously maintained during the land disturbance phase of development.*
- (I) *In the cases of natural grade differences greater than nine inches between adjoining lots of the subject property, the county may require (based on size and shape of lot) a stormwater management plan prepared by a state licensed engineer, land surveyor, or landscape architect that deviate from these requirements. The stormwater plan shall verify that the proposed development will not create flooding or nuisance conditions on the lower adjacent lots. In no case shall the rear and side yard no fill zones be encroached upon with fill.*
- (J) *A fill permit issued by the North Carolina Division of Water Quality shall be required to fill any 401 wetlands.*
- (K) *A fill permit issued by the U.S. Army Corps of Engineers shall be required to fill any 404 wetlands.*

## Division 6: Stormwater Management Plan Requirements

Commercial and Industrial developments disturbing less than one half ( $\frac{1}{2}$ ) acre shall meet the requirements provided in the following Section 1. Residential developments disturbing one acre and more and all Commercial and Industrial developments disturbing one half ( $\frac{1}{2}$ ) acre and more shall meet the requirements of both Section 1 and Section 2 of this Division.

### Section 1. Stormwater management plan required for all developments

1. All development plans are required to submit a stormwater management plan for approval. The stormwater management plan shall consist of:
  - 1.1. Cover Page: Project name; project address; name of developer and owner; name, address, and phone number of engineer landscape architect, surveyor of record; professional's engineer's seal; date of report.
  - 1.2. A location map;
  - 1.3. A boundary plat of the tract or parcel;
  - 1.4. A topographic survey of the project indicating existing conditions, showing at least one-foot contours as prescribed by the subdivision ordinances. Spot elevations to better define ditch inverts and top of bank shall be provided. The topographic survey shall be performed by a licensed engineer or surveyor;
  - 1.5. The width of right-of-way and name of the adjoining street or road;
  - 1.6. Proposed elevations of the tract, or parcel;
  - 1.7. Existing and proposed drainage systems sizes, type, material, amount of sediment buildup and inverts which affect the on-site hydraulic conditions;
  - 1.8. Existing and proposed flow patterns and flow directions;
  - 1.9. FEMA Maps and/or previously approved drainage studies documenting the 100-year storm elevation so that the building grade elevation of any proposed buildings may be set above it.
  - 1.10. All swales should have a maximum 6:1 side slopes. Swales are defined as drainage conveyance man-made structures between 0" and 24" deep, as measured from the invert to the adjoining top of bank. Where swales cannot

be utilized, ditches or similar conveyance features shall have side slopes no steeper than 4:1 in residential areas and 3:1 in commercial or industrial areas.

- 1.11. Driveway culverts shall be sized to allow the conveyance of the 10 year storm. The maximum hydraulic loss for the estimated 10 year storm flow is 0.2 feet for projects disturbing less than one acre. A more detailed analysis in accordance with Section 2 shall be provided for projects exceeding more than an acre of soil disturbance.
- 1.12. Closed drainage systems shall meet NCDOT Guidelines for Drainage Studies and Hydraulic Design.
- 1.13. Conveyance systems draining over 300 acres shall be designed for the 25 year storm.

## Section 2. Additional requirements for larger developments

2. Residential development activities which disturb one acre (1 acre) and more and commercial and industrial development disturbing one half (½) acre and more shall comply with the following criteria in addition to the conditions set forth in Section 1:
  - 2.1. All driveway culverts, ditches, swales, and drainage conveyance systems both open and enclosed shall be designed based upon the 10-year storm. Calculations for the on-site/internal drainage system are required to substantiate the hydraulic grade line (HGL) for the 10 year design storm.
  - 2.2. Acceptable hydraulic grade lines for 10-year storm designs in open drainage systems shall be no higher than 0.25 feet (3") below the edge of pavement.
  - 2.3. Acceptable hydraulic grade lines for 10-year storm designs in closed drainage systems shall be no higher than 0.5 feet (6") below the flow line of the gutter pan.
  - 2.4. All cross pipes and driveway culverts shall be provided with headwalls or end sections in accordance with NCDOT standards (310.02-.04 or 838.01). HDPE pipe shall be provided with end sections specifically manufactured for the pipe.
  - 2.5. All cross pipes and driveway culverts shall be provided with erosion control in accordance with NCDOT 876.02.

<https://connect.ncdot.gov/resources/Specifications/2012%20Roadway%20Standard%20Drawings/Division%2008%20-%20Incidentals.pdf>

- 2.6. The developer is responsible for making all improvements necessary to comply with these policies.
- 2.7. Ditch bottom elevation profiles shall be provided. Ditch bottom profile elevations will serve as the control for installation of all initial and future culvert invert elevations within the development. Profiles may be shown on road profiles.
- 2.8. Drainage considerations will begin at the “sketch plan” phase of development.  
**Potential developers should meet on-site with county representatives to review drainage requirements prior to submittal of sketch plans.**
- 2.9. Drainage calculations demonstrating that the pre-development flow rate from the site does not exceed the post development rate in cubic feet per second shall be submitted. The flow rate will be judged immediately downstream of the project.
  - 2.9.1. Calculations shall include an analysis of the hydraulic tailwater from downstream conditions that result in upstream ponding and flooding.
  - 2.9.2. The drainage analysis shall also include upstream and downstream drainage to identify the maximum flow and/or hydraulic gradeline.
    - 2.9.2.1. The limiting factor may be a ditch, culvert, dam, weir or road.
    - 2.9.2.2. If a culvert or similar feature is not the limiting factor in the upstream or downstream analysis, then the downstream analysis shall continue to an adequate outfall defined in Division 7 paragraph 12.
    - 2.9.2.3. Where off-site evaluations are limited by private property concerns approximations may be made using LiDAR (Light Detection and Ranging) and visual observations.
    - 2.9.2.4. The upstream analysis should consider the drainage capacities of the existing upstream drainage system and compute the hydrograph throughout the SCS Type III 24 hour storm.
    - 2.9.2.5. All drainage components within the proposed development that transport upstream flow must equal or exceed the

existing upstream drainage discharge rate for the storm event under consideration.

2.9.2.6. Areas with out-of-bank flow for 1 year – 1 day storm events must be noted and displayed as “areas of concern” on plats.

- 2.10. The post development runoff rate shall be held to the pre-development runoff rate for the 10 year storm and the 1 year storm events. When runoff from a project flows under a Primary, Secondary or Interstate a 50 year storm shall also meet the criteria. Dynamic calculations documenting compliance shall be provided as an element of the preliminary plat application.
- 2.11. The length of storm shall be at least 24 hours. A longer time may be necessary to insure that the declining limb of the basin is included in the analysis.
- 2.12. The rainfall depth shall be based upon NOAA rainfall data which is accessible at: [http://hdsc.nws.noaa.gov/hdsc/pfds/pfds\\_map\\_cont.html?bkmrk=nc](http://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=nc) for the project’s location.
- 2.13. A United States Department of Agriculture – Natural Resources Conservation Services (USDA-NRCS or NRCS) soils map of the proposed development shall be submitted to the County. The professional is directed to the USDA WEB Soils Survey. An Area Of Interest (AOI) analysis shall be provided of the development area. The reported soil types and hydraulic soil group shall be used to develop NRCS hydrographs. The County, at its sole discretion, may allow the developer to conduct a soils evaluation of the proposed site in lieu of the NRCS evaluation. Such an evaluation shall be performed by a registered soil scientist.
- 2.14. The requirement to retain the post development runoff rate to the pre-development runoff rate may be waived by the County if the post development retained outflow rate and timing of the discharge increases the downstream hydraulic grade line. This outcome is possible in the middle and lower reaches of the County’s main creeks and is typically a result of delaying the attenuated peak flow from the project.



- 2.15. The requirement to hold the post-development runoff to pre-development levels may also be waived in those developments which outfall directly to a major water body such as the mouth of the Joyce Creek, Pasquotank River, or directly into the Albemarle Sound. These major water bodies are considered adequate outfalls.
- 2.16. When commercial and industrial developments are less than four acres (4 ac.), modified routing calculations using critical duration times may be accepted for review as a substitute for a 24-hour analysis. These analysis algorithms, also named "Modified Rational Methods", must be submitted 30 days in advance of a project application for review and concurrence by the County. Approval of alternative calculation methods will be solely based on the discretion of the County. A more rigorous analysis may still be needed and required.
  - 2.16.1. The 10-year storm shall be used to size BMPs for 4-acre or less commercial and industrial developments.
  - 2.16.2. The hydraulic grade line for the 10-year storm shall be calculated and brought to the outfall point of the development.
  - 2.16.3. The designer may use  $\frac{1}{2}$  of the rise of the 10-year storm at the outfall point as constant tailwater for the modified on-site BMP volume calculation for developments less than 4 acres.
- 2.17. In support of the requirement to limit the post runoff rate to the pre-development rate, an existing conditions drainage map showing the existing drainage area and existing land use shall be provided.
- 2.18. The existing drainage area map shall be of sufficient topographical detail to clearly show the existing patterns and existing drainage ways and outfalls for the site as it exists.
- 2.19. A proposed drainage area map shall be provided. The map shall show the proposed drainage areas retention/detention ponds and stormwater outfall pattern for the proposed development.
- 2.20. Topographic surveys of existing culverts and ditches to an adequate or defined outfall shall be provided.
- 2.21. Proposed developments that have ditches or canals that transport upstream flow must maintain the flow characteristics of the conveyance. Both the

- existing bank-full upstream flow and the 25 year design storm shall be analyzed.
- 2.22. The designer shall consider the existing conditions area upstream of the subject development in all calculations and determine the probable rate and pattern of flow that is a complete runoff hydrograph.
- 2.23. The designer should consider the effects of existing and natural attenuation in the calculations when deriving the bank full flow. When a culvert restricts flow from an upstream area the flow through the culvert shall be evaluated using at least 0.2 feet of head loss. Tailwater and land slope must be considered when calculating open channel flow using Manning and similar equations to predict bank-full flow.
- 2.24. The designer shall demonstrate that the post development drainage system does not impede upstream drainage in any way.
- 2.25. At least one soil boring indicating the type of soil and seasonal high water elevation for each Best Management Practice, BMP, (retention pond constructed wetland, etc.) shall be provided. The boring shall be provided by a licensed engineer, soil scientist or geologist. Soil borings must be at least six feet deep, or extend at least 2 feet below the lowest excavation of the BMP. Soil limitations for the BMP will be presented. Where BMPs are over  $\frac{1}{2}$  acre, an additional boring shall be supplied for each  $\frac{1}{2}$  acre thereafter. The following items shall be provided in the soils report:
- 2.25.1. The estimated high seasonal water table with and without drainage improvements;
- 2.25.2. The elevation at which the ground water is encountered. The elevation shall be measured 24 hours after the boring is made.
- 2.25.3. The texture and thickness of soil horizons using USDA, or the Unified Soil Classification Systems;
- 2.25.4. Soil color and redoximorphic features;
- 2.25.5. Estimated saturated hydraulic conductivity.
- 2.26. The master drainage plan must demonstrate that the drainage system is adequate to prevent undue retention of surface water on the developed site.

Standing water shall drain from rear and side swales in 48 hours or less.

Standing surface water may be allowed if:

- 2.26.1. The retention is a result of the stormwater retention design or;
  - 2.26.2. The retention system is not substantially different than the existing or pre-developed condition unless such retention presents a danger to the public health or safety.
- 2.27. Drainage studies shall demonstrate that the retention systems recover at least 70% of their maximum 10 year storage within 72 hours from the beginning (hour 0) of a Type III storm.
- 2.28. Side and rear residential lot swales shall have a minimum grade of 0.3%.
- 2.29. Drainage conveyance systems shall be provided with drainage easements of adequate width to contain and provide for future maintenance.
- 2.29.1. Drainage maintenance easements will be provided for all ditches and swales.
  - 2.29.2. Drainage ditches shall have an easement that covers the ditch and a maintenance travel way. For ditches which are contained within the limits of the project this easement shall encompass the ditch and extend 5 feet beyond one side and 30 feet beyond the other side of the ditch. If a ditch is located on a property line the development shall provide an easement over the portion within its limits and a 30 foot wide easement beyond the top of bank onto the project area.
  - 2.29.3. Swales will have a 10 foot easement that extends 5 feet on each side of the centerline.
- 2.30. The drainage system of the development shall be coordinated with and tie into existing drainage ways or systems.
- 2.31. All developments shall be constructed and maintained so that adjacent properties are not unreasonably burdened with surface waters or waters directed toward them from developments.
- 2.32. New developments shall be constructed or maintained so that they do not unreasonably impede the natural flow of water from high and adjacent properties across the development to an outfall.

2.33. No developments shall be constructed and maintained so that surface waters are unreasonably collected and channeled onto lower receiving properties at such locations or at such volumes as to cause substantial damage to such lower properties.

2.34. Channeling runoff into swamps and creeks shall be in accordance the North Carolina Administrative Code 15A NCAC 02B .0230 ACTIVITIES DEEMED TO COMPLY WITH WETLANDS STANDARD

*(4) maintenance of drainage ditches, provided that spoil is removed to high ground, placed on top of previous spoil, or placed parallel to one side or the other of the ditch within a distance of 20 feet and spoils are placed in a manner that minimizes damages to existing wetlands; and ditch maintenance is no greater than the original depth, length and width of the ditch;*

*(5) construction of temporary sediment control measures or best management practices as required by the NC Sediment and Erosion Control Program on a construction site, provided that the temporary sediment control measures or best management practices are restored to natural grade and stabilized within two months of completion of the project and native woody vegetation is reestablished during the next appropriate planting season and maintained;*

and 15A NCAC 02B .0231 WETLAND STANDARDS

*(a) General. The water quality standards for all wetlands are designed to protect, preserve, restore and enhance the quality and uses of wetlands and other waters of the state influenced by wetlands. The following are wetland uses:*

*(1) Storm and flood water storage and retention and the moderation of extreme water level fluctuations;*

*(2) Hydrologic functions including groundwater discharge that contributes to maintain dry weather streamflow and, at other locations or times, groundwater recharge that replenishes the groundwater system;*

*(3) Filtration or storage of sediments, nutrients, toxic substances, or other pollutants that would otherwise adversely impact the quality of other waters of the state;*

*(4) Shoreline protection against erosion through the dissipation of wave energy and water velocity and stabilization of sediments;*

- (5) *Habitat for the propagation of resident wetland-dependent aquatic organisms including, but not limited to fish, crustaceans, mollusks, insects, annelids, planktonic organisms and the plants and animals upon which these aquatic organisms feed and depend upon for their needs in all life stages; and*
- (6) *Habitat for the propagation of resident wetland-dependent wildlife species, including mammals, birds, reptiles and amphibians for breeding, nesting, cover, travel corridors and food.*
- (b) *The following standards shall be used to assure the maintenance or enhancement of the existing uses of wetlands identified in Paragraph (a) of this Rule:*
  - (1) *Liquids, fill or other solids or dissolved gases may not be present in amounts which may cause adverse impacts on existing wetland uses;*
  - (2) *Floating or submerged debris, oil, deleterious substances, or other material may not be present in amounts which may cause adverse impacts on existing wetland uses;*
  - (3) *Materials producing color, odor, taste or unsightliness may not be present in amounts which may cause adverse impacts on existing wetland uses;*
  - (4) *Concentrations or combinations of substances which are toxic or harmful to human, animal or plant life may not be present in amounts which individually or cumulatively may cause adverse impacts on existing wetland uses;*
  - (5) *Hydrological conditions necessary to support the biological and physical characteristics naturally present in wetlands shall be protected to prevent adverse impacts on:*
    - (A) *Water currents, erosion or sedimentation patterns;*
    - (B) *Natural water temperature variations;*
    - (C) *The chemical, nutrient and dissolved oxygen regime of the wetland;*
    - (D) *The movement of aquatic fauna;*
    - (E) *The pH of the wetland; and*
    - (F) *Water levels or elevations.*

*(6) The populations of wetland flora and fauna shall be maintained to protect biological integrity as defined at 15A NCAC 2B .0202.*

- 2.35. Land that has been cleared for development and upon which construction has not commenced shall be protected from erosion and sediment transport by appropriate techniques designed to vegetate the area within thirty (30) days (seeding, etc.) after the land is disturbed or as designated by a state permit.
- 2.36. Sediment shall be retained on the site of the development. Protective measures in accordance with the State of North Carolina's Erosion and Sediment Control Planning and Design Manual shall be used and maintained.
- 2.37. Erosion and sedimentation facilities shall be maintained to insure that they continue to function properly throughout the construction of the project.
- 2.38. Stormwater control structures must be able to operate without any adjustments after installation and shall be able to handle the designed stormwater flow for all required storm events. The designer shall also consider the effects of excessive storms and provide for graceful failure of the drainage system. Semi-pervious rock weirs are desired and should be designed for maximum bank-full flow as a channel restriction or submerged weir.
- 2.39. Fifty foot wide undisturbed vegetated buffer strips are required adjacent to natural banks of all watercourses, water bodies or wetlands. No construction activities will be allowed in these buffers, except to allow an outfall of minimum disturbance width.
- 2.40. Natural wetlands shall be protected from construction activities. At locations where activities within wetlands are designed the developer shall acquire applicable permits from the state and federal agencies.
- 2.41. Proposed ditches and swales shall have vegetated bottoms and sides except LID practices.
- 2.42. Erosion and Sedimentation Control shall be provided for stormwater projects. A copy of the Sedimentation and Erosion Control Permit issued by the N.C. Division of Land Quality (Washington Regional Office) shall be provided.
- 2.43. Natural wetlands as defined by the U.S. Army Corp of Engineers shall be denoted on the survey plan of the site.

## Division 7: Drainage Stormwater Study Requirements

1. Stormwater Drainage studies and other storm drainage computations shall be performed by registered, professional engineers, landscape architects, or registered land surveyors in North Carolina, who are qualified in hydrology and hydraulics. The professional may be requested to provide a resume of drainage projects to demonstrate proficiency. When requested this shall be provided before any plans are submitted to the County.
2. The Rational Formula may be used in an analysis in which the drainage area for the catchment involved is less than 20 acres. Typically, the Rational Formula may be used to design storm sewers, culverts, swales and ditches of sub-catchments in a development.
3. Catchments, detention or retention systems with areas of more than 4 acres shall be analyzed using SCS 24-hour hydrographs for pre-development and post-development conditions.
4. Hydrographs based on Natural Resources Conservation Services (NRCS) or formerly the Soil Conservation Services (SCS) methods shall be used to develop runoff patterns.
5. The storm distribution pattern shall be as recommended by NOAA.
6. The design tailwater for subcatchments using the Rational Formula shall be based upon the computed elevation in the receiving BMP or drainage system. The elevation shall be based upon dynamic analysis and be at a time equal to the time of concentration in the sub catchment's summed travel time at the point of discharge into the dynamic feature.
7. The determination of pre-development runoff hydrographs shall be based on existing conditions prior to any development activities. Should the land owner clear or disturb property to obtain a higher curve number, the previous curve number before land disturbing activities took place shall be used.
8. Curve numbers will be based upon NRCS data supplied in the Urban Hydrology for Small Watersheds Technical Release Number 55 (Win T.R. 55), latest edition. Determination of soil groups to estimate curve numbers (CN) shall be based upon Camden County's soils maps or as mapped by a soil scientist. An Area of Interest

(AOI) report shall be provided documenting the project's soil types and hydrologic groups. Should several soil groups exist within the project, a weighted CN shall be computed. The weighted CN calculation shall also take into account proposed land use(s). Win TR-55 will document a weighted CN calculation.

9. The computed Curve Number for agricultural fields shall be reduced by 4 to compensate for the water retaining measure used in the County. For example, if the agricultural field is found to have a Curve Number of 83 as computed by Win TR-20 or Win TR-55, a value of 79 (83-4) shall be used.
10. The calculations shall include any existing shallow ponding in fields or wooded areas (natural attenuation) within the existing discharge rate calculation.
11. The existing runoff rate from the development area using the SCS methods described above may exceed the capacity of the existing outfall system. The drainage study shall include an analysis of the outfall system to determine the limiting component along the outfall and ascertain the hydraulic grade line for the various design storms. The hydraulic grade line analysis shall continue to a point of adequate outfall.
12. An adequate outfall shall be defined as:
  - a. A station in the County's creeks and rivers where a previously approved study has computed storm elevations;
  - b. Where the invert of the receiving channel is less than elevation 2.0 NAVD 1988;
  - c. A design point where the project's area is less than 0.5% of the total contributing drainage area.
  - d. Direct outfall into a major water body.
13. Drainage studies for all developments shall include the one and one half inch, the one year, ten-year, and one hundred-year analysis for storm events. The post development release rate for the 1 year, and 10 year storms shall not exceed the pre-developed rate as measured immediately downstream. The fifty- year storm may be required if the outfall passes under a Primary, or Secondary road.
14. All new residential subdivision roads associated with the development will be judged as adequately drained if the 10-year storm does not rise above 0.25' (3") below the edge of pavement. Additionally, the maximum static elevation of the 100-year flood



shall not inundate the lowest centerline point of any proposed road by more than 0.75' (9 inches).

15. Drainage calculations for the 100-year storm may include the subdivision roadways for storage and conveyance of the stormwater.
16. Once the 100-year storm is calculated for a new development, the final lot grade adjacent to proposed buildings shall be above the calculated 100-year storm. The calculated 100 year storm elevation for the BMP shall replace the reported FEMA elevation if it is higher.
17. Master drainage stormwater studies for developments shall include and make a part of the analysis any previous subdivision of the property which occurred within five years of the proposed major development. Analysis of the pre-development condition shall exclude impervious areas and cut and fill from these recently subdivided parcels. Any retrofitting of the previously subdivided parcels will be the responsibility of the developer/land owner. Any easements necessary for and from the retrofitting shall be acquired from any current private property owners at the developer/land owner's expense.
18. Master drainage stormwater studies shall use the US Environmental Protection Agency's Stormwater Management Model (SWMM) program 5.0, latest version and shall provide all models to the County for review and approval. Commercially available software which uses the SWMM computation engine, such as XP-SWMM or PC SWMM, may also be used.
19. If XP-SWMM or XP Storm are used, their encrypted version shall be provided for review. Additionally, the approved version shall be translated to EPA-SWMM for archival purposes. Submittals which used PC-SWMM shall be translated to EPA-SWMM 5.0 for review and archival purposes.
20. Neither EPA-SWMM nor PC-SWMM compute SCS hydrographs which are required by Division 7.4. They do allow an infiltration option which uses Curve Numbers. To comply with Division 7.4 the modeler may use WinTR-55 or 20 to compute hydrographs and input the hydrographs into the EPA-SWMM model as direct inflows at nodes. Alternatively, the modeler may calibrate EPA-SWMM's hydrographs using its infiltration procedures and manipulating the subcatchment parameters to emulate the SCS hydrographs. The modeler must demonstrate that at least 25% of the

subcatchments are calibrated. Once a correlation is achieved the modified parameters shall be used on the remaining subcatchments.

21. A table is provided in Appendix I as a guide to help the designer relate the SCS hydrographs with SWMM's Green Ampt runoff method.

## **Division 8: Stormwater Best Management Practice Design Criteria**

1. The storm water management plan shall comply with the requirements of the State of North Carolina for controlling stormwater quality.
2. Development within the Area of Environmental Concern (AEC) as defined by the N.C. Division of Coastal Management, shall adhere to the stormwater management standards of the N.C. Division of Coastal Management, or any successor agency. The standards of the N.C. Division of Coastal Management shall take precedence over the standards included in this ordinance, provided, however, that the developer shall also be required to adhere to the specific standards included in this ordinance that are not in conflict with the standards of the N. C. Division of Coastal Management.
3. These County requirements shall in no way eliminate or modify North Carolina water quality requirements for development.
4. The following order of preference shall be considered in designing on-site stormwater management measures:
  - 4.1 Constructed wetlands.
  - 4.2 Open vegetated swales and natural depressions.
  - 4.3 Infiltration.
  - 4.4 Retention (permanent pool) structures [Retention ponds shall be provided with a minimum 10 foot wide aquatic bench].
  - 4.5 Detention (no permanent pool) structures.
5. The order of preference shall be modified where necessary, to accommodate requirements of the State of North Carolina for controlling stormwater quality.
6. Constructed wetlands should complement, and in some cases replace, traditional ditch-drainage systems required for residential and commercial development on flat landscapes. This type of BMP improves water storage and water management associated with residential and commercial development. This BMP also creates better biodiversity for mosquito control, and eliminates the need for protective measures (fencing) associated with traditional retention and detention ponds and

structures. Furthermore, developers and land-use planners may use this BMP to create effective and aesthetically pleasing stormwater management plans.

7. Artificial watercourses shall be designed, considering soil type, so that the velocity of flow is low enough to prevent erosion, or minimize it to the maximum extent practicable.
8. To ensure adequate storm flow in a densely planted wetland (assuming 100% plant coverage), the design should use a roughness coefficient  $\geq 0.1$  (Manning's (n)).
9. Constructed wetlands should have 6:1 slopes and be shaped to blend into the surrounding landscapes.
10. Constructed wetlands should be meandering, following old drain ways or depressions that served as natural drainage prior to development.
11. Water control structures must be maintenance free and not require adjustments to handle stormwater flow. Semi-pervious rock weirs are desired and should be designed for maximum bank-full flow as a channel restriction or submerged weir.
12. Detention and retention ponds may be used to detain increased and accelerated runoff caused by development or redevelopment if the runoff is discharged to a water body, watercourse or wetland. Water shall be released from ponds into water bodies, watercourses or wetlands at a rate and in a manner approximating the natural flow that would have occurred before development.
13. Stormwater management plans can be rejected by the County if they incorporate structures and facilities that will demand considerable maintenance, will be difficult to maintain, or utilize numerous small structures if other alternatives are physically possible.
14. The drainage system and all stormwater management structures within the County (including both public and private portions) will be designed to the same engineering and technical criteria and standards. The review will be the same whether the portion of the drainage system will be under public or private control or ownership.
15. Any storm water project shall be accompanied by a description of the proposed method of providing storm water drainage. The developer shall provide a drainage system that diverts stormwater runoff away from surface waters and incorporates best management practices to minimize water quality impacts.

16. It shall be unlawful for any person to pave, stabilize or otherwise make impervious any area adjacent to or draining over any public right-of-way without obtaining an approval from the County. The grading, drainage and material used adjacent to the public right-of-way shall be approved by the County.
17. Due to ground water considerations, all storage calculations for retention ponds and constructed wetlands must start at the elevation of the drainage outlet, or static water level controlled by the downstream drainage system.

## Division 9: Floodplain and Floodway Management

1. No filling or construction within the floodway or non-encroachment zones will be allowed. Excavation in and clearing of the floodway and non-encroachment zones will be allowed with the approval of the **County**. Floodway will be defined as those areas on the FIRM maps for Camden County, depicted as floodway areas in zone AE FM. Non-encroachment area will be defined as designated in Table 10 - Limited Detailed Flood Hazard Data in the Flood Insurance Study dated 2004 and FIRM map updates.
2. Excavation and filling in the floodplain areas, areas noted as AE in the FIRM maps, may be only be allowed with FEMA approval. Cut and fill for new development in the floodplain will only be acceptable if the net volume available with <https://msc.fema.gov/portal/advanceSearch> in the floodplain remains the same. The volumes will be judged from one foot contour to the next. No credit will be provided for excavation below the normal water elevation of the creek or below the ground water table, whichever is higher. The engineer will provide the areas and volumes at one foot contour intervals for the existing conditions and demonstrate through volume calculations that the proposed condition equals or provides more storage volume for the development. The calculation and demonstration shall begin at the normal elevation, or invert elevation, and proceed by even one foot increments to the FIRM reported base flood elevation for the immediate area. The cut and fill within the floodplain area must take place within the general confines of the development or within 500' of the river station shown on the FEMA maps.
3. Filling the flood plain for redevelopment projects will be allowed so that proposed structure finished floor elevation may be raised to achieve at least the minimum elevation dictated by County's Flood Damage Prevention Ordinance. Adjacent connected facilities such as parking lots shall be graded to transition reasonably from the higher proposed elevations to existing grades at the edge of the project.

4. Item 2 of this Division shall be construed to apply to the portions of the County's creeks and rivers which have riverine hydraulic characteristics. Large portions of the County are contained in Flood Zone AE which are contiguous to expansive water bodies such as the Albemarle Sound and the lower and wider portions of the Pasquotank River and Joyce Creek. These lower portions typically experience wind driven wave action. Filling in these areas to attain structure and connected facilities elevations in accordance with the County's Flood Damage Prevention Ordinance will be allowed.
  
5. A development which lies within the AE Flood zone and is within a portion of a creek or river which has riverine hydraulic characteristics may fill one time only up to five percent (5%) of the flood zone area within the parcel's boundary. This is a onetime only occurrence and supersedes Item 2 of this Division but not Division 5 Infill Projects. This exception is provided to allow a reasonable engineering design of a property and a connection or roadway from one area to another. This exception should not be construed to include floodways and non-encroachment zones. Filling over five percent (5%) will require a balance of cut and fill as dictated by Item 2 of this Division.

## Division 10: Stormwater Management Permitting

1. A County approved stormwater drainage study will be required to process a preliminary plan through the Camden County Technical Review Committee (TRC) prior to review by the Camden County Planning Commission and the Camden County Board of Commissioners.
2. Sedimentation and erosion control and stormwater management permits from NCDNR are required prior to preliminary plan approval.
3. Final plat approval will not be granted until an as-built plan of the constructed drainage system is received and approved by the Camden County Director of Planning or his agent. The as-built plan, certified by a licensed land surveyor, shall document that the drainage improvements outlined in the drainage study and incorporated into the approved preliminary plans are constructed and installed in accordance with the study and plans.
  - 3.1 An appointee of the Manager shall verify through an onsite visual inspection that the as-built survey is accurate. The as-built drainage plan shall show:
    - the lines of all streets and roads;
    - lot lines and lot numbers;
    - location of all ditches, including road and outfalls, culverts and related drainage structures;
    - the inverts of ditches, culverts, and swales;
    - proposed building pad, grade;
    - driveway culvert material sizes and inverts.
    - ponds and lakes top of bank and normal water surface location and elevation.
4. The as-built plans shall show all fire hydrants within the subdivision with benchmark elevations established on the top nut.
5. The percent grade on all proposed ditches and swales shall be indicated to nearest 0.01%.
6. Indicate the roadway ditch invert at each lot corner.
7. Indicate on each lot the minimum driveway culvert size that provides for property drainage and meets NCDOT requirements.



8. All necessary easements and stormwater maintenance requirements shall be included on the final plat.

## Division 11: Lot Grading

1. Minimum desirable slope shall be not less than 1%, minimum acceptable slope shall be not less than 0.5%. Construction plans shall provide sufficient grades, ridge lines and directional arrows to define the proposed drainage pattern of the entire lot. A minimum of seven proposed lot grades shall be provided; four at the corners; two at the side yard midpoints; and one grade located at the center of the lot (rear of typical structure location). Intermediate grades will be defined by linear interpolation of lot grades provided. Note Type A, B, or AB lot drainage for each lot.
3. Overland flow onto adjacent offsite property is generally unacceptable.
4. Commercial/Industrial subdivision plans shall provide lot grading to facilitate drainage until final development of individual parcels.
5. Single Family Detached Lot Grading Policy:
  - 5.1. Construction plans for all new subdivisions will show proposed lot grades to the nearest 0.1'.
  - 5.2. An engineer's or land surveyor's certification shall be submitted to the County prior to final plat approval certifying that lot grades are within 0.4' of proposed grades and a minimum positive slope of 0.25% exists in the direction indicated in the approved plan. Certification may be waived in cases where approved drainage plans showing existing grades meet the criteria.
  - 5.3. Lots shall be graded to within 0.1' of the final grade prior to being certified for a Certificate of Elevation. A minimum grade of 0.5% must be provided on the lot. A certification is required from a Land Surveyor confirming this lot grading. See the County's "Certificate of Elevation Grade Adjacent to Structure and Finished Floor of Structure for Compliance with Final Plat."
  - 5.4. The as constructed elevations of culverts shall be deemed acceptable if the as constructed invert elevation is within 0.12' of the proposed grade, provided, however, that elevations resulting in a flat or adverse slope will be deemed unacceptable even if within the 0.12' tolerance.

## Division 12: Maintenance of Stormwater Improvements

1. The NCDENR BMP Manual's Chapter 7 addresses maintenance of BMPs. All acceptable BMPs are discussed and detailed information about type, frequency, and methods of maintenance are described. <http://portal.ncdenr.org/web/lr/bmp-manual>  
The following general guidance is provided as a basis of understanding and procedure. It is important to note that while general maintenance tasks can be outlined, actual maintenance needs will vary according to specific site conditions, particularly the following elements:
  - 1.1. Landscaping: Certain vegetation may require more attention. Consider using native plants to reduce maintenance needs.
  - 1.2. Upstream Conditions: Watershed conditions upstream of the facility will affect the amount of sediment and pollutants that must be managed.
  - 1.3. Safety: Some tasks can be effectively handled by residents; however, a maintenance program should ensure the safety of anyone carrying out tasks. A professional should be hired to do the work when needed.
  - 1.4. Technical Expertise: BMPs are stormwater treatment and attenuation facilities. While many maintenance needs like litter and debris removal are obvious, some problems may not be detectable to the untrained eye.
  - 1.5. Financing: A fund should be established by the property owner's association or lot owner to provide for the costs of long-term maintenance needs.
  - 1.6. Vegetation Management: Vegetative cover serves several purposes in BMPs. It slows the velocity of the runoff, filters sediment from runoff as it is collected in the BMP, and prevents erosion of the banks and bottom of the facility.
2. Grass is generally used around constructed wetlands, retention basins, infiltration trenches and in and around dry detention basins. It must be mowed and maintained. Mowing requirements can be tailored to the specific needs of a site and the neighboring properties. The grass in a BMP may be hardiest if maintained as an upland meadow, cutting no shorter than 6-8 inches. Maintaining a more manicured expanse of grass decreases the effectiveness of the BMP, as well as increasing its maintenance costs. Wetland plants may also be used along the fringe of the BMP in

areas where conditions are favorable. Some of these types of plants may inhabit the area naturally.

3. Debris and Litter Removal: Regular removal of debris and litter is efficient and effective, having several benefits:
  - 3.1. Reduces the chance of clogging in outlet structures, trash racks and other components.
  - 3.2. Prevents possible damage to vegetated areas.
  - 3.3. Reduces potential mosquito breeding habitats.
  - 3.4. Maintains facility appearance.
  - 3.5. Reduces conditions for excessive surface algae.
4. Pest Control: Mosquito and other insect breeding grounds can be created by standing water. The most effective control technique in retention basins is to prevent stagnant areas. Prompt removal of floating debris helps. In larger basins, it may also be possible to maintain stocks of fish that feed upon mosquito larvae. The wave action created by surface aerators increases oxygen levels and also discourages mosquito breeding.
5. Animal burrows will also deteriorate the structural integrity of an embankment. Muskrats and nutria, in particular, will burrow tunnels up to six inches in diameter. Existing burrows should be filled as soon as possible.
6. Bank Stabilization: It is very important to prevent erosion of the banks and bottom of detention basins (dry ponds) and the visible banks of retention ponds. The easiest way to do this is to keep groundcover healthy. Areas of bare soil will erode quickly, clogging the basin with soil and threatening its integrity. Any bare areas should be re-seeded and stabilized as quickly as possible.
7. The roots of woody growth, such as young trees and shrubs, can also destabilize embankments. Consistent maintenance can control any stray seedlings that take root in an embankment. Woody growth away from the embankment does not generally pose a threat to the stability of the embankment and can play an important role in the health of the vegetative environment. For ease of maintenance, trees and shrubs should be planted outside maintenance and access areas.
8. Sediment removal, or dredging, may be a required maintenance function. Dredging removes the layer of highly enriched materials from the pond's bottom. Removing

this nutrient “bank” prevents phosphorus from releasing back into the water column and consequently being discharged into receiving waters during the next storm. This also helps lower nutrient concentrations in the pond, thus decreasing nuisance algae blooms. Dredging can help to improve water quality by deepening the BMP, providing additional storage capacity.

9. Sediment will accumulate in a BMP and will eventually need to be removed, but facilities vary so much that there are no hard and fast rules about when and how. For planning purposes, sediment removal should be considered on the following intervals:
  - 9.1. Extended detention basins (dry ponds): every 2-5 years;
  - 9.2. Retention basins (wet ponds): every 5 –7 years;
  - 9.3. Dredging of the BMP will be required when the sediment capacity of the system has been reduced by more than 50%.
10. Sediment removal is usually the largest single cost of BMP maintenance; therefore, the owning entity must plan ahead to allow for contractual negotiations, as well as adequate funding. The owning entity must ensure that the sediment is disposed of legally.
11. Wetland BMPs should be maintained to prevent loss of area of ponded water available for emergent vegetation due to sedimentation and/or accumulation of plant material.
  - 11.1. Sediment forebays should be cleaned every 2 to 5 years, except for pocket wetlands without forebays which are cleaned after a six-inch accumulation of sediment.
  - 11.2. Water levels may need to be supplemented or drained periodically until vegetation is fully established.
  - 11.3. Performance enhancement can be obtained by increasing the size of the marsh area, by incorporating multiple pools into marsh area, or by incorporating a network of shallow channels in the marshy area. Constructed wetland systems designed as part of an existing drainage system must be designed to be low maintenance. Wetlands will be designed with a bottom width and side slopes that will accommodate at least one foot of sedimentation without causing a significant tail water effect to upstream drainage. One foot

of sedimentation within the wetland should not result in more than 0.4 ft increase in the hydraulic grade line for in-bank flows.

- 11.4. Remove volunteer woody vegetation/trees in excess of 2-inches in diameter to promote the original design and balance sunlight and shaded areas in the wetland.

# APPENDICES

## APPENDIX A: Computational Techniques

### **Rational Formula**

The Rational Formula is a popular method used to calculate peak flow from a drainage area. The peak flow is then used to calculate required size of a ditch or culvert based upon the hydraulic capacity to carry flow from the area. The Rational Formula equation is:

$$Q = (C)(I)(A)$$

where:

- Q** = Rate of runoff in cubic feet per second (1 cubic feet per second  $\cong$  1 acre inch per hour)
- C** = Runoff Coefficient representing ratio of runoff to rainfall
- I** = Intensity of Rainfall estimated in inches per hour.
- A** = Drainage area in acres.

The intensity is dependent upon the Time of Concentration.

The formula is not dimensionally correct because it is based upon empirical data, a one inch depth of rainfall while applied at the uniform rate in 1-hour to an area of 1-acre will produce 1.008 cubic feet/second of runoff if there are no losses. This makes the numerical value of “Q” nearly equal to the product of “C”, “A” and “I.”

- 1.1. The area of the contributing catchment can be determined from studying topographic maps and insuring that the drainage area map for the point analyzed is correct. In studying these topographic maps it is understood that runoff flows perpendicular to contours.
- 1.2. The runoff coefficients are well documented. Typical values for runoff coefficients can be found in various references. Typically, an impervious area is treated as having a coefficient of 0.9 and soil is estimated to have a coefficient of 0.2. Table 8.03B, from the State’s *Erosion & Sediment Control Planning and Design Manual*, provides representative values for various runoff coefficients.



- 1.3. Drainage designs shall use a weighted coefficient analysis to estimate the proper runoff coefficient for a development. The weighted runoff coefficient calculation shall be based upon the typical soil type and runoff coefficients listed in Table 8.03B found at Appendix C.
- 1.4. Time of concentration values, used to determine rainfall intensity, are obtained when the maximum discharge of a drainage area is reached. It is the time required for runoff to travel from the most remote point of the drainage area to arrive at the point of interest or point it will drain or exit the drainage area. The most remote point is the point at which the time of flow to the outlet is greatest, not necessarily the greatest linear distance. Typically, the maximum discharge of any point in the drainage system occurs when:
  - 1.4.1. The entire area contributing to the point of interest is activated and flows to the point;
  - 1.4.2. The rainfall intensity is at a maximum, which can be expected for rainfall durations equal to the time of concentration.
- 1.5. The time of concentration can be the most scrutinized part of the Rational Formula and can have the greatest impact on calculating peak flow for a drainage area. Proper judgment and documentation is imperative on how the time of concentration is determined.
- 1.6. The designer shall on the existing and proposed drainage area maps indicate the elevations and flow pattern used to calculate time of concentration for the existing and proposed drainage areas.
- 1.7. The time of concentration may be estimated using the Kinematic Wave equation. Travel times can also be computed along the travel way using Manning's Equations to estimate flow velocity. The Kinematic Wave equation and its computational method can be found in the State's *Erosion & Sediment Control Planning and Design Manual*.

$$t_c = \frac{0.93L^{0.6} N^{0.6}}{i^{0.4} S^{0.3}}$$

Tc = Time of Concentration (min)

L = Length of Flow (ft.)

N = Roughness Coefficient (dimensionless)

$i$  = Rainfall rate (in/hr)

$S$  = Slope of Flow Path (ft/ft, not %)

$N$  = Roughness Coefficient

The maximum flow length is 200 feet.

- 1.8. NRCS's Win TR-55 provides a logical method to determine the time of concentration. The program is available free from the NRCS web site. The required input consists of the type of flow encountered along the flow path, the travel surface and the length of travel.
- 1.9. The rainfall intensity used in the Rational Formula shall be based upon point precipitation, frequency estimate from the NOAA Atlas 14. A table which shows the precipitation intensity estimates for Camden Courthouse, North Carolina is provided at Appendix D.

## **2 SCS Methods**

SCS Methods may be used to calculate peak discharges for smaller catchments and shall be used to calculate the dynamic analysis of catchments over 20 acres for a 24-hour storm. A Type III storm shall be used in the 24-hour analysis. The United States Department of Agriculture Urban Hydrology for Small Water Sheds Technical Release-55 (WIM TR55 latest release) is the basis for all computations regarding SCS (Natural Resources Conservation Service, NRSC) Methods. The time of concentration used for SCS flow calculations shall be based upon SCS Methods. A shape factor of 200 may be used to develop the hydrograph.

## **3. Computer Programs for Analysis**

- 3.1 There are many drainage programs capable of performing a dynamic analysis of watersheds. Camden County will accept the Environmental Protection Agency's Stormwater Management Model (SWMM) and other programs which use this program as its driving engine. Other acceptable analysis tools include PCSWMM and XPSWMM. These programs are capable of developing SCS based hydrographs using Type III storms, varying curve numbers and times of concentration. They are capable of routing developed hydrographs to a designated design point and computing elevations and flows.

- 3.2 Electronic copies of the approved functioning SWMM models shall be provided to the County.
- 3.3 The design professionals shall use the following rainfall amounts for a 24-hour dynamic analysis or document that the information used is from NOAA for the exact project location:

<b>24-Hour Dynamic Analysis - Rainfall Amounts</b>						
Storm Frequency	2	5	10	25	50	100
Inches of Rain (24-hour period)	3.73"	4.82"	5.73"	7.08"	8.24"	9.52"

## **APPENDIX B: *Culvert Hydraulics***

1. Downstream tailwater conditions have significant impact on all culverts within Camden County. Almost every culvert within the County functions under the outlet control hydraulic condition. Only in special conditions will inlet control be a limiting factor. Consequently, all culvert analysis shall be based on an outlet control with an inlet control check.
2. The downstream tailwater condition shall be based upon mathematical calculation of channel, ditch, or downstream culvert hydraulics and through hydraulic gradeline calculations brought to the point of interest.
3. Culvert analysis and design shall be based upon the Federal Highway Administration's (FHWA) hydraulic design of culverts. The publication number is FHWA –NHI-01-020 dated September 2001 and revised May 2005. This manual outlines various hydraulic conditions that dictate culvert characteristics and flow capabilities. Several computer aided design tools exist, which base results on the Federal Highway Administration Guidelines. These programs are acceptable for calculations of culvert hydraulics in Camden County when supplied with documentation, from the program, substantiating that the program is based upon approved methods.
4. Design professionals are also encouraged to use the Corps of Engineers Hydraulic Engineering Center (HEC) series of programs developed to calculate the hydraulic characteristics of any catchment. Notably, HEC-RAS is an excellent tool to calculate hydraulic gradelines for a static maximum flow analysis. The results, as required for static analysis, using this program are acceptable.

## APPENDIX C: Typical Runoff Coefficients

*For the Rational Formula*

**Table 8.03b**


**Table 8.03b**  
Value of Runoff Coefficient  
(C) for Rational Formula

Land Use	C	Land Use	C
Business:		Lawns:	
Downtown areas	0.70-0.95	Sandy soil, flat, 2%	0.05-0.10
Neighborhood areas	0.50-0.70	Sandy soil, ave., 2-7%	0.10-0.15 0.15-0.20
Residential:		Sandy soil, steep, 7%	0.13-0.17 0.18-0.22
Single-family areas	0.30-0.50	Heavy soil, flat, 2%	0.25-0.35
Multi units, detached	0.40-0.60	Heavy soil, ave., 2-7%	
Multi units, Attached	0.60-0.75	Heavy soil, steep, 7%	0.30-0.60 0.20-0.50
Suburban	0.25-0.40	Agricultural land:	
Industrial:		Bare packed soil	0.30-0.60
Light areas	0.50-0.80	Smooth	0.20-0.50
Heavy areas	0.60-0.90	Rough	0.20-0.40
Parks, cemeteries	0.10-0.25	Cultivated rows	0.10-0.25
Playgrounds	0.20-0.35	Heavy soil no crop	
Railroad yard areas	0.20-0.40	Heavy soil with crop	0.15-0.45 0.05-0.25
Unimproved areas	0.10-0.30	Sandy soil no crop	0.05-0.25
Streets:		Sandy soil with crop	0.10-0.25
Asphalt	0.70-0.95	Pasture	
Concrete	0.80-0.95	Heavy soil	0.15-0.45
Brick	0.70-0.85	Sandy soil	0.05-0.25
Drives and walks	0.75-0.85	Woodlands	0.05-0.25
Roofs	0.75-0.85		

**NOTE:** The designer must use judgement to select the appropriate C value within the range for the appropriate land use. Generally, larger areas with permeable soils, flat slopes, and dense vegetation should have lowest C values. Smaller areas with slowly permeable soils, steep slopes, and sparse vegetation should be assigned highest C values.

Source: American Society of Civil Engineers

# APPENDIX D: Frequency Estimates from NOAA for Camden County Courthouse



NOAA's National Weather Service  
**Hydrometeorological Design Studies Center**  
Precipitation Frequency Data Server (PFDS)

Home    Site Map    News    Organization    Search

### NOAA ATLAS 14 POINT PRECIPITATION FREQUENCY ESTIMATES: NC

**DATA DESCRIPTION**

Data type:  Units:  Time series type:

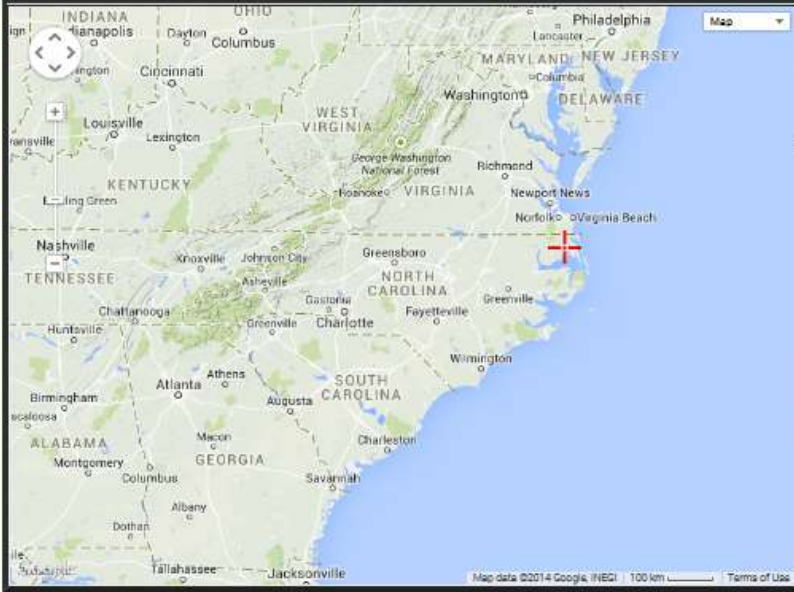
**SELECT LOCATION**

1. Manually:

a) Enter location (decimal degrees, use "-" for S and W): latitude:  longitude:

b) Select station (click here for a list of stations used in frequency analysis for NC):

2. Use map:



Map data ©2014 Google, INEGI | 100 km | Terms of Use

a) Select location (move crosshair or double click)

b) Click on station icon ( show stations on map)

**LOCATION INFORMATION:**  
 Name: Camden, North Carolina, US  
 Latitude: 36.3296°  
 Longitude: -78.1747°  
 Elevation: 5 ft

\* source: Google Maps

**POINT PRECIPITATION FREQUENCY (PF) ESTIMATES**  
 WITH 90% CONFIDENCE INTERVALS AND SUPPLEMENTARY INFORMATION  
NOAA Atlas 14 Volume 2 Version 5

PDS-based precipitation frequency estimates with 90% confidence intervals (in inches) <sup>1</sup>										
Duration	Average recurrence interval (years)									
	1	2	5	10	25	50	100	200	500	1000
5-min	0.434 (0.392-0.479)	0.509 (0.460-0.562)	0.584 (0.527-0.645)	0.663 (0.597-0.732)	0.748 (0.670-0.825)	0.819 (0.733-0.902)	0.887 (0.790-0.976)	0.954 (0.845-1.05)	1.04 (0.910-1.14)	1.11 (0.970-1.23)
10-min	0.693 (0.626-0.765)	0.814 (0.736-0.895)	0.935 (0.845-1.03)	1.06 (0.954-1.17)	1.19 (1.07-1.31)	1.31 (1.17-1.44)	1.41 (1.26-1.55)	1.51 (1.34-1.66)	1.64 (1.44-1.81)	1.75 (1.53-1.93)
15-min	0.866 (0.783-0.956)	1.02 (0.925-1.13)	1.18 (1.07-1.31)	1.34 (1.21-1.48)	1.51 (1.35-1.67)	1.65 (1.48-1.82)	1.78 (1.59-1.96)	1.91 (1.69-2.10)	2.06 (1.81-2.27)	2.20 (1.92-2.43)
30-min	1.19 (1.07-1.31)	1.41 (1.28-1.56)	1.68 (1.52-1.86)	1.94 (1.75-2.14)	2.24 (2.01-2.47)	2.49 (2.23-2.74)	2.73 (2.43-3.00)	2.97 (2.63-3.27)	3.28 (2.88-3.62)	3.56 (3.10-3.93)
60-min	1.48 (1.34-1.63)	1.77 (1.60-1.96)	2.16 (1.95-2.38)	2.53 (2.28-2.79)	2.98 (2.67-3.29)	3.37 (3.02-3.71)	3.76 (3.35-4.14)	4.17 (3.69-4.68)	4.71 (4.14-5.19)	5.20 (4.53-5.73)
2-hr	1.73 (1.55-1.93)	2.09 (1.87-2.32)	2.58 (2.32-2.88)	3.09 (2.76-3.43)	3.72 (3.31-4.13)	4.29 (3.80-4.76)	4.86 (4.28-5.40)	5.47 (4.80-6.07)	6.32 (5.49-7.02)	7.08 (6.10-7.86)
3-hr	1.86 (1.67-2.07)	2.23 (2.01-2.49)	2.77 (2.49-3.10)	3.34 (2.99-3.72)	4.07 (3.63-4.53)	4.74 (4.20-5.27)	5.44 (4.79-6.03)	6.20 (5.42-6.85)	7.27 (6.28-8.04)	8.24 (7.06-9.13)
6-hr	2.21 (2.00-2.46)	2.66 (2.40-2.96)	3.31 (2.98-3.65)	3.99 (3.58-4.43)	4.87 (4.35-5.40)	5.70 (5.06-6.30)	6.56 (5.79-7.23)	7.50 (6.56-8.24)	8.83 (7.63-9.71)	10.1 (8.89-11.1)
12-hr	2.60 (2.35-2.89)	3.12 (2.82-3.48)	3.90 (3.51-4.34)	4.73 (4.24-5.26)	5.83 (5.18-6.44)	6.85 (6.06-7.57)	7.94 (6.95-8.75)	9.14 (7.92-10.1)	10.9 (9.27-11.9)	12.5 (10.9-13.7)
24-hr	3.07 (2.83-3.35)	3.73 (3.44-4.08)	4.82 (4.43-5.27)	5.73 (5.26-6.25)	7.09 (6.45-7.71)	8.25 (7.45-8.96)	9.52 (8.52-10.3)	10.9 (9.66-11.9)	13.0 (11.3-14.2)	14.8 (12.7-16.2)
2-day	3.55 (3.26-3.86)	4.29 (3.96-4.68)	5.51 (5.06-6.00)	6.55 (6.00-7.13)	8.13 (7.38-8.81)	9.48 (8.54-10.3)	11.0 (9.80-11.9)	12.7 (11.1-13.8)	15.2 (13.1-16.6)	17.4 (14.8-19.1)
3-day	3.78 (3.49-4.10)	4.57 (4.23-4.96)	5.84 (5.40-6.33)	6.91 (6.36-7.48)	8.49 (7.76-9.18)	9.84 (8.93-10.6)	11.3 (10.2-12.2)	12.9 (11.5-14.0)	15.4 (13.4-16.8)	17.6 (15.1-19.3)
4-day	4.01 (3.73-4.33)	4.85 (4.51-5.25)	6.17 (5.73-6.66)	7.26 (6.72-7.83)	8.85 (8.14-9.54)	10.2 (9.32-11.0)	11.6 (10.5-12.5)	13.2 (11.8-14.3)	15.5 (13.7-16.9)	17.7 (15.4-19.4)
7-day	4.68 (4.38-5.03)	5.65 (5.29-6.07)	7.09 (6.61-7.60)	8.28 (7.71-8.87)	9.99 (9.26-10.7)	11.4 (10.5-12.2)	13.0 (11.8-13.9)	14.6 (13.2-15.7)	17.0 (15.1-18.3)	18.9 (16.6-20.6)
10-day	5.29 (4.98-5.64)	6.34 (5.96-6.76)	7.85 (7.37-8.37)	9.10 (8.53-9.69)	10.9 (10.2-11.6)	12.4 (11.5-13.2)	14.0 (12.8-14.9)	15.6 (14.2-16.7)	18.1 (16.2-19.5)	20.0 (17.7-21.7)
20-day	7.19 (6.80-7.61)	8.56 (8.10-9.07)	10.4 (9.83-11.0)	11.9 (11.2-12.6)	14.1 (13.2-14.9)	15.8 (14.7-16.8)	17.7 (16.3-18.8)	19.6 (18.0-20.9)	22.4 (20.2-24.0)	24.6 (21.9-26.5)
30-day	8.86 (8.39-9.37)	10.5 (9.97-11.1)	12.7 (12.0-13.4)	14.4 (13.6-15.2)	16.7 (15.7-17.7)	18.6 (17.4-19.7)	20.5 (19.1-21.8)	22.5 (20.8-24.0)	25.2 (23.0-27.0)	27.3 (24.7-29.4)
45-day	11.0 (10.4-11.7)	13.0 (12.3-13.8)	15.5 (14.7-16.5)	17.6 (16.6-18.7)	20.6 (19.3-21.8)	23.0 (21.5-24.3)	25.5 (23.6-27.0)	28.1 (25.8-29.9)	31.7 (28.8-33.8)	34.6 (31.1-37.2)
60-day	13.2 (12.5-13.9)	15.6 (14.7-16.4)	18.4 (17.4-19.4)	20.6 (19.5-21.8)	23.7 (22.3-25.1)	26.2 (24.5-27.7)	28.7 (26.7-30.4)	31.2 (28.9-33.1)	34.6 (31.7-36.9)	37.2 (33.9-39.9)

<sup>1</sup> Precipitation frequency (PF) estimates in this table are based on frequency analysis of partial duration series (PDS). Numbers in parenthesis are PF estimates at lower and upper bounds of the 90% confidence interval. The probability that precipitation frequency estimates (for a given duration and average recurrence interval) will be greater than the upper bound (or less than the lower bound) is 5%. Estimates at upper bounds are not checked against probable maximum precipitation (PMP) estimates and may be higher than currently valid PMP values. Please refer to NOAA Atlas 14 document for more information.

Estimates from the table in csv format:

Steel Formula coefficients for Times of Concentration 5 – 120 minutes

Year	a	b
2	132.32	16.85
10	191.70	19.57

Where:

$$I = a / (b+Tc)$$

NOAA Web Site for North Carolina:

[http://hdsc.nws.noaa.gov/hdsc/pfds/pfds\\_map\\_cont.html?bkmrk=nc](http://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=nc)

## **APPENDIX E: BMP Inspection Checklist**

Routine self inspection of your BMP is the best way to catch potential problems before they become a liability. The following is a guide to get you started. Answering YES to any of these questions indicates a need for corrective action or consultation with a professional inspector. We encourage you to copy this checklist and maintain a record of your inspections.

	<b>Yes</b>	<b>No</b>
<b>Does the facility show signs of settling, cracking, bulging, misalignment or other structural deterioration?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do the embankments, emergency spillways, side slopes or inlet/outlet structures show signs of erosion?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is the outlet pipe damaged or not functioning properly?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do the impoundment and inlet areas show erosion, low spots or lack of stabilization?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is woody vegetation that may interfere with the facility's performance present on the banks?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is there evidence of animal burrows?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are contributing areas unstabilized with evidence of erosion?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do vegetated areas need mowing or is there a build up of clippings that could clog the facility?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Does the depth of sediment pose a threat to storage volume?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is there standing water in appropriate areas?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is there standing water in inappropriate areas?</b>	<input type="checkbox"/>	<input type="checkbox"/>

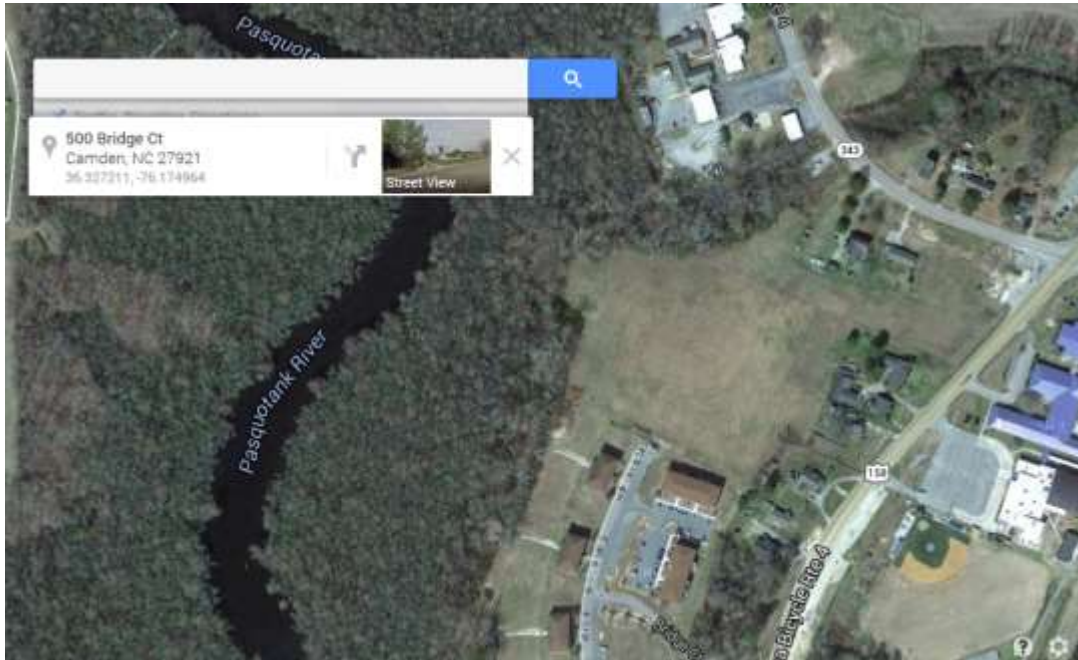


- |  |                          |                          |
|--|--------------------------|--------------------------|
| <b>Is there accumulation of trash or debris?</b>                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Is there evidence of encroachment or improper use of the impounded areas?</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Are there signs of vandalism?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Do any safety devices such as fences, gates or locks need repair?</b>         | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Is there excessive algae or dominance of one type of vegetation?</b>          | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Is there evidence of automotive fluids entering or clogging the facility?</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Is there evidence of a fish kill?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |

## **APPENDIX F: *USDA Web Soil Survey Report***

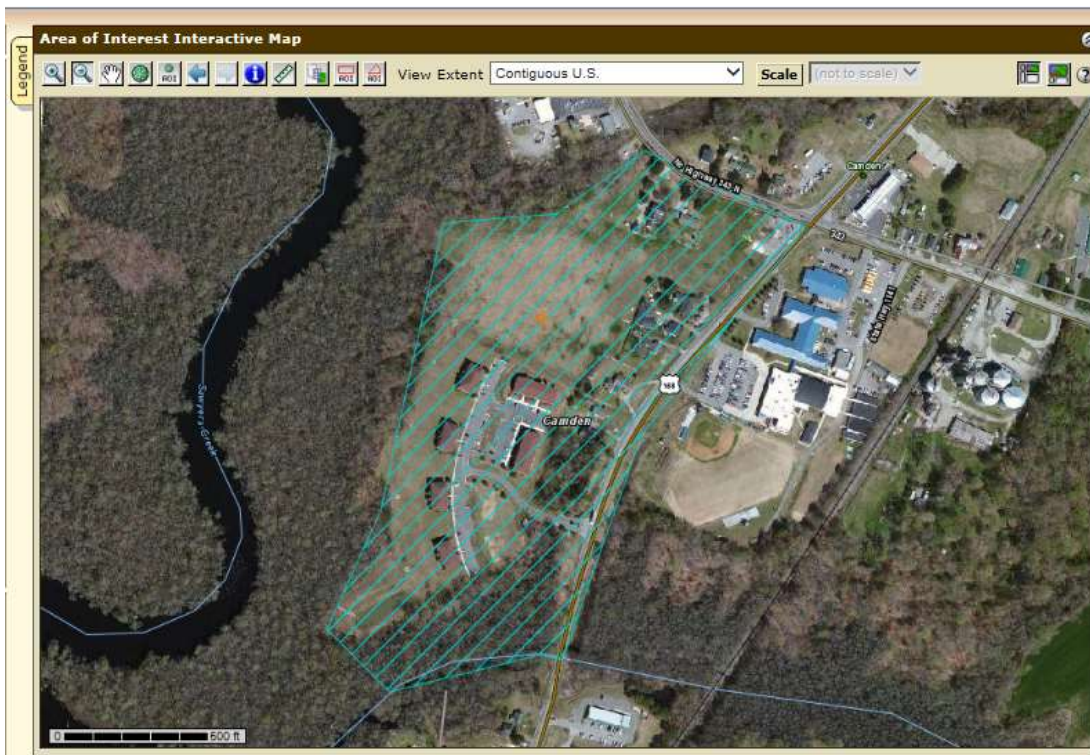
<http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>

Obtain the project's location through Google Maps or other means.



Latitude and Longitude: 36.327211, -76.174964

Area of Interest:



# Hydraulic Soil Group

The screenshot displays the 'Web Soil Survey' application interface. At the top, there is a navigation bar with links for 'Contact Us', 'Subscribe', 'Archived Soil Surveys', 'Soil Survey States', 'Glossary', 'Preferences', 'Link', 'Logout', and 'Help'. Below this is a secondary navigation bar with 'Area of Interest (AOI)', 'Soil Map', 'Soil Data Explorer', 'Download Soils Data', and 'Shopping Cart (Free)'. The main content area is divided into several sections:

- Search:** A search input field.
- Properties and Qualities Ratings:** A section with expandable categories: 'Soil Chemical Properties', 'Soil Erosion Factors', 'Soil Physical Properties', and 'Soil Qualities and Features'. The 'Soil Qualities and Features' category is expanded, showing a list of properties: 'ASHTO Group Classification (Surface)', 'Depth to a Selected Soil Restrictive Layer', 'Depth to Any Soil Restrictive Layer', 'Drainage Class', 'Frost Action', and 'Frost-Free Days'. The 'Hydraulic Soil Group' property is highlighted in red.
- View Options:** A section with checkboxes for 'Map', 'Table', 'Description of Rating', and 'Rating Options'. The 'Detailed Description' checkbox is unchecked.
- Advanced Options:** A section with a dropdown menu for 'Aggregation Method' (set to 'Dominant Condition') and an input field for 'Component Percent Cutoff'.

On the right side of the interface, there is a 'Soil Map' window showing an aerial photograph of a residential area with a river. The map includes a legend, a scale bar, and navigation controls.

Rating



**Warning: Soil Ratings Map may not be valid at this scale.**

You have zoomed in beyond the scale at which the soil map for this area is intended to be used. Mapping of soils is done at a particular scale. The soil surveys that comprise your AOI were mapped at 1:24,000. The design of map units and the level of detail shown in the resulting soil map are dependent on that map scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Tables — Hydrologic Soil Group — Summary By Map Unit

Summary by Map Unit — Camden County, North Carolina (NC029)				
Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
AaA	Altavista fine sandy loam, 0 to 2 percent slopes	C	7.7	21.2%
AtA	Augusta fine sandy loam, 0 to 2 percent slopes	B/D	0.5	1.5%
BoA	Bojac loamy sand, 0 to 3 percent slopes	A	0.1	0.3%
DoA	Dorovan muck, 0 to 1 percent slopes, frequently flooded	B/D	7.7	21.2%
StA	State fine sandy loam, 0 to 2 percent slopes	B	20.3	55.7%
<b>Totals for Area of Interest</b>			<b>36.4</b>	<b>100.0%</b>

## APPENDIX G: WIN TR-55 Data Screens

**WinTR-55 Small Watershed Hydrology**

Project Identification Data

User:  State:

Project:  County:

Subtitle:  Execution Date: 11/11/2014

Sub-areas are expressed in:

Acres  Square Miles

Dimensionless Unit Hydrograph:

Storm Data Source: [User-provided custom storm data](#)

Rainfall Distribution Identifier: [Type III](#)

Sub-area Entry and Summary

Sub-area Name	Sub-area Description	Sub-area Flows to Reach/Outlet	Area (ac)	Weighted CN	Tc (hr)
Out		Outlet	6.00	91	0.434

Project Area: 6 (ac)

File: <new file> 11/11/2014 8:25 PM

**Land Use Details**

Sub-area Name:

Land Use Categories:  Urban Area  Developing Urban  Cultivated Agriculture  Other Agriculture  Arid Rangeland

Area (Acres) for Hydrologic Soil Groups

Co	Land use for Example 1	Area	HSG	B	CN	C	CN	D	CN
<b>CULTIVATED AGR</b>	<b>Fallow Bare soil</b>	<b>6.000</b>	<b>C</b>						
Fallow	Bare soil	6.500	D		86	6.000	91	6.500	94
Fallow	Crop residue (CR)		poor	76	85		90		93
Fallow	Crop residue (CR)		good	74	83		88		90
Row crop	Straight row (SR)		poor	72	81		88		91
	Straight row (SR)		good	67	78		85		89
	SR + Crop residue		poor	71	80		87		90
	SR + Crop residue		good	64	75		82		85
	Contoured (C)		poor	70	79		84		88
	Contoured (C)		good	65	75		82		86
	C + Crop residue		poor	69	78		83		87
	C + Crop residue		good	64	74		81		85
	Cont & terraced(C&T)		poor	66	74		80		82
	Cont & terraced(C&T)		good	62	71		78		81
	C&T + Crop residue		poor	65	73		79		81

Project Area(ac):  Summary Screen:  Off  On Sub-Area Area (ac):  Weighted CN:

File: <new file> 4/28/2008 1:13 PM

**Land Use Details**

Sub-area Name:

Land Use Categories:  Urban Area  Developing Urban  Cultivated Agriculture  Other Agriculture  Arid Rangeland

Area (Acres) for Hydrologic Soil Groups

Cover Description	Condition	A	CN	B	CN	C	CN	D	CN
<b>CULTIVATED AGRICULTURAL LANDS</b>									
Fallow	Bare soil		77		86	6.000	91		94
Fallow	Crop residue (CR)	poor	76		85		90		93
Fallow	Crop residue (CR)	good	74		83		88		90
Row crop	Straight row (SR)	poor	72		81		88		91
	Straight row (SR)	good	67		78		85		89
	SR + Crop residue	poor	71		80		87		90
	SR + Crop residue	good	64		75		82		85
	Contoured (C)	poor	70		79		84		88
	Contoured (C)	good	65		75		82		86
	C + Crop residue	poor	69		78		83		87
	C + Crop residue	good	64		74		81		85
	Cont & terraced(C&T)	poor	66		74		80		82
	Cont & terraced(C&T)	good	62		71		78		81
	C&T + Crop residue	poor	65		73		79		81

Project Area(ac):  Summary Screen:  Off  On Sub-Area Area (ac):  Weighted CN:

File: <new file> 11/11/2014 8:22 PM

**Tc Time of Concentration Details**

Sub-area Name: Example 1 Rename Clear 2-Year Rainfall (in): 3.9

### Time of Concentration Details

Flow Type	Length (ft)	Slope (ft/ft)	Surface (Manning's n)	n	Area (ft <sup>2</sup> )	WP (ft)	Velocity (f/s)	Time (hr)
Sheet	99	0.0030	Cultivated <= 20% residue (0.06)					0.151
Shallow Concentrated	200	0.0030	Unpaved					0.063
Shallow Concentrated								
Channel	600	0.0020		0.040	10.00	11.00	1.558	0.107
Channel	400	0.0010		0.045	20.00	21.00	1.010	0.110
<b>Total</b>	<b>1,299</b>						<b>0.8372</b>	<b>0.431</b>

? Help Cancel Accept

File: <new file> 4/28/2008 1:16 PM

**Dimensionless Unit Hydrograph**

Local Hydrograph(s): Shape Factor 200 Rename Delete

Shape Factor 200: \_\_\_\_\_ # Points 88

Dimensionless Hydrograph Points

0.00000	0.54890	0.79110	0.92120	0.98300
1.00000	0.98700	0.95400	0.90820	0.85450
0.79660	0.73720	0.67790	0.62030	0.56500
0.51280	0.46380	0.41830	0.37630	0.33770
0.30250	0.27040	0.24130	0.21510	0.19140
0.17010	0.15100	0.13390	0.11860	0.10500
0.09280	0.08200	0.07240	0.06380	0.05630
0.04960	0.40370	0.03840	0.03380	0.02970

? Help Plot Done

C:\Documents and Settings\johnson\Application Data\WinTR-55\



## **APPENDIX H: Suggested Stormwater Drainage Study Outline**

### **Stormwater Drainage Report Outline**

#### *Introduction*

- A. Description of project
- B. Description of adjacent areas
- C. Description of existing drainage patterns
- D. Description of existing major drainage structures
- E. Existing Conditions Drainage Maps with supporting topo

#### *Purpose*

- F. Description of proposed drainage improvements
- G. Narrative of intended function
- H. Proposed Conditions Drainage Map

#### *Drainage Evaluation*

- I. Statement of basic assumptions
  - 1. Existing soil type, hydrologic soil group, and land use
  - 2. Storms considered in analysis and inches of rain in the design storm.
  - 3. Storm parameters, shape factor, antecedent moisture, depression storage, etc.
  - 4. Curve Number Calculations
  - 5. Time of Concentration Calculations
  - 6. Beginning point of analysis and tailwater elevation
  - 7. Evaluation of outfall adequacy
- J. Description of Existing Conditions Analysis model
  - 1. Node descriptions, location, runoff and hydraulic characteristics
  - 2. Natural/existing attenuation characteristics
  - 3. Link type and hydraulic characteristics
  - 4. Node and Link Map
- K. Results of Existing Conditions
- L. Description of Proposed Conditions Analysis model
  - 1. Contrast and describe modifications to existing conditions model
  - 2. Node descriptions, location, runoff and hydraulic characteristics
  - 3. Link type and hydraulic characteristics
  - 4. Node and Link Map
- M. Results of Proposed Conditions Model
  - 1. Analysis of Results
  - 2. Existing and proposed conditions comparison
  - 3. Recommended Improvements
  - 4. Statement of Final Evaluation by Design Professional
- N. Appendix
  - 1. Hydraulic Grade Line Calculations of minor systems
  - 2. Entrance/Driveway Culvert Calculations

## APPENDIX I:

### Comparison of SCS and SWMM Green Ampt Runoff

#### SCS to SWMM Runoff

SCS	1 acre	SF = 200	10 year	5.6 inches	SF 200	Type III	
CN			75		80	85	90
Tc 10			1.97		2.31	2.64	2.94
Tc 20			1.44		1.69	1.92	2.15
Tc 30			1.314		1.34	1.54	1.72
Tc 40			0.94		1.11	1.28	1.43

Runoff CN 75	1 acre	CN infiltration	10 year	5.6 inches	slope 0.005
Width		% Impervious	25		30
600			1.99		2.14
500			1.90		2.06
400			1.79		1.95
350			1.73		1.89
300			1.66		1.83
250			1.58		1.75
100			1.24		1.4
50			1.00		1.13
25			0.78		0.86

Runoff CN 80	1 acre	CN infiltration	10 year	5.6 inches	slope 0.005
Width		% Impervious	25		30
700			2.25		2.39
600			2.17		2.31
500			2.06		2.21
400			1.94		2.10
350			1.87		2.03
300			1.79		1.96
250			1.70		1.87
100			1.31		1.47
50			1.05		1.17
25			0.80		0.89

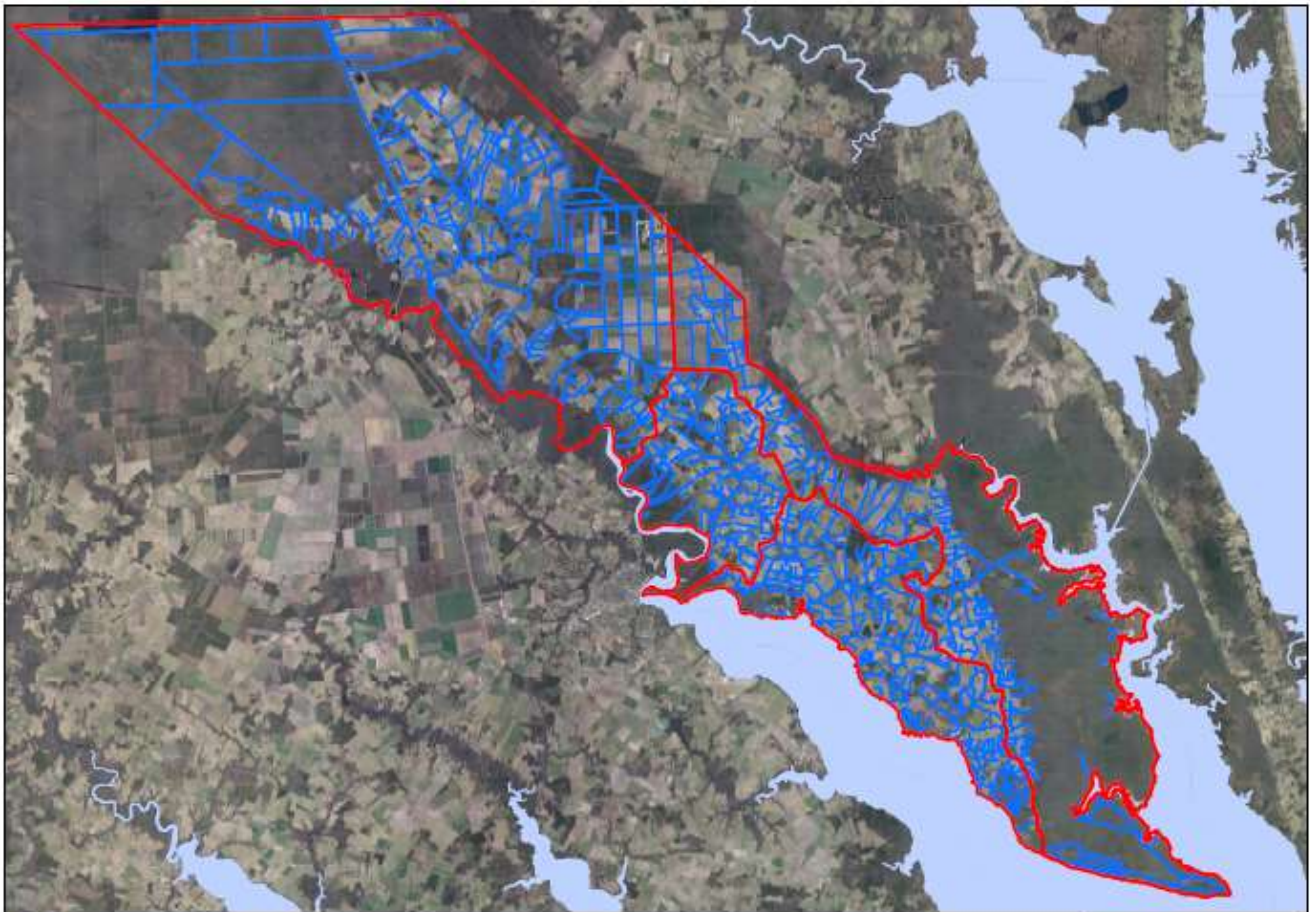
Runoff 1 acre CN infiltration 10 year 5.6 inches slope 0.005  
 CN 85

Width	% Impervious	25	30	35
700		2.45	2.57	2.69
600		2.35	2.48	2.61
500		2.24	2.38	2.52
400		2.10	2.26	2.40
350		2.03	2.18	2.34
300		1.94	2.10	2.26
250		1.84	2.00	2.16
100		1.39	1.55	1.69
50		1.10	1.22	1.33
25		0.83	0.91	0.99

Runoff 1 acre CN infiltration 10 year 5.6 inches slope 0.005  
 CN 90

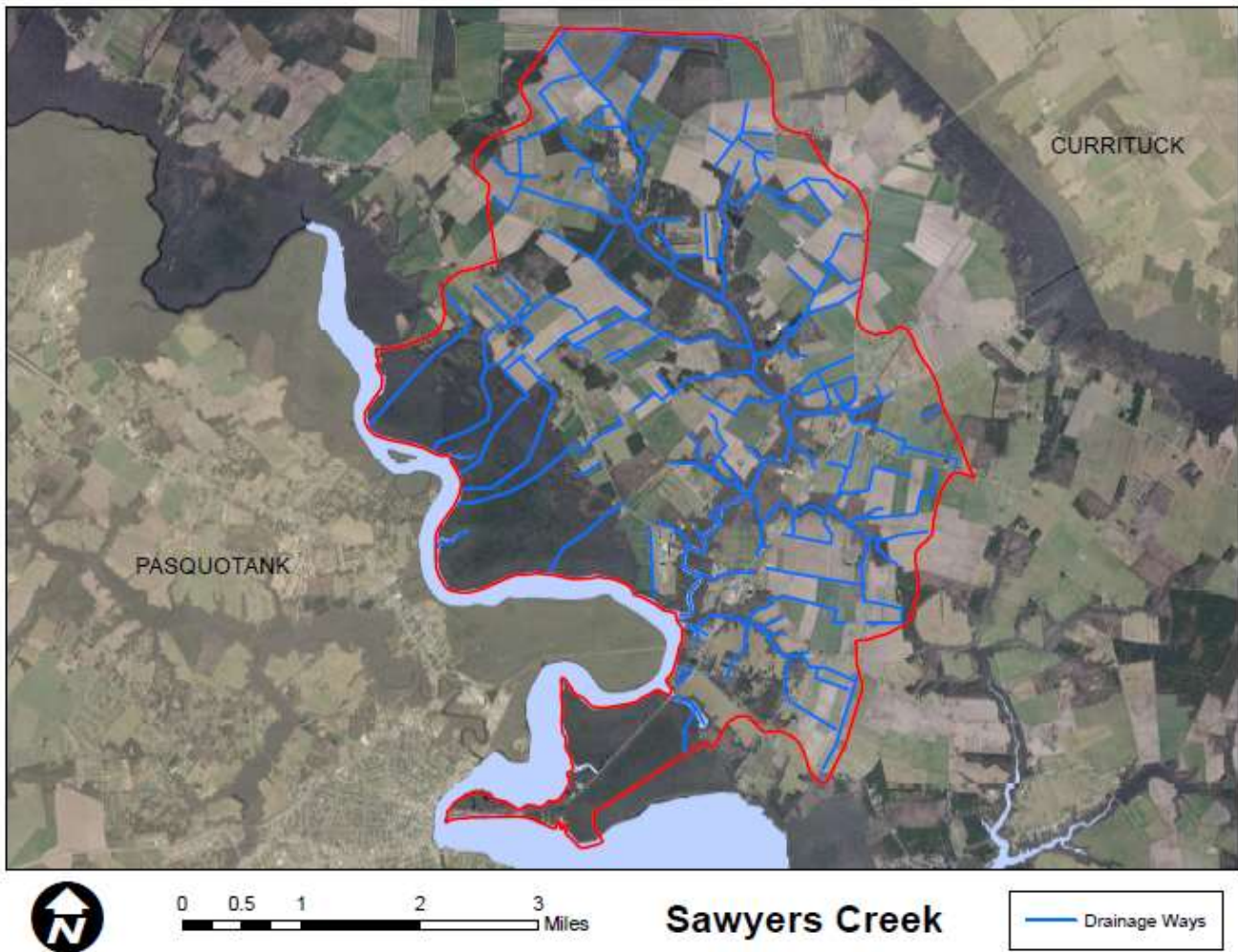
Width	% Impervious	40	50
700		2.96	3.17
600		2.89	3.11
500		2.80	3.04
400		2.69	2.92
350		2.62	2.89
300		2.54	2.82
250		2.45	2.73
100		1.92	2.17
50		1.49	1.68
25		1.06	1.21

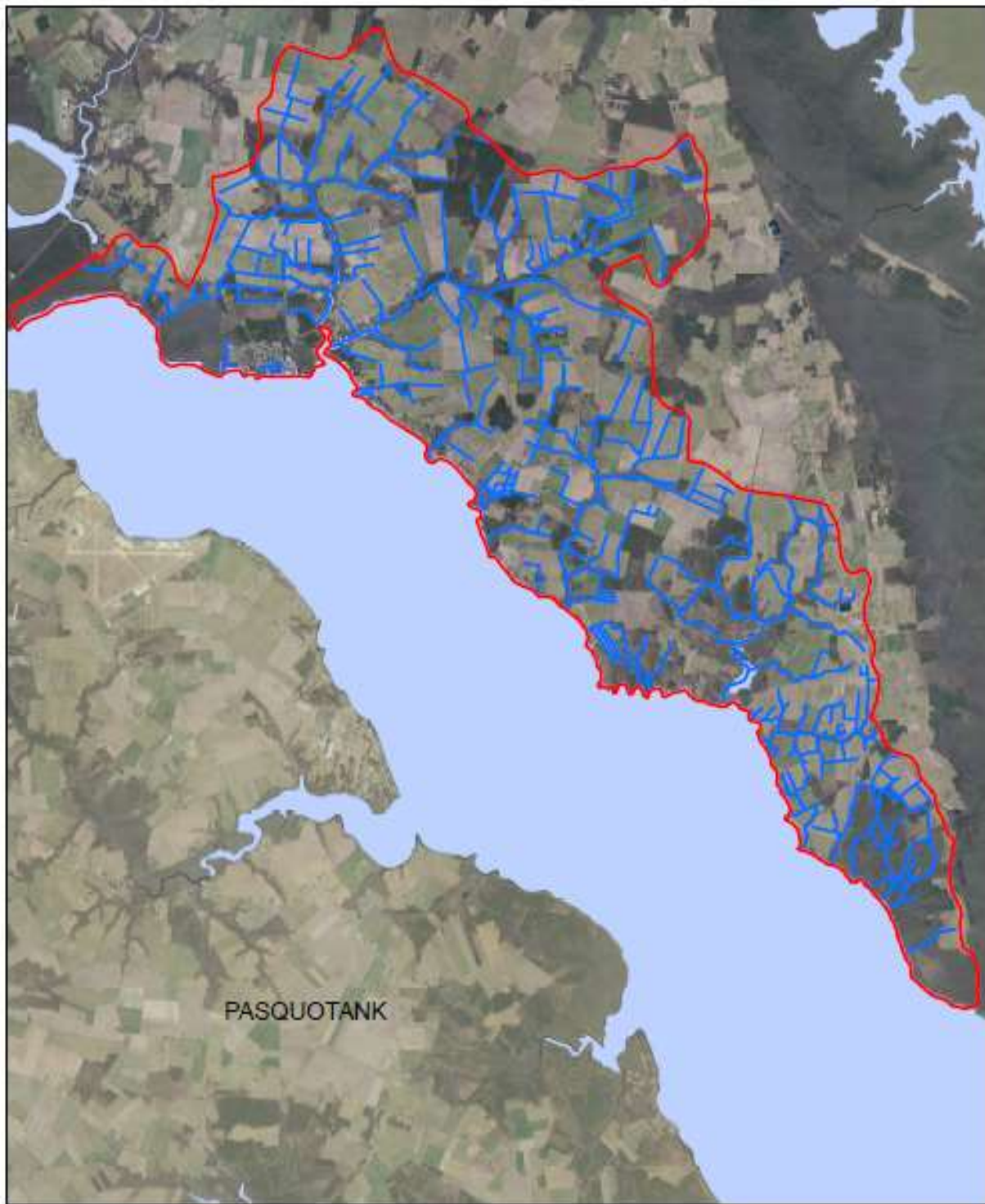
## APPENDIX J: County Maps



**Camden County Watersheds and Drainage Ways**

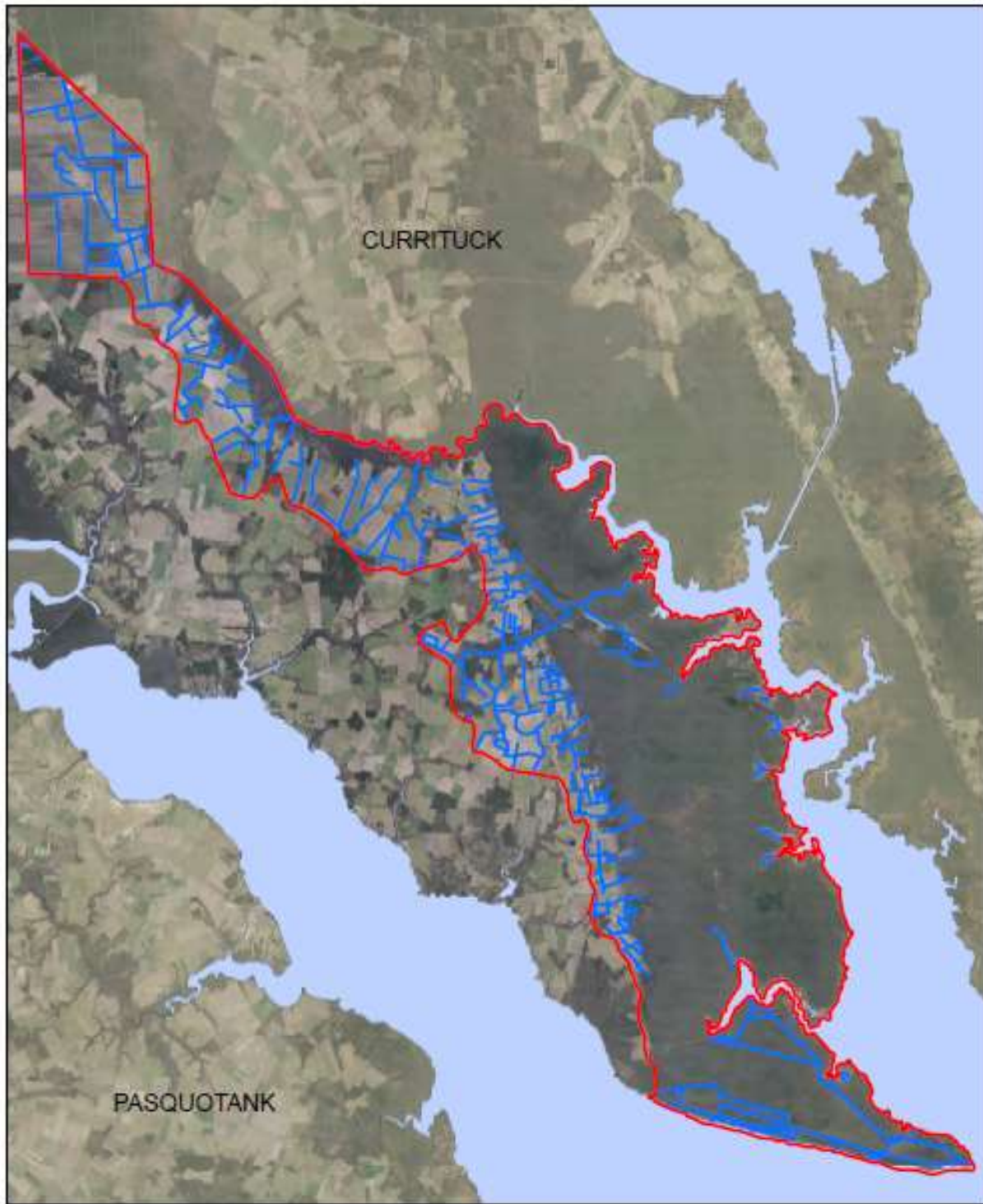






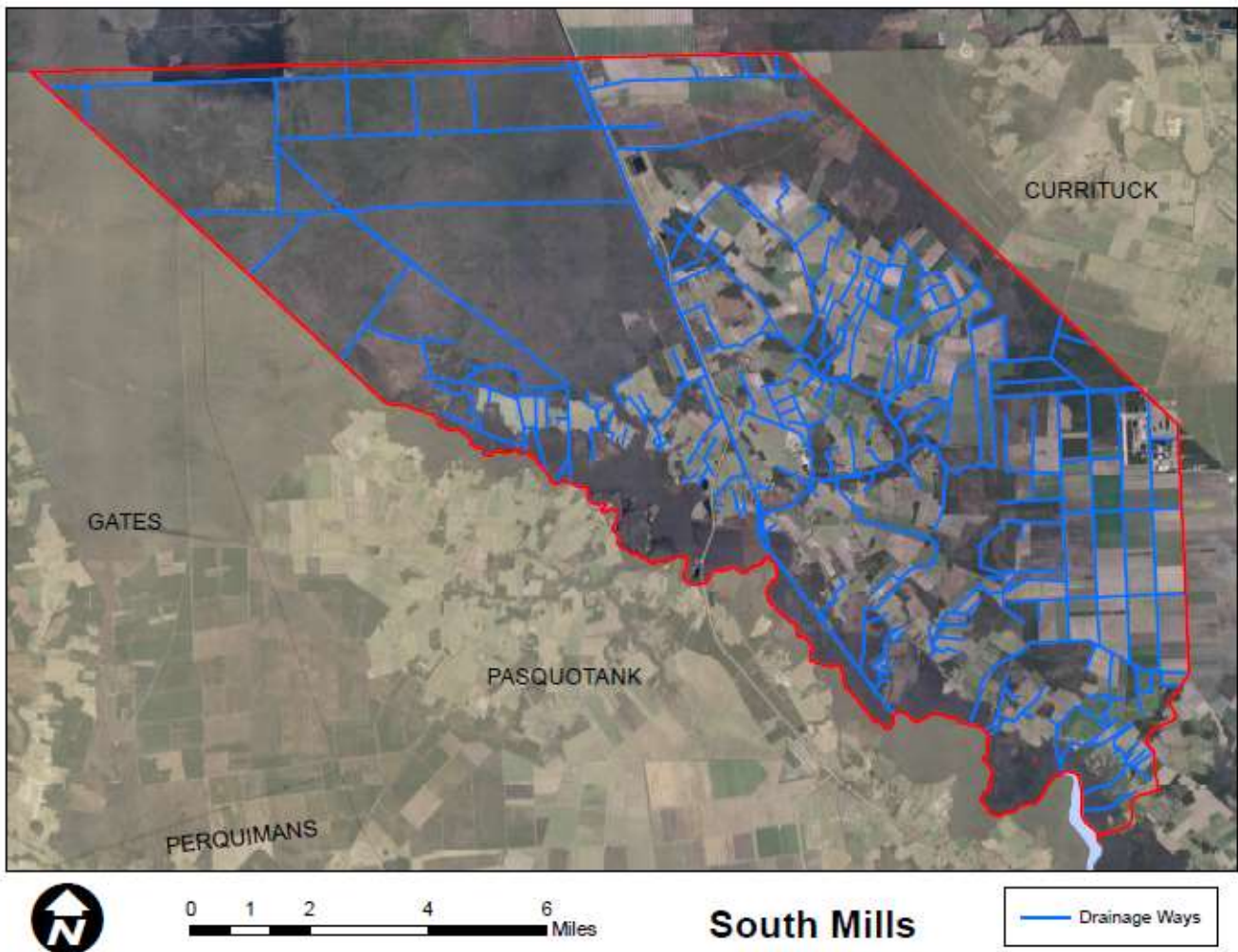
**Shiloh**





# North River







## APPENDIX K: References

Ref No.	Reference	WEB Address
1	Camden County Unified Development Ordinance	<a href="http://www.amlegal.com/nxt/gateway.dll/North%20Carolina/camdencounty_nc/camdencountynorthcarolinacodeofordinance?f=templates\$fn=default.htm\$3.0\$vid=amlegal:camdenco_nc">http://www.amlegal.com/nxt/gateway.dll/North%20Carolina/camdencounty_nc/camdencountynorthcarolinacodeofordinance?f=templates\$fn=default.htm\$3.0\$vid=amlegal:camdenco_nc</a>
2	Pasquotank County Drainage Manual	<a href="http://www.co.pasquotank.nc.us/Departments/planning/Drainage%20Manual%20FINAL%20FEB%2016%202009.pdf">http://www.co.pasquotank.nc.us/Departments/planning/Drainage%20Manual%20FINAL%20FEB%2016%202009.pdf</a>
3	Currituck County Stormwater Manual	<a href="http://co.currituck.nc.us/pdf/unified-development-ordinance/currituck-county-stormwater-manual-red-13sep01.pdf">http://co.currituck.nc.us/pdf/unified-development-ordinance/currituck-county-stormwater-manual-red-13sep01.pdf</a>
4	NCDENR Division of Energy, Minerals, and Land Resources – Stormwater Permitting Program	<a href="http://portal.ncdenr.org/web/lr/stormwater">http://portal.ncdenr.org/web/lr/stormwater</a>
5	North Carolina Department of Environmental and Natural Resources (NCDENR) Division of Energy, Mineral and Land Resources Stormwater Best Management Practices Manual	<a href="http://portal.ncdenr.org/web/lr/bmp-manual">http://portal.ncdenr.org/web/lr/bmp-manual</a>
4	Erosion and Sediment Control Planning and Design Manual	<a href="http://portal.ncdenr.org/web/lr/erosion">http://portal.ncdenr.org/web/lr/erosion</a>
5	NCDOT Guidelines for Drainage Studies and Hydraulic Design 2012	<a href="https://connect.ncdot.gov/resources/hydro/Pages/Guidelines-Drainage-Studies.aspx">https://connect.ncdot.gov/resources/hydro/Pages/Guidelines-Drainage-Studies.aspx</a>
6	NOAA ATLAS 14 POINT PRECIPITATION FREQUENCY ESTIMATES: NC	<a href="http://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=nc">http://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=nc</a>
7	WEB Soil Survey	<a href="http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx">http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx</a>
8	Win TR -55	<a href="http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/water/?cid=stelpfdb1042901">http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/water/?cid=stelpfdb1042901</a>
9	EPA SWMM	<a href="http://www2.epa.gov/water-research/storm-water-management-model-swmm?">http://www2.epa.gov/water-research/storm-water-management-model-swmm?</a>

10	Curve Fitting by John C. Pezzullo for Storm Intensities	<a href="http://statpages.org/nonlin.html">http://statpages.org/nonlin.html</a>
11	FIRM Study (enter North Carolina, Camden and Camden – Search)	<a href="https://msc.fema.gov/portal/advanceSearch">https://msc.fema.gov/portal/advanceSearch</a>
12	County Drainage Maps	<a href="http://maps2.roktech.net/CamdenCountyNC_GoMaps/index.html#">http://maps2.roktech.net/CamdenCountyNC_GoMaps/index.html#</a>

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number: 5.A**

**New Business:**

**Meeting Date: November 2, 2015**

**Attachments: 7**

**Submitted By: Lisa S. Anderson  
Tax Administrator**

**ITEM TITLE: September Monthly Reports**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

September Monthly Reports

**RECOMMENDATION:**

Review & Approve

**MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE  
CAMDEN COUNTY BOARD OF COMMISSIONERS**

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<b><u>YEAR</u></b>	<b><u>REAL PROPERTY</u></b>	<b><u>PERSONAL PROPERTY</u></b>
2014	161,140.93	7,263.61
2013	62,561.19	10,159.56
2012	28,839.10	12,720.13
2011	16,531.99	9,990.02
2010	16,619.18	6,416.37
2009	6,999.62	6,061.83
2008	6,133.35	6,252.36
2007	6,056.33	9,594.66
2006	1,996.46	14,453.25
2005	1,690.71	26,367.95

TOTAL REAL PROPERTY TAX UNCOLLECTED	308,568.86
TOTAL PERSONAL PROPERTY UNCOLLECTED	109,279.74
TEN YEAR PERCENTAGE COLLECTION RATE	99.38%
COLLECTION FOR 2015 vs. 2014	15,756.45 vs. 17,961.83

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2014	97.52%
2013	98.96%
2012	99.42%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**

**ENDING**                      September **2015**  
**BY TAX ADMINISTRATOR**

- 46    NUMBER DELINQUENCY NOTICES SENT
- 22    FOLLOWUP REQUESTS FOR PAYMENT SENT
- 3     NUMBER OF WAGE GARNISHMENTS ISSUED
- 12    NUMBER OF BANK GARNISHMENTS ISSUED
- 23    NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR  
TO DELINQUENT TAXPAYER
- 0     NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
- 0     PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF  
TAX ADMINISTRATOR
- 0     NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO  
COUNTY ATTORNEY
- 1     NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR  
COLLECTION (I.D. AND STATUS)
- 0     REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
- 0     NUMBER OF JUDGMENTS FILED

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	9,660.86	1	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8923-00-19-3774.0000	9,070.52	1	HALSTEAD VENTURE PARTNERS, LLC	CAMDEN	431 158 US W
R	03-8899-00-45-2682.0000	7,095.06	1	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-8621.0000	6,199.91	2	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	03-8943-04-74-3506.0000	5,428.11	1	ELLIOTT & DONNA JACOBS	SHILOH	117 SUNSET AVE
R	03-8972-00-51-8423.0000	5,402.22	1	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	03-8953-04-81-9832.0000	5,259.29	3	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	02-8944-00-31-2148.0000	5,193.35	1	CARL HARRINGTON	CAMDEN	150 SAND HILLS RD
R	01-7080-00-17-0129.0000	5,187.78	1	CAMDEN SQUARE ASSOCIATES	SOUTH MILLS	
R	02-8945-00-54-1099.0000	5,032.50	1	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	263 BELCROSS RD
R	01-8000-00-36-9596.0000	4,692.92	1	EULA B. JOYNER	SOUTH MILLS	TROTTERS WAY
R	02-8945-00-41-2060.0000	4,148.45	1	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	03-8990-00-08-7291.0000	4,066.47	1	JAMES E RHODES	SHILOH	111 CATALAN DR
R	03-8952-01-49-1090.0000	3,621.40	1	DRACHMA, INC & SIMSON BAAI, LLC	SHILOH	343 HWY S
R	01-7080-00-62-1977.0000	3,495.60	8	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8961-00-58-4506.0000	3,371.91	1	WARREN DEAN RIGGS	SHILOH	110 DRIFTWOOD DR
R	01-7998-01-08-6797.0000	3,131.98	4	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8965-00-44-7928.0000	3,007.90	1	WHALON & KATHLEEN MCCULLEN	SHILOH	404 SANDY HOOK RD
R	03-8962-00-56-7217.0000	2,914.53	1	TONYA HUGHES HARRIS	SHILOH	253 WICKHAM RD
R	01-7989-04-90-6715.0000	2,900.35	4	ANDREW FEREBEE HEIRS	SOUTH MILLS	1334 343 HWY N
R	02-8934-04-61-9891.0000	2,864.33	1	WILLIAM EDGAR STAPLES	CAMDEN	244 COUNTRY CLUB RD
R	03-8964-00-40-9957.0000	2,772.14	1	LASALLE SEARS HEIRS	SHILOH	291 BARTLETT RD
R	02-8934-04-71-8470.0000	2,700.25	1	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	02-8936-00-21-4428.0000	2,690.59	2	CAROLYN MCDANIEL	CAMDEN	SCOTLAND RD
R	02-8943-01-26-9508.0000	2,570.16	1	FITZHERBERT, ADELL & BARBARA	CAMDEN	108 RIDGE RD
R	02-8935-01-08-8786.0000	2,558.35	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	03-8965-00-58-1527.0000	2,493.33	3	TRACY SWAIN	SHILOH	SANDY HOOK RD
R	01-7998-01-18-1579.0000	2,468.70	1	FABIAN DIXON	SOUTH MILLS	1284 343 HWY N
R	03-8953-03-12-6266.0000	2,403.77	1	R. VERNON BRAY, JR.	SHILOH	120 LAUREN LN
R	01-7081-00-52-7312.0000	2,300.90	2	WILLIAM K. COLONNA	SOUTH MILLS	256 CULPEPPER RD

10/27/15 10:34:37

Delinquencies Top-30 Unpaid

1

Attachment "A"  
Read

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	03-8899-00-45-2682.0000	10	7,095.06	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-8621.0000	10	6,199.91	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 NC N
R	03-8943-04-93-8214.0000	10	2,287.69	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7999-00-32-3510.0000	10	1,928.53	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	03-8952-00-95-8737.0000	10	1,908.86	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7090-00-60-5052.0000	10	962.62	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	659.94	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	633.65	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-9809-00-45-1097.0000	10	260.40	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	01-7090-00-95-5262.0000	10	255.08	JOHN F. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-8980-00-61-1968.0000	10	218.26	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-17-2462.0000	10	141.61	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7999-00-12-8596.0000	9	1,623.08	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	9	1,129.11	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8899-00-37-0046.0000	9	162.23	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	8	9,660.86	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8945-00-41-2060.0000	8	4,148.45	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	01-7080-00-62-1977.0000	8	3,495.60	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8934-04-71-8470.0000	8	2,700.25	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	01-7988-00-91-0179.0001	8	1,918.10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	02-8935-01-19-4055.0000	8	1,219.71	ANDERSON CARTWRIGHT SR.	CAMDEN	271 SLEEPY HOLLOW RD
R	01-7988-00-14-1370.0000	8	847.10	ISAAC COSTON	SOUTH MILLS	NORTH SIDE RD
R	02-8935-03-40-3652.1000	8	782.56	HOWARD DAVENPORT	CAMDEN	117 GUMBERRY RD
R	03-8962-00-50-0273.0000	8	764.31	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7998-00-57-2800.1000	8	427.45	TINA RENEE LEARY	SOUTH MILLS	111 LINTON RD
R	01-7989-04-60-1568.0000	7	965.01	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	03-8953-04-81-9832.0000	6	5,259.29	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	03-8990-00-08-7291.0000	6	4,066.47	JAMES E RHODES	SHILOH	111 CATALAN DR
R	03-8962-00-56-7217.0000	6	2,914.53	TONYA HUGHES HARRIS	SHILOH	253 WICKHAM RD
R	03-8964-00-40-9957.0000	6	2,772.14	LASALLE SEARS HEIRS	SHILOH	291 BARTLETT RD

10/27/15 10:34:39

Delinquencies Top-30 Oldest

1  
*Pool*  
 Attachment "B"



Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,531.32	6	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001046	1,110.60	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
PP	0000738	1,092.13	4	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	798.61	7	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0002342	789.69	1	ASSOCIATED TAX APPRAISERS		
P	0001072	778.93	10	PAM BUNDY	SHILOH	105 AARON DR
PP	0001883	655.29	4	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001739	655.07	4	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0001827	652.02	1	KAREN BUNDY	CAMDEN	431 158 US W
P	0001695	547.68	3	GARY STEWART ELKINS	CAMDEN	150 158 HWY W
PP	0000352	443.65	9	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001230	411.11	3	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001116	409.86	4	AL JORDAN	CAMDEN	390 158 HWY W
PP	0000248	326.53	10	ROBERT H. OWENS	CAMDEN	363 # 15
PP	0001227	322.05	9	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0000956	314.49	10	HUNG PHI LE	SHILOH	103 EDGEWATER DR
PP	0000846	272.48	3	TOAN TRINH	SHILOH	229 SAILBOAT RD
PP	0000256	270.00	8	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
PP	0001703	270.00	1	VAN ZANDER	MOYOCK	812 TULLS CREEK RD
P	0001672	268.26	5	DAVE SILVA	CAMDEN	390 158 HWY
PP	0001693	261.90	6	ALLIANCE NISSAN	CAMDEN	158 HWY W
PP	0002194	251.03	1	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
PP	0001250	247.91	5	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
PP	0001010	239.92	2	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
PP	0001106	239.24	8	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
PP	0001952	238.91	3	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
PP	0002775	235.33	1	JEFFREY D & KIMBERLEE S KENNEY	SOUTH MILLS	164 MCPHERSON RD
P	0000421	227.73	4	CLARENCE MUNDEN	CAMDEN	
P	0001360	224.97	2	KEITH DENNIS	CAMDEN	390 158 HWY W
P	0001959	221.47	2	PAUL A. LEARY	SOUTH MILLS	149 LINTON RD

10/27/15 10:35:15

Delinquencies Top-30 Unpaid

1

Attachment "A"  
Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001046	10	1,110.60	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	1,092.13	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	778.93	PAM BUNDY	SHILOH	105 AARON DR
P	0000248	10	326.53	ROBERT H. OWENS	CAMDEN	363 # 15
P	0000956	10	314.49	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0001220	10	219.05	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD
P	0000837	10	139.42	DUC MINH LE		
P	0000316	10	122.12	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0000352	9	443.65	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001227	9	322.05	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0001106	9	239.24	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000256	8	270.00	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001538	7	798.61	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001545	7	160.66	LOUIS RUGGERI	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001540	7	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	6	1,531.32	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001672	6	268.26	DAVE SILVA	CAMDEN	158 HWY
P	0001693	6	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	6	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001827	5	652.02	KAREN BUNDY	CAMDEN	431 158 US W
P	0001250	5	247.91	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0002775	5	235.33	JEFFREY D & KIMBERLEE S KENNEY	SOUTH MILLS	164 MCPHERSON RD
P	0001910	5	155.91	JEFFREY GEGAN	CAMDEN	379 COUNTRY CLUB RD
P	0001883	4	655.29	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001739	4	655.07	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0001116	4	409.86	AL JORDAN	CAMDEN	390 158 HWY W
P	0000421	4	227.73	CLARENCE MUNDEN	CAMDEN	
P	0002081	4	217.24	ROBERT VERNON BRAY	CAMDEN	120 LAUREN LANE
P	0000891	4	165.68	LAC VAN TU	SHILOH	105 EDGEWATER DR
P	0001697	4	144.00	RANDY BRICKHOUSE	CAMDEN	150 158 HWY W

10/27/15 10:35:16

Delinquencies Top-30 Oldest

Attachment "B"  
Personal

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number: 5.B**

**Consent Agenda**

**Meeting Date: November 2, 2015**

**Attachments: 4 (13 Pages)**

**Submitted By: Other**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**ITEM TITLE: WW II Coastwise Merchant Mariners**

**SUMMARY:**

**On April 20<sup>th</sup>, 2015 the board approved Resolution No. 2015-04-03 in support of an alternative method of recognition for veteran status to WWII coastwise merchant mariners.**

**Mr. Don Horton comes to the board presenting the status of this issue and requests the board again support recognition of the WW II coastwise (barge & tugboat) merchant mariners by letter of support**

**RECOMMENDATION:**

**To make a motion direct staff to draft a letter of support**

**Presentation to Camden Co. BOC on 2 Nov. 2015**

**OPENING:** I wish to thank the Camden County Board of Commissioners and our Citizens for staying with me for over 8 years in our efforts to gain recognition for these unknown mariners. I sincerely thank you for that support and hopefully you will continue doing so with my request tonight. . I appear before you to **solicit** your help in sending **another plea** of support to Senator Burr requesting a change of mind on his position of **non-cosponsorship** of S-1775 WW II Coastwise Merchant Mariners Service Act.

Ref: **Sen Burr ltrs of 5 Jun, 2014, 26 & 27 Aug, 2015 & 27 and emails Of 11/2011**

**A. Senator Burr** “A legislative change to the current law, as some have suggested, would allow individuals to provide non-military records in order to receive veteran status. I believe that would set an unnecessary precedent”. In another letter he states:, “I would like to respond to your request that I support legislation that would no longer require specific military documentation to prove an individual’s service as a Merchant Mariner, specifically those who participated in “coastwise” service during World War II and who do not have documented proof of that service on a coastwise vessel”. And is another he states: “This implies that official records will be replaced or are no longer required.” This boils down to: **1. Using non-military records, 2: Setting precedence, & 3: Military Records will be replaced or are no longer required.**

**Fact A-1 USCG Reference Document #77 of Apr, 1992:** identifies use of **non-military** to determine recognition and therefore sets **precedence** .

**Fact:A-2** The following is exact wording of HR 1288 & S 1775 WW II Merchant Mariners Service Act. : “(1) In the case of an individual seeking such recognition for whom **no** applicable Coast Guard shipping or discharge form, ship logbook, or other official employment record is available, the Secretary **shall** provide such recognition on the basis of applicable Social Security Administration records submitted by the individual, together with validated testimony given by the individual or the primary next of kin stating that the individual performed such service during the period beginning on December 7, 1941, and ending on December 31, 1946.” There is **no mention of no longer requiring specific military documents to prove service. No wording to replace existing documents either.**

**Fact A-3:** These bills **only apply when no other documentation is available** and mainly due to records being **lost, denied, destroyed or inaccessible due by government actions.:**

**B Senator Burr** , “I have conducted extensive research with the United States Coast Guard and National Maritime Center and have learned it is very rare that an individual submitting documentation to receive veteran status would not have or be unable to find sufficient documentation to substantiate the status, as is required by law, and that in those rare cases, the Coast Guard has been able to assist the individual in locating archival records to substantiate their request”.

**Fact:B-1** In a single family, 6 applications were filed and **all** came back **denied** because NMC could not find documentation to prove service. Early on, Senator Burr **was instrumental** in having our coastwise mariners recognized **by intervening** on my behalf when he **challenged information** regarding my brother who was killed when his tug, Menominee was shelled and sank on 31 Mar. 1942 just 9 miles off the coast of Virginia. This action **set the precedence** for barge and tugboat seamen to gain recognition as veterans. BTW, we use USCG records on file at the NMC, who **previously** stated that **no records existed** anywhere for our entire family identifying service during WW II; that led to the recognition of 2 more in my family. Does this sound like a **rare** case?

**C Senator Burr**: “Although the senator appreciates the sincerity of your effort, the senator is still of the mind that the **overwhelming majority** of Merchant Mariners who served during World War Two have been **accorded rightful status as Veterans**, he **remains confident** the current USCG regulations and document requirements **are sufficient** to grant this status, and he **does not think legislative action is warranted**”. Ref: **email of 16 Nov, 2011.**

**Fact C-1:** **IAW NMC**, only about **91,000** have been recognized as veterans. The USCG, responding to a GAO inquiry, stated they issued over 840,000 credentials to applicants between 1939 and 1946 but could not identify how many served during WW II timeframe. Most noted historians place the number of combat Mariners from WW II at about 250,000 (not including the coastwise mariners). The senator is **a bit off the mark** for an “**Overwhelming Majority**”

**D. USCG**: “Under Public Laws 95-202 (for services between 07 Dec, 1941 and 15 Aug., 1945) and 105-368 (for services between 16 Aug. and 31 Dec, 1946) only merchant mariners who sailed on ocean-going service, coastwise or foreign, or vessels operated under the contract to the WSA, **while holding USCG credentials** , are eligible for issuance of a DD form 214”. **Ref: USCG ltr 5730 C806838 of 07 Jan, 2009.**

**Fact D-1:** P.L 95-202 does **not** mention the Merchant Marine or requirements for credentials. P.L. 105-368 requires credentials **but** for only for the period that law states: **16 Aug.1945 to 31 Dec. 1947**. US Merchant Marine Seamen of WW II **gained veteran**

**status** under a **court ruling via** Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987). There is **no** mention of USCG credential in that court order, either. **No other** Law requires USCG credentials.

**Note:** Although this is **not associated with the bills** in congress; it has a total impact on WW II Merchant Marine and a major issue that has never been addressed anywhere and the American people need to know why those who made the supreme sacrifice are not even recognized as veterans. It **is included** in our Resolution.

**B. Senator Burr:** On BOC's recommendation **#2** to initiate a congressional inquiry into the USCG's failure to comply with DOD agreement regarding the 62 year rule. **No RESPONSE**

**Fact:** Agreements were reached between NARA, DOD and all services to relocate personnel records of those 62 years past discharge date to the Personnel Records Center in St. Louis, MO in 2004 for access in conducting research on veteran issue. **All** services have complied **except** the **USCG** for the **Merchant Marine** records. They remain in custody of the NMC and the NARAs located around the USA. Additional research has discovered there could be as much as 15,000 cubic feet of records (translates into millions of single personnel records) are stored in cardboard boxes at the NMC and NARAs. Located there, the Privacy Act prohibits research to prove service impacting greatly upon the veteran to produce required documents

**C. Senator Burr:** BOC's recommendation **#3** "Initiate congressional inquiry to: Recognize WW II Mariners, KIA.MIA as Veterans of this Nation". **NO RESPONSE**

**Fact: 9521 Merchant Mariners KIA or MIA and only 414 receiving Veteran status.**

**E CONCLUSION:** There are additional statements, comments and emails related to this issue and can be made available if necessary. All clearly indicate the information passed to Senator Burr is less that completely accurate and this misinformation has led him to reach decisions contrary to what many in North Carolina believe should be.

The decision of our Citizens is fully supported by the many letters, phone calls, emails, Resolutions and petitions with thousands of constituent signatures seeking his support.

Veteran's day in closing in on us and we need to recognize all who served this nation where ever they served. For not to recognize a single veteran is tragic But, to not recognize thousands, or even hundred in a National tragedy. It is Un-American and totally unacceptable. .

### **IN CLOSING,**

Thank you for allowing me this time to express my feelings and present to you my request along with official supporting documents regarding this issue.

I will try to answer any questions you have

## **Presentation to Camden Co. BOC on 2 Nov. 2015**

**OPENING:** I wish to thank the Camden County Board of Commissioners and our Citizens for staying with me for over 8 years in our efforts to gain recognition for these unknown mariners. I sincerely thank you for that support and hopefully you will continue doing so with my request tonight. . I appear before you to **solicit** your help in sending **another plea** of support to Senator Burr requesting a change of mind on his position of **non-cosponsorship** of S-1775 WW II Coastwise Merchant Mariners Service Act.

Ref: **Sen Burr ltrs of 5 Jun, 2014, 26 & 27 Aug, 2015 & 27 and emails Of 11/2011**

**A. Senator Burr** “A legislative change to the current law, as some have suggested, would allow individuals to provide non-military records in order to receive veteran status. I believe that would set an unnecessary precedent”. In another letter he states:, “I would like to respond to your request that I support legislation that would no longer require specific military documentation to prove an individual’s service as a Merchant Mariner, specifically those who participated in “coastwise” service during World War II and who do not have documented proof of that service on a coastwise vessel”. And is another he states: “This implies that official records will be replaced or are no longer required.” This boils down to: **1. Using non-military records, 2: Setting precedence, & 3: Military Records will be replaced or are no longer required.**

**Fact A-1 USCG Reference Document #77 of Apr, 1992:** identifies use of **non-military** to determine recognition and therefore sets **precedence** .

**Fact:A-2** The following is exact wording of HR 1288 & S 1775 WW II Merchant Mariners Service Act. : “(1) In the case of an individual seeking such recognition for whom **no** applicable Coast Guard shipping or discharge form, ship logbook, or other official employment record is available, the Secretary **shall** provide such recognition on the basis of applicable Social Security Administration records submitted by the individual, together with validated testimony given by the individual or the primary next of kin stating that the individual performed such service during the period beginning on December 7, 1941, and ending on December 31, 1946.” There is **no mention of no longer requiring specific military documents to prove service. No wording to replace existing documents either.**

**Fact A-3:** These bills **only apply when no other documentation is available** and mainly due to records being **lost, denied, destroyed or inaccessible due by government actions.:**

**B Senator Burr** , “I have conducted extensive research with the United States Coast Guard and National Maritime Center and have learned it is very rare that an individual submitting documentation to receive veteran status would not have or be unable to find sufficient documentation to substantiate the status, as is required by law, and that in those rare cases, the Coast Guard has been able to assist the individual in locating archival records to substantiate their request”.

**Fact:B-1** In a single family, 6 applications were filed and **all** came back **denied** because NMC could not find documentation to prove service. Early on, Senator Burr **was instrumental** in having our coastwise mariners recognized **by intervening** on my behalf when he **challenged information** regarding my brother who was killed when his tug, Menominee was shelled and sank on 31 Mar. 1942 just 9 miles off the coast of Virginia. This action **set the precedence** for barge and tugboat seamen to gain recognition as veterans. BTW, we use USCG records on file at the NMC, who **previously** stated that **no records existed** anywhere for our entire family identifying service during WW II; that led to the recognition of 2 more in my family. Does this sound like a **rare** case?

**C Senator Burr**: “Although the senator appreciates the sincerity of your effort, the senator is still of the mind that the **overwhelming majority** of Merchant Mariners who served during World War Two have been **accorded rightful status as Veterans**, he **remains confident** the current USCG regulations and document requirements **are sufficient** to grant this status, and he **does not think legislative action is warranted**”. Ref: **email of 16 Nov, 2011.**

**Fact C-1:** **IAW NMC**, only about **91,000** have been recognized as veterans. The USCG, responding to a GAO inquiry, stated they issued over 840,000 credentials to applicants between 1939 and 1946 but could not identify how many served during WW II timeframe. Most noted historians place the number of combat Mariners from WW II at about 250,000 (not including the coastwise mariners). The senator is **a bit off the mark** for an **“Overwhelming Majority**

**D. USCG**: “Under Public Laws 95-202 (for services between 07 Dec, 1941 and 15 Aug., 1945) and 105-368 (for services between 16 Aug. and 31 Dec, 1946) only merchant mariners who sailed on ocean-going service, coastwise or foreign, or vessels operated under the contract to the WSA, **while holding USCG credentials** , are eligible for issuance of a DD form 214”. **Ref: USCG ltr 5730 C806838 of 07 Jan, 2009.**

**Fact D-1:** P.L 95-202 does **not** mention the Merchant Marine or requirements for credentials. P.L. 105-368 requires credentials **but** for only for the period that law states: **16 Aug.1945 to 31 Dec. 1947**. US Merchant Marine Seamen of WW II **gained veteran**



**status** under a **court ruling via** Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987). There is **no** mention of USCG credential in that court order, either. **No other** Law requires USCG credentials.

**Note:** Although this is **not associated with the bills** in congress; it has a total impact on WW II Merchant Marine and a major issue that has never been addressed anywhere and the American people need to know why those who made the supreme sacrifice are not even recognized as veterans. It **is included** in our Resolution.

**B. Senator Burr:** On BOC's recommendation **#2** to initiate a congressional inquiry into the USCG's failure to comply with DOD agreement regarding the 62 year rule. **No RESPONSE**

**Fact:** Agreements were reached between NARA, DOD and all services to relocate personnel records of those 62 years past discharge date to the Personnel Records Center in St. Louis, MO in 2004 for access in conducting research on veteran issue. **All** services have complied **except** the **USCG** for the **Merchant Marine** records. They remain in custody of the NMC and the NARAs located around the USA. Additional research has discovered there could be as much as 15,000 cubic feet of records (translates into millions of single personnel records) are stored in cardboard boxes at the NMC and NARAs. Located there, the Privacy Act prohibits research to prove service impacting greatly upon the veteran to produce required documents

**C. Senator Burr:** BOC's recommendation **#3** "Initiate congressional inquiry to: Recognize WW II Mariners, KIA.MIA as Veterans of this Nation". **NO RESPONSE**

**Fact: 9521 Merchant Mariners KIA or MIA and only 414 receiving Veteran status.**

**E CONCLUSION:** There are additional statements, comments and emails related to this issue and can be made available if necessary. All clearly indicate the information passed to Senator Burr is less that completely accurate and this misinformation has led him to reach decisions contrary to what many in North Carolina believe should be.

The decision of our Citizens is fully supported by the many letters, phone calls, emails, Resolutions and petitions with thousands of constituent signatures seeking his support.

Veteran's day in closing in on us and we need to recognize all who served this nation where ever they served. For not to recognize a single veteran is tragic But, to not recognize thousands, or even hundred in a National tragedy. It is Un-American and totally unacceptable. .

### **IN CLOSING,**

Thank you for allowing me this time to express my feelings and present to you my request along with official supporting documents regarding this issue.

I will try to answer any questions you have

BOARD OF COMMISSIONERS

P. MICHAEL McLAIN  
Chairman

SANDRA J. DUCKWALL  
Vice Chairman

GARRY W. MEIGGS  
CLAYTON D. RIGGS  
TOM WHITE



**CAMDENCOUNTY**  
new energy. new vision.

MICHAEL RENSHAW  
County Manager

ANGELA WOOTEN  
Clerk to the Board

JOHN S. MORRISON  
County Attorney

Resolution No. 2015-04-03

A RESOLUTION OF THE NORTH CAROLINA CAMDEN COUNTY BOARD OF COMMISSIONERS IN  
SUPPORT OF AN ALTERNATIVE METHOD OF RECOGNITION FOR VETERANS STATUS TO  
WW II COASTWISE MERCHANT MARINERS

**Findings 1:** Some US Merchant Marine Seamen of WW II gained veteran status under a court ruling via *Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr* 665 F Supp 41 (D.D.C 1987). The USCG later required they meet certain eligibility requirements.

**Findings 2:** Some 10,000 to 30,000 coastwise seagoing tug and barge merchant seamen have been or may be denied recognition upon application because actions taken by government agencies (prior to P. L. 95-202) have removed required eligibility records from being available to the veteran.

**Findings 3:** Commandant, USCG Ltr 5739 Ltr of 09 Apr 2010 states, "The US Government did not issue mariner credentials to females during the World War II."

**Findings 4:** USCG Information Sheet #77 (April 1992) identifies acceptable forms of documentation for eligibility meeting the requirements pursuant to *Schmacher V. Aldridge, 655 41(D.D.C 1987)*

- a. Certificate of Discharge (Form 718A)
- b. Continuous Discharge Books (ship's deck/engine logbooks. (Non-military document)
- c. Company letters showing vessel names and dates of voyages. (Non-military document)

**Findings 5:** Commandant USCG Order of 20 March, 1944 relieves masters of tugs, towboats and seagoing barges of the responsibility of submitting reports of seamen shipped or discharged on forms 718A. This action removes item (a) from the eligibility list in Findings 4.

**Findings 6:** USCG Information Sheet # 77 (April, 1992) further states "Deck logs were traditionally considered to be the property of the owners of the ships. After World War II, however, the deck and engine logbooks of vessels operated by the War Shipping Administration were turned over to that agency by the ship owners, and were destroyed during the 1970s because they were too burdensome to keep and too costly to maintain." This action effectively eliminates item (b) from the eligibility list in Findings 4

**Findings 7:** Company letters showing vessel names and dates of voyages are highly suspect of ever existing due to the strict orders prohibiting even the discussion of ship/troop movement. Then consider item (c) of Findings 4 should be removed from the eligibility list. USCG Info Sheet # 77, page 2 refers

**Findings 8:** Excerpts from Pres. Roosevelt's fireside Chat 23: On the Home Front (Oct. 12, 1942): "In order to keep stepping up our production, we have had to add millions of workers to the total labor force of the Nation. "In order to do this, we shall be compelled to use older men, and handicapped people, and more women, and even grown boys and girls, wherever possible and reasonable, to replace men of military age and fitness; to use their summer vacations, to work somewhere in the war industries." Underage combatants had served in all of America's wars from the time of the Revolution. The unknown number who served in the Second World War perpetuated that legacy. They served with distinction and valor, and indisputably demonstrated that, despite their age, they could serve as well as those around them.

**Findings 9:** Post the Revolutionary War; many Acts of Congress were enacted to provide pensions to those veterans applying for support. Thousands of servicemen were without documented service and remained without any viable means to prove service. Excerpts from documents retained at the NARA provide: **Generally the process required an applicant to appear before a court of record in the State of his or her residence to describe under oath the service for which a pension was claimed.** This establishes precedence for using certified oaths in conjunction with the Social Security documents as alternative documentation.

**Findings (10):** US CG Official Shipping/Discharge documents (Forms 718A) were obtained from the National Archives and Records Administration, Wash. DC that contained information proving Active Duty (AD) services for some WW II coastwise barge and tug Mariners. Together with information obtained via a FOIA request to the National Maritime Center, research brought forth additional information. Research conducted between June-August 2013, in concert with the NMC, using official records of 1172 coastwise mariners and the USCG Merchant Marine Casualties of WW II report of 1950 identified:

**WW II Coastwise Mariners Listing: Excel Sheet #1**

1172 Mariners identified via official USCG Shipping/Discharge Forms 718A  
 84 Mariners may have been women according to their feminine sounding names; OR 7.2%  
 1058 Mariners' ages were specified. Ages ranged from 10 to 78.  
 583 Mariners identified within draft age and included those in 4F status; OR 55.1% of known ages.  
 525 Mariners identified at over the draft age of 37; OR 49.6% of known ages.  
 114 Mariners with age not specified; OR 09.7%  
 47 Mariners who served were under the age of 17; OR 4.4% of known ages.  
 16 Mariners KIA with 1 receiving DD Form 1300.

**National Maritime Form DD 214 Listing: Excel Sheet #2**

794 Mariners were identified on NMC Coastwise Mariners listing identifying Active Duty services.  
 291 Mariners on NMC listing had no USCG MMLD numbers listed; OR 36.6%  
 85 Mariners issued DD Form 214 from NMC listing, OR 10.7% of NMC; OR 7.2% of WW II CMM

**Merchant Marine KIA & MIA Casualties from all causes = 9521 \* (usmm.org)**

5662 Mariner Casualties from USCG per 1950 Report \* (USCG 1950 casualty report)  
 3859 Mariner Casualties from Other Sources \* (Additional sources - Art. Moore and US Congress)

**Merchant Marine Casualties recognized by all sources = 414**

- 344 Mariner Casualties from USCG 1950 Casualty Report \* (USCG 1950 casualty report)
- 70 Mariner Casualties from NMC report & not listed on USCG 1950 Casualty List \* (NMC DD 1300 Report)
- 1 Mariner in NMC DD 1300 files as having received Form DD 1300 yet 16 identified on WW II CM listing

**Rationale:** 9521 Merchant Mariners KIA or MIA serving and only 414 receiving Veteran status.

**Findings 11:** The USCG cannot provide a true estimate of merchant mariners serving in WW II. GAO/HEHS-97-196R refers. Estimates range from 250,000 to 840,000 from recognized historians and GAO audit... None of these historians were aware of these 10,000 to 30,000 coastwise merchant seamen where many served without proper credentials and were not included in above estimates. Some were elderly handicapped; others women and some were school children who served in billets, drew wages and paid taxes. They served on the same vessels in the same hostile war zones and performed the same services alongside others who were documented. Yet, only about 91,000 merchant mariners have been recognized as veterans with just 1192 of these veterans in receipt of compensation or pension benefits the VA refers. This is a vast disparity in ratio of the other service branches.

**Findings 12:** DOD and NARA Agreement NI-330-04-1 of Jul, 08, 2004 puts in place a procedure to transfer military personnel files of individuals from all services, (including civilian personnel or contractual groups who were later accorded military status under the provisions of Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987). This agreement affects military personnel records of individuals 62 years after separation from service. Action has taken place for all except the US Merchant Marine IAW above stated court order. This inaction by the Department of Homeland Security via (COMDT USCG) has caused many of the mariners to have gone unrecognized for their services. Many seafarers have passed without ever gaining recognition or benefits and soon all will be History. National Personnel Records Center estimate there are between 1400 to 2500 Cubic feet of Shipping/Discharge documents being stored at the NARA district offices and NMC yet to be transferred to the National Personnel Records Center in St. Louis, Missouri. NMC cites about 91,000 out of 250,000 to 840,000 have ever received recognition as veterans; and, with many unable to gain access because of age and health condition requiring assistance for others outside family. Had compliance taken place, these records would have been available to all and providing the mariner a chance to being recognized many years ago and enjoying the benefits awarded to them via court order.

***Whereas:*** (1) By court order, Schumacher v. Aldridge 665 F Supp 41 (D.D.C. 1987) provided for veteran status to certain US Merchant Marine seamen during WW II (07 December, 1941 to 31 December, 1946) with the same benefits accorded all veterans as administrated by the Veterans Administration. There were no provisions for the elderly handicapped, women or schoolchildren to even be considered for their services as mariners serving anywhere within the US Merchant Marine providing an avenue to veteran status.

***Whereas:*** (2) The USCG Information Sheet #77 of Apr. 1992 identifies specific criteria to be used to prove active duty performed by an individual seaman for the purpose of attaining veteran status and findings (5), (6) & (7) identified specific official government actions that removed these particular documents from the reach of the mariner. This clearly identifies the requirement to put in place a method of utilizing alternative documentation and other approved methods to replace specific documents removed from use by the government actions cited elsewhere in this document.

**Whereas: (3)** Women were removed from ships at the onset of WW II and not allowed to serve in any capacity by direction of the War Shipping Administrator, Admiral Emory S. Land. The Captains of the Ports (USCG COTP) were given specific directions to deny official USCG maritime credentials to any woman requesting them. They served but without official credentials in every capacity on most vessels. Families were the sole crew on many barges throughout the WW II and afterwards. Companies welcomed this arrangement because critical crew replacements were reduced considerably. This allowed those barges to move the bulk war materials more quickly and freed the more abled bodied seaman to man the larger seagoing ships taking vital supplies to troops on all the fronts, keeping the enemy from our doors. A win win situation vital to war defense. To date there is no law or other avenue recognizing women as veterans of the US Merchant Marine during WW II

**Whereas: (4)** President Roosevelt's speech of 12 Oct, 1942 puts in place the use of elderly and handicapped individuals, school children and women in an effort to support war efforts by replacing men of military age and fitness, and in stepping up our production of war materials for those on the front lines. Because of this speech, women, the elderly disabled and schoolchildren entered the varied war defense plant services in droves and many found their way into the coastwise barge and tug trades as well.

**Whereas: (5)** DOD & NARA Agreement NI-330-04-1 of July 08, 2004 provides for the transfer of military records to the National Personnel Records Center, St. Louis, MO for use as archival records, open to the public. But inaction by the DHS for the mariner in over 10 years has caused the veteran loss of due access of his records that may have accorded him recognition as a veteran. Recommend Congressional inquiry into delay of WW II Merchant Mariners personnel records.

**Whereas: (6)** Previously attempted bills, HR 1288 and S-1361, would have provided for alternative records to be used in place of records lost, destroyed or denied for coastwise seamen affected; and allowed women and school children be recognized for their services rendered for the first time ever. There are no laws in place to allow for resolution of this issue.

**Whereas: (7)** The elderly disabled, children and women have served in every war this nation has ever known. Most have served without recognition but history is replete with actions of young children stepping up to serve, some receiving our highest honors and others serving in our highest ranks of service, congress and the presidency; e.g. President Andrew Jackson (age 13); America's first Admiral, David Glasgow Farragut was appointed a midshipman at (age 9) by President James Madison; Willie Johnson (age 11) was recipient of the Medal of Honor; Albert Cohen of Memphis TN who enlisted at age 11 & KIA age 15. History is filled with children defending this nation and Coastwise Mariners had their fair share of them. Findings #9 & #10 provide support info.

**Whereas: (8)** Although they served gallantly and with honor, actions taken against those that were elderly and disabled, school children and women by denying them official credentials during WW II is considered discrimination today.

**Whereas: (9)** The process used to determine whether an individual performed service under honorable conditions that satisfies the requirements of a coastwise merchant seaman who is recognized as having performed active duty service under the court ruling via Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge Jr 665 f Supp 41 (D.D.C.1987). There are no considerations in any existing legislation that provides for women who served, under aged schoolchildren or elderly handicapped seaman any avenue to attain veteran status. Nor is there a current avenue to use alternative methods of recognition or other actions that have proved effective in past wars for use in lieu of documents that were denied and/or destroyed by several specific official government actions.

The following actions are recommended:

- (1) Initiate congressional actions to: Provide sufficient response to support Merchant Mariners' provisions of HR 1288 (with wording intact to insure all coastwise barge and tugboat mariners who served during WW II (regardless of age, gender or disability) are recognized as veterans in accordance with or similar to: court ruling via Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987, **granting veterans status**
- (2) Initiate congressional inquiry into: Delay of WW II Merchant Mariners personnel records movement to National Military Personnel Center.
- (3) Initiate congressional actions to: Recognize WW II Mariners identified as KIA/MIA as Veterans of this Nation.

*Now, therefore, be it resolved that:* the Camden County, Board of Commissioners hereby supports these efforts on behalf of the World War II Coastwise Merchant Mariners and urges our Representatives in the Senate (Senators Richard Burr and Thom Tillis) and in the House (Representative Walter Jones) to fully support and initiate whatever actions necessary, including full support of HR 1288, "WW II Merchant Mariners Service Act", to pass legislation approving the above findings and recommendations.

*Adopted,* this the **20** day of April, 2015, in Camden County, North Carolina.

ATTEST:

  
Angela L. Wooten  
Clerk to the Board

  
P. Michael McLain, Chairman  
Camden County  
Board of Commissioners



# United States Senate

WASHINGTON, DC 20510-3308  
(202) 224-3154 FAX: (202) 228-2981

August 26, 2015

Mr. P. McLain  
Chairman  
Camden County Board of Commissioners  
330 Easy Hwy 158  
Post Office Box 190  
Camden, North Carolina 27921

Dear Mr. McLain:

Thank you for your letter and sharing with me a resolution adopted by the Camden County Board of Commissioners in support of alternative methods of recognition for veteran status to merchant seamen of World War II (WWII). I appreciate hearing from you.

As your United States Senator, I want to express my deep appreciation for the bravery of the Merchant Marines during WWII and recognize the significant sacrifices they made on behalf of our nation. Many of them put their own lives at risk to deliver supplies and personnel to advance our nation's efforts to defeat the Axis powers. Our nation must remember and honor the contribution they made to the Allied victory.

I appreciate knowing of your support for legislation that would no longer require specific military documentation to prove an individual's service as a Merchant Mariner, specifically those members of the Merchant Marine who participated in coastwise service during WWII and who do not have documented proof of that service on a coastwise vessel. According to the United States Coast Guard and National Maritime Center, it is very rare that an individual submitting documentation to receive veteran status would not have sufficient military documentation to substantiate this status, as is required by law. A legislative change to the current law would allow individuals to provide non-military records in order to receive Veteran status. Given the new precedent this would set, it is an issue that the Senate Veterans' Affairs Committee must carefully consider.

I continue to strongly commend the gallant actions of the Merchant Marines and all other groups recognized by the Secretary of the Air Force as veterans for services rendered during WWII.

Again, thank you for your letter. Should you have any additional questions or comments, please do not hesitate to let me know.

Sincerely,



Richard Burr  
United States Senator

**Winston-Salem Office**  
2000 West First Street  
Suite 508  
Winston-Salem, NC 27104  
(336) 631-5125  
Fax: (336) 725-4493  
Toll Free: (800) 685-8916

**Wilmington Office**  
201 N. Front Street  
Suite 809  
Wilmington, NC 28401  
(910) 251-1058  
Fax: (910) 251-7975  
Toll Free: (888) 848-1833

**Rocky Mount Office**  
100 Coast Line Street  
Suite 210  
Rocky Mount, NC 27804  
(252) 977-9522  
Fax: (252) 977-7902  
Toll Free: (877) 703-2087

**Asheville Office**  
151 Patton Avenue  
Suite 204  
Asheville, NC 28801  
(828) 350-2437  
Fax: (828) 350-2439

**Gastonia Office**  
181 South Street  
Suite 222  
Gastonia, NC 28052  
(704) 833-0854  
Fax: (704) 833-1467

## WW II Coastwise Merchant Mariners

J. Don Horton, President  
104 Riverview Ave, Camden, NC 27921

252 336 5553

jdonhorton@embarqmail.com  
[www.usmmv.blogspot.com](http://www.usmmv.blogspot.com)



The Honorable Richard Burr, R-NC  
Member, United States Senate  
217 Russell SOB, Washington, DC 20510 3308

20 Oct. 2015

Dear Senator Burr,

Once again I write requesting your support in the recognition of some WW II coastwise (barge & tugboat) merchant mariners. As you know there are two bills in congress that support providing such recognition. HR 1288 and S 1775, "WW II Merchant Mariners Service Act", are sitting in committees awaiting review. We respectfully request your reconsideration in recognizing and support of these bills.

Senator, I write this letter not only as an advocate for some 10 to 30 thousand WW II coastwise mariners who may not gain their due recognition as a veteran without congressional help, but also as one of the many thousands of your constituents who have requested your support on this issue. I sincerely apologize for the terse statements within this letter, and its length, but I am deeply disturbed and very concerned that you differ so greatly with citizens and representatives from every county in North Carolina regarding this issue. Your constituents have requested your support to have these few hundred remaining mariners recognized for the services they performed for our nation.

Over the past few years your constituents have forwarded to you letters, resolutions, emails and petitions (with signatures numbering in the thousands) and they represent every county in North Carolina. All are requesting your support to have alternative methods of recognition provided in order that some mariners may gain their due recognition as veterans. These constituents consist of all facets of political parties, NC General Assembly members and citizenry. We have identified and are using multi facets (groups) of citizens in every county in North Carolina. They included both parties at county, district and state levels (6). They also include both parties of the NC General Assembly (2 to 4), Board of Commissioners and citizens. From these groups we have received support via letters, resolutions and petitions from a minimum of 2 and, as many as 6 groups, from all 100 counties I believe that is a very fair representation of our citizens of North Carolina who wish you to make a favorable decision toward support for our WW II mariners who served in the coastwise trade.

Senator, these citizens and groups were provided with the same official documentation as you and your staff. They have made decisions to support these bills via their response to you. Yet, you have taken a different course and have decided these mariners should not be recognized as veterans for their services. That, sir, is very disturbing to many of your constituents. Your defense is contrary to actual official documents that depict the opposite of what you stated in your responses. These counties that have provided you their thoughts and desires feel differently than you. Your responses, sent to several of the counties, have been forwarded to me and the reason for this letter.



In your responses, you continue to state you are hesitant to support this bill because it may set precedence in using non-military documents to prove service. Senator, I again call your attention to the US Coast Guard (USCG) Information Paper #77 of April, 1992. This document identifies three specific documents used by the USCG in granting recognition to WW II Merchant Mariners; and, is listed herein for your immediate review. USGC Information Paper #77 lists the following (1) Certificate of Shipping/Discharge (form 718A), (2) Continuous Discharge Books, (ship's Deck Logbooks) and (3) Company letters showing vessel names and dates of voyages. Senator, two of these documents **are non-military documents** that have **already** set precedence. Additionally, these three documents are the **main** reason why it is necessary to provide for alternative methods of recognition as outlined within HR 1288 and S 1775. We are not asking for anything not already established as precedent as far back as April, 1992 and even further back to the Revolutionary War. We are simply requesting that alternative methods of recognition and **additional** documents to be added to the documents identified via USCG Information # 77 of Apr. 1992, as stated in my unanswered letter of 21 Oct. 2014 and repeated herein.

Under USCG CMDT Order of 20 Mar. 1944, The Commandant relieved the masters of seagoing tugs and barges of the responsibility of issuing item (1) Form 718A (Shipping/Discharge Certificates) thus removing it from use. USCG Information Paper #77 further states "**Logbooks** were considered to be **property of the owners of the ships.** After WW II, however, the deck and engine logbooks of the owners of the vessels operated by the War Shipping Administration (WSA) were turned over to that Agency by the ship owners, and were **ordered destroyed** during the 1970's because they were too costly to keep, too cumbersome to maintain and hardly used for research". This removes item (2) from use also. Item (3) company letters showing names of vessels and dates of voyages were certainly company property and **non-military** as well. Since two of three of these are clearly non-military documents, **precedence is already set for use of non-military documents.**

An earlier Staff message stated: "that since the vast majority of our WW II mariners have already received their due recognition as veterans the Senator sees no need for changes to existing laws" is **not** a factual statement. The USCG cannot provide an accurate number of mariners who served during WWII according to a GAO report. The USCG response to the GAO report, states they issued over 840,000 maritime certificates to applicants from 1939 to 1946 but cannot identify how many served during WW II. The more accepted historians use a figure of around 250,000 who served during the WW II timeframe; and they did not include those coastwise mariners who number from 10 to 30 thousand. An official NMC document places those mariners who have **received** their DD 214 at just below **91,000**. This **conflicts** with your statement of the **vast majority** of mariners having **received** their recognition

There are additional issues that need your attention, also. The USCG is consistent in some of their statements, "The USCG is bound to implement the statutes as written which provide little latitude in the requirements." Yet they simply change statutes to suit the occasion as demonstrated within this paragraph. Throughout most all responses to the several letters you have written on our behalf, early on, there is one thread that is repeated that is not a factual statement at all. The person(s) writing "by direction" from the USCG continually state or refer with a statement such as, "Under public laws **95-202** (for service between Dec. 07, 1941 and August 15, 1945) and **105-368**, (for services between August 16, 1945 and Dec. 31, 1946) only merchant mariners who sailed in ocean-going service, coastwise or foreign, or vessels operated under contract to the WSA, **while holding USCG credentials, are eligible** for

issuance of a DD Form 214.” Senator, there is no mention of the word **Merchant Marine** anywhere in **P.L. 95-202** much less a requirement to hold any type of USCG credential to serve. P.L. 105-308 states credentials to be required but only for the period the law is in force, which is from **15 Aug., 1946 to Dec. 31, 1947**. I have found no mention of Merchant Marine documents elsewhere pertaining to coastwise barge and tug seamen that require any sort of mariner credential other than in P.L. 105-308.

When I worked with the DOD and when I signed correspondence “by direction”, I was signing for the commanding officer of that particular organization. Since the major correspondence coming from Headquarters USCG was signed “by direction” that individual was signing for the CMDT, USCG and therefore setting policy. This policy is **contrary** to public law and should be considered **invalid**.

The bills under consideration are **not written** to **replace** any **existing documents**, military or otherwise; and they never were. They are necessary to provide an **additional** avenue to **replace** documents that have been **denied, destroyed or removed** from a veteran **via specific government actions**. These bills will simply provide **alternative** methods of recognition. By using other government documents such as Social Security Administration documents coupled with the stated oath of the veteran or next of kin ( laws have been on the books since the Revolutionary War), the chance of fraud is reduced considerably and no greater than existing practices in place for all services. Specifics have been sent to your Staff many times under separate emails & hand delivery for all of the stated issues.

Again at the expense of repeating myself; it is notably lacking in your responses, to the counties submitting resolutions, the **absence** of any mention of the elderly handicapped seafarers, the women and schoolchildren who served aboard the same vessels; performed the same services; received the same wages; paid the same taxes and endured the same hardships and dangers from the German U-Boats who played havoc on our ships travelling the Atlantic, Pacific And Gulf Coasts corridors. Their single difference was they served **without** credentials that others held and were recognized. No woman who served in the MM during WW II has ever been recognized as a veteran. Yet, some were KIA/MIA & POW. I am surprised you were not informed of this travesty. Today, this is called discrimination.

The USCG consistently states the requirements for having certain official credentials throughout their correspondence. They just as clearly state that they **did not** issue required credentials to **females or anyone under the age of 16**. We have official documentation that females and underage children did in fact serve on Coastwise barges during the timeframe in question. Actually this data are on the same forms (718A) the CMDT, USCG relieved the masters of tugs and barges from the responsibility of issuing to seamen shipped or discharged in 1944, but dated before that order. Yet, they serve as official proof of service.

Also, there is **absent** from your responses to the counties’ resolutions any mention of their request that you **initiate a congressional inquiry** regarding the **62 year ruling** that the USCG has **not** honored for over 11 years. This agreement would automate and relocate the WW II maritime personnel records, to the Military Personnel Center in St. Louis, MO. of veterans who served and had been discharged for 62 years. At St. Louis, they would be finally **available for research with access allowed** to these records for the first time. More recent research has discovered that those records now may be in excess of **15,000** cubic feet and **stored in boxes**. This translates into multi millions of single records that prohibit the veteran or researchers from use to prove services. As long as they remain in those boxes and not available for research, the veteran or those that assist them are **unable** to gather the necessary

records that surely exist but are blocked from use and protected by the Privacy Act. This presents another penalty **against** all merchant mariners who served our nation. It seems our mariners have been treated like the proverbial red headed step child when it comes to recognition for services they provided in every war we have had. A service where the outcome for this nation may have been quite different had they not stood up. I believe you will agree to this.

Please remember that the CBO has estimated the **cost** to be **DeMinimis**. In the House HR 1288 has enjoyed great **by-partisan** support. As of this date the count is 76 Democrats and 47 Republicans. With both costs and politics off the table, there is little left to consider other than that of **patriotism**. For this nation to have a single veteran to go unrecognized for their service is tragic. To allow thousands or even hundreds to go unrecognized is a National disgrace. It is Un-American and totally unacceptable. I also believe you will agree with this. How can you not support correcting this travesty?

For almost 5 years I have requested the favor of having a private visit with you here in North Carolina, but, to **no avail**. The primary mission for this visit is to offer you the official specifics in hopes of changing your mind. I have passed all these documents to your primary staffs who handle veteran issues but it must not have been successfully received. These packages also contained petitions from your constituents that counted in the thousands. I **again ask for this favor**. I can be available anywhere in North Carolina with only a 24 hour notice. I await your answer.

Senator, this will probably be the last opportunity to set the record straight and help these few mariners who are left. These WW II veterans are leaving us at an alarming rate. It is simply the right thing to do. Please help us assist these veterans or their families to gain their due recognition. Help set this nation on the right course in keeping promises continually made by members of congress to those who stand up keeping our nation safe from any who may challenge. We believe you to be a fair man and a positive move on this request goes a long way in demonstrating this belief. Can we count on you to do the right thing, Sir?

Thank you for all you do in support of our veterans. I will be standing by, eagerly awaiting your response to this request.

Very Respectively,

*J. Don Horton* /s/

J. Don Horton, President

Fax: 202 228 2981 & 910 251 7975

252 977 7902 & 336 725 4493

By copy of this letter to the counties within the 1<sup>st</sup> & 3<sup>rd</sup> Districts of North Carolina, I respectfully request letters of support be sent directly to the Office of Senator Richard Burr, R-NC. Thank you very much.

Copy To: [www.usmmv.blogspot.com](http://www.usmmv.blogspot.com)

# Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

**Item Number:** 5.C

## NEW BUSINESS

**Meeting Date:** November 2, 2015  
**Attachments:** Amended Ordinance/email John Gerber  
**Submitted By:** Planning Department

**ITEM TITLE:** Amendment to approved Ordinance No. 2015-06-03 - Proposed amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code Ordinances

<b>MOTION MADE BY:</b>	
M. McLain	_____
S. Duckwall	_____
G. Meiggs	_____
T. White	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
M. McLain	_____
S. Duckwall	_____
G. Meiggs	_____
T. White	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

### **SUMMARY:**

In further discussion with John Gerber (State NFIP Coordinator) (email attached) we have identified additional language and modified what was approved to the articles dealing with Floodplain Management.

In speaking with County Attorney, he stated that since the approved ordinance has not been codified into the Code of Ordinances that it could be brought back to the Commission as an amendment to the approved ordinance.

Mandy Todd (State Community Rating System (CRS) Specialist) will be visiting Camden on November 13, 2015 to go over Camden's request to become part of the Community Rating System.

### **RECOMMENDATION:**

Recommend re-approve Ordinance No. 2015-06-03 with additional amendments.

**Amendment to  
Ordinance No. 2015-06-03**

**An Ordinance  
Amending the Camden County  
Code of Ordinances**

**Camden County, North Carolina**

BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:

**Article I: Purpose**

The purpose of this Ordinance is to amend Chapter 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code.

**Article II. Construction**

**For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (*italics*) and underlined.**

**Article III. Amend Chapter 151 as amended of the Camden County Code which shall read as follows:**

**CHAPTER 151: UNIFIED DEVELOPMENT**

**§ 151.347 SPECIFIC STANDARDS.**

(V) The following standards shall apply to all solar farms located in Camden County:

- (1) The minimum lot size for all solar farms shall be five acres.
- (2) All structures shall meet the minimum setback for the zoning in which located.
- (3) There shall be 50 foot buffer from routine view from public rights of way or adjacent residentially zoned property.
- (4) Solar power electric generation structures shall not exceed a height of 25 feet.
- (5) The solar farm shall conform to the NAICS 22119 description of a ground mounted solar powered energy system.

(6) The solar farm shall have 12 months to complete decommissioning of the solar facility if no electricity is generated for a continuous period of 12 months. For purposes of this section, this 12-month period shall not include delay resulting from force majeure.

(7) The County shall periodically request proof of the continuous operation of the solar farm from the applicant/owner. The nature of required evidence shall be determined as a condition of the Special Use Permit.

(8) Decommissioning shall include removal of solar panels, buildings, cabling, electrical components, roads, and any other associated facilities down to 36 inches below grade.

(9) Applicant shall provide prior to approval of building permits, an irrevocable letter of credit in favor of the county in an amount equal to the estimated removal cost of the solar facility, less the salvage value of the equipment, which shall be issued by a federally chartered bank with a branch office in northeastern North Carolina at which the letter of credit may be drawn and paid in full in immediately available funds in the event the solar facility owner fails to decommission the solar facility pursuant to the requirements of this section. The estimated cost of removal shall be updated every five (5) years from date of approval for solar farm.

(10) Disturbed earth shall be graded and re-seeded, unless the landowner requests in writing that the access roads or other land surface areas not be restored.

(6 11) Solar farms located within FEMA's 100 year flood shall elevate all electrical connections one foot above the base flood elevation (BFE).

(7 12) All collectors shall be surrounded by a lockable minimum height six foot fence.

## **§ 151.380 FLOOD DAMAGE PREVENTION.**

## **§ 151.382 GENERAL PROVISIONS.**

(A) *Lands to which this subchapter applies.* This subchapter shall apply to all special flood hazard areas within the county.

~~(B) *Basis for establishing the special flood hazard areas.* The special flood hazard areas are those identified by the Federal Emergency Management Agency (FEMA) or produced under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Hazard Boundary Map (FHBM) or Flood Insurance Study (FIS) and its accompanying flood maps such as the Flood Insurance Rate Map(s) (FIRM) and/or the Flood Boundary Floodway Map(s) (FBFM), for Camden County dated October 5, 2004, which, with accompanying supporting data, and any revision thereto, including letters of map amendment or revision, are adopted by reference and declared to be a part of this subchapter. The special flood hazard areas also include those defined through standard engineering analysis for private~~

developments or by governmental agencies, but which have not yet been incorporated in the FIRM. This includes, but is not limited to:

- ~~———— (1) Detailed flood data generated as a requirement of § 151.383 of this subchapter;~~
- ~~———— (2) Preliminary FIRMs where more stringent than the effective FIRM; or~~
- ~~———— (3) Post disaster flood recovery maps.~~

(B) *The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its FIS dated October 5, 2004 for Camden County and associated DFIRM panels, including any digital data developed as part of the Flood Insurance Study, which are adopted by reference and declared a part of this ordinance. Future revisions to the FIS and DFIRM panels that do not change flood hazard data within the jurisdictional authority of Camden County are also adopted by reference and declared a part of this ordinance.*

(C) *Establishment of Floodplain Development Permit.* A Floodplain Development Permit shall be required in conformance with the provisions of this subchapter prior to the commencement of any development activities within special flood hazard areas as determined in § 151.382(B).

#### **§ 151.383 ADMINISTRATION.**

(F) *Corrective procedures.*

(3) Order to take corrective action. If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not ~~less~~ to exceed than 60 days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.

#### **§ 151.384 GENERAL STANDARDS.**

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

(1) All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.

(2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

(3) All new construction or substantial improvements shall be constructed by methods

and practices that minimize flood damages.

(4) Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding. These include but are not limited to HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric meter panels/boxes, utility/cable boxes, appliances (i.e., washers, dryers, refrigerator, etc. ), hot water heaters, electric outlets/switches.

(B) *Specific standards.* In all Special Flood Hazard Areas where Base Flood Elevation (BFE) data has been provided, as set forth in § 151.382(B), or § 151.383, the following provisions are required:

(1) *Residential construction.* New construction or substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation, as defined in § 151.600, Definitions.

(2) *Non-residential construction.* New construction or substantial improvement of any commercial, or industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation. Structures located in A and AE Zones may be floodproofed to the regulatory flood protection elevation in lieu of elevation provided that all areas of the structure below the required flood protection elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the official as set forth in § 151.383(B)(3).

(3) *Manufactured homes.*

(a) New or replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the regulatory flood protection elevation, as defined in § 151.600, Definitions.

(b) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement in accordance with the State of North Carolina Regulations for Manufactured/Mobile Homes, 1995 Edition, and any revision thereto adopted by the Commissioner of Insurance pursuant to G.S. § 143-143.15 or a certified engineered foundation. Additionally, when the elevation would be met by an elevation of the chassis 36 inches or less above the grade at the site, the chassis shall be supported by reinforced piers or other foundation elements of at least equivalent strength. When the elevation of the chassis is above 36 inches in height, an engineering certification is required.

(c) All foundation enclosures or skirting shall be in accordance with §



151.383(B)(4).

(d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local emergency management coordinator.

(4) *Elevated buildings.* Enclosed areas, of new construction or substantially improved structures, which are below the regulatory flood protection.

(a) Shall not be designed or used for human habitation, but shall only be designed and used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be partitioned or finished into separate rooms, except to enclose storage areas;

(b) Shall be constructed entirely of flood resistant materials below the regulatory flood protection elevation;

(c) Shall include measures to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. To meet this requirement, the foundation must either be certified by a professional engineer or architect or meet the following minimum design criteria:

1. Provide a minimum of two openings on different sides of each enclosed area subject to flooding;

2. The total net area of all openings must be at least one square inch for each square foot of each enclosed area subject to flooding;

3. If a building has more than one enclosed area, each area must have openings on exterior walls to allow floodwater to enter directly;

4. The bottom of all required openings shall be no higher than one foot above the adjacent grade;

5. Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.

6. Foundation enclosures:

a. Made of vinyl or other flexible skirting are not considered an enclosure for regulatory purposes, and, therefore, does not require openings.

b. Made of masonry or wood underpinning, regardless of structural status, are considered an enclosure and therefore require openings as outlined above.

(5) *Additions/improvements.*

(a) Additions and/or improvements to pre-FIRM structures whereas the addition and/or improvements in combination with any interior modifications to the existing structure:

1. Are not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.

2. Are a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.

(b) Additions to post-FIRM structures with no modifications to the existing structure shall require only the addition to comply with the standards for new construction.

(c) Additions and/or improvements to post-FIRM structures whereas the addition and/or improvements in combination with any interior modifications to the existing structure:

1. Are not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction.

2. Are a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.

(d) Where a fire wall or independent perimeter load-bearing wall is provided between the addition and the existing building, the addition(s) shall be considered a separate building and only the addition must comply with the standards for new construction.

(6) *Recreational vehicles.* Recreational vehicles placed on sites within a Special Flood Hazard Area shall either:

(a) Be on site for fewer than 180 consecutive days and be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions); or

(b) Meet all the requirements for new construction, including anchoring and elevation requirements of § 151.383(B) and § 151.384(A) and (B)(3).

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

writing to the Floodplain Administrator for review and written approval:

(a) A specified time period for which the temporary use will be permitted. Time specified should be minimal with total time on site not to exceed one year;

(b) The name, address, and phone number of the individual responsible for the removal of the temporary structure;

(c) The time frame prior to the event at which a structure will be removed (i. e. minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);

(d) A copy of the contract or other suitable instrument with a trucking company to insure the availability of removal equipment when needed; and

(e) Designation, accompanied by documentation of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.

(8) *Accessory structures.* When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

(a) Accessory structures shall not be used for human habitation (including work, sleeping, living, cooking or restroom areas) and shall not be temperature controlled;

(b) Accessory structures shall be designed to have low flood damage potential;

(c) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;

(d) Accessory structures shall be firmly anchored in accordance with this subchapter or by bolting the building to a concrete slab or by over the top ties. When bolting to a concrete slab, one-half inch bolts six feet on center with a minimum of two per side shall be required. If over the top ties are used a minimum of two ties with a force adequate to secure the building is required; and

(e) All service facilities such as electrical ~~and heating~~ equipment shall be installed in accordance with § 151.384(A)(4); and

(f) Openings to relieve hydrostatic pressure during a flood shall be provided below regulatory flood protection elevation in conformance with § 151.384(B)(4)(a).

(g) An accessory structure with a footprint less than 150 square feet that satisfies the criteria outlined above, does not require an elevation or floodproofing certificate. ~~Elevation or floodproofing certifications are required for all other accessory structures in accordance with §151.383(B)(3).~~

(e) Accessory structures over 150 square feet and up to 1000 square feet or less with a value of less than \$15K may be permitted below the base flood elevation as defined in §151.600 (Definitions) provided they satisfy the criteria outlined above.

(f) Accessory structures greater than 1000 square feet shall meet the elevation requirements as defined in §151.600 (Definitions) or flood proofing requirements set for the in §151.383(B)(3).

Adopted by the Board of Commissioners for the County of Camden this 3rd day of August, 2015.

County of Camden

\_\_\_\_\_  
P. Michael McLain, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Angie Wooten  
Acting Clerk to the Board

**Dave Parks**

---

**From:** Gerber, John <John.Gerber@ncdps.gov>  
**Sent:** Thursday, October 15, 2015 1:16 PM  
**To:** Dave Parks  
**Subject:** RE: Ordinance update  
**Attachments:** NC\_Non-Coastal\_ModelFDPO\_JAN2015.pdf

Dave – Attached is a copy of our most current model ordinance.

The completed excerpt below should be included in § 151.382 (B) of the Camden County ordinance to address the automatic adoption issue:

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

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

~~~~~  
In addition: It appears you chose to delete “other non-residential” in the provisions below. For NFIP purposes, “other non-residential” includes houses of worship, non-profit buildings, schools, state and local government buildings etc. The definition should remain in your ordinance.

*(2) Non-residential construction.* New construction or substantial improvement of any commercial, or industrial, ~~or other non-residential~~ structure shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation. Structures located in A and AE Zones may be floodproofed to the regulatory flood protection elevation in lieu of elevation provided that all areas of the structure below the required flood protection elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the official as set forth in § 151.383(B)(3).

~~~~~  
Also – the language in section (g) of the accessory structures is confusing

*(g) An accessory structure with a footprint less than 450 1000 square feet that satisfies the criteria outlined above. Structures less than 150 square feet that satisfy the criteria above does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures in accordance with §151.383(B)(3).*

I think you may have intended it to say something like:

Accessory structures greater than 1000 square feet must meet the elevation requirements as defined in §151.600 definitions or flood proofing requirements set forth in §151.383(B)(3).

Accessory structures 1000 square feet or less may be permitted below the elevation requirements as defined in §151.600 definitions provided they satisfy the criteria outlined above.

NOTE: FEMA allows for accessory buildings that are consider “low value” or “minimal investments” to be below BFE provided the criteria listed in your ordinance is met, ie. Anchoring, flood-resistant materials, vents...etc. Anything exceeding what is defined as “low value” must be elevated or flood proofed.

FEMA expects a community to reasonably define what is considered “low value”. Camden County is proposing to go from 150 sq. ft. to 1000 sq. ft. to determine the threshold of what is considered “low value” and therefore exempt from the elevation standards. A structure of 1000 sq. ft. can be of considerable value. For that reason,, I suggest Camden County add a monetary limit in addition to the 1000 sq. ft. For example, “accessory structures 1000 square feet or less and less than \$10K may be permitted below .....

Leaving the threshold at just the 1000 square feet could allow for a \$100K structure being built below the BFE. This is not the intent of the FEMA allowed exception for low value buildings.

I will need to forward the language to FEMA for their review and approval.

Please include in the accessory language that “accessory structures shall not be temperature-controlled” and delete in your ordinance reference to heating equipment (e) All service facilities such as electrical and heating equipment shall be installed in accordance with § 151.384(A)(4);

§151.383(D)(6)(c) also addresses the size of the accessory structure and should be modified as well.

~~~~~  
In the Corrective Procedures Section §151.383 (F)(3) – it states that a remedy to a violation must be made in not less than 60 days. This leaves the remedy time-line opened ended. There should be included a “not more than number of days”.

~~~~~  
There are a few other items, such a missing definitions and clarifications that are not ordinance compliance issues. I can include them if you would like since you will have to modify the ordinance in response to the CAV, or they can wait until Camden County goes through the ordinance adoption process associated with the new flood maps next year.

Thanks for working with me on this and let me know if you have any questions.

I will request FEMA and ISO work with you while the County goes through the ordinance amendment process.

Best Regards,

John

John T. Gerber, PE, CFM  
Senior Engineer

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number:** 5.D

**Consent Agenda**

**Meeting Date:** November 2, 2015  
**Attachments:** 2 (3 Pages)  
**Submitted By:** Michael Renshaw, Manager

**ITEM TITLE:** Personnel Policy Changes

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

Changes to the Camden County Personnel Policy as proposed by the Personnel Committee Meeting which was held on October 8<sup>th</sup>. Committee members consisted of Vice Chairman Duckwall, Commissioner Riggs, HR Specialist Stephanie Jackson, and County Manager Mike Renshaw. County Attorney John Morrison has reviewed the recommended revisions.

**RECOMMENDATION:**

To make a motion to approve

- (a) The changes to Article VI. Conditions of Employment as proposed to specify the spouse, sibling, child or parent.
- (b) The changes to Article XI. Grievance Procedure and Adverse Action Appeal to add an appeal process after County Manager decision and to add a step for department heads to follow.

## ARTICLE XI. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

### Section 4. Procedure

When an employee or group of employees has a grievance, the following successive steps are to be taken unless otherwise provided. The number of calendar days indicated for each step should be considered the maximum, unless otherwise provided, and every effort should be made to expedite the process. However, the time limits set forth may be extended by mutual consent. The last step initiated by an employee shall be considered to be the step at which the grievance is resolved. A decision to rescind a disciplinary suspension, demotion or dismissal must be approved by the Appointing Authority before the decision becomes effective.

**Informal Resolution.** Prior to the submission of a formal grievance, the employee and supervisor should meet to discuss the problem and seek to resolve it informally. Either the employee or the supervisor may involve the Human Resources Office as a resource to help resolve the grievance. Mediation may be used at any step in the process and is encouraged. Mediation is the neutral facilitation of the conflict between or among parties where the facilitator helps the parties find a mutually agreeable outcome.

**Step 1.** If no resolution to the grievance is reached informally, the employee who wishes to pursue a grievance shall present the grievance to the supervisor in writing. The written grievance must be received by the supervisor within fifteen calendar days of the event or within fifteen calendar days of learning of the event or condition. The supervisor shall respond to the grievance within five calendar days after receipt of the grievance. The supervisor should, and is encouraged to, consult with any employee of the County in order to reach a correct, impartial, fair and equitable determination or decision concerning the grievance. Any employee consulted by the supervisor is required to cooperate to the fullest extent possible.

The response from each supervisory level for each step in the formal grievance process shall be in writing and signed and dated by the supervisor. In addition, the employee shall sign a copy to acknowledge receipt thereof. The responder at each step shall send copies of the grievance and response to the Human Resources Director.

**Step 2.** If the grievance is not resolved to the satisfaction of the employee by the supervisor, the employee may appeal, in writing, to the Department Head within five calendar days after receipt of the response from Step 1. The Department Head shall respond to the appeal, stating the determination of decision within five calendar days after receipt of the appeal.

#### Step 3.

- (For general County employees only) If the grievance is not resolved to the satisfaction of the employee by the Department Head, the employee may appeal, in writing, to the County Manager within five calendar days after receipt of the response from Step 2. ~~The County Manager shall respond address to the appeal, and in the Manager's discretion may meet with the employee to discuss the grievance fully, and will but in any event shall make a decision on the grievance within ten calendar days of the appeal. The County Manager's decision is final. However, the County Manager should inform the County Board of Commissioners of any possible legal actions. Any appeal of this decision must be made through the North Carolina Court System.~~
- (For employees only in the Social Services Department) If the grievance is not resolved to the satisfaction of the employee by the Department Head, the employee may appeal the decision to the North Carolina Office of Administrative Hearings (OAH) within thirty calendar days of the receipt of the Department Head's decision. The findings of the OAH will be forwarded to the State Personnel Commission. The decision of the State Personnel Commission shall be advisory only and the Department Head shall have the final decision. Discrimination cases may be appealed directly to the OAH.



**Step 4.** If the grievance is not resolved to their satisfaction, the employee may appeal in writing, to Human Resources requesting their grievance to be referred to a Special Grievance Committee. This process should be utilized especially in cases where the employee's grievance concerns actions or alleged actions of the County Manager. In such cases the Special Grievance Committee's report shall be final.

**Special Note:** The Sheriff and Register of Deeds, as Elected Officials shall ~~will~~ carry out the responsibilities ~~designated~~ above assigned to ~~as~~ the County Manager in their respective departments. Further, any such decision by the Sheriff or Register of Deeds shall be final and employees of those departments shall have no further administrative remedy.

Once the employee has exhausted all administrative remedies contained herein the employee may utilize the North Carolina General Court of Justice to such extent is allowed by law.

## ARTICLE VI. CONDITIONS OF EMPLOYMENT

### Section 6. Employment of Relatives

The County prohibits the hiring and employment of immediate family in permanent positions within the same work unit department. ~~"Immediate Family" is defined in Article VIII, Section 12.~~ The County also prohibits the employment of any person into a permanent position who is ~~an immediate family member~~ the spouse, sibling, child or parent of individuals holding the following positions: County Board of Commissioners Member, County Manager, Assistant County Manager, Human Resources Director, Clerk to the Board, Finance Officer, or County Attorney. Otherwise, the County will consider employing family members or related persons in the service of the County, provided that such employment does not:

- 1) result in a relative supervising relatives;
- 2) result in a relative auditing the work of a relative;
- 3) create a conflict of interest with either relative and the County; or
- 4) create the potential or perception of favoritism.

This clause shall not be retroactive concerning any relative currently working for the County or anyone who has filed for election at the time of adoption.

Pursuant to G.S. 153A-103, the Board of Commissioners may approve for employment by the Sheriff or Register of Deeds a relative by (a) blood, (b) marriage, (c) nearer kinship than first cousin, or a person who has been convicted of a crime involving moral turpitude if the Commissioners make a written finding of fact that such employment was requested by the Sheriff or Register of Deeds and the reasons set forth by the Sheriff or Register of Deeds that he/she feels that employing this person would be in the best interests of the County and should not follow the hiring policies set forth in this Policy.

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number: 6.A**

**BOARD APPOINTMENT**

**Meeting Date: November 2, 2015**  
**Attachments: 1 (1 Pages)**  
**Submitted By: Angela Wooten, Clerk**

**ITEM TITLE: Adult Care Home Community  
Advisory Committee**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

Staff has received the attached request to reappoint the following two members to serve the Camden County Community Advisory Committee for an additional 2 year term.

Ruth White 309 Holland Rd. Camden, NC. 27921	Jasmine White PO Box 190 Camden, NC. 27921
--	--

**RECOMMENDATION:**

Reappoint Ruth White and Jasmine White to serve the Camden County Adult Care Home Community Advisory Committee for an additional 2 year term to expire 10/28/2017.



Bob Woodard, Sr.  
Board Chair

Cathy Davison  
Executive Director

October 27, 2015

Michael Renshaw  
Camden Co. Manager  
P.O. Box 190  
Camden, NC 27921

Dear Mr. Renshaw:

I am writing to request 2 reappointments for the Camden County Adult Care Home Community Advisory Committee. I have spoken with both these ladies and they have agreed to serve another term.

Also, I've given each new candidate an overview of the program and feel certain that they are ready and willing to serve Camden County's long term care residents. Therefore, I am requesting that these appointments be made at your next board meeting. Contact information for each is listed below:

Ruth White  
309 Holland Rd.  
Camden, NC 27921

Jasmine White  
P.O. Box 190  
Camden, NC 27921

Thank you for your prompt attention to this matter. Should you have any concerns or questions, please do not hesitate to give me a call this office at (252) 426-5753 Ext. 225.

Sincerely,

A handwritten signature in black ink that reads "Debra Sheard". The signature is written in a cursive, flowing style.

Debra N. Sheard, MHA  
Regional LTC Ombudsman

512 South Church Street P.O. Box 646 Hertford, NC 27944 Phone: 252-426-5753 Fax: 252-426-8482 [www.albemarlecommission.org](http://www.albemarlecommission.org)

Proudly serving Northeastern NC Counties and Municipalities: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, Washington, Columbia, Creswell, Duck, Edenton, Elizabeth City, Gatesville, Hertford, Kill Devil Hills, Kitty Hawk, Manteo, Nags Head, Plymouth, Roper, Southern Shores, Winfall

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number:** 7.A

**Consent Agenda**

**Meeting Date:** November 2, 2015

**Attachments:** 1 (Attachment A)

**Submitted By:** Clerk

**ITEM TITLE:** Draft Minutes

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

September 8<sup>th</sup>, 2015 – BOC Minutes Draft

**RECOMMENDATION:**

Approve request.

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number: 7.B**

**Consent Agenda**

**Meeting Date: November 2, 2015**

**Attachments: 1**

**Submitted By: Budget & Finance Officers**

**ITEM TITLE: Budget Amendment**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

**This Budget Amendment is made to remit 10% retainage and final invoice for 2015 Revaluation.**

**RECOMMENDATION:**

**Approve request.**

**2015-16-BA007**  
**CAMDEN COUNTY BUDGET AMENDMENT**

**BE IT ORDAINED** by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016.

**Section 1. To amend the General Fund Public Works Department as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
704200-545000	Contracted Services	\$36,748.13	
704200-599900	Fund Reserves		\$36,748.13

**This Budget Amendment is made to remit 10% retainage and final invoice for 2015 Revaluation.**

This will result in a decrease of \$0 in the Contingency of the General Fund.  
 Balance in Contingency \$40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 2nd day of November, 2015.**

\_\_\_\_\_  
 Clerk to Board of Commissioners

\_\_\_\_\_  
 Chairman, Board of Commissioners



**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number: 7.C**

**Consent Agenda**

**Meeting Date: November 2, 2015**

**Attachments: 1**

**Submitted By: Tax Office**

**ITEM TITLE: Tax Collection Report**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

**Tax Collection Report**

**RECOMMENDATION:**

**Review & Approve**



**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number: 7.D**

**Consent Agenda**

**Meeting Date: November 2, 2015**

**Attachments: 3**

**Submitted By: Tax Office**

**ITEM TITLE: Tax Refunds, Pickups & Releases**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

**Tax Refunds, Pickups & Releases**

**RECOMMENDATION:**

**Review & Approve**

ACS Tax System  
10/21/15 10:28:58

REFUNDS OVER \$100.00

CAMDEN COUNTY

Refunds to be Issued by Finance Office

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
113.64	BUCCHINO, MATTHEW 111 E. ROBIN CT. SOUTH MILLS NC 27976	2015 R 01-7997-00-85-1120.0000 overpayment	20150915 1 220292
267.00	FIDELITY NATIONAL TITLE AGENCY 2450 ST. ROSE PARKWAY STE.150 HENDERSON, NV 89074	2015 R 01-7080-00-73-3233.0000 overpayment Miller	20150922 1 220704
303.61	ROBERTSON, PAULINE 2736 NW 77TH BLVD MGS254 GAINESVILLE FL 32606	2015 R 01-7090-00-39-4356.0000 overpayment	20150915 1 220396
701.99	WFG LENDER SERVICES, LLC 2625 TOWNSGATE RD. STE 101 WESTLAKE VILLAGE CA 91361	2015 R 03-8953-04-50-5032.0000 overpayment Jules A. Peebles	20151015 1 221478

1,386.24 Total Refunds

\*\*\*

Submitted by Lisa S. Anderson Date 10-21-15  
Lisa S. Anderson, Tax Administrator Camden County

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
P. Michael McLain, Chairman Camden County Board of Commissioners

<u>NAME</u>	<u>REASON</u>	<u>TYPE NO.</u>
Tracy Swain	\$3,422.67 Roll back tax	Pick/Up-18119 Multiple-2012-2015
Jesse Grumbles	\$136.55 Mobile home removed	Pick/Up-18137 R-90418-15

<u>NAME</u>	<u>REASON</u>	<u>TYPE NO.</u>
Danson's Grant Homeowners' Association	\$240.49 Adjustment- value correction as per Bob of Pearson Appraisal	Pick/Up-18118 R-90040-15
Danson's Grant Homeowners' Association	\$132.64 Adjustment- value correction as per Bob of Pearson Appraisal	Pick/Up-18117 R-90041-15
Gilbert Wayne Overton	\$192.66 Turned plates	Pick/Up-18101 R-93303-15
Clarence M. Richardson, Jr.	\$151.19 Adjustment - value correction	Pick/Up-18100 R-88879-15

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number:** 7.E

**Consent Agenda**

**Meeting Date:** November 2, 2015

**Attachments:** 1

**Submitted By:** Tax Office

**ITEM TITLE:** Authorization to Collect

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

Authorization to Collect – December renewals

**RECOMMENDATION:**

Review & Approve

**STATE OF NORTH CAROLINA****COUNTY OF CAMDEN**

**TO:** The Tax Administrator of Camden County December Ren. Due 01/15/16 (NEW SYSTEM)

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.

<b>SOUTH MILLS</b>	<b>COURTHOUSE</b>	<b>SHILOH</b>	<b>TOTAL</b>
<b>12,324.81</b>	<b>18,047.93</b>	<b>9,790.11</b>	<b>40,162.85</b>

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chairman, Camden County Board of Commissioners

Attest:

\_\_\_\_\_  
Clerk to the Board of Commissioners of Camden County

This is to certify that I have received the tax receipts and duplicates for collection in the amounts as listed herein.

  
\_\_\_\_\_  
Tax Administrator of Camden County



# Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

**Item Number:** 7.F

**Meeting Date:** November 2, 2015

**Attachments:** Ordinance 2015-10-01

**Submitted By:** Planning Department

**ITEM TITLE:** Public Hearing: Ordinance No. 2015-10-01  
- Proposed amendments to Chapter 151  
(Unified Development Ordinance) of the  
Camden County Code Ordinances

## SUMMARY:

New state law prohibits the placement of Design Standards (Article 151.069) on single family dwellings and modular homes.

With the possible adoption of Camden’s Drainage Manual some of the requirements exceed those stated in the Unified Development Ordinance. The proposed amendment’s addresses those requirements and clarifies existing language in the Unified Development Ordinance.

## RECOMMENDATION:

Set public hearing for November 16, 2015

<b>MOTION MADE BY:</b>	
M. McLain	_____
S. Duckwall	_____
G. Meiggs	_____
T. White	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
M. McLain	_____
S. Duckwall	_____
G. Meiggs	_____
T. White	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**Ordinance No. 2015-10-01**

**An Ordinance  
Amending the Camden County  
Code of Ordinances**

**Camden County, North Carolina**

BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:

**Article I: Purpose**

The purpose of this Ordinance is to amend Chapter 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code.

**Article II. Construction**

**For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (*italics*) and underlined.**

**Article III. Amend Chapter 151 as amended of the Camden County Code which shall read as follows:**

**CHAPTER 151: UNIFIED DEVELOPMENT**

**§ 151.069 DESIGN STANDARDS.**

*See §§ 151.380 through 151.387 of this chapter for further criteria for any development within a special flood hazard area.*

(A) Except as otherwise provided herein, the following design standards shall apply to all ~~site-built, modular and~~ mobile single-family and multi-family homes erected, constructed, installed, placed or otherwise located in the county, but shall not apply to commercial structures. *No certificate of occupancy may be issued until the Administrator determines that the applicable appearance criteria have been met:*

(B) ~~The following design standards shall apply to all modular and site-built homes erected, constructed, installed, placed or otherwise located in the county, but shall not apply to commercial structures:~~

48 ~~(1) The minimum vertical rise for a roof shall be 6 feet for each 12 feet of horizontal~~  
49 ~~run.~~

50  
51 ~~————(2) Not less than 50% of the entire roof area of the house shall have a minimum~~  
52 ~~vertical rise of 6 feet for each 12 feet of horizontal run.~~

53  
54 ~~————(3) The calculation of the minimum roof area required to meet the 50% threshold shall~~  
55 ~~not include the roof area covering a dormer window.~~

56  
57 ~~————(4) The minimum vertical rise for a roof shall be 4 feet for each 12 feet of horizontal~~  
58 ~~run over any style of dormer windows.~~

59  
60 ~~————(5) The minimum vertical rise for a roof shall be 3 feet for each 12 feet of horizontal~~  
61 ~~run over non heated space such as porches.~~

62  
63 ~~(C) The following appearance standards shall apply to all modular homes erected,~~  
64 ~~constructed, installed, placed or otherwise located in R-3 and GUD districts:~~

65  
66 ~~————(1) No modular home may be constructed or installed that does not have at least a~~  
67 ~~porch at the front entrance of the structure. Such porch shall have a minimum area of 54 square~~  
68 ~~feet, and the calculation of such area shall not include any steps.~~

69  
70 ~~————(2) The sides of all porches and steps shall be constructed with wood, masonry or~~  
71 ~~concrete, but no metal.~~

72  
73 ~~————(3) All porches shall have a roof attached to the modular home and shall extend over~~  
74 ~~the entire porch.~~

75  
76 ~~————(4) The curtain wall or foundation shall have a visible exterior of one of the following:~~  
77 ~~true brick or natural stone.~~

78  
79 ~~(D) The following appearance standards shall apply to all Class A, Class B and Class C~~  
80 ~~mobile homes. No certificate of occupancy may be issued until the Administrator determines~~  
81 ~~that the applicable appearance criteria have been met:~~

82  
83 (1) Class A mobile homes may be installed in R-1 and R-2 zoning districts with at least  
84 the following appearance standards:

85  
86 (a) The curtain wall or foundation shall have a visible exterior of one of the  
87 following: true brick or natural stone.

88  
89 (b) 1. The mobile home is to be installed not less than the same distance from  
90 the right-of-way as any principle structure on an adjacent property on the same side of the  
91 roadway.

92  
93 2. In those instances where an adjoining property has a principal structure

94 located inside the required front setback area, and such principal structure is located within 150  
 95 feet of the proposed site for installation of the Class A mobile home, then the proposed Class A  
 96 mobile home may be installed at a setback equal to the structure on the adjacent property or 25  
 97 feet from the right-of-way, whichever is greater.

98  
 99 (c) There shall be a front porch to the mobile home having dimensions of not less  
 100 than five feet wide and five feet deep. The rear or side porch shall have dimensions of not less  
 101 than three feet wide and three feet deep. The front and sides of all porches and steps shall be  
 102 constructed with wood, stone, masonry, concrete, or similar looking composite material.

103  
 104 (2) Class B and Class C mobile homes may be installed in the R-1 zoning district and  
 105 within approved mobile home parks subject to the following appearance standards:

106  
 107 (a) The curtain wall shall be of all weather material covering all exposed  
 108 underpinning.

109  
 110 (b) 1. The mobile home is to be installed not less than the same distance from  
 111 the right-of-way as any principle structure on an adjacent property on the same side of the  
 112 roadway.

113  
 114 2. In those instances where an adjoining property has a principal structure  
 115 located inside the required front setback area, and such principal structure is located within 150  
 116 feet of the proposed site for installation of the Class B or C mobile home, then proposed Class B  
 117 or C mobile home may be installed at a setback equal to the structure on the adjacent property or  
 118 25 feet from the right-of-way, whichever is greater.

119  
 120 (c) There shall be a porch at each entrance to the structure having dimensions of  
 121 not less than three feet wide and three feet deep. The front and sides of all porches and steps  
 122 shall be constructed with wood, stone, masonry, concrete, or similar looking composite material.

123  
 124 (3) Mobile homes that are installed as a change out to an existing mobile home must  
 125 meet these appearance standards.

126  
 127  
 128 **§ 151.232 DESIGN STANDARDS AND CRITERIA.**

129  
 130 All major subdivisions shall be designed to meet the following requirements:

131  
 132 (F) *Drainage.*

133  
 134 (1) Each subdivision shall provide adequate storm drainage for all areas in the  
 135 subdivision as described in Article 151.400 and the Camden County Stormwater Drainage  
 136 Design Manual. ~~A combination of storage and controlled release of stormwater run-off is~~  
 137 ~~required. The release rate of stormwater from all developments shall not exceed the ten-year~~  
 138 ~~stormwater run-off from the area in its natural state (post development vs. pre development).~~  
 139 ~~All free flowing storm drainage systems shall be designed to accommodate the run-off generated~~  
 140 ~~by a ten-year design storm or State Department of Transportation (NCDOT) standards if more~~

141 restrictive and the system will be maintained by NCDOT if the system is located within the  
 142 NCDOT right of way. Plans must show, at minimum, the following information:

- 143  
 144 ~~\_\_\_\_\_ (a) All culvert inverts, including driveway culverts;~~  
 145  
 146 ~~\_\_\_\_\_ (b) Direction of flow;~~  
 147  
 148 ~~\_\_\_\_\_ (c) Elevation data of drainways, ditches, swales and the like to outlet;~~  
 149  
 150 ~~\_\_\_\_\_ (d) Drainage calculations for drainway design within boundaries of proposed~~  
 151 ~~subdivision and off site, if appropriate; and~~  
 152  
 153 ~~\_\_\_\_\_ (e) Total pre-development and post-development run-off in CFS (cubic foot per~~  
 154 ~~second) volume leaving development area.~~

155  
 156 ~~\_\_\_\_\_ (2) Plans must address maintenance of the drainage system and who will be the~~  
 157 ~~responsible party to ensure proper maintenance is performed on the drainage system. The plan~~  
 158 ~~will be reviewed and inspected by county planning and technical review staff.~~

159  
 160 (J) Lots.

161 (6) Lot Grading - Minimum desirable slope shall be not less than 1%, minimum  
 162 acceptable slope shall be not less than 0.5%. Construction plans shall provide sufficient grades,  
 163 ridge lines and directional arrows to define the proposed drainage pattern of the entire lot. A  
 164 minimum of seven proposed lot grades shall be provided; four at the corners; two at the side  
 165 yard midpoints; and one grade located at the center of the lot (rear of typical structure location).  
 166 Intermediate grades will be defined by linear interpolation of lot grades provided. Note Type A,  
 167 B, or AB lot drainage for each lot. Overland flow onto adjacent offsite property is generally  
 168 unacceptable. Commercial/Industrial subdivision plans shall provide lot grading to facilitate  
 169 drainage until final development of individual parcels. Single Family Detached Lot Grading  
 170 Policy:

171  
 172 (a) Construction plans for all new subdivisions will show proposed lot grades to the  
 173 nearest 0.1'.

174 (b) An engineer's or land surveyor's certification shall be submitted to the County prior  
 175 to final plat approval certifying that lot grades are within 0.4' of proposed grades and a  
 176 minimum positive slope of 0.25% exists in the direction indicated in the approved plan.  
 177 Certification may be waived in cases where approved drainage plans showing existing grades  
 178 meet the criteria.

179 (c) Lots shall be graded to within 0.1' of the final grade prior to being certified for a  
 180 Certificate of Elevation. A minimum grade of 0.5% must be provided on the lot. A certification is  
 181 required from a Land Surveyor confirming this lot grading. See the County's "Certificate of  
 182 Elevation Grade Adjacent to Structure and Finished Floor of Structure for Compliance with  
 183 Final Plat."

184 (d) The as constructed elevations of culverts shall be deemed acceptable if the as  
 185 constructed invert elevation is within 0.12' of the proposed grade, provided, however, that

186 elevations resulting in a flat or adverse slope will be deemed unacceptable even if within the  
 187 0.12' tolerance.

188

189 **§ 151.233 REQUIRED MAJOR SUBDIVISION SUBMISSION DOCUMENTS AND**  
 190 **INFORMATION.**

191

	<i>Sketch Plat</i>	<i>Preliminary Plat</i>	<i>Final Plat</i>
<b>Project; Plat Information:</b>			
Drainage calculations in order to comply with state <i>and county</i> stormwater/ <i>drainage</i> regulations		X	

192

193

194

**FLOODPLAIN MANAGEMENT**

195

196 **§ 151.384 GENERAL STANDARDS.**

197

198 (15) Excavation and filling in the floodplain areas, areas noted as AE in the FIRM maps,  
 199 may be allowed at the approval of the Countyt. Cut and fill for new development in the  
 200 floodplain will only be acceptable if the net volume available within the floodplain remains the  
 201 same (<https://msc.fema.gov/portal/advanceSearch>). The volumes will be judged from one foot  
 202 contour to the next. No credit will be provided for excavation below the normal water elevation  
 203 of the creek or below the ground water table, whichever is higher. The engineer will provide the  
 204 areas and volumes at one foot contour intervals for the existing conditions and demonstrate  
 205 through volume calculations that the proposed condition equals or provides more storage  
 206 volume for the development. The calculation and demonstration shall begin at the normal  
 207 elevation, or invert elevation, and proceed by even one foot increments to the FIRM reported  
 208 base flood elevation for the immediate area. The cut and fill within the floodplain area must take  
 209 place within the general confines of the development or within 500' of the river station shown on  
 210 the FEMA maps

211 (16) A parcel which lies within the AE Flood zone and is within a portion of a creek or  
 212 river which has riverine hydraulic characteristics, may fill one time only up to five percent (5%)  
 213 of the flood zone area within the parcel's boundary. This is a onetime only occurrence and  
 214 supersedes Item 2 of this Division. This exception is provided to allow a reasonable engineering  
 215 design of a property and a connection or roadway from one area to another. This exception  
 216 should not be construed to include floodways and non-encroachment zones. Filling over five  
 217 percent (5%) will require a balance of cut and fill as dictated by Item 2 of this Division.

218

219 **DRAINAGE, EROSION CONTROL AND STORMWATER MANAGEMENT**

220

221 **§ 151.400 DRAINAGE.** WHEREAS, the issue of storm water management is of substantial  
 222 concern to the Camden County Commissioners and the people of Camden County; and whereas  
 223 after thorough reflection and study, the Camden County Commissioners find the following facts:

224 - Given the topography of Camden County its citizens are challenged with storm water  
 225 runoff management which can be a danger to health and property.

226  
 227 - Such topographical slopes as exists in Camden County which can be as modest as zero  
 228 percent to two percent over vast areas including those portions of real property which are  
 229 improved with residential and commercial structures.

230  
 231 - Such topography severely limits, if not completely prohibits, storm water runoff and  
 232 natural drainage that might be found in other areas of the state.

233  
 234 - Further, such topography can expose the County and its citizens to standing water and  
 235 flooding.

236  
 237 - The elevation of surface waters at drainage outfalls and the hydraulic grade lines  
 238 within and outside of a residential or commercial development site are critical to designing  
 239 storm water systems to accommodate the often substantial quantities of runoff that could result  
 240 from hurricanes, tropical storms, nor'easters and sustained periods of intense rain all of which  
 241 the County is subject to receive on a frequent basis.

242  
 243 - Rain water tends to be held on undeveloped or agricultural land, often standing in  
 244 agricultural fields to a depth of several inches for lengthy periods of time which in turn  
 245 attenuates the flow of water from agricultural fields thereby reducing agricultural runoff to a  
 246 greatly lesser amount than what would be typically expected in other areas of the state.

247  
 248 - Development of the land, both residential and commercial will change the  
 249 impervious/pervious nature and compaction character of the soil and further restrict natural  
 250 attenuation.

251  
 252 Now, therefore, based upon the foregoing Findings of Fact, and in the exercise of its Police  
 253 Powers granted by the North Carolina General Assembly, the Camden County Board of  
 254 Commissioners for the Health, Safety, and Welfare of the public, now legislates the following  
 255 standards for planning and construction of stormwater systems for both residential and non-  
 256 residential developments within this County.

257  
 258  
 259  
 260 (A) *Stormwater drainage.* Each residential/non-residential subdivision or commercial site  
 261 plan shall provide adequate storm drainage certified by a North Carolina registered engineer or a  
 262 North Carolina Licensed Surveyor, (with proven experience in stormwater drainage) for all areas  
 263 in the subdivision.

264  
 265 (B) Use of the Camden County Stormwater Drainage Manual is mandated by this

266 ordinance. The methods outlined in the manual are not the only methods acceptable for use.  
 267 Any deviations from these methods, however, must still meet or exceed the intended results and  
 268 be reviewed and approved by the County.

270 (C) A combination of storage and controlled release of stormwater run-off is required.  
 271 The release rate of stormwater from all developments shall not exceed the ten-year stormwater  
 272 run-off from the area in its natural state (post-development vs. pre-development). All free-  
 273 flowing storm drainage systems shall be designed to accommodate the run-off generated by a  
 274 ten-year design storm or North Carolina Department of Transportation (NCDOT) standards if  
 275 more restrictive. Master drainage stormwater studies for developments shall include and make a  
 276 part of the analysis any previous subdivision of the property which occurred within the five years  
 277 of the proposed major development.

278  
 279 (1) Conveyance systems draining over 300 acres shall be designed for the 25 year  
 280 Storm.

281 (2) Stormwater systems that meet the following criteria will be considered sufficient to  
 282 accommodate the 10 year storm:

283  
 284 (a) Acceptable hydraulic grade lines for 10-year storm designs in open drainage  
 285 systems shall be no higher than 0.25 feet (3") below the edge of pavement.

286  
 287 (b) Acceptable hydraulic grade lines for 10-year storm designs in closed drainage  
 288 systems shall be no higher than 0.5 feet (6") below the flow line of the gutter pan

289  
 290 (c) Additionally, the maximum static elevation of the 100-year flood shall not  
 291 inundate the lowest centerline point of any proposed road by more than 0.75' (9 inches).

292  
 293 (D) The following information must be provided as prescribed in the Camden County  
 294 Stormwater Drainage Manual:

295  
 296 (1) Elevation survey of entire tract with topo lines at one-foot intervals;

297  
 298 (2) All culvert inverts (including driveway culverts);

299  
 300 (3) Direction of flows;

301  
 302 (4) Downstream analysis (cross-sections) of drainage way to outlet (creek, stream,  
 303 river and the like) and upstream analysis as stated in Camden's Storm Water Drainage Design  
 304 Manual;

305  
 306 (5) Stormwater storage analysis (storing the differential between the outlet ditch  
 307 capacity at bank full and the 100-year storm event throughout the proposed development area)  
 308 and show minimum lot elevations;

309  
 310 (6) Drainage calculations for drainway design within boundaries of proposed  
 311 subdivision and off-site, if appropriate;



312  
313 (7) Show total pre-development and post-development run-off in CFS (cubic feet per  
314 second) volume leaving development area;

315  
316 (8) Drainage studies shall demonstrate that the retention systems recover the percentage  
317 as stated in the County's Storm Water Drainage Design Manual of their maximum 10 year  
318 storage within 72 hours from the beginning (hour 0) of a Type III storm.

319  
320 (9) Along all existing drainage ways within proposed development areas, swales  
321 (minimum 6:1 side slopes) are preferred over traditional ditches. Swales shall have a 10 foot  
322 easement that extends 5 feet on each side of the centerline. Maintenance easements the width of  
323 the swale shall be centered over the swale;

324  
325 (10) There shall be a 30-foot drainage/maintenance easement on all lead ditches that carry  
326 water from upstream through the development to the outfall;

327  
328 (11) If swales are not utilized, then all ditches and canals will require minimum of 30  
329 feet of open space from the top of bank on one side or the other (maintenance area); and

330  
331 (12) Developer will be responsible for upgrading drainage system to outlet subject to  
332 obtaining permission from all property owners adjacent to the watercourse outlet (See Division  
333 7, paragraph 12 of the Drainage Manual).

334  
335 (E) Plans must address maintenance of the drainage system and who will be the  
336 responsible party to ensure proper maintenance is performed on the drainage system. The plan  
337 will be reviewed and inspected by County Technical Staff members.

338  
339  
340  
341 **§ 151.401 DEVELOPMENTS MUST DRAIN PROPERLY.**

342  
343 (A) All developments shall be provided with a drainage system that is adequate to prevent  
344 the undue retention of surface water on the development site. Surface water shall not be  
345 regarded as unduly retained if:

346  
347 (1) The retention results from a technique, practice or device deliberately installed as  
348 part of an approved sedimentation or storm water runoff control plan; or

349  
350 (2) The retention is not substantially different in location or degree than that  
351 experienced by the development site in its pre-development stage unless the retention presents a  
352 danger to health or safety.

353  
354 (B) No surface water may be channeled or directed into a sanitary sewer.

355  
356 (C) Whenever practicable, the drainage system of a development shall coordinate with and  
357 connect to the drainage systems or drainage ways on surrounding properties or streets.

358  
359  
360  
361  
362  
363  
364  
365  
366  
367  
368  
369  
370  
371  
372  
373  
374  
375  
376  
377  
378  
379  
380  
381  
382  
383  
384

(D) Use of drainage swales rather than curb and gutter and storm sewers in subdivisions is provided for in §§ 151.170 through 151.184. Private roads and access ways within unsubdivided developments shall utilize curb and gutter and storm drains to provide adequate drainage if the grade of the roads or access ways is too steep to provide drainage in another manner or if other sufficient reasons exist to require the construction.

(E) Construction specifications for drainage swales, curbs and gutters and storm drains are contained in the County's Stormwater Drainage Manual.

Adopted by the Board of Commissioners for the County of Camden this    day of            , 2015.

County of Camden

\_\_\_\_\_  
P. Michael McLain, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Angie Wooten  
Clerk to the Board

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**MOTION MADE BY:**

**M. McLain** \_\_\_\_\_  
**G. Meiggs** \_\_\_\_\_  
**S. Duckwall** \_\_\_\_\_  
**T. White** \_\_\_\_\_  
**C. Riggs** \_\_\_\_\_  
**NO MOTION** \_\_\_\_\_

**VOTE:**

**M. McLain** \_\_\_\_\_  
**G. Meiggs** \_\_\_\_\_  
**S. Duckwall** \_\_\_\_\_  
**T. White** \_\_\_\_\_  
**C. Riggs** \_\_\_\_\_  
**ABSENT** \_\_\_\_\_  
**RECUSED** \_\_\_\_\_

**Item Number: 7.G**

**CONSENT AGENDA**

**Meeting Date: November 2, 2015**  
**Attachments: SUP Findings of Facts/Preliminary Plat**  
**Submitted By: Planning Department**

**ITEM TITLE: Set Public Hearing – Special Use Permit  
Preliminary Plat Green Meadows – 9 lot Major  
Subdivision (UDO 2013-08-04)**

**SUMMARY:**

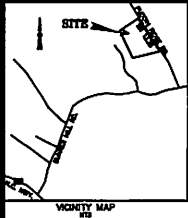
**Green Meadows LLC (Keith Nowell) represented by Hollis Ellis of CAE Inc., is applying for a Special Use Permit for Preliminary Plat - Green Meadows Major Subdivision (9 lots) located off Pudding Ridge Road in South Mills Township.**

**Property was rezoned from Basic Residential (R3-2) to Basic Residential (R3-1) on March 18, 2013 (Ordinance 2013-01-01).**

**Planning Board will meet to consider Special Use Permit application on September 16<sup>th</sup> and 30<sup>th</sup>, 2015 and after discussion with staff, adjacent property owners and developer, board recommended approval of the Special Use Permit for Preliminary Plat Green Meadows subdivision with the conditions as stated in Staffs Findings on a 6-1 vote.**

**RECOMMENDATION:**

**Set public hearing for November 16, 2015**



# PRELIMINARY PLAT GREEN MEADOWS MAJOR SUBDIVISION

SOUTH MILLS TOWNSHIP  
CAMDEN COUNTY, NORTH CAROLINA

**CERTIFICATE OF APPROVAL:**

I HEREBY CERTIFY THAT ALL STREETS SHOWN ON THIS PLAT ARE WITHIN CAMDEN COUNTY, ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED OR GUARANTEED TO ACCORDING TO SEC. 151.243 AND THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE CAMDEN COUNTY UNIFIED DEVELOPMENT AND, THEREFORE, THIS PLAT HAS BEEN APPROVED BY THE CAMDEN COUNTY PLANNING BOARD AND SIGNED BY THE CHAIRPERSON, BOARD OF COMMISSIONERS, SUBJECT TO ITS BEING RECORDED IN THE CAMDEN COUNTY REGISTRY WITHIN NINETY (90) DAYS OF THE DATE BELOW.

DATE \_\_\_\_\_ CHAIRPERSON, BOARD OF COMMISSIONERS \_\_\_\_\_

**CERTIFICATE OF OWNERSHIP AND DEDICATION:**

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION JURISDICTION OF CAMDEN COUNTY, THAT I HEREBY FREELY ADOPT THIS PLAT OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREAS SHOWN ON THIS PLAT AS STREETS, ALLEYS, WALKS, PARKS, OPEN SPACE AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE AND THAT I WILL MAINTAIN ALL SUCH AREAS UNTIL THE OFFER OF DEDICATION IS ACCEPTED BY THE APPROPRIATE PUBLIC AUTHORITY. ALL PROPERTY SHOWN ON THIS PLAT AS DEDICATED FOR A PUBLIC USE SHALL BE DEEMED TO BE DEDICATED FOR ANY OTHER PUBLIC USE AUTHORIZED BY LAW WHEN SUCH USE IS APPROVED BY THE APPROPRIATE PUBLIC AUTHORITY IN THE PUBLIC INTEREST.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_

\_\_\_\_\_, A NOTARY PUBLIC OF CAMDEN COUNTY, NORTH CAROLINA, DO HEREBY CERTIFY THAT PERSONALLY APPEARED BEFORE ME THIS DATE AND ACKNOWLEDGED THE DUE EXECUTION OF THE FOREGOING CERTIFICATE. WITNESS MY

HAND AND OFFICIAL SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.  
MY COMMISSION EXPIRES \_\_\_\_\_, NOTARY PUBLIC

**CERTIFICATE OF SURVEY AND ACCURACY:**

\_\_\_\_\_, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ OF THE COUNTY REGISTRY (OTHER), THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ THAT THE RATIO OF PRECISION AS CALCULATED IS \_\_\_\_\_ THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 147-30, AS AMENDED WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

SURVEYOR \_\_\_\_\_ REGISTRATION NUMBER \_\_\_\_\_

**DIVISION OF HIGHWAY DISTRICT ENGINEER CERTIFICATE:**

I HEREBY CERTIFY THAT THE PUBLIC STREETS SHOWN ON THIS PLAT ARE INTENDED FOR DEDICATION AND HAVE BEEN COMPLETED IN ACCORDANCE WITH AT LEAST THE MINIMUM SPECIFICATIONS AND STANDARDS OF THE NC DEPARTMENT OF TRANSPORTATION FOR ACCEPTANCE OF SUBDIVISION STREETS ON THE NC HIGHWAY SYSTEM FOR MAINTENANCE.

DATE \_\_\_\_\_ DISTRICT ENGINEER \_\_\_\_\_

**ENGINEER CERTIFICATION FOR STORMWATER IMPROVEMENTS:**

IN THE SUBDIVISION ENTITLED GREEN MEADOWS, STORMWATER DRAINAGE IMPROVEMENTS HAVE BEEN INSTALLED (1) ACCORDING TO PLANS AND SPECIFICATIONS PREPARED BY \_\_\_\_\_ OR (2) ACCORDING TO AS-BUILT PLANS SUBMITTED BY \_\_\_\_\_ AND APPROVED BY THE COUNTY. CAMDEN COUNTY ASSUMES NO RESPONSIBILITY FOR THE DESIGN, MAINTENANCE OR THE GUARANTEED PERFORMANCE OF THE STORMWATER DRAINAGE IMPROVEMENTS AND THEIR EFFECTS.

REGISTERED LAND SURVEYOR/CIVIL ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

OPEN SPACE, DRAINAGE FACILITIES, RESERVED OPEN SPACE, AND PONDS REQUIRED TO BE PROVIDED BY THE DEVELOPER IN ACCORDANCE WITH CH. 151 OF THE CODE OF ORDINANCES SHALL NOT BE DEDICATED TO THE PUBLIC, EXCEPT UPON WRITTEN ACCEPTANCE BY THE COUNTY, BUT SHALL REMAIN UNDER THE OWNERSHIP AND CONTROL OF THE DEVELOPER (OR HIS OR HER SUCCESSOR) OR A HOMEOWNER'S ASSOCIATION OR SIMILAR ORGANIZATION THAT SATISFIES THE CRITERIA ESTABLISHED IN 151.168 OF THE COUNTY'S CODE OF ORDINANCES.

THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA A COUNTY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

**CERTIFICATE OF REVIEW OFFICER:**

STATE OF NORTH CAROLINA  
COUNTY OF CAMDEN  
\_\_\_\_\_, REVIEW OFFICER OF CAMDEN COUNTY, CERTIFY THAT THIS MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

**HEALTH DEPARTMENT CERTIFICATE:**

THIS SUBDIVISION, ENTITLED GREEN MEADOWS, HAS BEEN DESIGNED FOR THE CONSTRUCTION OF INDIVIDUAL SEWAGE SYSTEMS AND MEETS THE CRITERIA AND REQUIREMENTS OF THE DISTRICT HEALTH DEPARTMENT BASED ON EXISTING CONDITIONS AND REGULATIONS. THE DISTRICT HEALTH DEPARTMENT RESERVES THE RIGHT TO REQUIRE ADDITIONAL IMPROVEMENTS TO THESE PROPERTIES AND TO LIMIT THE NUMBER OF BEDROOMS AND SIZE OF STRUCTURE BASED ON SITE CONDITIONS UPON ISSUANCE OF THE FINAL SITE IMPROVEMENTS PERMITS. THIS CERTIFICATION DOES NOT CONSTITUTE A WARRANTY AND IS ISSUED BASED ON THIS SUBDIVISION BEING SERVICED.

DATE \_\_\_\_\_ DISTRICT HEALTH DEPARTMENT \_\_\_\_\_

**NC DOT COMPLIANCE WITH RULES AND REGULATIONS:**

I HEREBY CERTIFY THAT THESE STREETS AS INSTALLED (OR AS DESIGNED AND GUARANTEED BY THE APPLICANT) ARE IN ACCORDANCE WITH THE MINIMUM DESIGN CRITERIA REQUIRED BY THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAY FOR ACCEPTANCE OF SUBDIVISION STREETS ONTO THE SYSTEM FOR MAINTENANCE.

DATE \_\_\_\_\_ DISTRICT ENGINEER NC DEPARTMENT OF TRANSPORTATION \_\_\_\_\_

**PROJECT NOTES:**

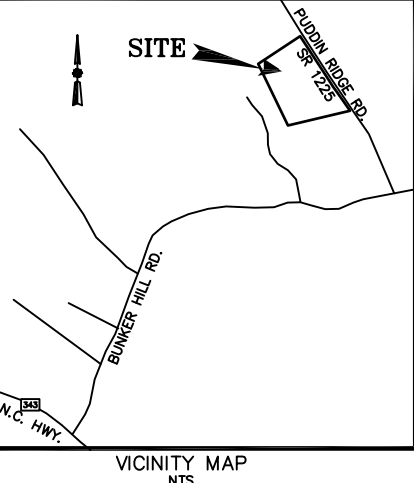
1. OWNER/DEVELOPER: GREEN MEADOWS LLC
2. GREEN MEADOWS LLC
3. 687 SWAMP ROAD, HERTFORD NC 27944
4. PHYSICAL ADDRESS: PLUDDING RIDGE RD, SOUTH MILLS, N.C. 27976
5. PIN # 01709003493030000
6. REFERENCE: D.B. 285, PG. 325
7. TRACT IS IN FLOOD ZONE SHADED X & AE (EL. 6.9')
8. TOTAL TRACT AREA = 487,896 sq.ft. 10.74 acres
9. MINIMUM LOT SIZE IS ONE ACRE
10. TOTAL NUMBER OF LOTS = 9
11. ZONED: - BASIC RESIDENTIAL (R3-1)
12. AREA OF REQUIRED OPEN SPACE = 23,400 SF OR 0.537 ACRE
13. AREA OF PROVIDED OPEN SPACE = 24,481 SF OR 0.562 ACRE
14. AREA OF RIGHT-OF-WAY = 51,432 sq.ft. 1.18 acres

**CAE, INC.**

ENGINEERS, PLANNERS, AND CONSTRUCTION CONSULTANTS

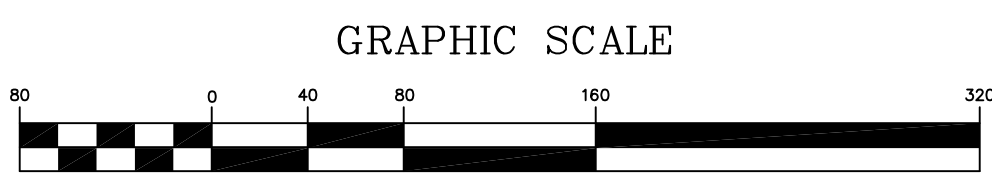
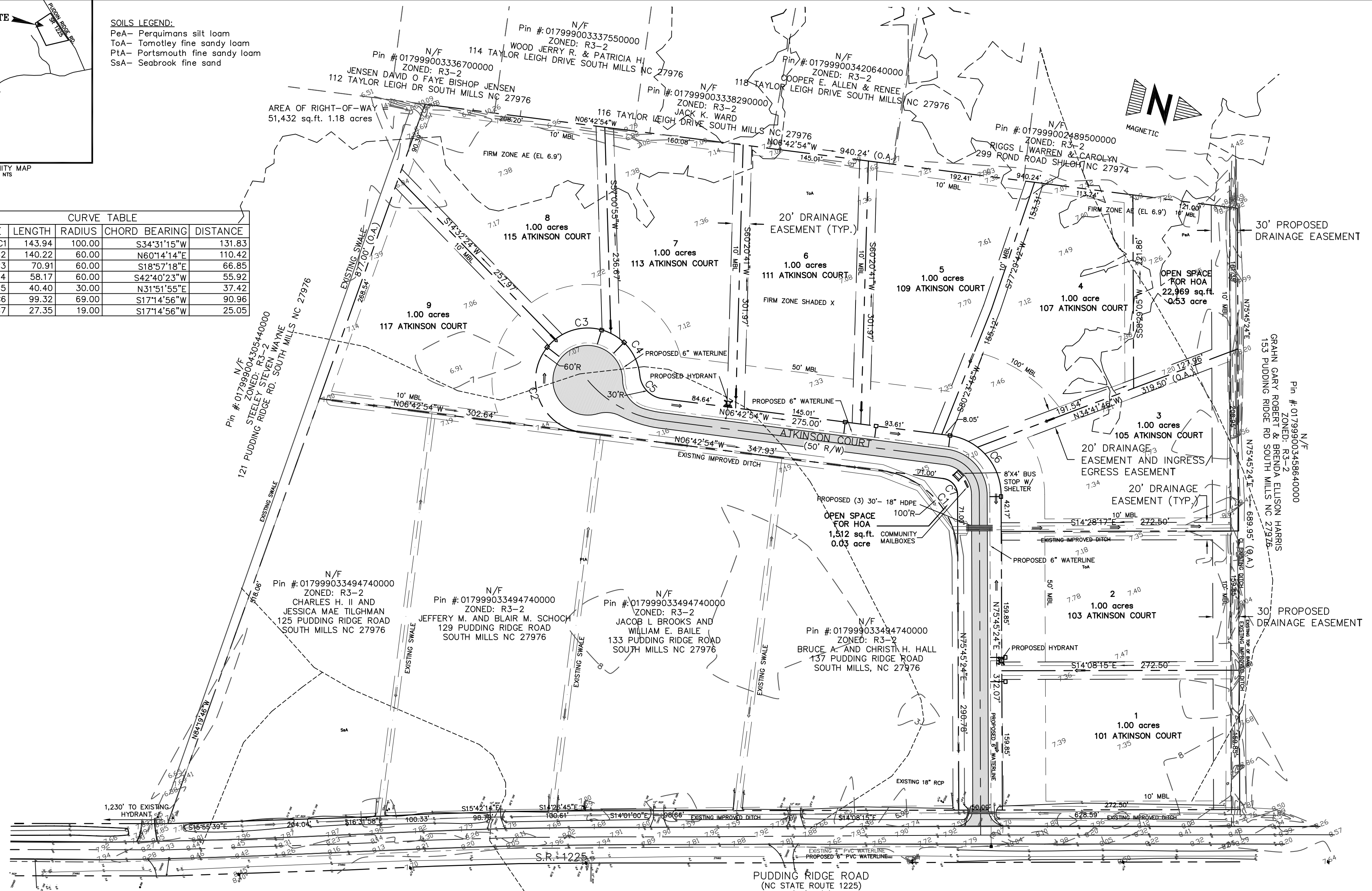
321 OFFICE SQUARE LANE, SUITE 101A  
VIRGINIA BEACH, VIRGINIA 23462-3655  
TELEPHONE: (252) 562-0430 (757) 271-1008 FAX

SCALE: 1" = 100' DATE: 9/28/15



**SOILS LEGEND:**  
 PeA- Perquimans silt loam  
 ToA- Tomotley fine sandy loam  
 PtA- Portsmouth fine sandy loam  
 SsA- Seabrook fine sand

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD BEARING	DISTANCE
C1	143.94	100.00	S34°31'15"W	131.83
C2	140.22	60.00	N60°14'14"E	110.42
C3	70.91	60.00	S18°57'18"E	66.85
C4	58.17	60.00	S42°40'23"W	55.92
C5	40.40	30.00	N31°51'55"E	37.42
C6	99.32	69.00	S17°14'56"W	90.96
C7	27.35	19.00	S17°14'56"W	25.05



( IN FEET )  
 1 inch = 80 ft.

**PRELIMINARY PLAT GREEN MEADOWS  
 MAJOR SUBDIVISION  
 FOR  
 GREEN MEADOWS, LLC  
 SOUTH MILLS TOWNSHIP  
 CAMDEN COUNTY, NORTH CAROLINA  
 CAE, INC.**

ENGINEERS, PLANNERS, AND CONSTRUCTION CONSULTANTS

321 OFFICE SQUARE LANE, SUITE 101A  
 VIRGINIA BEACH, VIRGINIA 23462-3655  
 TELEPHONE: (252) 562-0430 (757) 271-1009 FAX

SCALE: 1" = 100' DATE: 9/28/15

FILE NUMBER: 2008-024

**STAFF REPORT**

**UDO 2013-08-04**  
**Special Use Permit – Preliminary Plat**  
**Green Meadows**

**PROJECT INFORMATION**

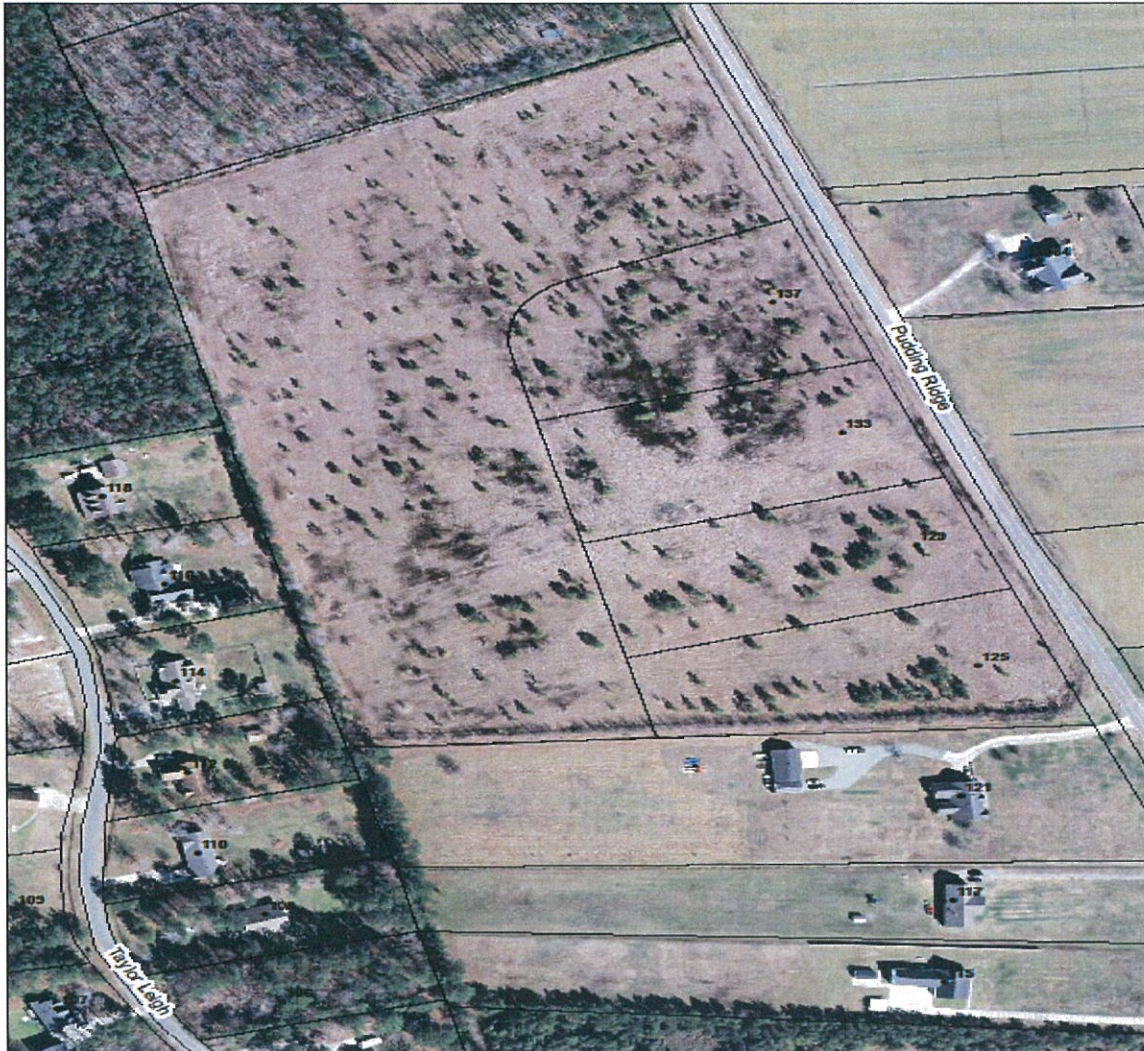
<p><b>File Reference:</b> UDO 2013-08-04  <b>Project Name;</b> Green Meadows  <b>PIN:</b> 01-7999-03-34-7305  <b>Applicant:</b> Green Meadows, LLC  Keith Nowell  <b>Address:</b> 987 Swamp Road  Hertford, NC 27944  <b>Phone:</b>  <b>Email:</b></p> <p><b>Agent for Applicant:</b> CAE Inc., Hollis D. Ellis  <b>Address:</b> 321 Office Square Lane  Suite 101 A  Virginia Beach, VA 223462  <b>Phone:</b> (252) 562-0430  <b>Email:</b></p> <p><b>Current Owner of Record:</b> Keith Nowell</p> <p><b>Meeting Dates:</b> TRC – June 4, 2014</p> <p><b>Planning Board:</b> September 16<sup>th</sup> and 30<sup>th</sup> 2015  <b>Board of Commissioners</b></p>	<p><b>Application Received:</b> 5/2/2014  <b>By:</b> David Parks, Permit Officer</p> <p><b>Application Fee paid:</b> \$1,800 Check #14920</p> <p><b>Completeness of Application:</b> Application is generally complete</p> <p><b>Documents received upon filing of application or otherwise included:</b></p> <ul style="list-style-type: none"> <li><b>A.</b> Applicant acting as agent letter</li> <li><b>B.</b> 10 copies Preliminary Plat Green Meadows Major Subdivision – 9 lots</li> <li><b>C.</b> 1 copy of Construction Plans for Green Meadows Major Subdivision</li> <li><b>D.</b> DENR Erosion and Sedimentation Control Plan No. CAMDE-2009-007</li> <li><b>E.</b> DENR Stormwater Permit NO SW7131108</li> <li><b>F.</b> ARHS Perc tests on lots 1-9</li> </ul>
--	---

**PROJECT LOCATION:**

**Street Address:** Adjacent to 137 Pudding Ridge Road  
**Location Description:** South Mills Township

---

**Vicinity Map:**



**REQUEST:** Preliminary Plat approval Green Meadows Major Residential Subdivision – 9 lots

---

**SITE DATA**

**Lot size:** Approximately 11 acres.  
**Flood Zone:** X/AE  
**Zoning District(s):** Basic Residential (R3-1)  
**Existing Land Uses:** Vacant Land

**Adjacent Zoning & Uses:**

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Zoning</b>	Basic Residential (R3-2)	Basic Residential (R3-2)	Basic Residential (R3-2)	Basic Residential (R3-2)
<b>Use &amp; size</b>	House – 4 Acres	House – 4.3 acres	Farm land 45 acres House – 1.5 acres;	McPherson Estates 21 - .9 acres lots

**Proposed Use(s):** Single Family Dwellings

**Description of property:**

Property is located off Pudding Ridge Road in South Mills Township. Developer received an administrative approval for a 4 lot minor subdivision on lots that abut Pudding Ridge Road. Current zoning at the time required two acre lots. Remaining land (11 acres) was approved for rezoning to one acre lots on March 18, 2013.

**ENVIRONMENTAL ASSESSMENT****Streams, Creeks, Major Ditches:**

There is a lead ditch to the north of the property that drains to the north of McPherson Estates and on out to Joyce Creek.

**Distance & description of nearest outfall:**

Nearest outfall is Joyce Creek approximately 4,000 feet away

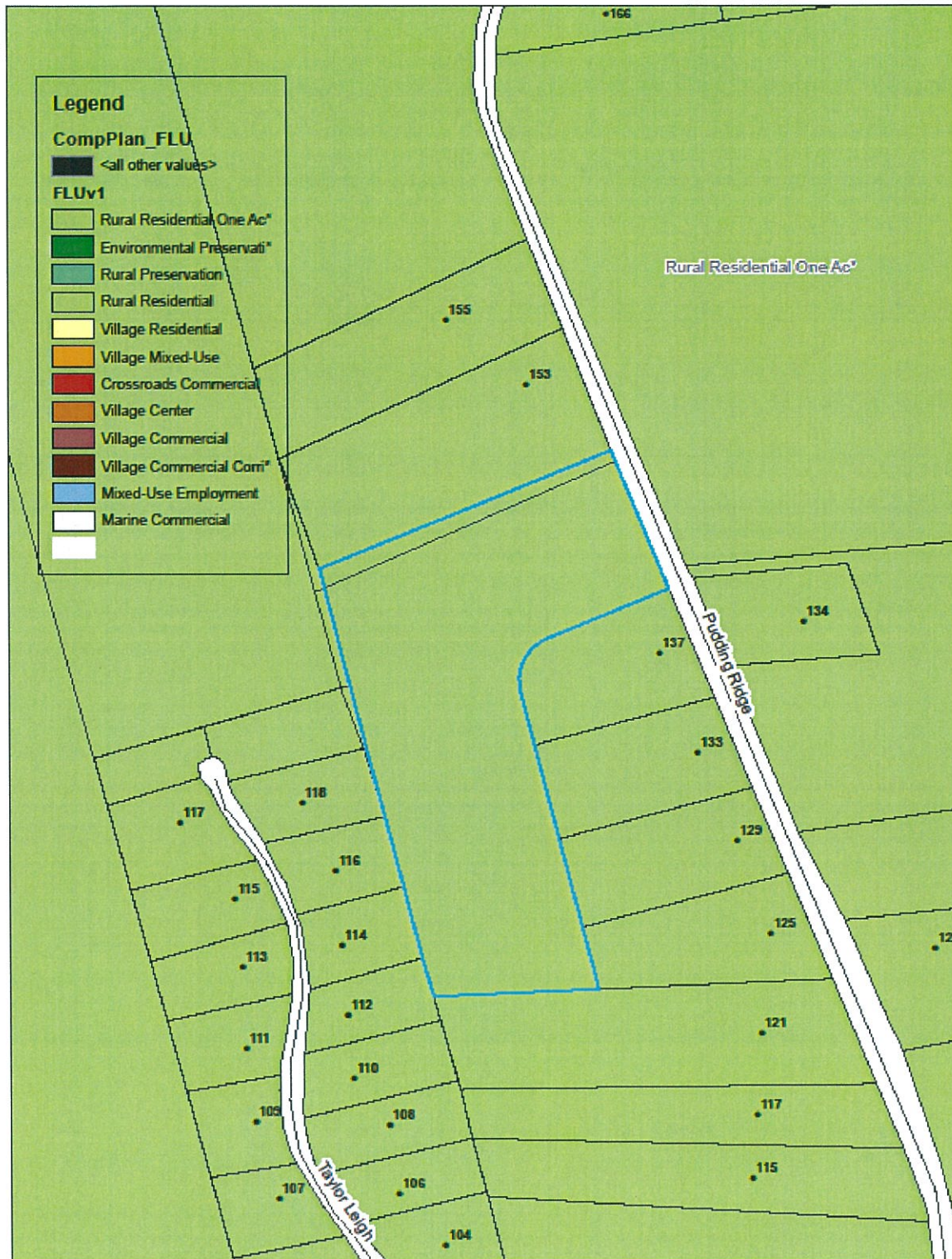
**Soils:**

**Predominant:** Tomotley (ToA) Severe: wetness, percs slowly

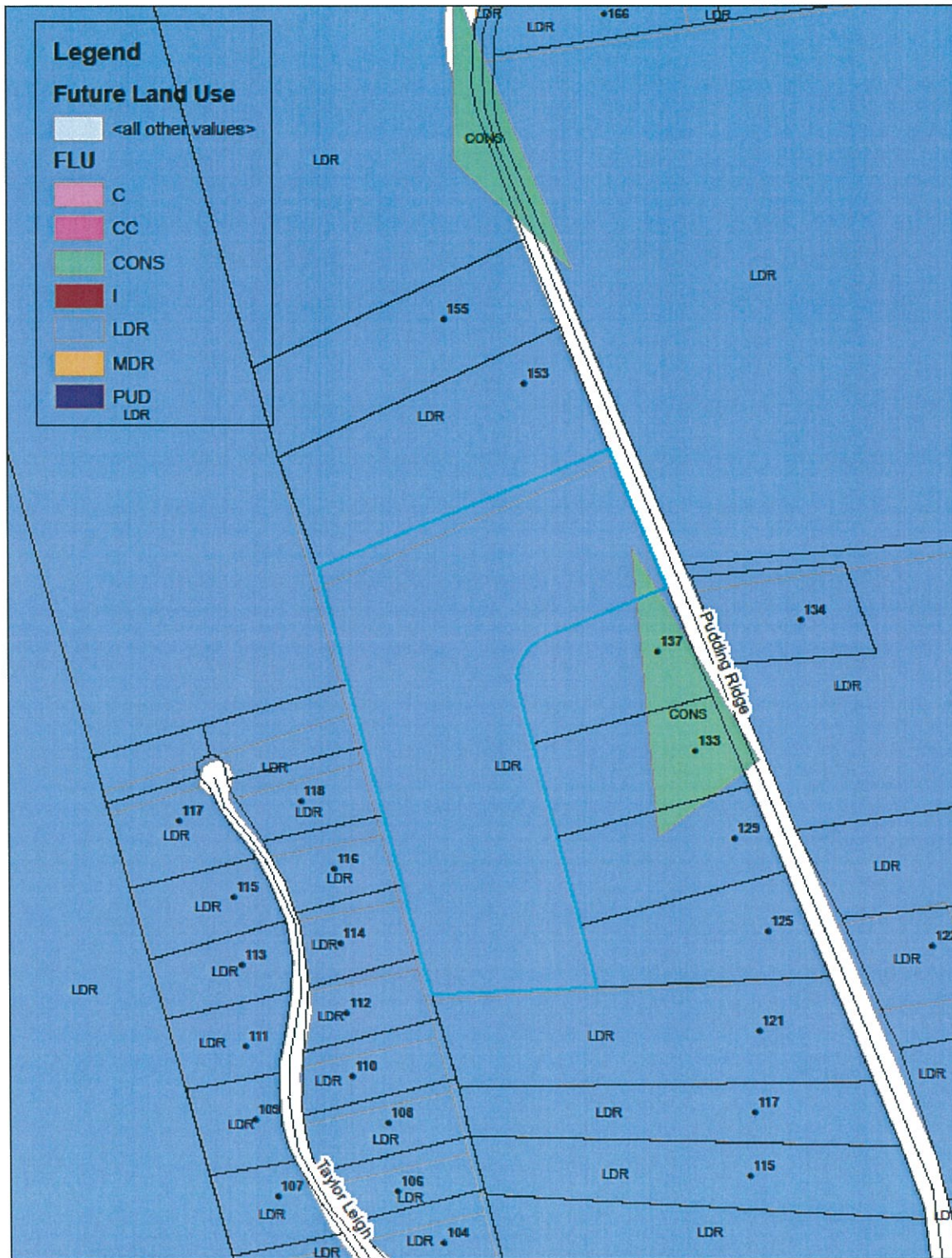
**Other:** Perquimans (PeA) Severe wetness; percs slowly



### Comprehensive Plan Future Land Use Maps:



### CAMA LAND USE MAP



**INFRASTRUCTURE**

**Water:** South Mills Water – will require watermain extension approval by DENR

**Sewer:** Septic tank – perc tests attached

**Traffic:** Minimal increase of traffic flow on Pudding Ridge Road

**Technical Review Staff at Preliminary Plat**

Approve	Approve With Comments	Dis-Approve	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) South Mills Water District
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Albemarle Regional Health Department (attached)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) South Mills Fire Department (approved at Sketch Plan)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Sheriff's Office (approved)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(e) South Mills Post Office (See attached)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Camden Soil & Water Technician (See attached)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(g) Central Communications (911) (attached)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(h) Superintendent of Camden County Schools (See attached)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(i) Transportation Director of Camden County Schools (See attached)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(j) NCDOT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(k) Albemarle EMC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(l) Century Link – Info only.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(m) Pasquotank EMS – No response
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(n) Drainage Plan – Camden County Engineer

- **Streets:**
  - A. Are all streets designed to be place under State system?** Yes
  - B. Proposed street name?** Atkinson Court
  - C. Are any street names already being used elsewhere in the County?** No.
- **Open Space:**
  - A. Is open space proposed?** Yes.  $11 \times .05 = .55$  acres required. Proposed: .56 In accordance with Article 151.199 (attached) the county has the flexibility for administering the requirements of the open space and due to the shape of property and the small amount of lots the open space provide meets the intent of this article.
  - B. Recreational Land:** N/A
  - C. Will property owner restrictive covenants be needed?** Yes.
- **Utilities:**
  - A. Does the application include a letter or certificate from the District Health Department regarding septic tanks?** Yes.
  - B. Does the applicant propose the use of public sewage systems?** No. Septic

- C. Does the applicant propose the use of public water systems?** Yes, with South Mills Water Association.
- D. Distance from existing public water supply system:** Adjacent to property.
- E. Is the area within a five-year proposal for the provision of public sewage?** No.
- **Landscaping:**
  - A. Is any buffer required?** No.
  - B. Will trees be required along dedicated streets UDO Article 151.156?** Yes.
- **Findings Regarding Additional Requirements:**
  - A. Endangering the public health and safety:** The application doesn't appear to endanger the public health and safety.
  - B. Injure the value of adjoining or abutting property:** The application does not appear to injure the value of adjoining or abutting property.
  - C. Harmony with the area in which it is located:** Proposed use is in Harmony with the area that it is located as there are Single Family Dwellings adjacent to the property.
  - D. Conformity with the Plans:**
    - 1. Comprehensive Plan**
      - Future Land Use Maps has land identified as Rural Residential with densities up to 1 dwelling unit per acre.
    - 2. Land Use Plan:**
      - Property located outside Core Village of South Mills.
      - Policy 9 states the county supports greater residential densities in areas that are accessible to water and/or sewer services. Water lines exist adjacent to property.
    - 3. Thoroughfare Plan:** Access is off Pudding Ridge Road
    - 4. Other plans officially adopted by the Board of Commissioners:**
  - E. Will not exceed the county's ability to provide public facilities:**
    - 1. Schools:** Development will create approximately 4 students (.44 X 9 lots). High School over capacity: **2015/2016 capacity: 570 Enrollment: 573**
    - 2. Fire and Rescue:** No response. (Approved at Sketch Plan)
    - 3. Law Enforcement:** Approved by Sherriff's Office.

**STAFF COMMENTARY/RECOMMENDATIONS:**

**On September 30, 2015 Planning Board recommended approval (6-1 vote) of the Special Use Permit for Preliminary Plat Green Meadows Major Subdivision with the following conditions and modifications:**

- 1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
- 2. The applicant shall complete the development strictly in accordance with the approved Preliminary Plat and specifications submitted to the Planning Office of Camden County, North Carolina, and contained in the file titled (UDO 2013-08-04).

3. Prior to any land disturbing activity, developer shall provide approved waterline extension letter from NCDENR Public Water Supply Section.
4. All lots shall be crowned to where the dwelling is located to an elevation at or above the 100 year flood. Those elevations shall be indicated on each lot on the final plat for each phase. No building permit shall be issued until such elevations are verified by a Surveyor or Engineer licensed to do business in North Carolina.
5. Landscaping in accordance with Article 151.156 shall be planted prior to submission of final plat for that phase.
6. Developer and or Home Owners Association shall provide Camden County certification by a licensed North Carolina Engineer of compliance with approved Drainage Plan for Green Meadows every five years starting from recording of Final Plat in the Camden County Registry of Deeds.
7. Per Camden County Schools a School Bus Stop shelter required. Minimum specifications are listed in Camden County's Unified Development Ordinance Article 151.232(M).
8. Per South Mills Post office/Area Post Master Community Mail Boxes shall be installed with Master Keys going to Post Office. HOA shall distribute keys to home owners.
9. Developer shall make reasonable effort to secure drainage easements from property owners and offer to clear the ditch that leaves the subdivision to the outfall ditch at Bunker Hill Road. (Letter of Denial from adjacent property owner attached)
10. Home Owners Restrictive Covenants shall include the following information:
  - a. All requirements (to include Maintenance and allowable built upon area) listed under NCDENR Stormwater Permit No. SW7131108.
  - b. Maintenance requirements of the outfall ditch located on the most northern property line behind lots 1-4.
  - c. The re-certification to the County of the approved drainage plan every five years.
  - d. Property owners shall be responsible for the maintenance/upkeep of the School Bus Shelter and Community Mail Boxes.
10. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.



# Land Use/Development Application

## County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

**Please Do Not Write in this Box**

PIN:  
01-7999-03-34-7305

UDO# 2013 - 08 - 04

Date Received: 5/2/2014

Received by: DP

Zoning District: R3-1

Fee Paid \$ 1800.00

*Perk # 14920*

PLEASE PRINT OR TYPE

**Applicant's Name:** CAE, Inc., Hollis D. Ellis

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.

*Keith Nowell*

**Applicant's Mailing Address:** 321 Office Square Lane, Suite 101 A  
Virginia Beach, VA 23462-3655

**Daytime Phone Number:** ( 252 ) 562-0430

**Street Address Location of Property:** Adjacent to 137 Pudding Ridge Road, South Mills Township

**General Description of Proposal:** Special Use Permit – Preliminary Plat Green Meadows 9 lot Major Subdivision

*I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.*

**Signed:** *Hollis D. Ellis*

**Dated:** *May 2, 2014*

*\* Information to be filled out by Planning Department*

**\*Is the Property in a Watershed Protection area?** No

**\*Flood Zone (from FIRM Map):** X/AE

**\*Taxes paid? yes** X **no**



**NORTHWEST CONTRACTORS, INC**

August 6, 2013

To: Mr. David Parks  
County of Camden  
PO Box 190  
117 North NC 343  
Camden, NC 27921

Re: Representation for Green Meadows, LLC

Dear Mr. Parks,

Please let this letter stand as my authorization for Mr. Hollis Ellis of CAE, Inc. to represent and act on behalf of Green Meadows, LLC and Northwest Contractors, Inc. if no representatives of these entities are able to attend meetings.

Regards,

  
President



North Carolina Department of Environment and Natural Resources  
**Division of Land Resources**  
Land Quality Section

James D. Simons, PG, PE  
Director and State Geologist

Beverly Eaves Perdue, Governor  
Dee Freeman, Secretary

May 6, 2009

**LETTER OF APPROVAL WITH MODIFICATIONS**

Green Meadows, LLC  
ATTN: Mr. Keith Nowell, Partner  
987 Swamp Road  
Hertford, North Carolina 27944

RE: Erosion and Sedimentation Control Plan No. CAMDE-2009-007  
Project Name: Green Meadows Subdivision  
Location: SR 1225 County: Camden  
River Basin: Pasquotank  
Date Received by LQS: April 2, 2009  
Acres Approved: 19 Project Type: New  
Project Description: Residential subdivision, including lot development, as shown on the submitted plan dated March 27, 2009

Dear Sir:

This office has reviewed the subject erosion and sedimentation control plan. We find the plan to be acceptable and hereby issue this Letter of Approval with Modifications. The modifications required for approval are listed on the attached page. This plan approval shall expire three (3) years following the date of approval, if no land-disturbing activity has been undertaken, as required by 15A NCAC 4B.0129.

Please be advised that 15A NCAC 4B.0118(a) requires that a copy of the approved erosion and sedimentation control plan be on file at the job site. Also, you should consider this letter as giving the Notice required by G.S. 113A-61.1(a) of our right of periodic inspection to ensure compliance with the approved plan.

North Carolina's Sedimentation Pollution Control Program is performance oriented, requiring protection of existing natural resources and adjoining properties. If, following the commencement of this project, it is determined that the erosion and sedimentation control plan is inadequate to meet the requirements of the Sedimentation Pollution Control Act of 1973 (G.S. 113A-51 through 66), this office may require revisions to the plan and implementation of the revisions to ensure compliance with the Act.

Acceptance and approval of this plan is conditioned upon your compliance with Federal and State water quality laws, regulations and rules. In addition, local city or county ordinances or rules may also apply to this land-disturbing activity. This approval does not supersede any other permit or approval

Washington Regional Office

943 Washington Square Mall, Washington, North Carolina 27889 • Phone: 252-946-6481 / FAX: 252-975-3716

Internet: <http://www.dlr.enr.state.nc.us/pages/landqualitysection.html>

An Equal Opportunity / Affirmative Action Employer - 50% Recycled/10% Post Consumer Paper

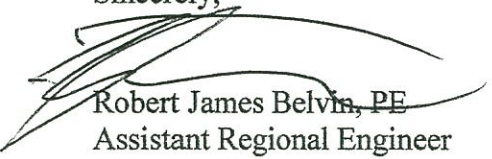


Green Meadows, LLC  
ATTN: Mr. Keith Nowell, Partner  
May 6, 2009  
Page 2

Please be aware that your project will be covered by the enclosed NPDES General Stormwater Permit NCG010000 (Construction Activities). You should first become familiar with all of the requirements for compliance with the enclosed permit.

Please note that this approval is based in part on the accuracy of the information provided in the Financial Responsibility/Ownership Form, which you have submitted. You are required to file an amended form if there is any change in the information included on the form. In addition, 15A NCAC 4B.0127(c) requires that you notify this office of the proposed starting date for this project (using the enclosed Project Information Sheet). Please notify us if you plan to have a preconstruction conference.

Sincerely,



Robert James Belvin, PE  
Assistant Regional Engineer

Enclosures

cc w/o enc: Hollis D Ellis, PE, CAE, Inc  
Alton Hodge, Division of Water Quality

May 6, 2009

Erosion and Sedimentation Control Plan No. CAMDE-2009-007

Project Name: Green Meadows Subdivision

Modifications

Page 1

1. The LATEST APPROVED erosion and sediment control plan will be used during periodic unannounced inspections to determine compliance and a copy of the plan must be on file at the job site. If it is determined that the implemented plan is inadequate, this office may require the installation of additional measures and/or that the plan be revised to comply with state law;
2. All revisions required by other local, state or federal agencies which affect site layout, drainage patterns, limits of disturbance and/or disturbed acreage must be submitted to this office for approval a minimum of 15 days prior to the start of construction.
3. Revisions exceeding the approved scope of this project without prior approval of the plan showing the changes can be considered a violation. Failure to comply with any part of the approved plan or with any requirements of this program could result in appropriate legal action (civil or criminal) against the financially responsible party. Legal actions include Stop Work Orders and the assessing of a civil penalty of up to \$5000 for the initial violation plus an additional penalty of up to \$5000 per day for each day the site is out of compliance;
4. The CERTIFICATE OF PLAN APPROVAL must be posted at the primary entrance to the job site and remain until the site is permanently stabilized;
5. Except in the case of a storm related emergency, **a revised erosion and sedimentation control plan must be submitted to and approved by this office prior to initiating any significant changes in the construction, grading or drainage plans;**
6. Erosion and sediment control measures or devices are to be installed to safely withstand the runoff resulting from a 10 year storm event - 6.5 - 7 inches in 24 hours or at the rate of 6.5 - 7 inches in 1 hour.
7. Unless the off-site borrow and/or disposal sites are identified in the erosion control plan, no earthen material is to be brought on or removed from the project site;
8. Buffer zone, sufficient to restrain visible sedimentation within the 25% of the width closest to the land disturbance, must be provided and maintained between the land-disturbing activity and any adjacent property or watercourse;
9. In order to comply with the intent of the Act, the scheduling of the land-disturbing activities is to be such that both the area of exposure and the time between the land disturbance and the providing of a ground cover is minimized;

May 6, 2009

Erosion and Sedimentation Control Plan No. CAMDE-2009-007

Project Name: Green Meadows Subdivision

Modifications

Page 2

10. Unless a temporary, manufactured, lining material has been specified, a clean straw mulch must be applied, at the minimum rate of 2 tons/acre, to all seeded areas. The mulch must cover at least 75% of the seeded area after it is either tacked, with an acceptable tacking material, or crimped in place;
11. New or affected cut or filled slopes must be at an angle that can be retained by vegetative cover, AND **must be provided with a ground cover** sufficient to restrain erosion **within 21 calendar days of completion of any phase (rough or final) of grading (RYE GRASS IS NOT** in the **APPROVED** seeding specifications **NOR** is it an **ACCEPTABLE** substitute for the providing of a temporary ground cover);
12. A **permanent ground cover**, sufficient to restrain erosion, **must be provided** within the shorter of 15 working or 90 calendar days (if in a High Quality Zone, the shorter of 15 working or 60 calendar days) after completion of construction or development on any portion of the tract (**RYE GRASS IS NOT** in the **APPROVED** seeding specifications **NOR** is it an **ACCEPTABLE** substitute for the providing of a nurse cover for the permanent grass cover);

## PROJECT INFORMATION SHEET

APPROVAL DATE: May 6, 2009

RESPONSIBLE PARTY: Green Meadows, LLC

PROJECT NAME: Green Meadows Subdivision

COUNTY: Camden No. CAMDE-2009-007

START-UP DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_

ON-SITE PHONE NO.: \_\_\_\_\_

OFFICE PHONE NO.: \_\_\_\_\_

**PLEASE COMPLETE & RETURN TO:**

**N.C.D.E.N.R.  
LAND QUALITY SECTION  
ATTN: *Eric Pare*  
943 WASHINGTON SQUARE MALL  
WASHINGTON, NORTH CAROLINA 27889**



North Carolina Department of Environment and Natural Resources  
**Division of Energy, Mineral, and Land Resources**  
Land Quality Section

Tracy E. Davis, PE, CPM  
Director

Pat McCrory, Governor  
John E. Skvarla, III, Secretary

January 8, 2014

Green Meadows, LLC  
Attn.: Mr. Keith Novell, Member/Manager  
937 Swamp Road  
Hertford, NC 27944

**Subject: Stormwater Permit No. SW7131108  
Green Meadows Subdivision  
Low Density Subdivision Permit  
Camden County**

Dear Mr. Nowell:

The Washington Regional Office received a complete Stormwater Management Permit Application for Green Meadows Subdivision on November 7, 2013 and additional information on January 7, 2014. Staff review of the plans and specifications has determined that the project, as proposed, will comply with the Stormwater Regulations set forth in Session Law 2008-211 and Title 15A NCAC 2H.1000. We are forwarding Permit No. SW7131108, dated January 8, 2014, for the construction of the subject project.

This permit shall be effective from the date of issuance until rescinded and shall be subject to the conditions and limitations as specified therein, and does not supercede any other agency permit that may be required.

If any parts, requirements, or limitations contained in this permit are unacceptable, you have the right to request an adjudicatory hearing upon written request within thirty (30) days following receipt of this permit. This request must be in the form of a written petition, conforming to Chapter 150B of the North Carolina General Statutes, and filed with the Office of Administrative Hearings, 6714 Mail Service Center, Raleigh, NC 27699-6714. Unless such demands are made this permit shall be final and binding.

If you have any questions, or need additional information concerning this matter, please contact me at (252) 946-6481.

Sincerely,

Samir Dumpor, PE  
Environmental Engineer

PHM/sd: G:\LR\SWP\SD\Permits-Low Density\SW7131108

cc: Hollis Ellis, PE, CAE, Inc. (321 Office Square Lane, Suite 101 A, Virginia Beach, VA 23462-3655)  
Camden County Inspections  
Washington Regional Office

**STATE OF NORTH CAROLINA**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**DIVISION OF ENERGY, MINERAL, AND LAND RESOURCES**  
**STORMWATER MANAGEMENT PERMIT**

**LOW DENSITY DEVELOPMENT**

In accordance with the provisions of Article 21 of Chapter 143, General Statutes of North Carolina as amended, and other applicable Laws, Rules and Regulations

PERMISSION IS HEREBY GRANTED TO

*Green Meadows, LLC*

*Green Meadows Subdivision*

*Camden County*

FOR THE

construction, operation and maintenance of a 24% low density subdivision in compliance with the provisions of Session Law 2008-211 and 15A NCAC 2H .1000 (hereafter referred to as the "stormwater rules") and the approved stormwater management plans and specifications, and other supporting data as attached and on file with and approved by the Division of Energy, Mineral, and Land Resources (Division) and considered a part of this permit.

The Permit shall be effective from the date of issuance until rescinded and shall be subject to the following specific conditions and limitations:

**I. DESIGN STANDARDS**

1. Each of the 9 lots is limited to a maximum of (see Attachment) square feet of built-upon area for a total of 112,319 square feet of built-upon area (including streets), as indicated in the application and as shown on the approved plans.
2. The overall tract built-upon area percentage for the project must be maintained at 24% per the requirements of Session Law 2008-211 and Section .1005 of the stormwater rules.
3. The built-upon areas associated with this project shall be located at least 50 feet landward of all perennial and intermittent surface waters.
4. The only runoff conveyance systems allowed will be vegetated conveyances such as swales with minimum side slopes of 3:1 (H:V) as defined in the stormwater rules and approved by the Division.
5. All roof drains must terminate at least 50 foot from the mean high water mark.
6. Level spreaders shall be provided at the ends of all swales that discharge into a regulated wetland or any surface water.
7. One stormwater basin is proposed to address local requirements and is not part of this permit.

## II. SCHEDULE OF COMPLIANCE

1. Swales and other vegetated conveyances shall be constructed in their entirety, vegetated, and be operational for their intended use prior to the construction of any built-upon surface.
2. During construction, erosion shall be kept to a minimum and any eroded areas of the swales or other vegetated conveyances will be repaired immediately.
3. The permittee shall at all times provide the operation and maintenance necessary to operate the permitted stormwater management systems at optimum efficiency to include:
  - a. Inspections
  - b. Sediment removal.
  - c. Mowing, and re-vegetating of the side slopes.
  - d. Immediate repair of eroded areas.
  - e. Maintenance of side slopes in accordance with approved plans and specifications.
  - f. Maintenance of level spreaders and infiltration areas in accordance with approved plans and O&M documents.
4. The permittee shall submit to the Director and shall have received approval for revised plans, specifications, and calculations prior to construction, for any modification to the approved plans, including, but not limited to, those listed below:
  - a. Any revision to any of the items shown on the approved plans, including the stormwater management system, design concept, built-upon area, details, etc.
  - b. Project name change.
  - c. Transfer of ownership.
  - d. Redesign or addition to the approved amount of built-upon area or to the drainage area.
  - e. Further subdivision, acquisition, or selling of the project area.
  - f. Filling in, altering or piping any vegetative conveyance shown on the approved plan.
5. The permittee shall submit all information requested by the Director or his representative within the time frame specified in the written information request.
6. No piping shall be allowed except that minimum amount necessary to direct runoff beneath an impervious surface such as a road and that minimum amount needed under driveways to provide access to lots.
7. Within 30 days of completion of the project, the permittee must certify in writing that the project's stormwater controls, and impervious surfaces have been constructed within substantial intent of the approved plans and specifications. Any deviation from the approved plans must be noted on the Certification.
8. The permittee is responsible for verifying that the proposed built-upon area does not exceed the allowable built-upon area. Once the lot transfer is complete, the built-upon area may not be revised without approval from the Division, and responsibility for meeting the built-upon area limit is transferred to the individual property owner, provided that the permittee complies with the requirements of Section II.11 and II.12 of this permit.



9. Deed restrictions are incorporated into this permit by reference and must be recorded with the Office of the Register of Deeds prior to the sale of any lot. Recorded deed restrictions must include, as a minimum, the following statements related to stormwater management:
  - a. The following covenants are intended to ensure ongoing compliance with State Stormwater Management Permit Number SW7131108, as issued by the Division of Energy, Mineral, and Land Resources under NCAC 2H.1000.
  - b. The State of North Carolina is made a beneficiary of these covenants to the extent necessary to maintain compliance with the Stormwater Management Permit.
  - c. These covenants are to run with the land and be binding on all persons and parties claiming under them.
  - d. The covenants pertaining to stormwater may not be altered or rescinded without the express written consent of the State of North Carolina, Division of Energy, Mineral, and Land Resources.
  - e. Alteration of the drainage as shown on the approved plans may not take place without the concurrence of the Division of Energy, Mineral, and Land Resources.
  - f. The maximum built-upon area per lot is (**see Attachment**) square feet. This allotted amount includes any built-upon area constructed within the lot property boundaries, and that portion of the right-of-way between the front lot line and the edge of the pavement. Built upon area includes, but is not limited to, structures, asphalt, concrete, brick, stone, slate, and coquina, but does not include raised, open wood decking, or the water surface of swimming pools.
  - g. Filling in or piping of any vegetative conveyances (ditches, swales, etc.) associated with the development except for average driveway crossings, is strictly prohibited by any persons.
  - h. Each lot will maintain a 50 foot wide vegetated buffer between all impervious areas and surface waters.
  - i. All roof drains shall terminate at least 50 foot from the mean high water mark.
  - j. If permeable pavement credit is desired, the property owner must submit a request, with supporting documentation, to the permittee and receive approval prior to construction of the permeable pavement.
10. The permittee shall submit a copy of the recorded deed restrictions within 30 days of the date of recording.
11. If the permittee sets up an Architectural Review Committee or Board (ARC or ARB) to review plans for compliance with the restrictions, the plans reviewed must include all proposed built-upon area (BUA). Any approvals given by the ARC or ARB do not relieve the lot owner of the responsibility to maintain compliance with the permitted BUA limit.
12. All stormwater conveyances will be located in either dedicated right-of-way (public or private), recorded common areas or recorded drainage easements. The final plats for the project will be recorded showing all such required easements, in accordance with the approved plans.
13. The Director may notify the permittee when the permitted site does not meet one or more of the minimum requirements of the permit. Within the time frame specified in the notice, the permittee shall submit a written time schedule to the Director for modifying the site to meet minimum requirements. The permittee shall provide copies of revised plans and certification in writing to the Director that the changes have been made.

14. If permeable pavement credit is desired, the permittee must submit a request to modify the permit to incorporate such language as required by the Division. The request to modify must include a soils report identifying the type of soil, the Seasonal High Water Table elevation and the infiltration rate. Upon the successful completion of a permit modification, the individual lot owners that request to utilize permeable pavements must submit the necessary forms and documentation to the permittee and receive approval prior to construction of the permeable pavement.


### III. GENERAL CONDITIONS

1. This permit is not transferable to any person or entity except after notice to and approval by the Director. The Director may require modification or revocation and re-issuance of the permit to change the name and incorporate such other requirements as may be necessary. In the event of a name or ownership change, a completed Name/Ownership Change form, signed by both parties, must be submitted to the Division accompanied by the supporting documentation as listed on page 2 of the form. The approval of this request will be considered on its merits, and may or may not be approved.
2. The permittee is responsible for compliance with all permit conditions until the Director approves a transfer of ownership. Neither the sale of the project nor the transfer of common areas to a third party, such as a homeowner's association, constitutes an approved transfer of the stormwater permit.
3. Failure to abide by the conditions and limitations contained in this permit may subject the Permittee to an enforcement action by the Division, in accordance with North Carolina General Statutes 143-215.6A to 143-215.6C.
4. The issuance of this permit does not prohibit the Director from reopening and modifying the permit, revoking and reissuing the permit, or terminating the permit as allowed by the laws, rules, and regulations contained in Session Law 2008-211, Title 15A of the North Carolina Administrative Code, Subchapter 2H.1000; and North Carolina General Statute 143-215.1 et. al.
5. In the event that the facilities fail to perform satisfactorily, including the creation of nuisance conditions, the Permittee shall take immediate corrective action, including those as may be required by the Division, such as the construction of additional or replacement stormwater management systems.
6. The permittee grants permission to DENR Staff to enter the property during normal business hours, for the purpose of inspecting all components of the stormwater management facility.
7. The permit issued shall continue in force and effect until revoked or terminated. The permit may be modified, revoked and reissued or terminated for cause. The filing of a request for a permit modification, revocation and re-issuance, or termination does not stay any permit condition.
8. Unless specified elsewhere, permanent seeding requirements for the swales must follow the guidelines established in the North Carolina Erosion and Sediment Control Planning and Design Manual.
9. Approved plans and specifications for this project are incorporated by reference and are enforceable parts of the permit.

10. The issuance of this permit does not preclude the Permittee from complying with any and all statutes, rules, regulations, or ordinances, which may be imposed by other government agencies (local, state and federal), which have jurisdiction.
11. The permittee shall notify the Division in writing of any name, ownership or mailing address changes at least 30 days prior to making such changes.

Permit issued this the 8th day of January, 2014.

NORTH CAROLINA ENVIRONMENTAL MANAGEMENT COMMISSION

 \_\_\_\_\_ for

Tracy E. Davis, PE, CPM  
Division of Energy, Mineral, and Land Resources  
By Authority of the Environmental Management Commission

Permit Number SW7131108

**ATTACHMENT**

Lot Listing for Green Meadows Subdivision  
 South Mills Township, Camden County, North Carolina

<u>Lot</u>	<u>Area (sf)</u>	<u>Area (acres)</u>	<u>Max. Impervious Area per Lot (sf)</u>
1	43,600	1.00	9,330
2	44,799	1.03	9,586
3	43,562	1.00	9,322
4	55,415	1.27	11,858
5	43,560	1.00	9,321
6	43,560	1.00	9,321
7	43,560	1.00	9,321
8	44,135	1.01	9,444
9	43,560	1.00	9,321
R/W	25,488	0.59	
Total:	431,239	9.90	86,831



## North Carolina Department of Environment and Natural Resources

Pat McCrory  
Governor

John E. Skvarla, III  
Secretary

December 18, 2014

Green Meadows, LLC  
Attn.: Mr. Keith Novell  
937 Swamp Road  
Hertford, NC 27944

**Subject:      Approved Plan Revision  
                  Green Meadows Subdivision  
                  Stormwater Project No. SW7131108  
                  Camden County**

Dear Mr. Novell:

On November 21, 2014, the Washington Regional Office received a Plan Revision request for Stormwater Management Permit Number SW7131108.

The plan revision request is for the following:

To modify ditch cross sections and slopes to provide for pre-post detention in accordance with the County of Camden comments.

Based on the current Division of Energy, Mineral, and Land Resources Guidance on this issue your plan revision request is hereby approved. Please replace plan sheet 3 of 5 of the original set as approved on January 8, 2014 with the attached one and insert the attached drainage report into your file.

Please be aware that all terms and conditions of the permit issued on January 8, 2014 remain in full force and effect. Please also understand that the approval of this revision to the approved plans for the subject State Stormwater Permit is done on a case-by-case basis. Any other changes to this project must be submitted to and approved through the Division of Energy, Mineral, and Land Resources prior to construction. The issuance of this plan revision does not preclude the permittee from complying with all other applicable statutes, rules, regulations or ordinances which may have jurisdiction over the proposed activity, and obtaining a permit or approval prior to construction.

If you have any questions concerning this matter, please do not hesitate to call me at (252) 948-3959.

Sincerely,

Samir Dumpor, PE  
Environmental Engineer

PHM\sd:      G:\LR\SWP\SD\PLANREVISIONS\SW7131108

cc:            ✓ Hollis Ellis, PE, CAE, Inc.  
                  Camden County Inspections  
                  Washington Regional Office

ALBEMARLE REGIONAL HEALTH SERVICES

48707

Applicant: NOWELL,KEITH M  
987 SWAMP ROAD  
HERTFORD, NC 27944

Owner: NOWELL,KEITH M  
987 SWAMP ROAD  
HERTFORD, NC 27944

Site Location: LOT 1 GREEN MEADOWS

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 18	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 18in. of sand

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: **\*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\*** House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 18 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS:   
\_\_\_\_\_  
Kevin Carver

Date: 04/02/2014

**THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY**

Bertie (252) 794-5303    Camden (252) 338-4460    Chowan (252) 482-1199    Currituck (252) 232-6603  
Gates (252) 357-1380    Pasquotank (252) 338-4490    Perquimans (252) 426-2100

## ALBEMARLE REGIONAL HEALTH SERVICES

48708

Applicant: NOWELL, KEITH M  
987 SWAMP ROAD  
HERTFORD, NC 27944

Owner: NOWELL, KEITH M  
987 SWAMP ROAD  
HERTFORD, NC 27944

Site Location: LOT 2 GREEN MEADOWS

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 18	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 18in. of sand

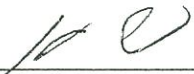
Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: \*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\* House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 18 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS: \_\_\_\_\_



Kevin Carver

Date: 04/02/2014

**THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY**

Bertie (252) 794-5303    Camden (252) 338-4460    Chowan (252) 482-1199    Currituck (252) 232-6603  
Gates (252) 357-1380    Pasquotank (252) 338-4490    Perquimans (252) 426-2100

**ALBEMARLE REGIONAL HEALTH SERVICES**

48709
-------

Applicant: NOWELL,KEITH M  
 987 SWAMP ROAD  
 HERTFORD, NC 27944

Owner: NOWELL,KEITH M  
 987 SWAMP ROAD  
 HERTFORD, NC 27944

Site Location: LOT 3 GREEN MEADOWS

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 18	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 18in. of sand

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: \*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\* House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 18 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS:                     *Kevin Carver*                      
 Kevin Carver

Date: 04/02/2014

**THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY**

Bertie (252) 794-5303    Camden (252) 338-4460    Chowan (252) 482-1199    Currituck (252) 232-6603  
 Gates (252) 357-1380    Pasquotank (252) 338-4490    Perquimans (252) 426-2100



ALBEMARLE REGIONAL HEALTH SERVICES

47909

Applicant: NOWELL, KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Owner: NOWELL, KEITH M.  
987 SWAMP RD  
HERTFORD, NC 27944

Site Location: LOT 4 GREEN MEADOWS, BEHIND 4 LOTS ON PUDDIN RIDGE RD

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 18	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 18in. of sand

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: **\*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\*** House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 18 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS:   
Kevin Carver

Date: 08/14/2013

**THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY**

Bertie (252) 794-5303    Camden (252) 338-4460    Chowan (252) 482-1199    Currituck (252) 232-6603  
 Gates (252) 357-1380    Pasquotank (252) 338-4490    Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

48710

Applicant: NOWELL,KEITH M  
987 SWAMP ROAD  
HERTFORD, NC 27944

Owner: NOWELL,KEITH M  
987 SWAMP ROAD  
HERTFORD, NC 27944

Site Location: LOT 5 GREEN MEADOWS

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 18	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 18in. of sand

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: \*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\* House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 18 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS: Kevin Carver

Date: 04/02/2014

**THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY**

Bertie (252) 794-5303    Camden (252) 338-4460    Chowan (252) 482-1199    Currituck (252) 232-6603  
 Gates (252) 357-1380    Pasquotank (252) 338-4490    Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

48711

Applicant: NOWELL,KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Owner: NOWELL,KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Site Location: LOT 6 GREEN MEADOWS

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 18	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 18in. of sand

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: \*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\* House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 18 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS:   
\_\_\_\_\_  
Kevin Carver

Date: 04/02/2014

**THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY**

Bertie (252) 794-5303    Camden (252) 338-4460    Chowan (252) 482-1199    Currituck (252) 232-6603  
Gates (252) 357-1380    Pasquotank (252) 338-4490    Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

48712

Applicant: NOWELL,KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Owner: NOWELL,KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Site Location: LOT 7 GREEN MEADOWS

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 12	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 24in. of sand

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: \*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\* House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 24 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS:   
Kevin Carver

Date: 04/02/2014

**THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY**

Bertie (252) 794-5303    Camden (252) 338-4460    Chowan (252) 482-1199    Currituck (252) 232-6603  
 Gates (252) 357-1380    Pasquotank (252) 338-4490    Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

48713

Applicant: NOWELL,KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Owner: NOWELL.KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Site Location: LOT 8 GREEN MEADOWS

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 12	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 24in. of sand

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: **\*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\*** House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 24 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS: \_\_\_\_\_  
Kevin Carver

Date: 04/02/2014

**THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY**

Bertie (252) 794-5303    Camden (252) 338-4460    Chowan (252) 482-1199    Currituck (252) 232-6603  
 Gates (252) 357-1380    Pasquotank (252) 338-4490    Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

48714

Applicant: NOWELL,KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Owner: NOWELL,KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Site Location: LOT 9 GREEN MEADOWS

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 18	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 18in. of sand

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: **\*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\*** House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 18 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS:   
Kevin Carver

Date: 04/02/2014

**THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY**

Bertie (252) 794-5303    Camden (252) 338-4460    Chowan (252) 482-1199    Currituck (252) 232-6603  
 Gates (252) 357-1380    Pasquotank (252) 338-4490    Perquimans (252) 426-2100



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PATRICK L. MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

December 5, 2013

Permit # 2573

Subject: Driveway Permit  
County: Camden (SR 1225)

Northwest Contractors, Inc.  
Keith Nowell  
122 Dominion Blvd. South  
Chesapeake, VA 23322

Dear Mr. Nowell,

Attached for your files is a copy of a Driveway Permit, which has been properly executed. Please note any comments, which may appear on the reverse side of the permit form.

Sincerely,

Randy Midgett, P.E.  
District I Engineer

Brent W. Bass  
Assistant District I Engineer

BWB  
Attachments

Cc: Division Engineer (W/Attachments)  
County Maintenance Engineer (W/Attachments)

APPLICATION IDENTIFICATION		N.C. DEPARTMENT OF TRANSPORTATION STREET AND DRIVEWAY ACCESS PERMIT APPLICATION
Driveway Permit No. <b>2573</b>	Date of Application <b>December 5, 2013</b> <i>BWB</i>	
County: <b>Camden</b>		
Development Name: <b>Green Meadows</b>		

**LOCATION OF PROPERTY**

Route/Road: **1225 (Puddin Ridge Road)**

Exact Distance **2,192'**  Miles  Feet

From the Intersection of Route No. **1225** and Route No. **1217** Toward **17**

Property Will Be Used For:  Residential /Subdivision  Commercial  Educational Facilities  TND  Emergency Services  Other

Property:  is  is not within **Camden County** City Zoning Area.

**AGREEMENT**

- I, the undersigned property owner, request access and permission to construct driveway(s) or street(s) on public right-of-way at the above location.
- I agree to construct and maintain driveway(s) or street entrance(s) in absolute conformance with the current "Policy on Street and Driveway Access to North Carolina Highways" as adopted by the North Carolina Department of Transportation.
- I agree that no signs or objects will be placed on or over the public right-of-way other than those approved by NCDOT.
- I agree that the driveway(s) or street(s) will be constructed as shown on the attached plans.
- I agree that that driveway(s) or street(s) as used in this agreement include any approach tapers, storage lanes or speed change lanes as deemed necessary.
- I agree that if any future improvements to the roadway become necessary, the portion of driveway(s) or street(s) located on public right-of-way will be considered the property of the North Carolina Department of Transportation, and I will not be entitled to reimbursement or have any claim for present expenditures for driveway or street construction.
- I agree that this permit becomes void if construction of driveway(s) or street(s) is not completed within the time specified by the "Policy on Street and Driveway Access to North Carolina Highways".
- I agree to pay a \$50 construction inspection fee. Make checks payable to NCDOT. This fee will be reimbursed if application is denied.
- I agree to construct and maintain the driveway(s) or street(s) in a safe manner so as not to interfere with or endanger the public travel.
- I agree to provide during and following construction proper signs, signal lights, flaggers and other warning devices for the protection of traffic in conformance with the current "Manual on Uniform Traffic Control Devices for Streets and Highways" and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the District Engineer.
- I agree to indemnify and save harmless the North Carolina Department of Transportation from all damages and claims for damage that may arise by reason of this construction.
- I agree that the North Carolina Department of Transportation will assume no responsibility for any damages that may be caused to such facilities, within the highway right-of-way limits, in carrying out its construction.
- I agree to provide a Performance and Indemnity Bond in the amount specified by the Division of Highways for any construction proposed on the State Highway system.
- The granting of this permit is subject to the regulatory powers of the NC Department of Transportation as provided by law and as set forth in the N.C. Policy on Driveways and shall not be construed as a contract access point.
- I agree that the entire cost of constructing and maintaining an approved private street or driveway access connection and conditions of this permit will be borne by the property owner, the applicant, and their grantees, successors, and assignees.
- I AGREE TO NOTIFY THE DISTRICT ENGINEER WHEN THE PROPOSED WORK BEGINS AND WHEN IT IS COMPLETED.**

2004-07 NOTE: Submit Four Copies of Application to Local District Engineer, N.C. Department of Transportation 61-03419 TEB 65-04rev.



SIGNATURES OF APPLICANT			
PROPERTY OWNER (APPLICANT)		WITNESS	
COMPANY	<u>GREEN MEADOWS L.L.C</u>	NAME	<u>Nancy Meads</u>
SIGNATURE	<u>[Signature]</u>	SIGNATURE	<u>Nancy Meads</u>
ADDRESS	<u>987 SWAMP ROAD NEWTON, N.C. 27947</u> Phone No. <u>757-548-0780</u>	ADDRESS	<u>1929 North Road St Eliz. City, NC 27909</u>
AUTHORIZED AGENT		WITNESS	
COMPANY	_____	NAME	_____
SIGNATURE	_____	SIGNATURE	_____
ADDRESS	_____	ADDRESS	_____
	Phone No. _____		
APPROVALS			
APPLICATION RECEIVED BY DISTRICT ENGINEER			
<u>[Signature]</u> SIGNATURE		<u>11/29/13</u> DATE	
APPLICATION APPROVED BY LOCAL GOVERNMENTAL AUTHORITY (when required)			
SIGNATURE		TITLE	DATE
APPLICATION APPROVED BY NCDOT			
<u>[Signature]</u> SIGNATURE		<u>Asst. Dist. Engr.</u> TITLE	<u>12/5/13</u> DATE
INSPECTION BY NCDOT			
SIGNATURE		TITLE	DATE
COMMENTS:			



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PATRICK L. McCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

December 5, 2013

Permit #2573

MEMORANDUM TO: Mark L. Foster  
Chief Financial Officer

FROM: Randy W. Midgett, P.E.  
District Engineer – Division 1, District 1

BY: Brent W. Bass  
Assistant District Engineer – Division 1, District 1

SUBJECT: Fee for Inspection of a Commercial Driveway Pipe or  
Installation / Inspection of Residential Driveway Pipe.

Transmitted herewith is Check Number : 14476 in the amount of \$50.00 provided by Northwest Contractors, Inc. This check is for Driveway Pipe Inspection by the Division of Highways force for a Street and Driveway Access Permit Application.

The funds should be distributed as shown below:

Charge: 150181-47900024-1.101511-3845



NORTHWEST CONTRACTORS, INC

TELEPHONE (757) 548-0780  
122 DOMINION BOULEVARD SOUTH  
CHESAPEAKE, VIRGINIA 23322

TOWNE BANK  
1312 GREENBRIER PARKWAY  
CHESAPEAKE, VIRGINIA 23320

68-894/514

14476

PAY TO THE ORDER OF

NC DOT

\$ 50.00

DOLLARS

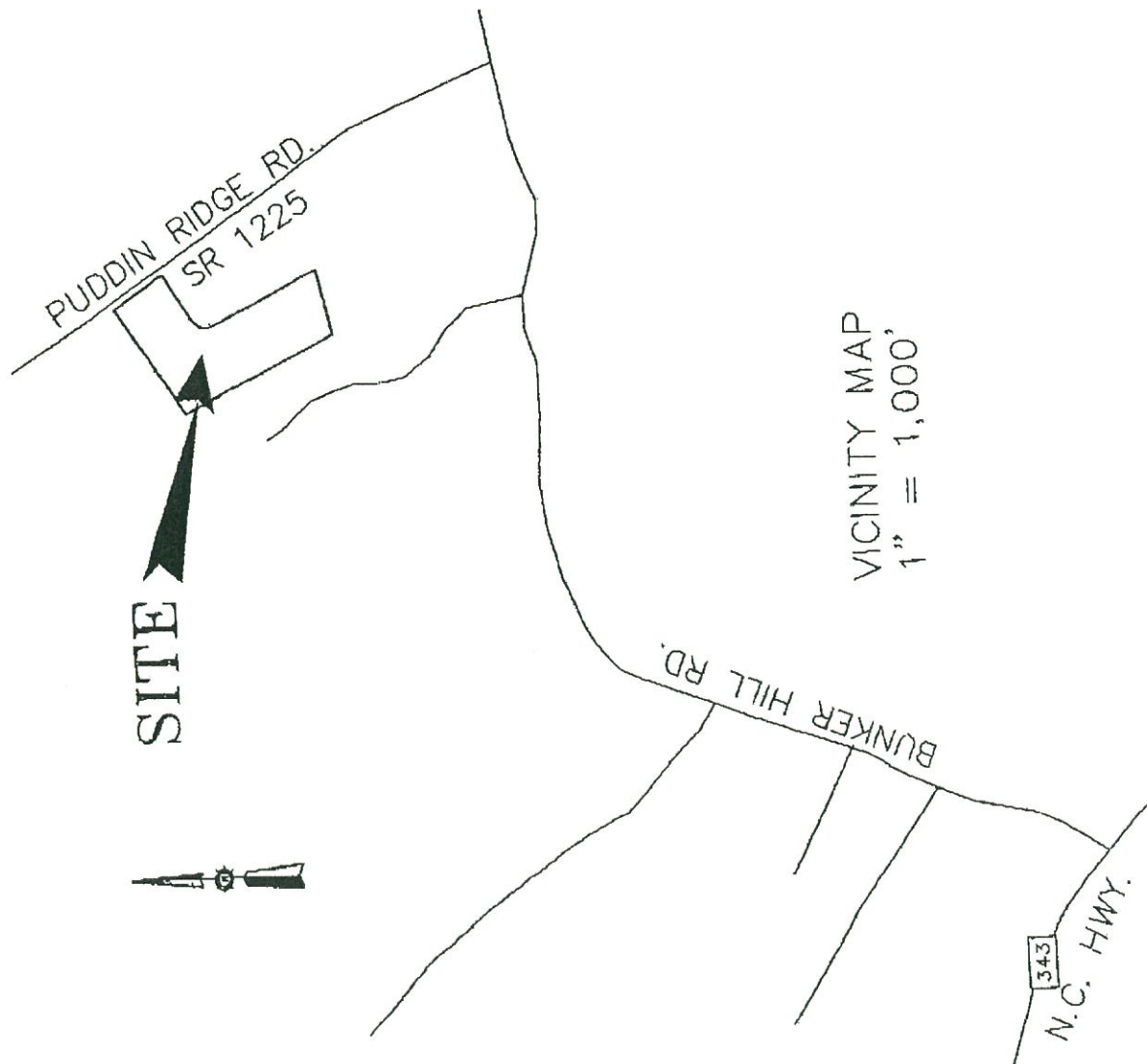
NORTHWEST CONTRACTORS, INC

MEMO *CALLEN MEMORANDUM*

*[Signature]*  
AUTHORIZED SIGNATURE

00014476 051408949:0221183035

SHEET	CAE	Inc							
-------	-----	-----	--	--	--	--	--	--	--



Roadway Construction Standards  
 All work under this section shall conform to the North Carolina Department of Transportation Construction Standards.  
 Materials:  
 A. Any reference to the NCDOT gradation standards shall be to the NCDOT Standard Specifications for Road and Bridge Construction, Section 905. Minimum thickness of SP-9.5 Asphalt.  
 B. On-site determination of materials shall be determined by the engineer.

## Memorandum

To: Dan Porter, Planning Director  
From: Greg Johnson, Drainage Engineer  
Date: November 13, 2014  
Re: Green Meadows Subdivision

SWMM Study/Calculations dated 11/2/14  
and Plans Sealed 10/10 and revised 10/30/14



---

I reviewed the referenced calculations and plans and recommend that they be accepted with the following conditions.

1. Provide a copy of a revised drainage report patterned after the 10-20-14 document.
2. Seal the drainage report.
3. Include in the report an appendix a paper copy of the pre and post 10 year storm INP files. This will allow a future reader to recreate the files.
4. Include in another appendix the printout of the spread sheet which compares the node elevations.
5. Deliver one copy of the revised copy to me and a number of plans and revised reports as specified by Planning Department criteria.

If you have any questions concerning this site please call me.

Respectively submitted

C. Gregory Johnson, P.E.

## Camden County, NC Code of Ordinances

**TITLE XV: LAND USAGE / CHAPTER 151: UNIFIED DEVELOPMENT / OPEN SPACE AND SCHOOL SITES / § 151.199 FLEXIBILITY IN ADMINISTRATION AUTHORIZED.****§ 151.199 FLEXIBILITY IN ADMINISTRATION AUTHORIZED.**

(A) The requirements set forth in this subchapter concerning the amount, size, location and nature of open space to be provided in connection with developments are established by the Board as standards. Presumptively, this will result in the provision of an amount of open space that is consistent with generally recognized standards relating to the need for the areas. The Board recognizes, however, that due to the particular nature of a tract of land, or the particular type or configuration of development proposed or other factors, the underlying objectives of this subchapter may be achieved even though the standards are not adhered to with mathematical precision. Therefore, the permit issuing body is authorized to permit minor deviations from these standards whenever it determines that:

(1) The objectives underlying these standards can be met without strict adherence to them; and

(2) Because of peculiarities in the developer's tract of land or the particular type or configuration of development proposed, it would be unreasonable to require strict adherence to these standards.

(B) Whenever the permit-issuing board authorizes some deviation from the standards set forth in this subchapter, pursuant to division (A) above, the official record of action taken on the development application shall contain a detailed statement of the reasons for allowing the deviation.

August 26, 2015

To: Planning Board  
Ref.: Green Meadows Subdivision

E.B. Jones Jr.  
264 Pond Road  
Shawboro NC 27973

Dear Mr. Jones

I am developing a small parcel of property on Puddin Ridge Road in Camden County. This parcel will consist of nine one acre lots. My recent hearing with the Camden County Planning Board was approved, but the Board requested I clean out the ditch that runs from Puddin Ridge Road to Bunker Hill Road. This ditch runs west from my property past your property Pin: 017999002428810000. My request is a onetime easement only to clear the ditch of any obstructions and to muck out the bottom of the ditch with minimum impact to your property. I am enclosing a copy of my plat with a copy of this letter and a stamped return envelope. If you would please respond as to granting me permission or denying would be greatly appreciated. Please initial the line granting or denying. If you have any questions you can contact me at 757-408-0951 cell or my email [nearthwork@aol.com](mailto:nearthwork@aol.com)

Thank You  
Keith M Nowe!!  
987 Swamp Road  
Hertford NC 27944

Has Permission

Denied Permission

E. B. Jones Jr.

- PROJECT NOTES:**
1. OWNER/DEVELOPER: GREEN MEADOWS LLC
  2. GREEN MEADOWS LLC  
1111 SOUTH WALKER, RICHMOND, NC 27261
  3. PROJECT ADDRESS: PUBLIC ROAD RD, SOUTH WALKER, NC 27261
  4. PROJECT: 2.8 AC. SUBDIVISION
  5. TOTAL LOT AREA: 124,000 sq. ft.
  6. TOTAL LOT AREA: 2.8 AC.
  7. MINIMUM LOT SIZE IS ONE ACRE

**PLAT OF APPROVAL:**

THE ABOVE DESCRIBED IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN REVIEWED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS AND APPROVED BY RESOLUTION NO. 2013-001. THE PLAT IS SUBJECT TO THE CAMDEN COUNTY ZONING ORDINANCES AND THE CAMDEN COUNTY BOARD OF COMMISSIONERS SHALL BE KEPT ADVISED OF ANY CHANGES TO THE PLAT BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE DATE OF APPROVAL IS THE DATE OF THE BOARD MEETING.

CHAIRPERSON, BOARD OF COMMISSIONERS

**PLAT OF OWNERSHIP AND DEDICATION:**

THEY HEREBY CERTIFY THAT THE PLAT IS THE PROPERTY OF GREEN MEADOWS LLC, WHICH IS A LIMITED LIABILITY COMPANY REGISTERED WITH THE STATE OF NORTH CAROLINA. THE PLAT IS BEING DEDICATED TO THE PUBLIC AND SHALL BE SUBJECT TO THE CAMDEN COUNTY ZONING ORDINANCES AND THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE PLAT IS SUBJECT TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE DATE OF APPROVAL IS THE DATE OF THE BOARD MEETING.

OWNER

A NOTARY PUBLIC OF CAMDEN COUNTY, NORTH CAROLINA, DO HEREBY CERTIFY THAT I HAVE PERSONALLY VIEWED THIS PLAT AND ACKNOWLEDGE THE ACCURACY OF THE INFORMATION CONTAINED THEREIN.

BY COMMISSIONER: \_\_\_\_\_ NOTARY PUBLIC

**PLAT OF SURVEY AND ACCURACY:**

THEY HEREBY CERTIFY THAT THE PLAT WAS DRAWN UNDER THE SUPERVISION OF A LICENSED SURVEYOR AND THAT THE PLAT IS ACCURATE AND CORRECT. THE PLAT IS SUBJECT TO THE CAMDEN COUNTY ZONING ORDINANCES AND THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE DATE OF APPROVAL IS THE DATE OF THE BOARD MEETING.

REGISTRATION NUMBER

**PLAT OF HIGHWAY DISTRICT ENGINEER CERTIFICATE:**

THEY HEREBY CERTIFY THAT THE PLAT IS IN ACCORDANCE WITH THE CAMDEN COUNTY ZONING ORDINANCES AND THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE PLAT IS SUBJECT TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE DATE OF APPROVAL IS THE DATE OF THE BOARD MEETING.

DISTRICT ENGINEER

**PLAT OF CERTIFICATE FOR PRIVATE STREETS:**

THEY HEREBY CERTIFY THAT THE PRIVATE STREETS SHOWN ON THIS PLAT ARE INTENDED FOR PRIVATE USE AND SHALL REMAIN UNDER THE CONTROL, MAINTENANCE AND RESPONSIBILITY OF THE OWNER. THE PLAT IS SUBJECT TO THE CAMDEN COUNTY ZONING ORDINANCES AND THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE DATE OF APPROVAL IS THE DATE OF THE BOARD MEETING.

DISTRICT ENGINEER

**PLAT OF CERTIFICATION FOR STORMWATER IMPROVEMENTS:**

THEY HEREBY CERTIFY THAT THE STORMWATER IMPROVEMENTS SHOWN ON THIS PLAT ARE INTENDED FOR PRIVATE USE AND SHALL REMAIN UNDER THE CONTROL, MAINTENANCE AND RESPONSIBILITY OF THE OWNER. THE PLAT IS SUBJECT TO THE CAMDEN COUNTY ZONING ORDINANCES AND THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE DATE OF APPROVAL IS THE DATE OF THE BOARD MEETING.

DATE

BY: \_\_\_\_\_

THIS PLAT IS SUBJECT TO THE CAMDEN COUNTY ZONING ORDINANCES AND THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE PLAT IS SUBJECT TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE DATE OF APPROVAL IS THE DATE OF THE BOARD MEETING.

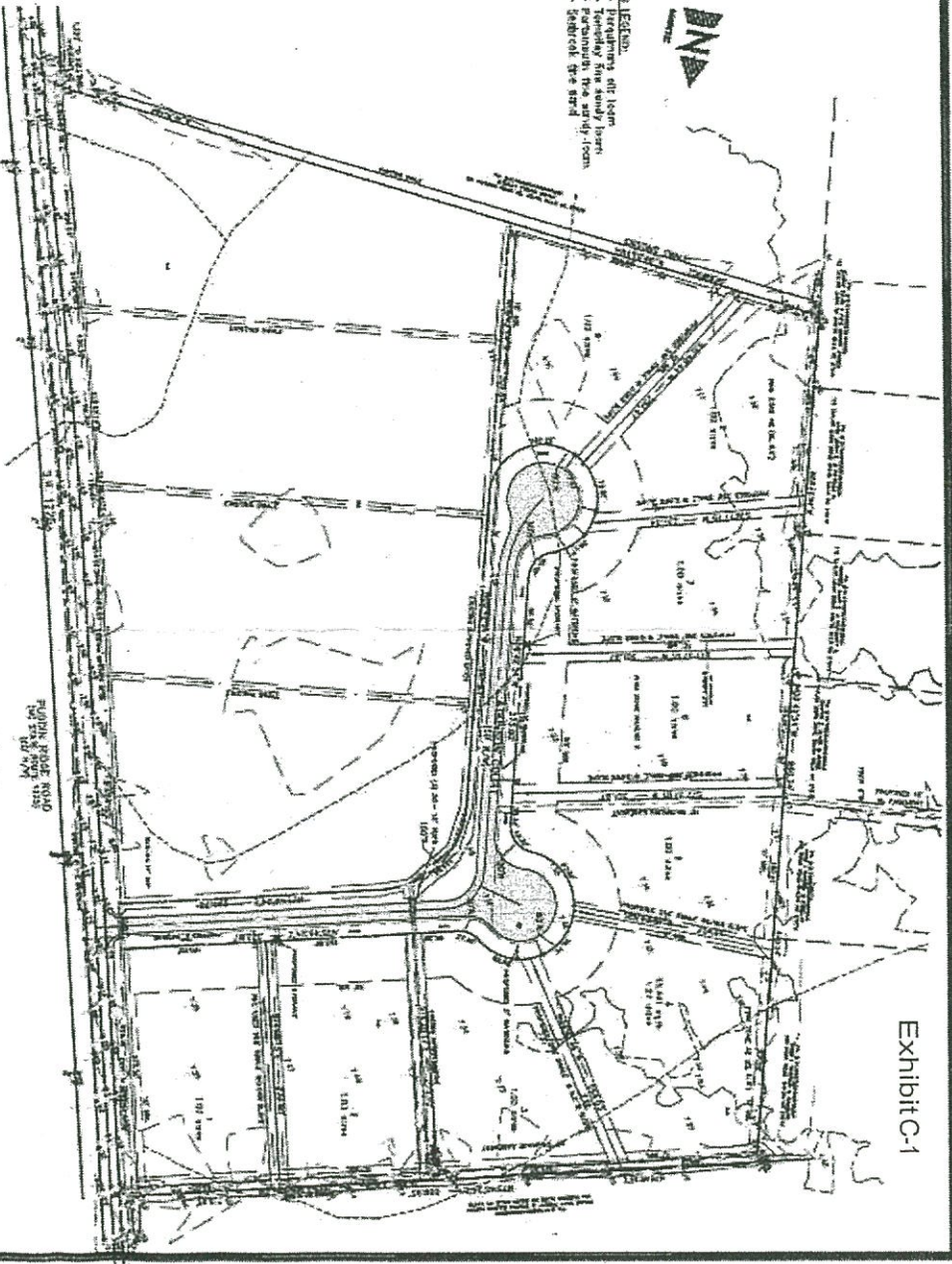


Exhibit C-1



**PRELIMINARY PLAT GREEN MEADOWS MAJOR SUBDIVISION**

FOR  
**GREEN MEADOWS, LLC**  
 SOUTH MILLS TOWNSHIP  
 CAMDEN COUNTY, NORTH CAROLINA

CAE, INC.

ENGINEERS, PLANNERS, AND CONSTRUCTION CONSULTANTS  
 341 SOUTH SQUARE LANE, SUITE 101  
 WILMINGTON, NORTH CAROLINA 28401  
 TEL: (910) 344-2467 FAX: (910) 344-2468  
 SCALE: 1" = 100' DATE: 8/9/13

**CERTIFICATE OF REVIEW OFFICER:**

STATE OF NORTH CAROLINA  
 COUNTY OF CAMDEN  
 I, \_\_\_\_\_, REVIEW OFFICER OF CAMDEN COUNTY, CERTIFY THAT THE MAP OF PLAT TO WHICH THIS CERTIFICATION IS APPLIED MEETS ALL CITY AND SUBDIVISION REQUIREMENTS FOR REVIEW.

**HEALTH DEPARTMENT CERTIFICATE:**

THIS SUBDIVISION PROJECT HAS BEEN DESIGNED FOR THE CONSTRUCTION OF INDIVIDUAL SERVICE SYSTEMS AND MEETS THE CRITERIA AND REQUIREMENTS OF THE DISTRICT HEALTH DEPARTMENT BASED ON EXISTING CONDITIONS AND REGULATIONS. THE DISTRICT HEALTH DEPARTMENT HAS REVIEWED THE PLAT AND HAS DETERMINED THAT THE PROJECT MEETS ALL CITY AND SUBDIVISION REQUIREMENTS FOR REVIEW. THIS CERTIFICATION IS ISSUED BASED ON THE INFORMATION PROVIDED AND IS NOT GUARANTEED.

DISTRICT HEALTH DEPARTMENT

**NOTICE COMPLIANCE WITH RULES AND REGULATIONS:**

THEY HEREBY CERTIFY THAT THESE STREETS AS INSTALLED FOR AS DESCRIBED AND DIMENSIONED BY THE APPLICANT ARE IN ACCORDANCE WITH THE CAMDEN COUNTY ZONING ORDINANCES AND THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE PLAT IS SUBJECT TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS. THE DATE OF APPROVAL IS THE DATE OF THE BOARD MEETING.

DATE

BY: \_\_\_\_\_

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number:** 7.H

**Consent Agenda**

**Meeting Date:** November 2, 2015  
**Attachments:** 3 surplus forms  
**Submitted By:** County Manager

**ITEM TITLE:** Surplus Property

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

Sheriff's office has two vehicles and a safe to surplus. Two vehicles are requested to be posted on Gov Deals. The safe is being requested to do an exchange for ammunition of equal value. Descriptions are attached.

**RECOMMENDATION:**

Approve request.



# Surplus Property Request

**Requested by:**   
 **Sell**       **Dispose**

**Department:**

**Item:**

**Disposal Method:**

**Suggested Value:**

**Reason for surplus:**

**Item Description**

2006 FORD EXPEDITION, BLACK IN COLOR, 4 DOORS, MILES 183,000, VIN: 1FMPU165X6LA28600 V-8 ENGINE, RUNS GOODS; INTERIOR BAD CONDITION, EXTERIOR GOOD CONDITION.

**Manager Approval**

**Disposal Method:**

**Value:**

**Comments:**

**Board Approval**

**Approved/Denied:**

**Date:**

**Final Disposition Date:**

**Method:**

**Amount:**

**Purchased by:**

# Surplus Property Request

**Requested by:**   
 **Sell**       **Dispose**

**Department:**

**Item:**

**Disposal Method:**

**Suggested Value:**

**Reason for surplus:**

## Manager Approval

**Disposal Method:**

**Value:**

**Comments:**

## Board Approval

**Approved/Denied:**

**Date:**

## Final Disposition Date:

**Method:**

**Amount:**

**Purchased by:**

**Item Description**  
2007 DODGE CHARGER POLICE VEHICLE, WHITE IN COLOR, 4 DOORS, MILES 181,450, VIN: 2B3KA43H77H757855, V-8 ENGINE, RUNS ROUGH; INTERIOR GOOD CONDITION, EXTERIOR GOOD CONDITION.

# Surplus Property Request

**Requested by:**   
 **Sell**       **Dispose**

**Department:**

**Item:**

**Disposal Method:**

**Suggested Value:**

**Reason for surplus:**

**Item Description**

CANNON WIDE BODY STEEL 64 GUN CAPACITY GUN SAFE, GREEN IN COLOR, WITH ELECTRONIC LOCK AND 60 MINUTE FIRE RATING; EXTERIOR HEIGHT IS 59 IN., EXTERIOR LENGTH IS 24IN., EXTERIOR WIDTH IS 40 IN., WEIGHT IS 514 LBS.; CAPACITY IS 32.7 CUBIC FEET; FLOOR MOUNT; LOCK TYPE IS KEY PAD.

**Manager Approval**

**Disposal Method:**

**Value:**

**Comments:**

**Board Approval**

**Approved/Denied:**

**Date:**

**Final Disposition Date:**

**Method:**

**Amount:**

**Purchased by:**

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number:** 7.I

**Consent Agenda**

**Meeting Date:** November 2, 2015  
**Attachments:** 1 surplus form  
**Submitted By:** County Manager

**ITEM TITLE:** Surplus Property

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

Fleet vehicle has been wrecked and totaled by the insurance company.  
 Gov Deals auction is requested.

**RECOMMENDATION:**

Approve request.



# Surplus Property Request

**Requested by:**

**Sell**       **Dispose**

**Department:**

**Item:**

**Disposal Method:**

**Suggested Value:**

**Reason for surplus:**

**Item Description**  
 Vehicle has been wrecked and totaled by the insurance company. Selling vehicle on Gov Deals to try to receive additional funds above that paid by insurance company. Other than the wrecked portion of the car, it is in excellent condition and low miles making many parts of the vehicle valuable.

## Manager Approval

**Disposal Method:**

**Value:**

**Comments:**

## Board Approval

**Approved**       **Denied**      **Date:**

**Comments:**

## Final Disposition Date:

**Method:**

**Amount:**

**Purchased by:**

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number:** 7.J

**Consent Agenda**

**Meeting Date:** November 2, 2015  
**Attachments:** 2 surplus forms  
**Submitted By:** County Manager

**ITEM TITLE:** Surplus Property

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**SUMMARY:**

**Extension Director requests to surplus two out of date monitors and one CPU.**

**RECOMMENDATION:**

**Approve request.**

# Surplus Property Request

**Requested by:**

**Sell**       **Dispose**

**Department:**

**Item:**

**Disposal Method:**

**Suggested Value:**

**Reason for surplus:**

## Manager Approval

**Disposal Method:**

**Value:**

**Comments:**

## Board Approval

**Approved/Denied:**

**Date:**

## Final Disposition Date:

**Method:**

**Amount:**

**Purchased by:**

### Item Description

One Dell Monitor  
One Dell Tower (PC)

# Surplus Property Request

**Requested by:**   
 **Sell**       **Dispose**

**Department:**

**Item:**

**Disposal Method:**

**Suggested Value:**

**Reason for surplus:**

## Manager Approval

**Disposal Method:**

**Value:**

**Comments:**

## Board Approval

**Approved/Denied:**

**Date:**

## Final Disposition Date:

**Method:**

**Amount:**

**Purchased by:**

Item Description
Acer Monitor



**Camden County  
South Camden Water & Sewer District**

**AGENDA ITEM SUMMARY SHEET**

**Item Number**            **4.A**

**Consent Agenda**

**Meeting Date:**            **11/2/15**  
**Attachments:**            **1 (1 Page)**  
**Submitted By:**            **Angie Wooten, Clerk**

**ITEM TITLE:**            **Draft Meeting Minutes**

**SUMMARY:**

September 8th, 2015

**RECOMMENDATION:**

**Review & Approval.**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**Camden County  
South Camden Water & Sewer District**

**AGENDA ITEM SUMMARY SHEET**

**Item Number: 4.B**

**CONSENT AGENDA**

**Meeting Date: 11/2/15**

**Attachments: 1 (1 Page)**

**Submitted By: David Credle, Public Works  
Manager**

**ITEM TITLE: Monthly Water & Sewer Department Update**

**SUMMARY:**

**Monthly Water & Sewer Department update.**

**RECOMMENDATION:**

**Approval.**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**South Camden Water & Sewer Board**  
**Monthly Work Order Statistics Report**  
**Period: October 2015**

	<b>Submitted Work Orders</b>	<b>Completed Work Orders</b>	<b>Percentage Completed</b>	<b>Status of Uncompleted Work Orders</b>
<b>Water Collection/Distribution</b>	<b>182</b>	<b>182</b>	<b>100%</b>	<b>0</b>
<b>Sewer</b>	<b>7</b>	<b>7</b>	<b>100%</b>	<b>0</b>

**Locates:**

**Water Line: 48**

**Sewer Line: 12**

**Water & Sewer, same ticket: 6**

**Public Works Director Notes/Comments:** Ten work orders were reviewed to insure work was completed and documented correctly.

**Camden County  
South Camden Water & Sewer District**

**AGENDA ITEM SUMMARY SHEET**

**Item Number      5.A**

**NEW BUSINESS**

**Meeting Date:    11/2/15**  
**Attachments:    1 (1 Page)**  
**Submitted By:    David Credle, Public Works**  
**Manager**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**ITEM TITLE:      South Mills Water Association Reimbursement Request**

**SUMMARY:**

South Mills Water Association has requested a reimbursement for the water leak at 1401 North Hwy 343. Mr. Freddie O’Neil had contacted the County about a possible leak caused by the installation of the sewer system at 1401 N.343. County staff spot dug in the areas where the sewer pipe crossed the water pipe to find the water leak. No leak was found so Mr. O’Neil asked if we would trench for a new water pipe from the water meter to the trailer. Staff trenched for the water pipe and Mr. O’Neil supplied and installed the new pipe. South Mills has given a leak adjustment for the leak and has asked if the County would reimburse them for the leak.

**RECOMMENDATION:**

DISCUSSION

## **1401 North HWY 343**

Mr. Freddie O'Neal called about a possible leak in the water service pipe at 1401 N. HWY 343 on 5/18/2015. He said he thought the water pipe may have been damaged when the sewer was installed. We agreed to meet on 5/20/2015 to do some spot digging to see if a leak could be found. Mr. O'Neal knew approximately where the water pipe was run so we dug in the areas where the sewer pump stations were located and the areas that the sewer force mains crossed the water pipe, but no leak was found. Mr. O'Neal then suggested that the County trench from the water meter to the house for the installation of a new water pipe and he would supply and install the new pipe. On 5/26/2015 the new water pipe was installed.

SMWA has given the customer a leak adjustment for 29,880 gallons for the leak and have now asked if the County is going to reimburse the Association for the water that was adjusted off because of the leak. The County has never received a copy of the water adjustment from SMWA or how it was determined but the worst case scenario for cost would be:  $29.88 \times \$7.30 = \$218.12$

Leak adjustment 29,880 gallons.

Page 198 of 342  
29.88  
x 7.30

Worst Case Scenario

\$ 218.12

South Mills Water Association

New Water Rates - January 1, 2011

Water Charges

0-2000 gallons	\$22 per month
Additional Usage:	
2001-5000	\$5.00 per 1000 gallons
5001-10,000	\$5.50 per 1000 gallons
10,001-15,000	\$6.10 per 1000 gallons
15,001-20,000	\$6.70 per 1000 gallons
20,001 and up	\$7.30 per 1000 gallons

Fire Service (sprinkler systems) \$22 per month

Deposits:

Rent deposit \$200

Fire Hydrant Meter \$300 plus \$10 per day and billing for amount of water used.

Miscellaneous Charges

Open/Reopen/Transfer Acct. Fee \$15

Reread Meter/our read correct \$15

Reread Meter/our read incorrect no charge

After Hours Cut On \$50

Service Charge \$20 if not paid by 1:00 p.m. on the last business day of the month.

Late Payment Fee 10% if not paid by the 15<sup>th</sup> of the month.

Non sufficient Funds \$30

Meter Tampering Fee \$200

Turn off/Turn on fee per occurrence \$15

Continued on back

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number: 10.A-I**

**INFORMATION**

**Meeting Date: November 2<sup>nd</sup>, 2015**  
**Attachments: 9**  
**Submitted By: Various Department Heads**

**ITEM TITLE: INFORMATION**

**SUMMARY:**

- A. FY 2014-2015 ABC Report
- B. Camden Food Pantry
- C. Camden Sales Tax Report
- D. North Carolina's September Employment Figures
- E. Trillium - Gov Board Packet 10-22-15
- F. Library Monthly Report - September
- G. Sheriff's Monthly Report – September
- H. Register of Deeds - September
- I. Albemarle RC&D Fall Newsletter

**RECOMMENDATION:**

<b>MOTION MADE BY:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
<b>VOTE:</b>	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	



America Counts on CPAs.™

**MOSS & ASSOCIATES, PC**  
Certified Public Accountants & Consultants

---

September 30, 2015

Stephanie Humphries  
Camden County Finance Department  
P.O. Box 190  
Camden, NC 27921

Dear Ms. Humphries:

I have enclosed three copies of the updated audited financial statements for the Camden County ABC Board for the year ended June 30, 2015. Please disregard the previously mailed copies.

If you have any questions, please contact my office.

Sincerely,

William R. Moss, CPA

Enclosures



**Camden County ABC Board  
(A Component Unit of  
Camden County Government)**

**Financial Report**

**For the Years Ended  
June 30, 2015 and 2014**

**Camden County ABC Board  
(A Component Unit of Camden County Government)  
Table of Contents**

INDEPENDENT AUDITORS' REPORT .....1

MANAGEMENT'S DISCUSSION AND ANALYSIS.....3

**BASIC FINANCIAL STATEMENTS**

    Statements of Net Position .....6

    Statements of Revenues, Expenses and Changes in Net Position.....7

    Statements of Cash Flows .....9

    Notes to Financial Statements .....11

**SUPPLEMENTARY INFORMATION**

    LGERS RSI Schedules .....27

    Schedules of Store Expense .....30

    Schedules of Administrative Expense.....31

    Schedule of Revenues and Expenditures - Budget and Actual .....32

America Counts on CPAs.<sup>SM</sup>

# MOSS & ASSOCIATES, PC

Certified Public Accountants & Consultants

## Independent Auditors' Report

To the Board of Directors  
Camden County ABC Board

### Report on the Financial Statements

We have audited the accompanying financial statements of the Camden County ABC Board, a component unit of the Camden County Government, which comprise the statements of net position as of June 30, 2015 and 2014, and the related statements of revenues, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Camden County ABC Board as of June 30, 2015 and 2014, and the respective changes in financial position, and where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters***Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the Local Government Employees' Retirement System's Proportionate Share of Net Pension Liability and Schedule of Contributions be presented to supplement the 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management about 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 do 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.

*Other Information*

Our audits were conducted for the purpose of forming opinions on the financial statements as a whole. The schedules of store expense, administrative expense, and schedules of revenues and expenditures - budget and actual are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedules of store expense, administrative expense, and schedules of revenues and expenditures - budget and actual are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the 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 basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

*Moss & Associates, PC*

Moss & Associates, PC  
Chesapeake, Virginia  
September 29, 2015

## Management's Discussion and Analysis

This section of the Alcohol Beverage Control (ABC) Board's (the Board) financial report represents our discussion and analysis of the financial performance of the Board for the year ended June 30, 2015. This information should be read in conjunction with the audited financial statements included in this report.

### *Financial Highlights*

- Net sales increased by 10.3%
- Operating income increased by \$66,356
- Working capital requirements have been met

### *Overview of Financial Statements*

The audited financial statements of the Board consist of three components. They are as follows:

- *Management's Discussion and Analysis*
- *Basic Financial Statements*
- *Additional Information Required by the ABC Commission*

The Basic Financial Statements are prepared using the full accrual basis of accounting. They consist of three statements. The first statement is the **Statement of Net Position**. Assets and liabilities are classified between current and long-term. This statement provides a summary of the Board's investment in assets and obligations to creditors. Liquidity and financial flexibility can be evaluated using the information contained in this statement.

The next statement is the **Statement of Revenues, Expenses and Changes in Net Position**. This statement is used in evaluating whether the Board has recovered all of its costs through sales. Its information is used in determining credit worthiness.

The final required statement is the **Statement of Cash Flows**. This statement reports cash inflows and outflows in the following categories: operating, investing and financing activities. Based on this data, the user can determine the sources of cash, the uses of cash, and the change in cash.

The notes to the financial statements provide more detailed information and should be read in conjunction with the statements.

The ABC Commission requires some schedules in addition to the information required by generally accepted accounting principles. They include a **Schedule of Store Expense**, a **Schedule of Administrative Expense**, and a **Budget to Actual Reconciliation**.

### Financial Analysis of the ABC Board

Net position is an indicator of the fiscal health of the Board. Assets and deferred outflows exceeded liabilities and deferred inflows exceeded liabilities by \$257,858 in 2015, by \$254,406 in 2014, and by \$253,054 in 2013. The largest component of net position was the unrestricted net position. It was 62.5% of the total net position for 2015, 61.5% for 2014 and 59.8% for 2013.

**Table 1**  
**Condensed Statements of Net Position**

	2015	2014	2013	\$ Change	% Change
Current assets	\$ 198,109	\$ 191,060	\$ 211,905	\$ 7,049	3.69
Non-current assets	123,330	90,234	95,490	33,096	36.68
Deferred outflows of resources	7,185			7,185	
Total assets and deferred outflows of resources	<u>\$ 328,624</u>	<u>\$ 281,294</u>	<u>\$ 307,395</u>	<u>\$ 47,330</u>	16.83
Current liabilities	\$ 66,310	\$ 26,888	\$ 54,344	\$ 39,422	146.62
Deferred inflows of resources	4,456			(4,456)	
Total liabilities and deferred inflows of resources	<u>\$ 70,766</u>	<u>\$ 26,888</u>	<u>\$ 54,344</u>	<u>\$ 43,878</u>	163.19
Net investment in capital assets	\$ 84,717	\$ 90,235	\$ 95,491	\$ (5,518)	(6.12)
Restricted net position	11,943	7,616	6,265	4,327	56.81
Unrestricted net position	161,198	156,555	151,298	4,643	2.97
Total net position	<u>\$ 257,858</u>	<u>\$ 254,406</u>	<u>\$ 253,054</u>	<u>\$ 3,452</u>	1.36

Net position increased by 1.36% from 2014 compared to a 0.53% increase between 2014 and 2013. Income from operations increased by 245.7% from 2014 and decreased by 47.4% between 2014 and 2013.

The ABC Board implemented GASB Statement 68 this year. With the new reporting change, the Board is allocated its proportionate share of the Local Government Employees' Retirement System's net pension asset, deferred outflows of resources, deferred inflows of resources, and pension expense. A restatement to record the effects of the new reporting guidance decreased beginning net position by \$874. Decisions regarding the allocations are made by the administrators of the pension plan, not by the Board.

Following is a summary of the changes in net position:

**Table 2**  
**Condensed Statements of Revenues, Expenses and Changes in Net Position**

	2015	2014	2013	\$ Change	% Change
Operating revenues	\$1,248,808	\$1,132,119	\$1,068,010	\$ 116,689	10.31
Less taxes on gross sales	281,284	255,252	240,837	26,032	10.20
Net sales	967,524	876,867	827,173	90,657	10.34
Cost of sales	651,181	624,086	570,037	27,095	4.34
Gross Profit	316,343	252,781	257,136	63,562	25.15
Less operating expenses	222,985	225,779	205,773	(2,794)	(1.24)
Income from operations	93,358	27,002	51,363	66,356	245.74
Non-operating revenue	62	9	435	53	588.89
Changes in net position before distributions	93,420	27,011	51,798	66,409	245.86
Distributions	89,094	25,659	49,328	63,435	247.22
Changes in net position	4,326	1,352	2,470	2,974	219.97
Net position, beginning	253,532	253,054	250,584	478	0.19
Net position, ending	<u>\$ 257,858</u>	<u>\$ 254,406</u>	<u>\$ 253,054</u>	<u>\$ 3,452</u>	1.36

Net sales increased by 10.3%, gross profit increased 25.2% and operating expenses decreased by 1.2%.

Following is a breakdown of sales by source:

	2015	2014	2013	\$ Change	% Change
Retail liquor sales	<u>\$1,248,808</u>	<u>\$1,132,119</u>	<u>\$1,068,010</u>	<u>\$ 116,689</u>	10.31
Total sales	<u>\$1,248,808</u>	<u>\$1,132,119</u>	<u>\$1,068,010</u>	<u>\$ 116,689</u>	10.31

The percentage of total sales increased by 10.3% over the prior year.

**Capital Asset and Debt Administration****Capital Assets**

Investment in capital assets as of June 30, 2015, totals \$123,330 (net of accumulated depreciation). Major capital asset transactions during the year include the Construction in progress of \$35,571 for the renovation of a store location.

**Table 3**  
**Capital Assets**  
**(net of depreciation)**

	2015	2014	2013	\$ Change	% Change
Land	\$ 25,405	\$ 25,405	\$ 25,405		
Buildings and improvements	59,724	64,276	68,828	\$ (4,552)	(7.08)
Store equipment	2,630	553	1,257	2,077	375.59
Construction in progress	35,571			35,571	
Total	<u>\$ 123,330</u>	<u>\$ 90,234</u>	<u>\$ 95,490</u>	<u>\$ 33,096</u>	36.68

Additional information on the ABC Board's capital assets can be found in Note 1.F.(6) of the Basic Financial Statements.

The Board does not carry any long-term debt.

**Economic Factors**

The Board continues to plan for a significant capital expenditure to either remodel or possibly relocate the Camden retail store and the administrative offices. Despite the overall declining economy, net sales increased 10.3% from the prior year.

**Requests for Information**

This report is intended to provide a summary of the financial condition of the Camden County ABC Board. Questions or requests for additional information should be addressed to:

Durward Medlin, III  
Camden County ABC Board  
P.O. Box 22  
Camden, North Carolina 27921



**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Statements of Net Position**  
**June 30, 2015 and 2014**

ASSETS		2015	2014
<b>Assets</b>			
Current Assets			
Cash and cash equivalents		\$ 46,789	\$ 41,244
Inventories - merchandise		144,047	135,131
Prepaid expense		5,445	14,685
Net pension asset		<u>1,828</u>	
Total Current Assets		<u>198,109</u>	<u>191,060</u>
Property and Equipment - net		<u>123,330</u>	<u>90,234</u>
Total Assets		<u>321,439</u>	<u>281,294</u>
<b>Deferred Outflows of Resources</b>			
Contributions to pension plan in current fiscal year		<u>7,185</u>	
Total Deferred Outflows of Resources		<u>7,185</u>	
<b>Liabilities</b>			
Current Liabilities			
Accounts payable		43,846	21,233
Payroll taxes payable		2,833	2,755
Accrued liabilities		3,869	2,900
Distributions payable		<u>15,762</u>	
Total Current Liabilities		<u>66,310</u>	<u>26,888</u>
Total Liabilities		<u>66,310</u>	<u>26,888</u>
<b>Deferred Inflows of Resources</b>			
Pension deferrals		<u>4,456</u>	
Total Deferred Inflows of Resources		<u>4,456</u>	
<b>Net Position</b>			
Net investment in capital assets		84,717	90,235
Restricted for capital improvements		11,943	7,616
Unrestricted		<u>161,198</u>	<u>156,555</u>
Total Net Position		<u>\$ 257,858</u>	<u>\$ 254,406</u>

See accompanying notes.

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Statements of Revenues, Expenses and Changes in Net Position**  
**For the Years Ended June 30, 2015 and 2014**

	2015	2014
Operating Revenue		
Liquor sales - regular	\$ 1,248,808	\$ 1,132,119
Total Gross Sales	1,248,808	1,132,119
Taxes on Gross Sales		
State excise tax	277,186	251,453
Rehabilitation tax	4,098	3,799
Total Taxes	281,284	255,252
Net Sales	967,524	876,867
Cost of Sales		
Cost of liquor sold	651,181	624,086
Gross Profit on Sales	316,343	252,781
Operating Expenses		
Store expense	150,876	156,331
Administrative expense	66,591	64,192
Depreciation expense	5,518	5,256
Total Operating Expenses	222,985	225,779
Income from Operations	93,358	27,002
Non-operating Revenues and Expenses		
Interest income	62	9
Total Non-operating Revenues and Expenses	62	9
Change in Net Position Before Distributions	93,420	27,011
Distribution for law enforcement	2,849	
Distribution for alcohol education	3,989	
Change in Net Position Before Profit Distributions	86,582	27,011

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Statements of Revenues, Expenses and Changes in Net Position**  
**For the Years Ended June 30, 2015 and 2014**

	<u>2015</u>	<u>2014</u>
Profit Distributions		
Camden County	<u>82,256</u>	<u>25,659</u>
Total Profit Distributions	<u>82,256</u>	<u>25,659</u>
Change in Net Position	4,326	1,352
Net Position, beginning of year	<u>254,406</u>	<u>253,054</u>
Net Position, beginning of year, restated	<u>253,532</u>	<u>                    </u>
Net Position, end of year	<u>\$ 257,858</u>	<u>\$ 254,406</u>

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Statements of Cash Flows**  
**For the Years Ended June 30, 2015 and 2014**

	2015	2014
Cash flows from operating activities:		
Cash received from customers	\$ 1,248,808	\$ 1,132,119
Cash paid to suppliers for goods and services	(689,264)	(747,296)
Cash paid to employees for services	(145,070)	(140,415)
Taxes paid	(281,284)	(255,252)
Net cash from operating activities	133,190	(10,844)
Cash flows from noncapital financing activities:		
Law enforcement distributions	(2,849)	
Alcohol education distributions	(3,989)	
Profit distributions to primary government	(82,256)	(25,659)
Net cash from noncapital financing activities	(89,094)	(25,659)
Cash flows from capital and related financing activities:		
Acquisition and construction of capital assets	(38,613)	
Net cash from capital and related financing activities	(38,613)	
Cash flows from investing activities:		
Interest earned on investments	62	9
Net cash from investing activities	62	9
Net change in cash and cash equivalents	5,545	(36,494)
Cash and cash equivalents, beginning of year	41,244	77,738
Cash and cash equivalents, end of year	\$ 46,789	\$ 41,244

See accompanying notes.

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Statements of Cash Flows**  
**For the Years Ended June 30, 2015 and 2014**

	<u>2015</u>	<u>2014</u>
Reconciliation of income from operations to net cash from operating activities		
Income from Operations	<u>\$ 93,358</u>	<u>\$ 27,002</u>
Adjustments to reconcile income from operations to net cash from operating activities:		
Depreciation and amortization	5,518	5,256
Pension expense	443	
Change in prepaid expense	9,240	(7,850)
Change in inventories	(8,916)	(7,796)
Change in accounts payable	38,453	(27,920)
Change in accrued liabilities	969	464
Change in deferred outflows of resources for pensions	(5,875)	
Total adjustments	<u>39,832</u>	<u>(37,846)</u>
Net cash from operating activities	<u>\$ 133,190</u>	<u>\$ (10,844)</u>

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Notes to Financial Statements**  
**June 30, 2015 and 2014**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Principles Used in Determining the Scope of the Entity for Financial Reporting

The Camden County ABC Board (the Board), a component of Camden County, is a corporate body with powers outlined by General Statutes [Chapter 18B-701]. The County's governing body appoints the Board.

The Board is required by State Statute to distribute its surpluses to the general fund of Camden County, which represents a financial benefit to the County. Therefore, the Board is reported as a discretely presented component in the County's financial statements.

B. Organizational History

The Board was organized under the provisions of House Bill #55, Chapter 49 of the North Carolina Session Law of 1937, and implemented by a countywide election held on August 1, 1970. The Camden County Board of Commissioners appointed three individuals to serve on the Board with terms of three years, two years, and one year.

The Board, as provided by North Carolina Alcoholic Beverage Control laws, operates two retail liquor stores, and through its law enforcement division, investigates violations of such laws. The Board's program revenues consist of liquor sales only. North Carolina General Statute 18B-805(c)(2)(3) requires that the Board expend at least 5% of profits for law enforcement and at least 7% of the same profits for alcohol education and rehabilitation purposes.

C. Basis of Presentation

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or the change in net position is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

D. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting. All sales are made by cash, check, debit or credit card and are recorded at the time of sale. Other revenues are recorded when earned. Expenses are recognized when incurred.

**Camden County ABC Board  
(A Component Unit of Camden County Government)  
Notes to Financial Statements  
June 30, 2015 and 2014**

**E. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of net position date, and reported amounts of revenues and expenses during the reporting period. Estimates are used to determine depreciation expense, the allowance for doubtful accounts and certain claims and judgment liabilities, among other accounts. Actual results may differ from those estimates.

**F. Pensions**

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERS) and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The ABC Board's employer contributions are recognized when due and the ABC Board has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

**G. Assets, Liabilities, and Net Position**

**(1) Deposits**

All deposits of the Board are made in board-designated official depositories and are collateralized as required by State law [G.S. 159-31]. The Board may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the Board may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

All of the Board's deposits are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Board's agent in the Board's name. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Board, these deposits are considered to be held by the Board's agent in the Board's name. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Board or the escrow agent. Because of the inability to measure the exact amount of collateral pledged for the Board under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method.

**Camden County ABC Board  
(A Component Unit of Camden County Government)  
Notes to Financial Statements  
June 30, 2015 and 2014**

At June 30, 2015 and 2014, the Board's deposits had a carrying amount of \$46,789 and \$41,244, respectively. At June 30, 2015 and 2014, the Board's deposits had bank balances of \$77,987 and \$100,138, respectively. All of these amounts were covered by federal depository insurance.

**(2) Investments**

State law [G.S. 159-30(c)] authorizes the Board to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and banker's acceptances; and the North Carolina Capital Management Trust (NCCMT), an SEC registered (2a-7) money market mutual fund.

At June 30, 2015 and 2014, the Board held no investments.

**(3) Cash and cash equivalents**

For purposes of the statement of cash flows, the Board considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

**(4) Accounts receivable**

At June 30, 2015 and 2014, the Board had no accounts receivable. The Board does not carry an allowance for doubtful accounts.

**(5) Inventories**

Inventories are valued at lower of cost (FIFO) or market.



**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Notes to Financial Statements**  
**June 30, 2015 and 2014**

## (6) Capital Assets

Capital Asset activity for the year ended June 30, 2015 was as follows:

	2014	Increases	Decreases	2015
Capital assets not being depreciated:				
Land	\$ 25,405			\$ 25,405
Construction in progress		35,571		35,571
Total capital assets not being depreciated	<u>25,405</u>	<u>35,571</u>		<u>60,976</u>
Capital assets being depreciated:				
Buildings and improvements - 30 year useful life	161,798			161,798
Equipment - 5-10 year useful life	42,600	3,043		45,643
Total capital assets being depreciated	<u>204,398</u>	<u>3,043</u>		<u>207,441</u>
Less accumulated depreciation for:				
Buildings and improvements - 30 year useful life	(97,522)	(4,552)		(102,074)
Equipment - 5-10 year useful life	(42,047)	(966)		(43,013)
Total accumulated depreciation	<u>(139,569)</u>	<u>(5,518)</u>		<u>(145,087)</u>
Capital assets, net of depreciation	<u>\$ 90,234</u>			<u>\$ 123,330</u>

When an asset is disposed of, the cost of the asset and the related accumulated depreciation are removed from the books. Any gain or loss on disposition is reflected in the earnings for the period.

## (7) Deferred Outflows/Inflows of Resource

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The Board has one item that meets this criterion, contributions made to the pension plan in the 2015 fiscal year. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial element, *Deferred Inflows of Resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Board has one item that meets the criterion for this category, deferrals of pension expense that result from the implementation of GASB Statement 68.

**Camden County ABC Board  
(A Component Unit of Camden County Government)  
Notes to Financial Statements  
June 30, 2015 and 2014**

(8) Net Position

Net position consists of the following:

Net investment in capital assets - this component of net position consists of capital assets, including any restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather that portion of the debt is included in the same net position component as the unspent proceeds.

Restricted for law enforcement - this applies only when the Board employs its own ABC officer.

Restricted for capital improvements - State law [G.S. 18B-805(d)] requires approval of the appointing authority to establish this account.

Restricted for working capital - North Carolina Alcoholic Beverage Control Commission Rule [.0902] defines working capital as the total of cash, investments, and inventory less all unsecured liabilities. An ABC board shall set its working capital requirements at not less than two weeks' average gross sales of the last fiscal year or greater than four months' average gross sales of the last fiscal year. Average gross sales means gross receipts from the sale of alcoholic beverages less distributions required by State law [G.S. 18B-805(b)(2), (3), and (4)].

Unrestricted net position - this component of net position consists of net assets that do not meet the definition of restricted or net investment in capital assets.

2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Noncompliance with N.C. General Statutes

There are no known instances of noncompliance with N.C. General Statutes by the Board.

**Camden County ABC Board  
 (A Component Unit of Camden County Government)  
 Notes to Financial Statements  
 June 30, 2015 and 2014**

**3. PENSION PLAN OBLIGATIONS**

**A. Local Government Employees' Retirement System**

*(1) General Information about the Pension Plans*

*Plan Description.* The ABC Board is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members - nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, by calling (919) 981-5454, or at [www.osc.nc.gov](http://www.osc.nc.gov).

*Benefits Provided.* LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service. Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Notes to Financial Statements**  
**June 30, 2015 and 2014**

*Contributions.* Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. The ABC Board employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The ABC Board's contractually required contribution rate for the year ended June 30, 2015, was 7.41% of compensation for law enforcement officers and 7.07% for general employees, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the ABC Board were \$5,875 and \$2,697 for the years ended June 30, 2015 and 2014, respectively.

*Refunds of Contributions* - Board employees who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By state law, refunds to members with at least five years of service include 4% interest. State law requires a 60 day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

*(2) Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At June 30, 2015, the Board reported an asset of \$1,828 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2014. The total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2013. The total pension liability was then rolled forward to the measurement date of June 30, 2014 utilizing update procedures incorporating the actuarial assumptions. The Board's proportion of the net pension asset was based on a projection of the Board's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2014, the Board's proportion was 0.0003%, which remained constant from its proportion measured as of June 30, 2013.

For the year ended June 30, 2015, the Board recognized pension expense of \$443. At June 30, 2015, the Board reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience		\$ 200
Net difference between projected and actual earnings on pension plan investments		4,256
Changes in proportion and differences between Board contributions and proportionate share of contributions	\$ 1,310	
ABC Board's contributions subsequent to the measurement date	5,875	
Total	<u>\$ 7,185</u>	<u>\$ 4,456</u>

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Notes to Financial Statements**  
**June 30, 2015 and 2014**

\$5,875 reported as deferred outflows of resources related to pensions resulting from Board contributions subsequent to the measurement date will be recognized as an increase of the net pension asset in the year ended June 30, 2016. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2016	\$	786
2017		786
2018		786
2019		789
2020		
Thereafter		
		\$ 3,147

*Actuarial Assumptions.* The total pension liability in the December 31, 2013 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 percent
Salary increases	4.25 to 8.55 percent, including inflation and productivity factor
Investment rate of return	7.25 percent, net of pension plan investment expense, including inflation

The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2013 valuation were based on the results of an actuarial experience study for the period January 1, 2005 through December 31, 2009.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Notes to Financial Statements**  
**June 30, 2015 and 2014**

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2014 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	36.0%	2.5%
Global Equity	40.5%	6.1%
Real Estate	8.0%	5.7%
Alternatives	6.5%	10.5%
Credit	4.5%	6.8%
Inflation Protection	4.5%	3.7%
Total	100%	

The information above is based on 30 year expectations developed with the consulting actuary for the 2013 asset liability and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.19%. All rates of return and inflation are annualized.

A new asset allocation policy was finalized during the fiscal year ended June 30, 2014 to be effective July 1, 2014. The new asset allocation policy utilizes different asset classes, changes in the structure of certain asset classes, and adopts new benchmarks. Using the asset class categories in the preceding table, the new long-term expected arithmetic real rates of return are: Fixed Income 2.2%, Global Equity 5.8%, Real Estate 5.2%, Alternatives 9.8%, Credit 6.8% and Inflation Protection 3.4%.

*Discount rate.* The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Notes to Financial Statements**  
**June 30, 2015 and 2014**

*Sensitivity of the Board's proportionate share of the net pension asset to changes in the discount rate.* The following presents the Board's proportionate share of the net pension asset calculated using the discount rate of 7.25 percent, as well as what the Board's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.25 percent) or one percentage point higher (8.25 percent) than the current rate:

	1% Decrease (6.25%)	Discount Rate (7.25%)	1% Increase (8.25%)
ABC Board's proportionate share of the net pension liability (asset)	6,206	(1,828)	(8,593)

*Pension plan fiduciary net position.* Detailed information about the pension plan's fiduciary net position is available in the separately issued Comprehensive Annual Financial Report (CAFR) for the State of North Carolina.

**B. Law Enforcement Officers' Special Separation Allowance**

*Plan Description.* The Board administers a public employee retirement system (the "Separation Allowance"), a single-employer defined benefit pension plan that provides retirement benefits to the ABC Board's qualified sworn law enforcement officers. The Separation Allowance is equal to .85 percent of the annual equivalent of the base rate of compensation most recently applicable to the officer for each year of creditable service. The retirement benefits are not subject to any increases in salary or retirement allowances that may be authorized by the General Assembly. Article 12D of G.S. Chapter 143 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly.

All full-time law enforcement officers of the Board are covered by the Separation Allowance. At June 30, 2015 and 2014, the Board employed no full-time law enforcement officers.

**C. Supplemental Retirement Income Plan for Law Enforcement Officers**

*Plan Description.* The Board contributes to the Supplemental Retirement Income Plan, a defined contribution pension plan administered by the Department of State Treasurer and a Board of Trustees. The Plan provides retirement benefits to law enforcement officers employed by the Board. Article 5 of G.S. Chapter 135 assigns the authority to establish and amend the benefit provisions to the North Carolina General Assembly. The Supplemental Retirement Income Plan for Law Enforcement Officers is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes the pension trust fund financial statements for the Internal Revenue Code Section 401(k) plan that includes the Supplemental Retirement Income Plan for Law Enforcement Officers. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454.

**Camden County ABC Board  
(A Component Unit of Camden County Government)  
Notes to Financial Statements  
June 30, 2015 and 2014**

*Funding Policy.* Article 12E of G.S. Chapter 143 requires the Board to contribute each month an annual amount equal to five percent of each officer's salary, and all amounts contributed are vested immediately. Also, the law enforcement officers may make voluntary contributions to the plan. At June 30, 2015 and 2014, the Board employed no full-time law enforcement officers.

**D. Death Benefits**

The Board has not elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System.

**4. VACATION AND SICK LEAVE COMPENSATION**

Board employees may accumulate up to six days earned vacation, and such leave is fully vested when earned. Employees with fifteen years of service earn three weeks vacation and two weeks sick leave per year but may not be carried over beyond the end of the calendar year. Employees with at least one year of service, but less than fifteen, receive six days of sick leave per year. Sick leave does not accumulate beyond the end of the calendar year, but employees are paid for all unused sick leave at a rate of one day for every two days unused. Accumulated earned leave at June 30, 2014 and 2013 amounted to approximately \$1,033.

**5. DISTRIBUTIONS OF INCOME**

State law [G.S. 18B-805(e)] requires that the minimum distribution set aside in (c)(1) and any profit remaining after deducting amounts required for law enforcement and alcohol education and retaining proper working capital, be paid quarterly to the County. The Board had a special arrangement with the County for a 5% allocation to the reserve for capital improvements, with the remaining 95% being paid to Camden County.

The Board has made distributions since inception as follows:

	<u>Current Year</u>	<u>Total to Date</u>
Camden County	\$ 82,256	\$ 988,012

**6. LAW ENFORCEMENT AND ALCOHOL EDUCATION EXPENSES**

The Board is required by law to expend at least 5% of its profits for law enforcement and not less than 7% for alcohol education (alcohol education requirements follows local enabling act). Profits are defined by law for these calculations as change in net position before law enforcement and educational expenses, less the 3 1/2% markup provided in G.S. 18B-804(b)(5) and the bottle charge provided for in G.S. 18B-804(b)(6b).



**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Notes to Financial Statements**  
**June 30, 2015 and 2014**

	2015	2014
Profit before distributions	\$ 93,420	\$ 27,011
Less: 3 1/2% tax and bottle charge	<u>(36,441)</u>	<u>(33,121)</u>
Profit subject to expense percentages	<u>\$ 56,979</u>	<u>\$ (6,110)</u>
Law enforcement expenditures	2,849	
- actual percentage of profit	5%	5%
Provision for alcohol education and rehabilitation	3,989	
- actual percentage of profit	7%	7%

**7. DISBURSEMENT OF TAXES INCLUDED IN SELLING PRICE**

A state excise tax, at the rate of 30%, on the retail (net sales) price is charged monthly on liquor sales (excluding wine sales). Transactions for this account for the years are summarized as follows:

	2015	2014
Taxes payable, beginning of year		\$ 19,504
Taxes collected during the year	\$ 277,186	251,453
Taxes remitted to Department of Revenue	<u>(277,186)</u>	<u>(270,957)</u>
Taxes payable, end of year	<u>\$ _____</u>	<u>\$ _____</u>

The excise tax is computed in accordance with G.S 18B-805(i).

A bottle charge of one cent on each bottle containing 50 milliliters or less and five cents on each bottle containing more than 50 milliliters is collected and distributed monthly to the County Commissioners for alcohol education and rehabilitation. For the fiscal year, payments to the County were based on the following bottle sales:

	Bottles	Tax
Regular bottles at 5 cents per bottle	76,901	\$ 3,845
Miniature bottles at 1 cent per bottle	<u>25,281</u>	<u>253</u>
Totals	<u>102,182</u>	<u>\$ 4,098</u>

A "mixed beverage tax" at the rate of \$20 per 4 liters is charged on the sale of liquor to be resold as mixed beverages. One-half of the mixed beverage tax is submitted monthly to the Department of Revenue. Five percent of the mixed beverage tax is submitted to the Department of Human Resources. The ABC Board does not currently sell liquor that is resold as mixed beverages.

**8. SURCHARGE COLLECTED**

The total amount of surcharge collected \$6,951 and \$6,105 for the years ended June 30, 2015 and 2014, respectively. (The rate increased May 1, 2015 from 80 cents per case sold to \$1.40 per case sold.)

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Notes to Financial Statements**  
**June 30, 2015 and 2014**

**9. LIQUOR SALES TAX**

The total amount of sales tax collected by the Board and remitted to the Department of Revenue was \$87,485 and \$79,354 for the years ended June 30, 2015 and 2014, respectively. The current sales tax rate is 7%.

**10. RETAIL OUTLETS**

The Board operates two retail outlets. Their addresses and gross sales were as follows:

	2015	2014
Store #1 - Route 1, Box 29, Camden, NC	\$ 647,649	\$ 594,995
Store #2 - Route 343, South Mills, NC	601,159	537,224
Total Gross Sales	<u>\$ 1,248,808</u>	<u>\$ 1,132,219</u>

**11. WORKING CAPITAL**

The Board is required by the Alcoholic Beverage Control Commission rule [.0902] to set its working capital requirements at not less than two weeks' average gross sales of the last fiscal year, or greater than four months' average gross sales of the last fiscal year. (Gross sales are gross receipts from the sale of alcoholic beverages less distributions as defined in G.S. 18B-805(b)(2), (3), and (4)).

	2015	2014
Minimum amount	\$ 40,577	\$ 33,726
Maximum amount	351,670	292,289
Actual amount	140,284	149,487

The board has met the minimum amount of working capital.

**12. BREAKAGE EXPENSE**

Employees are responsible for the cost of their own breakages. Therefore, there is no breakage expense for the fiscal years presented.

**13. RISK MANAGEMENT**

The Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of its assets; errors and omissions; injuries to employees; and natural disasters. The Board has commercial property, general liability, auto liability, workers' compensation, liquor liability, and employee health coverage.

In accordance with G.S. 18B-700(i), each board member and the employees designated as the general manager and finance officer are bonded in the amount of \$50,000 secured by a corporate surety.

There have been no significant reductions in insurance coverage in the prior year and settled claims have not exceeded coverage in any of the past three fiscal years.

**Camden County ABC Board  
(A Component Unit of Camden County Government)  
Notes to Financial Statements  
June 30, 2015 and 2014**

14. SUBSEQUENT EVENTS

Subsequent events were evaluated through September 29, 2015. This is the date the financial statements were available for issue.

15. CHANGE IN ACCOUNTING PRINCIPLE

The Board implemented Governmental Accounting Standards Board (GASB) Statement 68, *Accounting and Financial Reporting for Pensions (an amendment of GASB Statement No. 27)*, in the fiscal year ending June 30, 2015. The implementation of the statement required the Board to record beginning net pension liability and the effects on net position of contributions made by the Board during the measurement period (fiscal year ending June 30, 2014). As a result, net position decreased \$874.

**REQUIRED SUPPLEMENTARY INFORMATION**

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Proportionate Share of Net Pension Liability (Asset)**  
**Required Supplementary Information**  
**For the Years Ended June 30, 2015 and 2014**  
**Local Government Employees' Retirement System**

	<u>2015</u>	<u>2014</u>
ABC Board's proportion of the net pension liability (asset)	0.00031%	0.00030%
ABC Board's proportion of the net pension liability (asset)	\$ (1,828)	\$ 3,616
ABC Board's covered-employee payroll	\$ 84,042	\$ 38,885
ABC Board's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	(2.18)%	9.30%
Plan fiduciary net position as a percentage of the total pension liability	102.64%	94.35%

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Contributions**  
**Required Supplementary Information**  
**For the Years Ended June 30, 2015 and 2014**  
**Local Government Employees' Retirement System**

	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 5,875	\$ 2,742
Contributions in relation to the contractually required contribution	<u>(5,875)</u>	<u>(2,742)</u>
Contribution deficiency (excess)	\$	\$
ABC Board's covered-employee payroll	\$ 84,042	\$ 38,885
Contributions as a percentage of covered-employee payroll	6.99%	7.05%

**SUPPLEMENTARY INFORMATION**

**(The following schedules are information the  
ABC Commission requires.)**

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Schedules of Store Expense**  
**For the Years Ended June 30, 2015 and 2014**

	Camden	South Mills	2015	2014
Salaries and wages	\$ 58,450	\$ 47,843	\$ 106,293	\$ 101,530
Payroll taxes	4,788	3,635	8,423	11,755
Group insurance	8,354		8,354	7,287
Repairs and maintenance	7	461	468	8,759
Utilities	8,061	528	8,589	8,227
Telephone	1,483	1,430	2,913	2,875
Insurance	5,357	5,549	10,906	9,460
Store supplies	1,499		1,499	3,895
Contract labor	164		164	
Travel	3,267		3,267	2,543
<b>Total Store Expense</b>	<b><u>\$ 91,430</u></b>	<b><u>\$ 59,446</u></b>	<b><u>\$ 150,876</u></b>	<b><u>\$ 156,331</u></b>



**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Schedules of Administrative Expense**  
**For the Years Ended June 30, 2015 and 2014**

	<u>2015</u>	<u>2014</u>
Salaries and wages	\$ 38,777	\$ 38,885
Payroll taxes	2,948	
Employees' retirement	443	2,697
Repairs and maintenance		680
Office supplies	1,613	1,939
Postage	441	282
Professional services	11,197	10,025
Dues and subscriptions	380	396
Board member expenses	225	825
Bank charges	15,417	11,244
Miscellaneous	<u>(4,850)</u>	<u>(2,781)</u>
Total Administrative Expense	<u>\$ 66,591</u>	<u>\$ 64,192</u>

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Schedule of Revenues and Expenditures - Budget and Actual**  
**For the Year Ended June 30, 2015**

	2015 <u>Original Budget</u>	2015 <u>Revised Budget</u>	2015 <u>Actual</u>	<u>Variance</u>
<b>Revenues:</b>				
<b>Operating revenues:</b>				
Liquor sales - regular	\$ 1,284,000	\$ 1,284,000	\$ 1,248,808	\$ 35,192
Total	<u>1,284,000</u>	<u>1,284,000</u>	<u>1,248,808</u>	<u>35,192</u>
<b>Non-operating revenues:</b>				
Interest	<u>660</u>	<u>660</u>	<u>62</u>	<u>598</u>
Total	<u>660</u>	<u>660</u>	<u>62</u>	<u>598</u>
Total revenues	1,284,660	1,284,660	1,248,870	35,790
<b>Expenditures:</b>				
<b>Taxes based on revenue:</b>				
State excise tax	288,540	288,540	277,186	11,354
Rehabilitation tax	<u>6,000</u>	<u>6,000</u>	<u>4,098</u>	<u>1,902</u>
Total	294,540	294,540	281,284	13,256
Cost of goods sold	<u>624,750</u>	<u>624,750</u>	<u>651,181</u>	<u>(26,431)</u>
<b>Operating Expenses:</b>				
Salaries and benefits	179,000	179,000	145,070	33,930
Payroll taxes	17,600	17,600	11,371	6,229
Retirement	3,500	3,500	443	3,057
Group insurance	8,100	8,100	8,354	(254)
Board member expenses	1,500	1,500	225	1,275
Repairs & maintenance	50,440	50,440	468	49,972
Utilities	13,000	13,000	8,589	4,411
Telephone	2,900	2,900	2,913	(13)
Insurance - general & bonds	11,000	11,000	10,906	94
Store supplies	4,000	4,000	1,499	2,501
Employee travel	6,600	6,600	3,267	3,333
Office supplies	3,000	3,000	1,613	1,387
Postage	430	430	441	(11)
Professional fees	13,500	13,500	11,197	2,303
Dues & subscriptions	600	600	380	220

**Camden County ABC Board**  
**(A Component Unit of Camden County Government)**  
**Schedule of Revenues and Expenditures - Budget and Actual**  
**For the Year Ended June 30, 2015**

	2015 <u>Original Budget</u>	2015 <u>Revised Budget</u>	2015 <u>Actual</u>	<u>Variance</u>
Credit card fees	10,800	10,800	15,417	(4,617)
Contract labor	1,000	1,000	164	836
Misc.	500	500	(4,850)	5,350
Total	<u>327,470</u>	<u>327,470</u>	<u>217,467</u>	<u>110,003</u>
Distributions:				
Law enforcement	2,400	2,400	2,849	(449)
Alcohol education & rehab.	2,400	2,400	3,989	(1,589)
Camden County	30,600	30,600	82,256	(51,656)
Building fund	2,500	2,500		2,500
Total	<u>37,900</u>	<u>37,900</u>	<u>89,094</u>	<u>(51,194)</u>
Total expenditures & distributions	1,284,660	1,284,660	1,239,026	45,634
Revenues over expenditures	<u>\$</u>	<u>\$</u>	<u>\$ 9,844</u>	<u>\$ (9,844)</u>
<b>Reconciliation from budgetary basis to full accrual:</b>				
Depreciation			<u>5,518</u>	
Change in net position			<u>\$ 4,326</u>	

**Camden Food Pantry**  
**197 NC HWY 343 South**  
**Camden, NC 27921**

**Chairman of the Board**  
**Renee Hill**  
**Director of Operations**  
**Beth Flythe**

**Mailing Address**  
**P. O. Box 2427**  
**Elizabeth City, NC 27909**

October 13, 2015

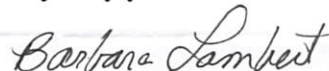
Mr. Michael Renshaw, County Manager  
Camden County Commissioners  
P. O. Box 190  
Camden, NC 27921

Dear Mr. Renshaw and Commissioners:

On behalf of the Camden Food Pantry and the Board of Directors, I want to thank you for your continued support of our pantry. We have received the funding from you and want to let you know that we appreciate it very much. With this funding, we are able to provide more families in our county with the food that they need.

We will be purchasing food items to add to our pantry storeroom. Also, we are making plans to purchase turkeys and other traditional food items for Thanksgiving. It is such a blessing to be able to serve the folks in Camden that truly need our assistance.

Very truly yours,



Barbara Lambert  
Secretary

					Finance	29-Oct-15									
<b>2015-2016</b>															
<b>SALES TAX - REVENUE COLLECTION REPORT</b>															
	<b>July*</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Budgeted</b>	
Art. 39	\$47,938	\$115,595											\$163,533	\$565,000	
Art. 40	\$22,581	\$38,611											\$61,192	\$425,000	
Art. 42	\$11,220	\$24,478											\$35,697	\$125,000	
Art. 44	\$2	\$20,549											\$20,551		
Totals	\$81,741	\$199,233	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$280,973		
<b>Total Budgeted</b>														<b>\$1,115,000</b>	
<b>SALES TAX REVENUE- SCHOOL CAPITAL RESERVE FUND</b>															
	<b>July*</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Budgeted</b>	
Art. 40	\$17,256	\$16,547											\$33,803	\$160,000	
Art. 42	\$34,511	\$36,716											\$71,227	\$190,000	
Totals	\$51,767	\$53,264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,031		
<b>Total Budgeted</b>														<b>\$350,000</b>	
<b>Grand</b>	<b>\$133,508</b>	<b>\$252,497</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$386,004</b>	<b>\$1,465,000</b>	
<i>*Amended</i>															
<b>2014-2015</b>															
<b>SALES TAX - REVENUE COLLECTION REPORT</b>															
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Budgeted</b>	
Art. 39	\$44,058	\$42,111	\$22,402	\$52,255	\$54,114	\$41,782	\$53,444	\$43,525	\$43,288	\$45,900	\$44,030	\$42,237	\$529,146	\$525,000	
Art. 40	\$38,988	\$34,814	\$35,370	\$33,479	\$35,220	\$34,201	\$41,563	\$31,886	\$30,973	\$32,613	\$34,850	\$37,517	\$421,476	\$360,000	
Art. 42	\$10,488	\$9,928	\$6,185	\$12,046	\$12,308	\$9,971	\$12,478	\$10,325	\$10,146	\$10,713	\$10,240	\$10,172	\$125,000	\$125,000	
Art. 44	\$53	\$2	\$2	\$3	-\$3	\$0	\$0	-\$11	\$36	-\$11	\$0	\$0	\$71		
Totals	\$93,587	\$86,855	\$63,959	\$97,783	\$101,639	\$85,954	\$107,484	\$85,725	\$84,444	\$89,214	\$89,121	\$89,927	\$1,075,692		
<b>Total Budgeted</b>														<b>\$1,010,000</b>	
<b>SALES TAX REVENUE- SCHOOL CAPITAL RESERVE FUND</b>															
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Budgeted</b>	
Art. 40	\$16,709	\$14,920	\$15,158	\$14,348	\$15,094	\$14,658	\$17,813	\$13,666	\$13,274	\$13,977	\$14,936	\$16,079	\$180,631	\$150,000	
Art. 42	\$15,732	\$14,892	\$9,278	\$18,069	\$18,462	\$14,957	\$18,717	\$15,488	\$15,220	\$16,069	\$15,360	\$15,257	\$187,501	\$175,000	
Totals	\$32,441	\$29,812	\$24,436	\$32,417	\$33,556	\$29,615	\$36,529	\$29,153	\$28,494	\$30,046	\$30,296	\$31,336	\$368,132		
<b>Total Budgeted</b>														<b>\$325,000</b>	
<b>Grand</b>	<b>\$126,029</b>	<b>\$116,668</b>	<b>\$88,395</b>	<b>\$130,200</b>	<b>\$135,196</b>	<b>\$115,569</b>	<b>\$144,014</b>	<b>\$114,879</b>	<b>\$112,938</b>	<b>\$119,260</b>	<b>\$119,417</b>	<b>\$121,263</b>	<b>\$1,443,824</b>	<b>\$1,335,000</b>	
<b>Notes:</b> 8-2015 includes a lump sum payment for an audit creating a higher than usual sales tax payment.															



PAT McCRORY  
Governor

JOHN E. SKVARLA, III  
Secretary

*For Immediate Release:* October 20, 2015  
*For More Information, Contact:* Kim Genardo/919.733.3438

## North Carolina's September Employment Figures Released

**RALEIGH** — The state's seasonally adjusted September unemployment rate was 5.8 percent, decreasing 0.1 of a percentage point from August's revised rate. The national rate remained unchanged at 5.1 percent.

North Carolina's September 2015 unemployment rate was unchanged from a year ago. The number of people employed increased 3,670 over the month to 4,476,319 and increased 118,509 over the year. The number of people unemployed decreased 4,664 over the month to 276,072, and increased 7,090 over the year.

Seasonally adjusted Total Nonfarm industry employment, as gathered through the monthly establishment survey, increased 4,700 to 4,259,600 in September. The major industry with the largest over-the-month increase was Leisure & Hospitality Services at 4,000, followed by Financial Activities, 3,100; Education & Health Services, 2,800; Professional & Business Services, 1,900; and Other Services, 700. Major industries experiencing decreases were Construction, 3,300; Government, 1,600; Manufacturing, 1,000; Trade, Transportation & Utilities, 900; Information, 700; and Mining & Logging, 300.

### *Seasonally Adjusted Unemployment Rates since September 2014*

	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015
<b>N.C.</b>	<b>5.8</b>	<b>5.7</b>	<b>5.5</b>	<b>5.4</b>	<b>5.3</b>	<b>5.3</b>	<b>5.4</b>	<b>5.5</b>	<b>5.7</b>	<b>5.8</b>	<b>5.9</b>	<b>5.9</b>	<b>5.8</b>
<b>U.S.</b>	<b>5.9</b>	<b>5.7</b>	<b>5.8</b>	<b>5.6</b>	<b>5.7</b>	<b>5.5</b>	<b>5.5</b>	<b>5.4</b>	<b>5.5</b>	<b>5.3</b>	<b>5.3</b>	<b>5.1</b>	<b>5.1</b>

*\*2014 Numbers Have Been Annually Revised\**

Since September 2014, Total Nonfarm jobs gained 107,600 with the Total Private sector growing by 111,000 and Government decreasing by 3,400. The largest over-the-year increase among major industries was Professional & Business Services at 21,600, followed by Leisure & Hospitality Services, 18,700; Trade, Transportation & Utilities, 16,600; Education & Health Services, 15,500; Manufacturing, 11,900; Construction, 10,100; Financial Activities, 8,800; Other Services, 6,600; and Information, 1,500. Major industries experiencing a decrease over the year were Government, 3,400; and Mining & Logging, 300.

The next unemployment update is scheduled for **Wednesday, October 28, 2015** when the county unemployment rates for **September 2015** will be released.

This information may be accessed on the Commerce website at <http://www.nccommerce.com/lead>



# North Carolina Department of Commerce

## Labor and Economic Analysis Division

### NORTH CAROLINA and U.S. LABOR FORCE DATA

*North Carolina data is embargoed until 10:00 A.M. Tuesday, October 20, 2015*

			<i>Month Ago</i>		<i>Year Ago</i>		
	<i>September 2015</i>	<i>August 2015</i>	<i>September 2014</i>	<i>Numeric Change</i>	<i>Percent Change</i>	<i>Numeric Change</i>	<i>Percent Change</i>
<b>North Carolina</b> <i>(Local Area Unemployment Statistics)</i>							
<i>Smoothed Seasonally Adjusted</i>							
<b>Labor Force</b>	4,752,391	4,753,385	4,626,792	-994	> -0.1	125,599	2.7
<b>Employed</b>	4,476,319	4,472,649	4,357,810	3,670	0.1	118,509	2.7
<b>Unemployed</b>	276,072	280,736	268,982	-4,664	-1.7	7,090	2.6
<b>Unemployment Rate</b>	5.8	5.9	5.8	-0.1	xxx	0.0	xxx
<i>Not Seasonally Adjusted</i>							
<b>Labor Force</b>	4,753,812	4,748,197	4,641,566	5,615	0.1	112,246	2.4
<b>Employed</b>	4,496,725	4,459,568	4,379,832	37,157	0.8	116,893	2.7
<b>Unemployed</b>	257,087	288,629	261,734	-31,542	-10.9	-4,647	-1.8
<b>Unemployment Rate</b>	5.4	6.1	5.6	-0.7	xxx	-0.2	xxx
<b>United States</b> <i>(Current Population Survey)</i>							
<i>Seasonally Adjusted</i>							
<b>Labor Force</b>	156,715,000	157,065,000	155,845,000	-350,000	-0.2	xxx	xxx
<b>Employed</b>	148,800,000	149,036,000	146,607,000	-236,000	-0.2	xxx	xxx
<b>Unemployed</b>	7,915,000	8,029,000	9,237,000	-114,000	-1.4	xxx	xxx
<b>Unemployment Rate</b>	5.1	5.1	5.9	0.0	xxx	xxx	xxx
<i>Not Seasonally Adjusted</i>							
<b>Labor Force</b>	156,607,000	157,390,000	155,903,000	-783,000	-0.5	xxx	xxx
<b>Employed</b>	148,980,000	149,228,000	146,941,000	-248,000	-0.2	xxx	xxx
<b>Unemployed</b>	7,628,000	8,162,000	8,962,000	-534,000	-6.5	xxx	xxx
<b>Unemployment Rate</b>	4.9	5.2	5.7	-0.3	xxx	xxx	xxx

\*Effective January 2015, updated US population estimates are used in the national labor force estimates. The annual population adjustments affect the comparability of national labor force estimates over time.

2015 estimates for the current month are preliminary. Estimates for the previous month have undergone monthly revision. 2014 estimates have undergone annual revision.

# North Carolina Department of Commerce Labor and Economic Analysis Division

## NORTH CAROLINA EMPLOYMENT DATA

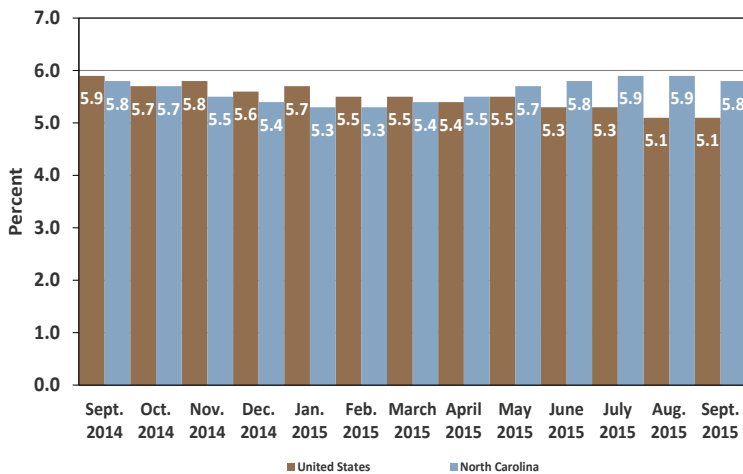
*North Carolina data is embargoed until 10:00 A.M., Tuesday, October 20, 2015*

			<i>Month Ago</i>		<i>Year Ago</i>		
	<i>September 2015</i>	<i>August 2015</i>	<i>September 2014</i>	<i>Numeric Change</i>	<i>Percent Change</i>	<i>Numeric Change</i>	<i>Percent Change</i>
<b>North Carolina</b> <i>(Current Employment Statistics)</i>							
<i>Seasonally Adjusted</i>							
<b>Total Nonfarm</b>	4,259,600	4,254,900	4,152,000	4,700	0.1	107,600	2.6
<b>Total Private</b>	3,548,900	3,542,600	3,437,900	6,300	0.2	111,000	3.2
<b>Mining &amp; Logging</b>	5,200	5,500	5,500	-300	-5.5	-300	-5.5
<b>Construction</b>	189,700	193,000	179,600	-3,300	-1.7	10,100	5.6
<b>Manufacturing</b>	461,600	462,600	449,700	-1,000	-0.2	11,900	2.6
<b>Trade, Transportation &amp; Utilities</b>	795,100	796,000	778,500	-900	-0.1	16,600	2.1
<b>Information</b>	74,700	75,400	73,200	-700	-0.9	1,500	2.0
<b>Financial Activities</b>	222,300	219,200	213,500	3,100	1.4	8,800	4.1
<b>Professional &amp; Business Services</b>	598,000	596,100	576,400	1,900	0.3	21,600	3.7
<b>Education &amp; Health Services</b>	584,100	581,300	568,600	2,800	0.5	15,500	2.7
<b>Leisure &amp; Hospitality Services</b>	462,000	458,000	443,300	4,000	0.9	18,700	4.2
<b>Other Services</b>	156,200	155,500	149,600	700	0.5	6,600	4.4
<b>Government</b>	710,700	712,300	714,100	-1,600	-0.2	-3,400	-0.5
<b>North Carolina</b> <i>(Current Employment Statistics)</i>							
<i>Not Seasonally Adjusted</i>							
<b>Total Nonfarm</b>	4,269,000	4,260,600	4,170,400	8,400	0.2	98,600	2.4
<b>Total Private</b>	3,555,000	3,578,300	3,455,000	-23,300	-0.7	100,000	2.9
<b>Mining &amp; Logging</b>	5,300	5,600	5,600	-300	-5.4	-300	-5.4
<b>Construction</b>	192,900	195,100	182,600	-2,200	-1.1	10,300	5.6
<b>Manufacturing</b>	463,100	463,900	451,800	-800	-0.2	11,300	2.5
<b>Trade, Transportation &amp; Utilities</b>	789,900	796,500	776,600	-6,600	-0.8	13,300	1.7
<b>Information</b>	74,600	76,300	72,700	-1,700	-2.2	1,900	2.6
<b>Financial Activities</b>	222,900	223,700	214,000	-800	-0.4	8,900	4.2
<b>Professional &amp; Business Services</b>	600,900	601,700	580,800	-800	-0.1	20,100	3.5
<b>Education &amp; Health Services</b>	582,200	576,200	569,200	6,000	1.0	13,000	2.3
<b>Leisure &amp; Hospitality Services</b>	467,600	482,600	451,900	-15,000	-3.1	15,700	3.5
<b>Other Services</b>	155,600	156,700	149,800	-1,100	-0.7	5,800	3.9
<b>Government</b>	714,000	682,300	715,400	31,700	4.6	-1,400	-0.2
<b>Mfg. Production Workers (PW) Not Seasonally Adjusted</b>							
<i>Mfg. PW Average Hourly Earnings</i>	\$17.04	\$17.05	\$16.66				
<i>Mfg. PW Hours Worked</i>	41.8	42.1	43.9				

All 2015 Labor Force and CES data for the current month are preliminary.  
All 2014 Labor Force and CES estimates have been benchmarked.  
Estimates may not add to totals due to rounding.

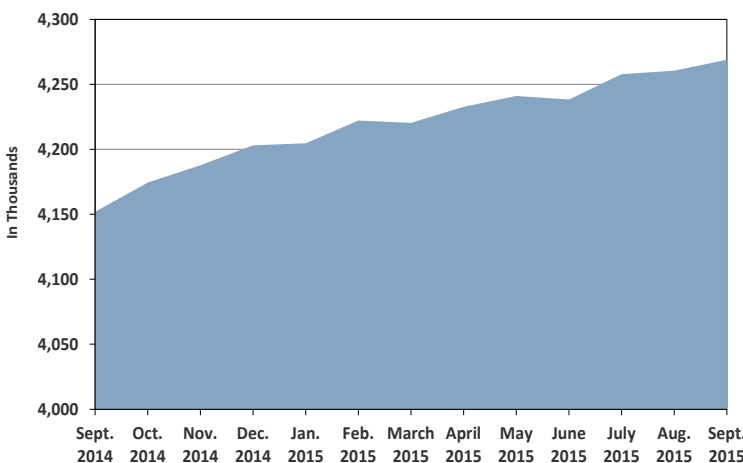


## United States/North Carolina Unemployment Rates September 2014–September 2015 (Smoothed Seasonally Adjusted\*\*)

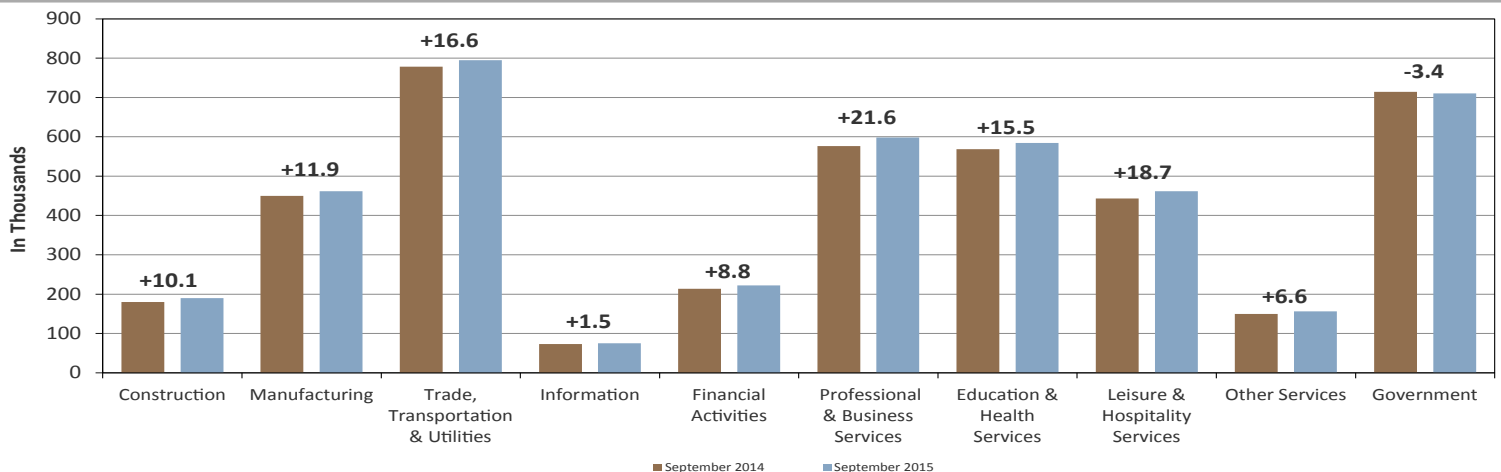


\*\*US data are not smoothed.

## North Carolina Total Nonfarm Employment September 2014–September 2015 (Seasonally Adjusted)



## Changes in Employment by NAICS Industries September 2014 Compared to September 2015 (Seasonally Adjusted)



\*N.C. current month data are preliminary, while all other 2015 data are revised, and 2014 data have undergone annual revision. U.S. data have undergone annual revision.

The North Carolina smoothed seasonally adjusted unemployment rate was 5.8 percent in September, decreasing 0.1 of percentage point from the previous month, and remaining unchanged from September 2014. Over the month, the number of persons unemployed fell by 4,664 (1.7%). The civilian labor force decreased by 994 (-0.1%) to 4,752,391.

Nationally, September's unemployment rate was 5.1 percent. The number of persons unemployed was 7,915,000, while the civilian labor force was 156,715,000.

Seasonally adjusted Total Nonfarm industry employment (4,259,600) increased 4,700 (0.1%) since August 2015, and 107,600 (2.6%) since September 2014.<sup>1</sup> Private sector employment grew over the month by 6,300 (0.2%), and by 111,000 (3.2%) over the year.

Of the major industries for which payroll data are seasonally adjusted, Leisure & Hospitality Services had the largest over-the-month gain in jobs (4,000; 0.9%), followed by Financial Activities (3,100; 1.4%), Education & Health Services (2,800; 0.5%), Professional & Business Services (1,900; 0.3%), and Other Services (700; 0.5%). Construction (3,300; 1.7%) reported the largest over-the-month decrease, followed by Government (1,600; 0.2%), Manufacturing (1,000; 0.2%), Trade, Transportation & Utilities (900; 0.1%), Information (700; 0.9%), and Mining & Logging (300; 5.5%).

Since September 2014, Professional & Business Services added the largest number of jobs (21,600; 3.7%), followed by Leisure & Hospitality Services (18,700; 4.2%), Trade, Transportation & Utilities (16,600; 2.1%), Education & Health Services (15,500; 2.7%), Manufacturing (11,900; 2.6%), Construction (10,100; 5.6%), Financial Activities (8,800; 4.1%), Other Services (6,600; 4.4%), and Information (1,500; 2.0%). Government reported the largest over-the-year loss of 3,400 (0.5%), followed by Mining & Logging (300; 5.5%).

<sup>1</sup>It is important to note that industry employment estimates are subject to large seasonal patterns. Seasonal adjustment factors are applied to the data. However, these factors may not be fully capturing the seasonal trend. Therefore, when interpreting the changes in industry employment, it is advisable to focus on over-the-year changes in both the seasonally adjusted and not seasonally adjusted series.

The September 2015 not seasonally adjusted Total Nonfarm employment level of 4,269,000 was 8,400 (0.2%) more than the August 2015 revised employment level of 4,260,600. Among the major industries in North Carolina, Government had the largest over-the-month increase in employment at 31,700 (4.6%), followed by Education & Health Services (6,000; 1.0%). Leisure & Hospitality Services (15,000; 3.1%) had the largest over-the-month decrease, followed by Trade, Transportation & Utilities (6,600; 0.8%), Construction (2,200; 1.1%), Information (1,700; 2.2%), Other Services (1,100; 0.7%), Professional & Business Services (800; 0.1%), Financial Activities (800; 0.4%), Manufacturing (800; 0.2%), and Mining & Logging (300; 5.4%).

Over the year, the Service Providing sector (all industries except Mining & Logging, Construction, and Manufacturing) showed an increase of 77,300 (2.2%) jobs. Professional & Business Services experienced the largest employment increase at 20,100 (3.5%), followed by Leisure & Hospitality Services (15,700; 3.5%), Trade, Transportation & Utilities (13,300; 1.7%), Education & Health Services (13,000; 2.3%), Financial Activities (8,900; 4.2%), Other Services (5,800; 3.9%) and Information (1,900; 2.6%). Government (1,400; 0.2%) had the only over-the-year decrease.

The Goods Producing sector grew by 21,300 (3.3%) jobs over the year. Manufacturing (11,300; 2.5%) and Construction (10,300; 5.6%) both reported increases. Mining & Logging reported a decrease of 300 (5.4%).

Food had the largest manufacturing employment with 52,000 in September 2015. Fabricated Metal Product had the largest net over-the-year increase at 3,200. Other manufacturing industries with gains were: Furniture & Related Product, 2,400; Plastics & Rubber Products, 2,200; Transportation Equipment, 1,400; Machinery, 1,200; Wood Product, 1,000; Chemical, 300; and Electrical Equipment, Appliance & Component, 100.

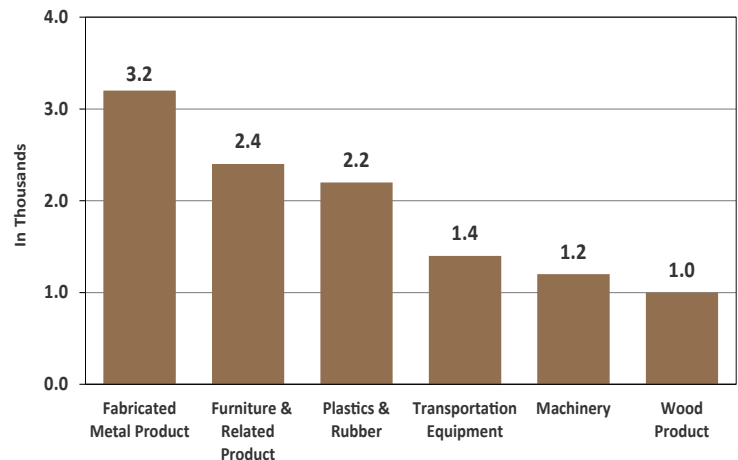
Average Weekly Hours for manufacturing production workers in September decreased 18 minutes from August's revised rate of 42.1. Average Hourly Earnings fell by \$0.01 to \$17.04, as Average Weekly Earnings declined \$5.54 to \$712.27.

Regular Initial Claims for Unemployment Insurance (UI) totaled 15,934 in September, decreasing 365 from August. Less than 1 percent of Initial Claims for September 2015 were "attached" to a payroll, meaning that employees expect to be recalled to their jobs.

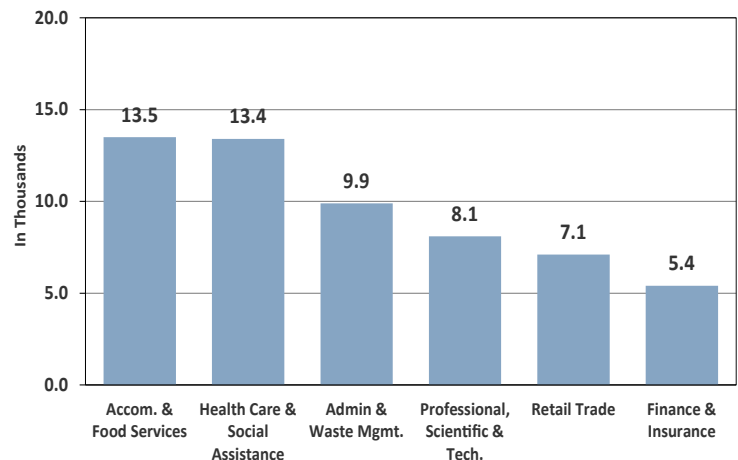
A total of \$19,999,002 in regular UI benefits was paid in September to 23,953 claimants statewide — a decrease of 4,828 claimants since August 2015.

For the 12-month period ending September 2015, \$302,424,593 was paid under the Regular UI Program. The UI Trust Fund balance at the end of September was \$757,839,064. The State Reserve Fund balance was \$202,050,128.

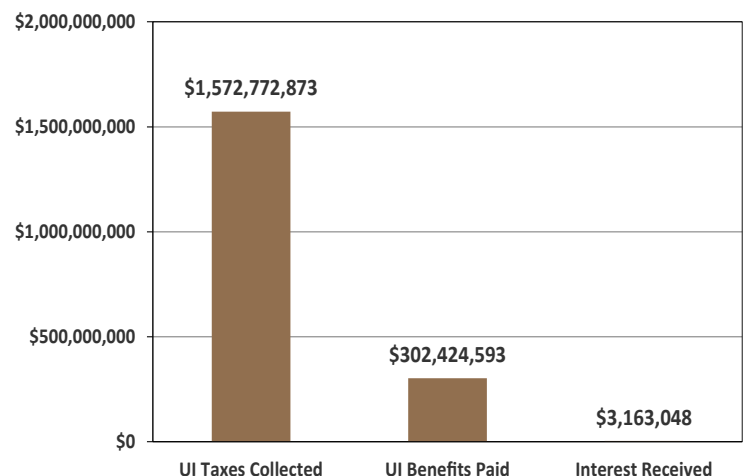
**Selected Manufacturing Industries With Job Gains**  
September 2014–September 2015  
(Not Seasonally Adjusted)



**Selected Service Industries With Job Gains**  
September 2014–September 2015  
(Not Seasonally Adjusted)



**UI Taxes Collected and NC Regular UI Benefits Paid**  
September 2014–September 2015



## **Technical Notes**

This release presents labor force and unemployment estimates from the Local Area Unemployment Statistics (LAUS) program. Also presented are nonfarm payroll employment estimates the Current Employment Statistics (CES) program. The LAUS and CES programs are both federal-state cooperative endeavors.

### **Labor force and unemployment--from the LAUS program**

**Definitions.** The labor force and unemployment estimates are based on the same concepts and definitions as those used for the official national estimates obtained from the Current Population Survey (CPS), a sample survey of households that is conducted for the Bureau of Labor Statistics (BLS) by the U.S. Census Bureau. The LAUS program measures employment and unemployment on a place-of-residence basis. The universe for each is the civilian noninstitutional population 16 years of age and over. Employed persons are those who did any work at all for pay or profit in the reference week (the week including the 12th of the month) or worked 15 hours or more without pay in a family business or farm, plus those not working who had a job from which they were temporarily absent, whether or not paid, for such reasons as bad weather, labor-management dispute, illness, or vacation. Unemployed persons are those who were not employed during the reference week (based on the definition above), had actively looked for a job sometime in the 4-week period ending with the reference week, and were currently available for work; persons on lay-off expecting recall need not be looking for work to be counted as unemployed. The labor force is the sum of employed and unemployed persons. The unemployment rate is the number of unemployed as a percent of the labor force.

**Method of estimation.** Statewide estimates are produced using an estimation algorithm administered by the BLS. This method, which underwent substantial enhancement at the beginning of 2005, utilizes data from several sources, including the CPS, the CES, and state unemployment insurance (UI) programs. Each month, census division estimates are controlled to national totals, and state estimates are then controlled to their respective division totals. Substate estimates are controlled to their respective state totals. For more information about LAUS estimation procedures, see the BLS website at [www.bls.gov/lau/laumthd.htm](http://www.bls.gov/lau/laumthd.htm)

**Revisions.** Labor force and unemployment data for the previous month reflect adjustments made in each subsequent month, while data for prior years reflect adjustments made at the end of each year. The monthly revisions incorporate updated model inputs, while the annually revised estimates reflect updated population data from the U.S. Census Bureau, any revisions in the other data sources, and model reestimation. In most years, historical data for the most recent five years (both seasonally adjusted and not seasonally adjusted) are revised near the beginning of each calendar year, prior to the release of January estimates.

**Seasonal adjustment.** The LAUS program introduced smoothed seasonally adjusted (SSA) estimates in January 2010. These are seasonally-adjusted data that have incorporated a long-run trend smoothing procedure, resulting in estimates that are less volatile than those previously produced. The estimates are smoothed using a filtering procedure, based on moving averages, to remove the irregular fluctuations from the seasonally-adjusted series, leaving the trend. The same process is used on both historical and current year estimates. For more information about the smoothing technique, see the BLS website at [www.bls.gov/lau/lassaqa.htm](http://www.bls.gov/lau/lassaqa.htm).

Area definitions. The substate area data published in this release reflect the standards and definitions established by the U.S. Office of Management and Budget on February 28, 2013. A detailed list of the geographic definitions is available online at [www.bls.gov/lau/lausmsa.htm](http://www.bls.gov/lau/lausmsa.htm).

### Employment--from the CES program

Definitions. Employment data refer to persons on establishment payrolls who receive pay for any part of the pay period that includes the 12th of the month. Persons are counted at their place of work rather than at their place of residence; those appearing on more than one payroll are counted on each payroll. Industries are classified on the basis of their principal activity in accordance with the 2012 version of the North American Industry Classification System.

Method of estimation. CES State and Area employment data are produced using several estimation procedures. Where possible these data are produced using a "weighted link relative" estimation technique in which a ratio of current-month weighted employment to that of the previous-month weighted employment is computed from a sample of establishments reporting for both months. The estimates of employment for the current month are then obtained by multiplying these ratios by the previous month's employment estimates. The weighted link relative technique is utilized for data series where the sample size meets certain statistical criteria.

For some employment series, relatively small sample sizes limit the reliability of the weighted link-relative estimates. In these cases, BLS uses the CES small domain model (SDM) to generate employment estimates. The SDM combines the direct sample estimates (described above) and forecasts of historical (benchmarked) data to decrease the volatility of the estimates. For more detailed information about the CES small domain model, refer to the BLS Handbook of Methods.

Annual revisions. Employment estimates are adjusted annually to a complete count of jobs, called benchmarks, derived principally from tax reports that are submitted by employers who are covered under state unemployment insurance (UI) laws. The benchmark information is used to adjust the monthly estimates between the new benchmark and the preceding one and also to establish the level of employment for the new benchmark month. Thus, the benchmarking process establishes the level of employment, and the sample is used to measure the month-to-month changes in the level for the subsequent months.

Seasonal adjustment. Payroll employment data are seasonally adjusted at the statewide supersector level. In some states, the seasonally adjusted payroll employment total is computed by aggregating the independently adjusted supersector series. In other states, the seasonally adjusted payroll employment total is independently adjusted. Revisions of historical data for the most recent 5 years are made once a year, coincident with annual benchmark adjustments.

### Reliability of the estimates

The estimates presented in this release are based on sample surveys, administrative data, and modeling and, thus, are subject to sampling and other types of errors. Sampling error is a measure of sampling variability--that is, variation that occurs by chance because a sample rather than the entire population is surveyed. Survey data also are subject to nonsampling errors, such as those which can be introduced into the data collection and processing operations. Estimates not directly derived from sample surveys are subject to additional errors resulting from the specific estimation processes used.

Model-based error measures for seasonally adjusted and not seasonally adjusted data and for over-the-month and over-the-year changes to LAUS estimates are available online at [www.bls.gov/lau/lastderr.htm](http://www.bls.gov/lau/lastderr.htm). Measures of sampling error for state CES data at the total nonfarm and supersector levels are available online at [www.bls.gov/sae/790stderr.htm](http://www.bls.gov/sae/790stderr.htm).

### **Release Dates**

The next unemployment update is scheduled for Wednesday, October 28, 2015 when the county unemployment rates for September 2015 will be released.

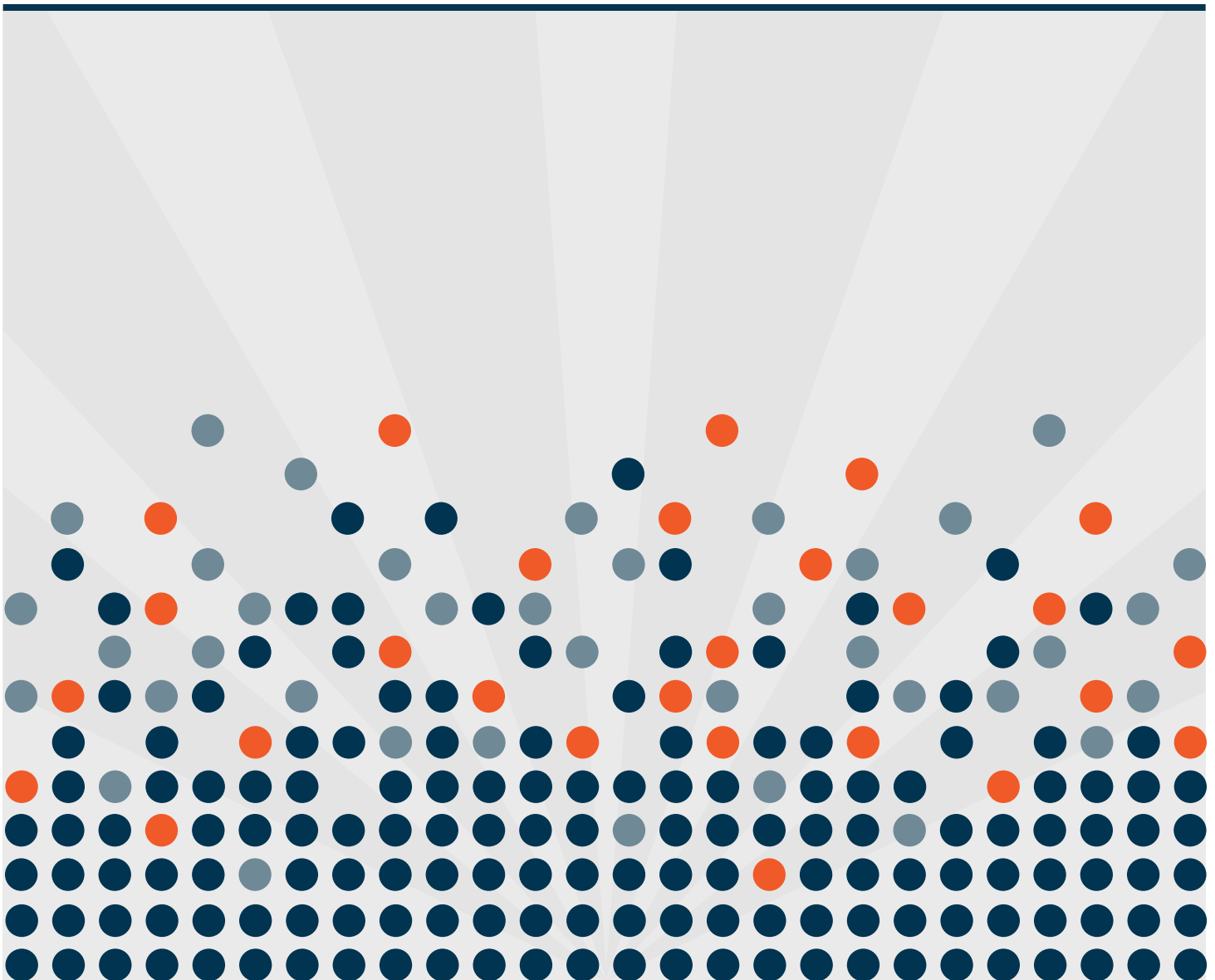
The complete 2015 data release schedule can be accessed at:

[http://www.nccommerce.com/Portals/47/Documents/2015\\_NC\\_Release\\_Dates.pdf](http://www.nccommerce.com/Portals/47/Documents/2015_NC_Release_Dates.pdf)



# NC TODAY

October 2015



## Employment at a Glance

### Civilian Labor Force

- North Carolina's September 2015 **smoothed seasonally adjusted unemployment rate**, at **5.8 percent**, decreased 0.1 of a percentage point from August 2014. The rate was **5.8 percent** in **September 2014**.
- At 5.8 percent, North Carolina's September **unemployment rate** is 0.7 of a percentage point higher than the **U.S. 5.1 percent rate**.
- Over the month, the number of **people unemployed fell 1.7 percent to 276,072**.
- During September, **North Carolina's smoothed seasonally adjusted labor force participation rate fell 0.1 of a percentage point to 60.9 percent**, and the **U.S. rate also declined 0.2 of a percentage point to 62.4 percent**.

### Nonfarm Employment

- **Seasonally adjusted Total Nonfarm employment** for September 2015 **rose by 4,700 jobs over the month, and 107,600 over the year to 4,259,600**.
- Over the month, five sectors experienced seasonally adjusted job growth: **Leisure & Hospitality Services, 4,000; Financial Activities, 3,100; Education & Health Services, 2,800; Professional & Business Services, 1,900; and Other Services, 700**. Losses were reported by **Construction, 3,300; Government, 1,600; Manufacturing, 1,000; Trade, Transportation & Utilities, 900; Information, 700; and Mining & Logging, 300**.
- The major sectors to report over-the-year seasonally adjusted job increases were: **Professional & Business Services, 21,600; Leisure & Hospitality Services, 18,700; Trade, Transportation & Utilities, 16,600; Education & Health Services, 15,500; Manufacturing, 11,900; Construction, 10,100; Financial Activities, 8,800; Other Services, 6,600; and Information, 1,500**.
- Not seasonally adjusted, the following major sectors reported over-the-year job growth: **Professional & Business Services, 20,100; Leisure & Hospitality Services, 15,700; Trade, Transportation & Utilities, 13,300; Education & Health Services, 13,000; Manufacturing, 11,300; Construction, 10,300; Financial Activities, 8,900; Other Services, 5,800; and Information, 1,900**.
- The following sectors in Manufacturing showed not seasonally adjusted over-the-year job increases: **Fabricated Metal Product, 3,200; Furniture & Related Product, 2,400; Plastics & Rubber Products, 2,200; Transportation Equipment, 1,400; Machinery, 1,200; Wood Product, 1,000; Chemical, 300; and Electrical Equipment, Appliance & Component, 100**. Losses were reported in the remaining sectors: **Beverage & Tobacco Product, 800; Food, 800; Apparel, 500; Textile Mills, 500; Textile Product Mills, 300; and Computer & Electronic Product, 200**. **Printing & Related Support Activities reported no change**.
- **Food** remains North Carolina's **leading sector** in manufacturing employment at **52,000; Chemical** follows with **43,000**.

### Other Information

- **Preliminary Average Hourly Earnings** in North Carolina for manufacturing production workers **decreased 1 cent to \$17.04** in September; **Average Weekly Hours dropped 18 minutes to 41.8 from 42.1**. **Average Weekly Earnings dropped \$5.54 to \$712.27**.
- North Carolina paid **\$20.5 million in Unemployment Insurance benefits (all programs)** to claimants in September. These payments include state and federally funded benefits.
- The number of **Initial Claims filed in North Carolina for Unemployment Insurance benefits decreased in September to 15,934**. Approximately **\$20.0 million was paid in regular UI benefits to 23,953 unemployed persons** across the state. **The average weekly benefit amount was \$241.21** (maximum weekly benefit is \$350).



## Table of Contents

United States/North Carolina Labor Force Data, September 2015 .....	1
United States/North Carolina Unemployment Rates, September 2013–September 2015.....	2
United States Labor Force, September 2014–September 2015 .....	2
North Carolina Labor Force, September 2014–September 2015.....	2
Unemployment Rates by State, August 2015 .....	3
North Carolina Unemployment Rates by County, August 2015.....	4
North Carolina Total Nonfarm Employment, June 2009–September 2015 .....	5
North Carolina Industry Employment, September 2015 (Seasonally Adjusted).....	6
North Carolina Industry Employment Net Change, September 2014–September 2015.....	7
North Carolina Goods Producing, January 2000–September 2015 .....	8
North Carolina Service Providing, January 2000–September 2015 .....	8
North Carolina Industry Supersector Employment, September 2015 (Not Seasonally Adjusted ).....	9
North Carolina MSA Total Nonfarm Employment, September 2015 (Not Seasonally Adjusted ) .....	10
Employment Change in North Carolina Manufacturing Industries Comparison of September 2005, 2010 & 2015 .....	11
Hours and Earnings, September 2014–September 2015 .....	12
North Carolina Regular UI Initial Claims Activity, September 2013–September 2015 .....	13
North Carolina New Claims Activity, September 2013–September 2015.....	13
North Carolina MSA Regular UI Initial Claims Activity, September 2015.....	14
Glossary of Terms .....	15





## United States/North Carolina Labor Force Data September 2015

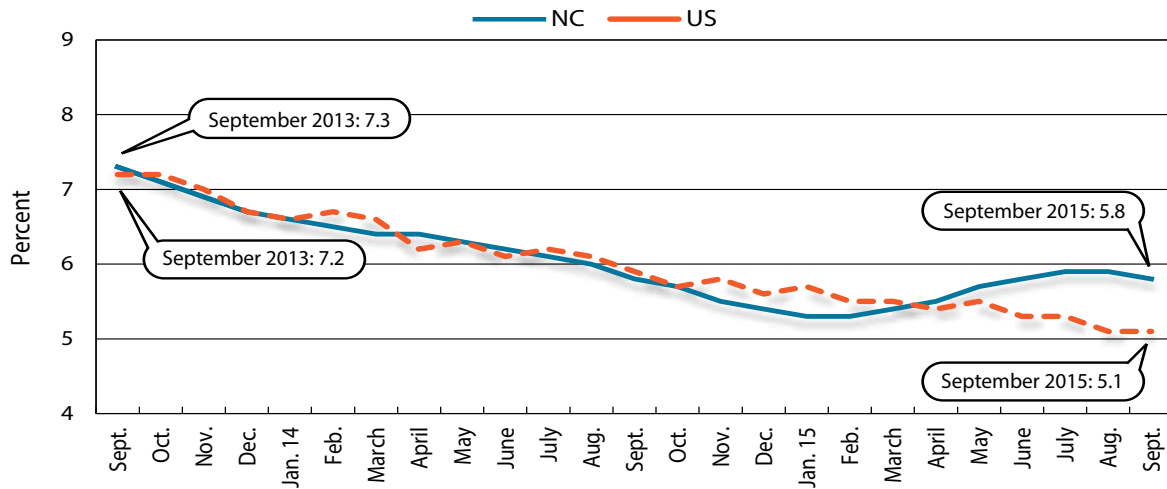
(Civilian Labor Force Estimates)				Month Ago		Year Ago	
	September <sup>P</sup> 2015	August <sup>R</sup> 2015	September <sup>AR</sup> 2014	Numeric Change	Percent Change	Numeric Change	Percent Change
<b>North Carolina</b>							
<b>Smoothed Seasonally Adjusted</b>							
Labor Force	4,752,391	4,753,385	4,626,792	-994	> -0.1	125,599	2.7
Employed	4,476,319	4,472,649	4,357,810	3,670	0.1	118,509	2.7
Unemployed	276,072	280,736	268,982	-4,664	-1.7	7,090	2.6
Unemployment Rate	5.8	5.9	5.8	-0.1	xxx	0.0	xxx
<b>Not Seasonally Adjusted</b>							
Labor Force	4,753,812	4,748,197	4,641,566	5,615	0.1	112,246	2.4
Employed	4,496,725	4,459,568	4,379,832	37,157	0.8	116,893	2.7
Unemployed	257,087	288,629	261,734	-31,542	-10.9	-4,647	-1.8
Unemployment Rate	5.4	6.1	5.6	-0.7	xxx	-0.2	xxx
(Civilian Labor Force Estimates)				Month Ago		Year Ago	
	September 2015	August 2015	September 2014	Numeric Change	Percent Change	Numeric Change	Percent Change
<b>United States*</b>							
<b>Seasonally Adjusted</b>							
Labor Force	156,715,000	157,065,000	155,845,000	-350,000	-0.2	xxx	xxx
Employed	148,800,000	149,036,000	146,607,000	-236,000	-0.2	xxx	xxx
Unemployed	7,915,000	8,029,000	9,237,000	-114,000	-1.4	xxx	xxx
Unemployment Rate	5.1	5.1	5.9	0.0	xxx	xxx	xxx
<b>Not Seasonally Adjusted</b>							
Labor Force	156,607,000	157,390,000	155,903,000	-783,000	-0.5	xxx	xxx
Employed	148,980,000	149,228,000	146,941,000	-248,000	-0.2	xxx	xxx
Unemployed	7,628,000	8,162,000	8,962,000	-534,000	-6.5	xxx	xxx
Unemployment Rate	4.9	5.2	5.7	-0.3	xxx	xxx	xxx

Source: N.C. data: LAUS, Labor & Economic Analysis Division, North Carolina Department of Commerce; U.S. data: Current Population Survey, BLS  
<sup>P</sup> Preliminary; <sup>R</sup> Revised; <sup>AR</sup> Annual Revision Note: May not sum due to rounding. More information can be found at: <http://esesc23.esc.state.nc.us/d4/LausSelection.aspx>  
<sup>\*</sup> Effective January 2015, updated U.S. population estimates are used in the national labor force estimates. The annual population adjustments affect the comparability of national labor estimates over time.



## United States/North Carolina Unemployment Rates September 2013–September 2015

(Smoothed Seasonally Adjusted)



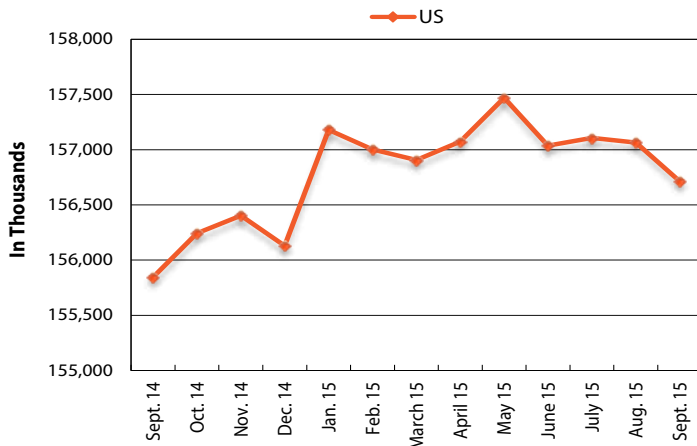
Source: N.C. data: LAUS, Labor & Economic Analysis Division, North Carolina Department of Commerce, U.S. data: Current Population Survey, BLS  
 Note: N.C. September 2015 data are preliminary, other 2015 data are revised, while all other years' data reflect annual revision and new seasonal adjustments.  
 More information can be found at: <http://esesc23.esc.state.nc.us/d4/LausSelection.aspx>

The smoothed seasonally adjusted North Carolina civilian labor force decreased 994 (>- 0.1%) to 4,752,391 from August 2015 to September 2015. The number of persons employed increased 3,670 (0.1%) to 4,476,319, while the number of persons unemployed decreased 4,664 (1.7%) to 276,072. The unemployment rate decreased 0.1 of a percentage point to 5.8%. The labor force participation rate decreased 0.1 of a percentage point to 60.9 percent.

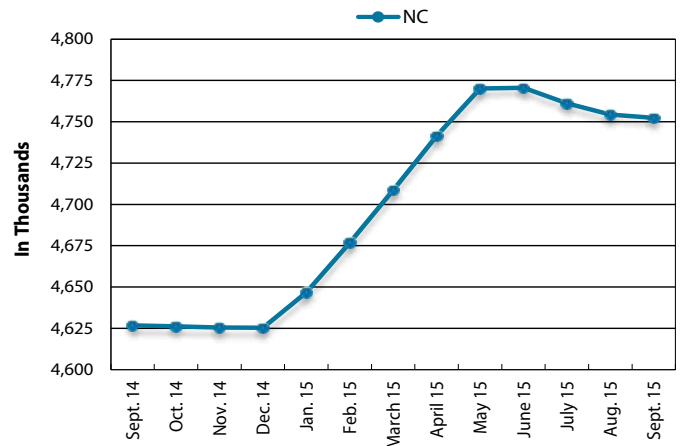
Over the year, North Carolina's smoothed seasonally adjusted labor force increased 125,599 (2.7%) as the number of persons employed rose 118,509 (2.7%). The number of persons unemployed grew by 7,090 (2.6%). The unemployment rate was unchanged over the year.

The U.S. seasonally adjusted civilian labor force decreased 0.2 percent over the month to 156,715,000. The number of persons employed fell 0.2 percent to 148,800,000, while those unemployed declined 1.4 percent to 7,915,000. The nation's unemployment rate remained at 5.1 percent. The labor force participation rate dropped 0.2 of a percentage point to 62.4 percent.

### United States Labor Force September 2014–September 2015 (Seasonally Adjusted)



### North Carolina Labor Force September 2014–September 2015 (Smoothed Seasonally Adjusted)

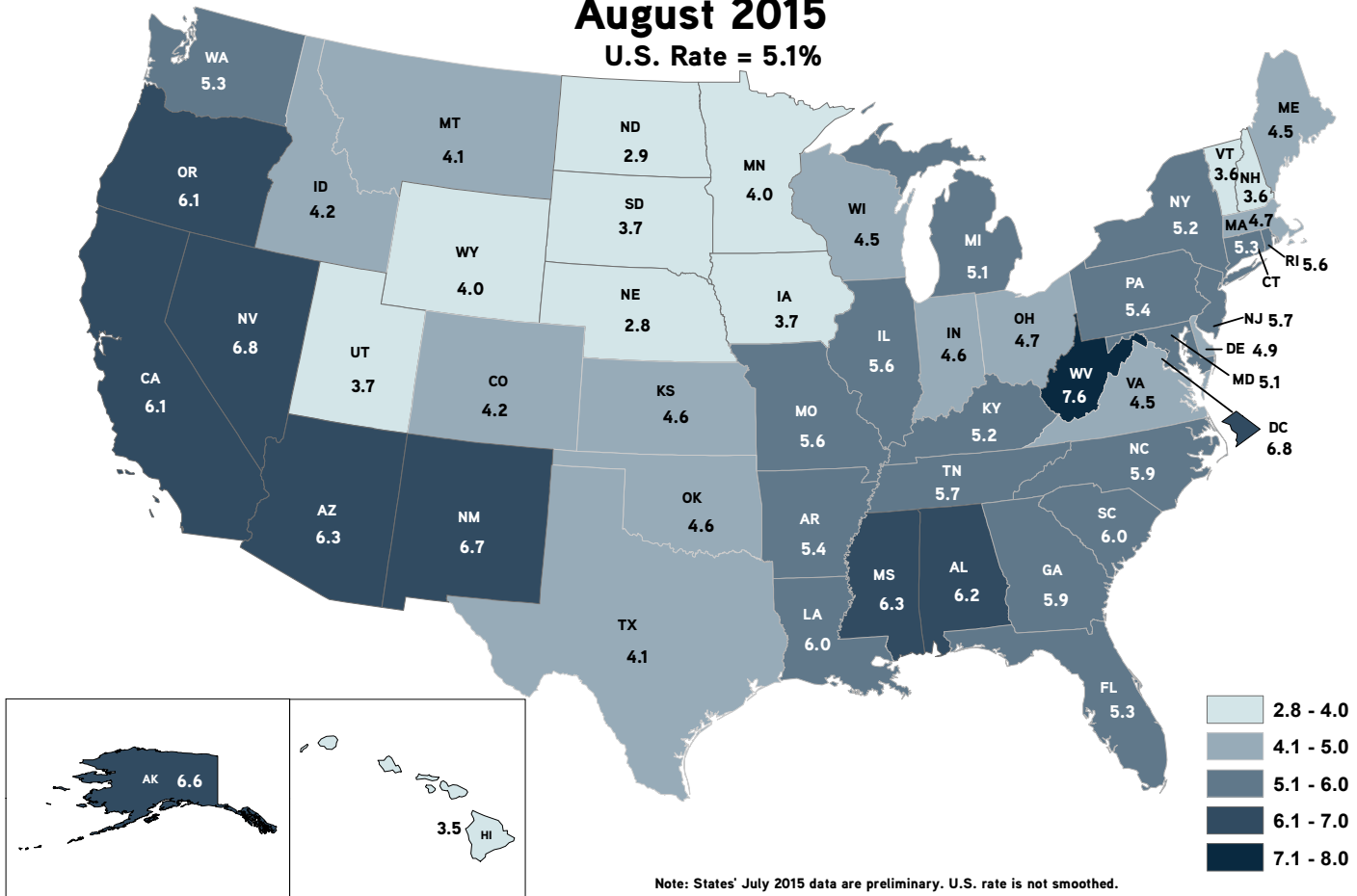


Source: N.C. data: LAUS, Labor & Economic Analysis Division, North Carolina Department of Commerce, U.S. data: Current Population Survey, BLS  
 Note: N.C. September 2015 data are preliminary, other 2015 data are revised, while all other years' data reflect annual revision and new seasonal adjustments.  
 More information can be found at: <http://esesc23.esc.state.nc.us/d4/LausSelection.aspx>



# Unemployment Rates by State Smoothed Seasonally Adjusted August 2015

U.S. Rate = 5.1%



More information can be found at: <http://www.bls.gov/lau/>

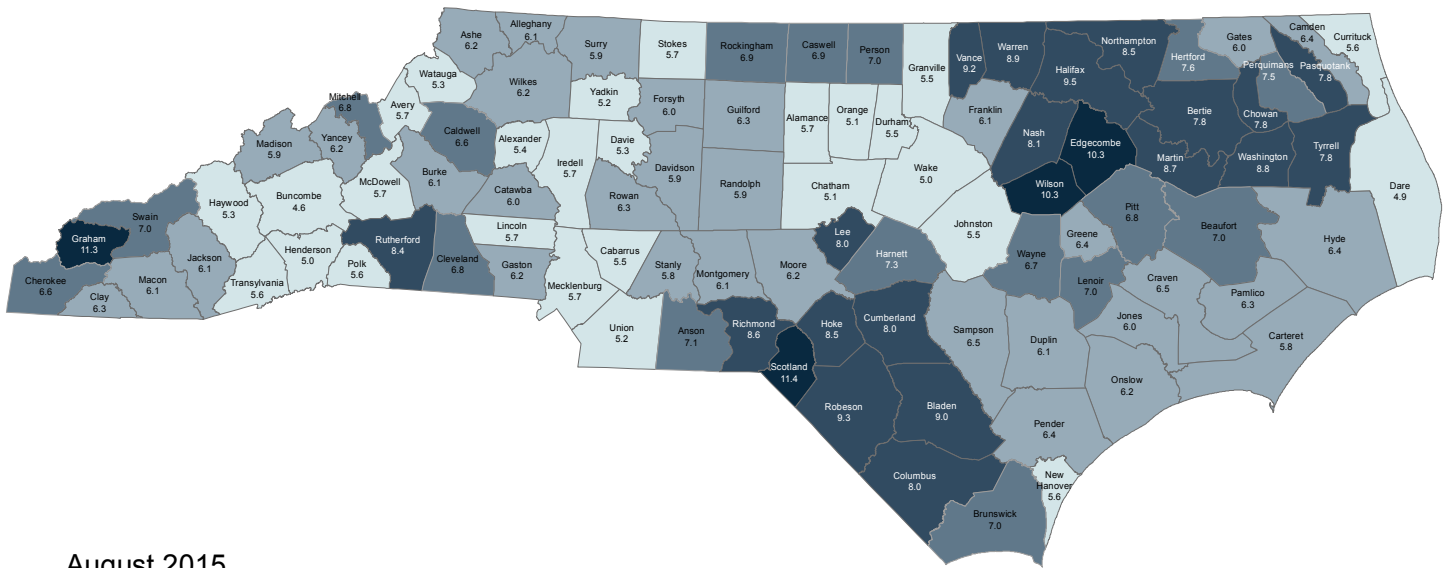
Nebraska had the lowest jobless rate in August at 2.8 percent, followed by North Dakota at 2.9 percent. West Virginia had the highest rate at 7.6 percent. In total, 17 states had unemployment rates significantly lower than the U.S. rate of 5.1 percent; 13 states and the District of Columbia had measurably higher rates; and 20 states had rates that were not appreciably different from that of the nation.

In August, eight states' unemployment rates decreased significantly over the month, the largest being South Carolina (0.4 of a percentage point). Two states had significant over-the-month rate increases — New Mexico (0.2 of a percentage point) and Nebraska (0.1 of a percentage point). The remaining 40 states and the District of Columbia had jobless rates that were not measurably different from those of a month earlier, though some had changes that were at least as large numerically as the significant changes.

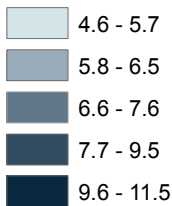
Twenty-five states and the District of Columbia had statistically significant unemployment rate declines from August 2014, the largest of which occurred in Rhode Island (1.8 percentage points) and Michigan (1.7 percentage points). The only significant over-the-year rate increase was in West Virginia (1.2 percentage points). The remaining 24 states had rates that were not appreciably different from those of a year earlier.

Among North Carolina's neighboring states, unemployment rates fell in South Carolina (0.4 of a percentage point), Virginia (0.3 of a percentage point), Georgia (0.1 of a percentage point), and Tennessee was unchanged.

# North Carolina Unemployment Rates by County August 2015



## August 2015



- ▲ 4 Counties Higher Than Previous Month
- ▼ 86 Counties Lower Than Previous Month
- ▬ 10 Counties Same as Previous Month

**North Carolina Rate 6.1%  
Not Seasonally Adjusted**

Note: August 2015 data are preliminary.  
Prepared by Labor & Economic Analysis, North Carolina Department of Commerce 9\_2015

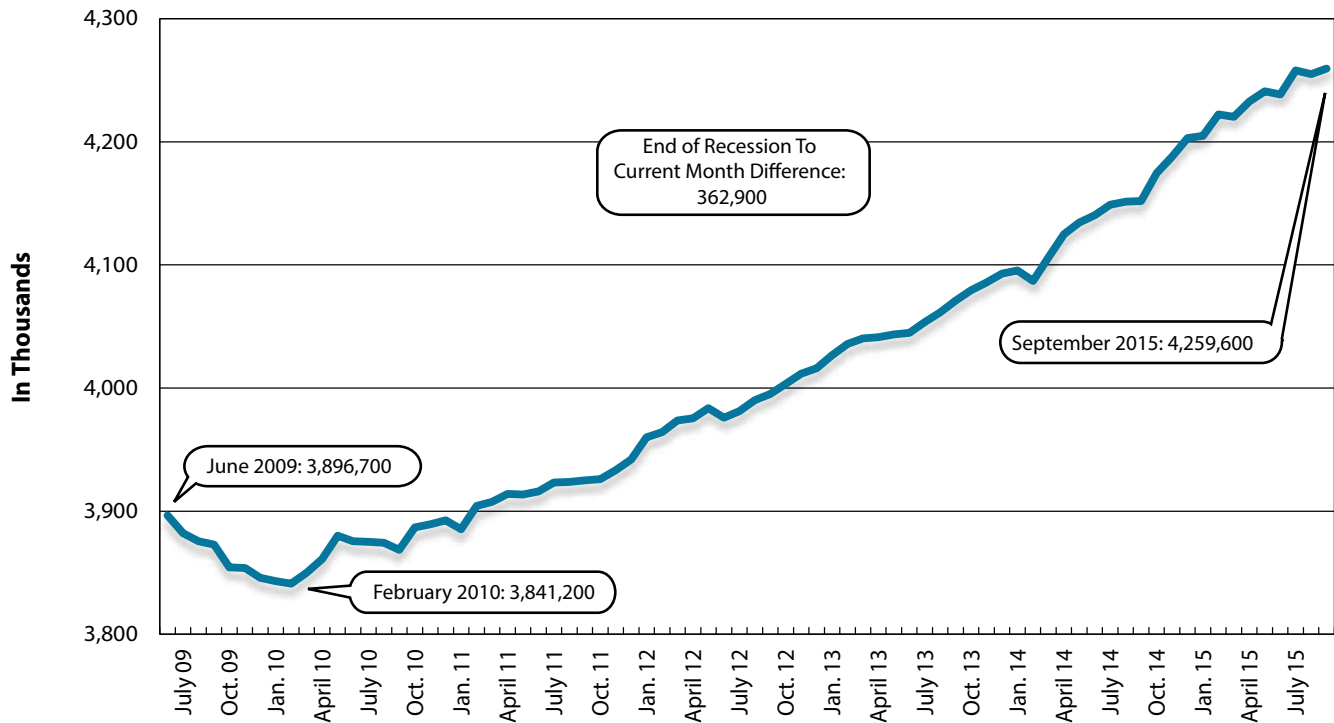
More information can be found at: <http://esesc23.esc.state.nc.us/d4/LausSelection.aspx>

Between July 2015 and August 2015, not seasonally adjusted unemployment rates decreased in 86 of North Carolina's counties, increased in four, and remained unchanged in 10. Lee County had the largest over-the-month decrease at 0.5 of a percentage point. Four counties across the state had unemployment rates at 10.0 percent or above, 92 between 5.0 percent and 10.0 percent, and four at 5.0 percent or below. Forty-four counties were at or below the statewide not seasonally adjusted rate of 6.1 percent. Scotland County had the highest unemployment rate at 11.4 percent, while Buncombe County had the lowest at 4.6 percent.

Over the year, not seasonally adjusted unemployment rates fell in 91 counties, increased in seven, and remained unchanged in two. Graham County experienced the largest over-the-year decrease of 3.2 percentage points. The August 2014 county rates ranged from 14.5 percent in Graham County to 4.9 percent in Buncombe County.

## North Carolina Total Nonfarm Employment June 2009–September 2015

(Seasonally Adjusted)



Source: CES, Labor & Economic Analysis Division, North Carolina Department of Commerce. More information can be found at: <http://esesc23.esc.state.nc.us/d4/CesSelection.aspx>  
 Note: September 2015 data are preliminary, other 2015 data are revised, while all other years' data are benchmarked. Recession represents the dates December 2007–June 2009.

The last recession began in December 2007 and ended June 2009. Based on this designation, the national recession officially lasted 18 months.

While the recession officially began in December 2007, North Carolina's seasonally adjusted Total Nonfarm employment peaked in February 2008 at 4,174,400. The state reached its lowest level of Total Nonfarm employment in February 2010 when employment reached 3,841,200.

Between the peak in employment in February 2008 and the low of February 2010, North Carolina lost 333,200 jobs — a decrease of 8.0 percent. All major industrial sectors experienced job declines with the exception of Education & Health Services and Government, which experienced modest gains of 6,700 jobs and 4,200 jobs, respectively. The largest job losses were in Manufacturing (98,600), Trade, Transportation & Utilities (73,800), Construction (72,000), and Professional & Business Services (36,500).

Based on September's preliminary employment estimates, North Carolina's economy has gained 418,400 jobs since the low in February 2010, and employment in the Private sector has risen by 425,000. The largest job growth has been in Professional & Business Services, which added 125,900 jobs, followed by Trade, Transportation & Utilities (85,800), and Leisure & Hospitality Services (74,400). The largest job loss occurred in Government with 6,600 jobs.

## North Carolina Industry Employment September 2015

(Seasonally Adjusted, In Thousands)

NAICS Industry	Total Employment			Net & Percent Change			
	September <sup>P</sup> 2015	August <sup>R</sup> 2015	September <sup>B</sup> 2014	From August 2015		From September 2014	
				Net	Percent	Net	Percent
<b>Total Nonfarm</b>	<b>4,259.6</b>	<b>4,254.9</b>	<b>4,152.0</b>	<b>4.7</b>	<b>0.1%</b>	<b>107.6</b>	<b>2.6%</b>
<b>Total Private</b>	<b>3,548.9</b>	<b>3,542.6</b>	<b>3,437.9</b>	<b>6.3</b>	<b>0.2%</b>	<b>111.0</b>	<b>3.2%</b>
<b>Goods Producing</b>	<b>656.5</b>	<b>661.1</b>	<b>634.8</b>	<b>-4.6</b>	<b>-0.7%</b>	<b>21.7</b>	<b>3.4%</b>
<b>Service Providing</b>	<b>3,603.1</b>	<b>3,593.8</b>	<b>3,517.2</b>	<b>9.3</b>	<b>0.3%</b>	<b>85.9</b>	<b>2.4%</b>
<b>Private Service Providing</b>	<b>2,892.4</b>	<b>2,881.5</b>	<b>2,803.1</b>	<b>10.9</b>	<b>0.4%</b>	<b>89.3</b>	<b>3.2%</b>
<b>Mining &amp; Logging</b>	<b>5.2</b>	<b>5.5</b>	<b>5.5</b>	<b>-0.3</b>	<b>-5.5%</b>	<b>-0.3</b>	<b>-5.5%</b>
<b>Construction</b>	<b>189.7</b>	<b>193.0</b>	<b>179.6</b>	<b>-3.3</b>	<b>-1.7%</b>	<b>10.1</b>	<b>5.6%</b>
<b>Manufacturing</b>	<b>461.6</b>	<b>462.6</b>	<b>449.7</b>	<b>-1.0</b>	<b>-0.2%</b>	<b>11.9</b>	<b>2.6%</b>
Durable Goods	254.9	255.5	240.1	-0.6	-0.2%	14.8	6.2%
Nondurable Goods	206.7	207.1	209.6	-0.4	-0.2%	-2.9	-1.4%
<b>Trade, Transportation &amp; Utilities</b>	<b>795.1</b>	<b>796.0</b>	<b>778.5</b>	<b>-0.9</b>	<b>-0.1%</b>	<b>16.6</b>	<b>2.1%</b>
Wholesale Trade	181.5	181.7	177.6	-0.2	-0.1%	3.9	2.2%
Retail Trade	482.5	483.4	472.7	-0.9	-0.2%	9.8	2.1%
Transportation, Warehousing & Utilities	131.1	130.9	128.2	0.2	0.2%	2.9	2.3%
<b>Information</b>	<b>74.7</b>	<b>75.4</b>	<b>73.2</b>	<b>-0.7</b>	<b>-0.9%</b>	<b>1.5</b>	<b>2.0%</b>
<b>Financial Activities</b>	<b>222.3</b>	<b>219.2</b>	<b>213.5</b>	<b>3.1</b>	<b>1.4%</b>	<b>8.8</b>	<b>4.1%</b>
Finance & Insurance	165.0	163.2	159.7	1.8	1.1%	5.3	3.3%
Real Estate, Rental & Leasing	57.3	56.0	53.8	1.3	2.3%	3.5	6.5%
<b>Professional &amp; Business Services</b>	<b>598.0</b>	<b>596.1</b>	<b>576.4</b>	<b>1.9</b>	<b>0.3%</b>	<b>21.6</b>	<b>3.7%</b>
Professional, Scientific & Technical Svcs	217.3	216.8	210.0	0.5	0.2%	7.3	3.5%
Management of Companies & Enterprises	83.2	82.7	81.1	0.5	0.6%	2.1	2.6%
Admin. & Support & Waste Mgmt.	297.5	296.6	285.3	0.9	0.3%	12.2	4.3%
<b>Education &amp; Health Services</b>	<b>584.1</b>	<b>581.3</b>	<b>568.6</b>	<b>2.8</b>	<b>0.5%</b>	<b>15.5</b>	<b>2.7%</b>
Educational Services	76.5	79.3	75.2	-2.8	-3.5%	1.3	1.7%
Health Care & Social Assistance	507.6	502.0	493.4	5.6	1.1%	14.2	2.9%
<b>Leisure &amp; Hospitality Services</b>	<b>462.0</b>	<b>458.0</b>	<b>443.3</b>	<b>4.0</b>	<b>0.9%</b>	<b>18.7</b>	<b>4.2%</b>
Arts, Entertainment & Recreation	64.9	64.9	61.1	0.0	0.0%	3.8	6.2%
Accommodation & Food Services	397.1	393.1	382.2	4.0	1.0%	14.9	3.9%
<b>Other Services</b>	<b>156.2</b>	<b>155.5</b>	<b>149.6</b>	<b>0.7</b>	<b>0.5%</b>	<b>6.6</b>	<b>4.4%</b>
<b>Government</b>	<b>710.7</b>	<b>712.3</b>	<b>714.1</b>	<b>-1.6</b>	<b>-0.2%</b>	<b>-3.4</b>	<b>-0.5%</b>
Federal	70.2	70.2	69.1	0.0	0.0%	1.1	1.6%
State	205.0	206.4	206.4	-1.4	-0.7%	-1.4	-0.7%
Local	435.5	435.7	438.6	-0.2	0.0%	-3.1	-0.7%

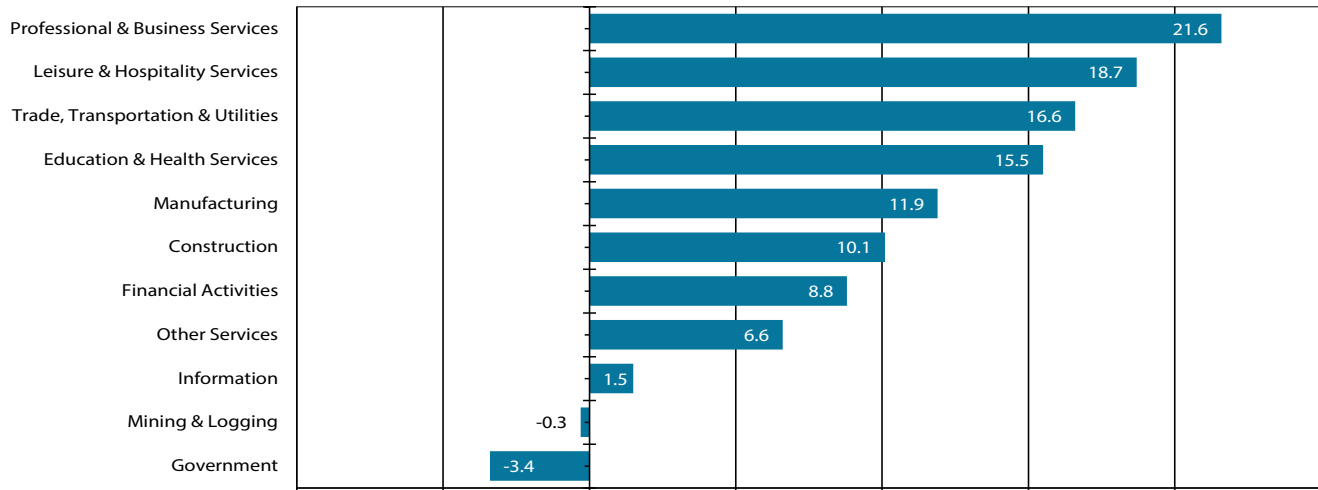
Source: CES, Labor & Economic Analysis Division, North Carolina Department of Commerce.

<sup>P</sup> Preliminary; <sup>R</sup> Revised; <sup>B</sup> Benchmarked; more information can be found at: <http://esesc23.esc.state.nc.us/d4/CesSelection.aspx>



## North Carolina Industry Employment Net Change September 2014–September 2015

(Seasonally Adjusted)



Source: CES, Labor & Economic Analysis Division, North Carolina Department of Commerce. More information can be found at: <http://esesc23.esc.state.nc.us/d4/CesSelection.aspx>

In September 2015, North Carolina's seasonally adjusted Total Nonfarm employment gained 4,700 jobs over the month and 107,600 over the year. The U.S. added 142,000 Total Nonfarm jobs over the month and 2,752,000 over the year.

North Carolina's Private sector grew by 6,300 jobs over the month and 111,000 over the year. The Service Providing industries, which include all industries except Mining & Logging, Construction, and Manufacturing, increased by 9,300 jobs over the month and 85,900 over the year. The Goods Producing industries lost 4,600 jobs over the month, but gained 21,700 over the year.

Seasonally adjusted, five of the 11 major North Carolina industrial sectors had job gains over the month. Leisure & Hospitality Services reported the largest net increase (4,000), followed by Financial Activities (3,100); Education & Health Services (2,800); Professional & Business Services (1,900); and Other Services (700). Of the remaining six industrial sectors, Construction had the largest net decrease (3,300), followed by Government (1,600); Manufacturing (1,000); Trade, Transportation & Utilities (900); Information (700); and Mining & Logging (300).

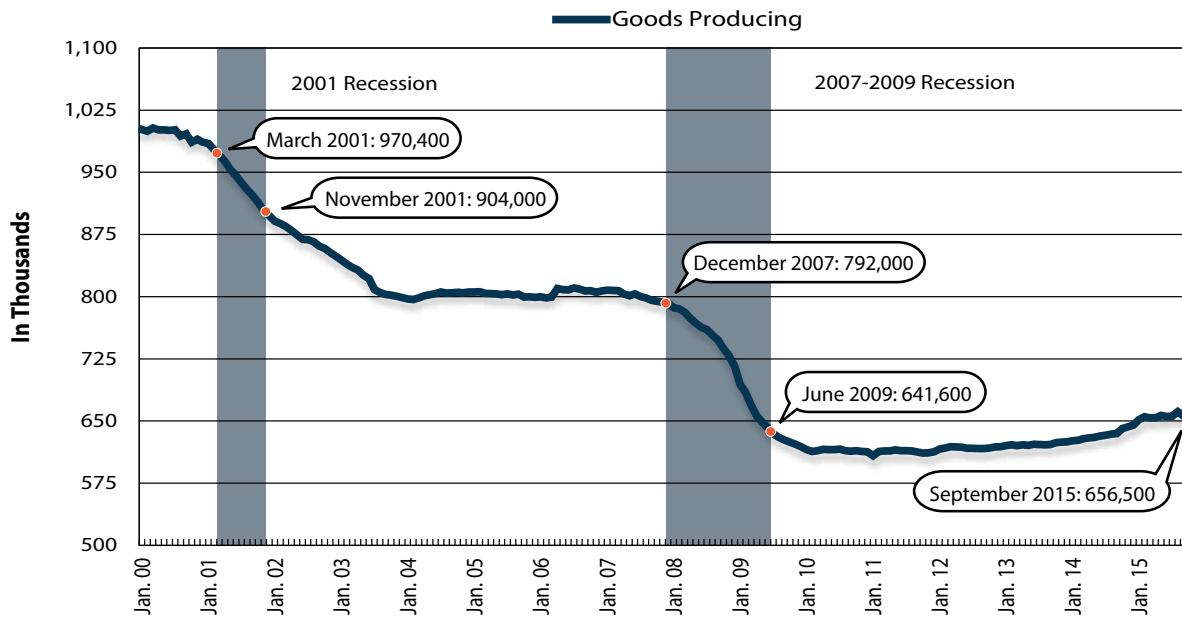
It is important to note that industry employment estimates are subject to large seasonal patterns. Seasonal adjustment factors are applied to the data. However, these factors may not fully capture the seasonal trend. Therefore, when interpreting the changes in industry employment, it is advisable to focus on over-the-year changes in both the seasonally adjusted and not seasonally adjusted series.

Nine major industrial sectors experienced seasonally adjusted job growth over the year. Professional & Business Services increased by 21,600, due to gains in Admin. & Support & Waste Management & Remediation Services (12,200), Professional, Scientific & Technical Services (7,300), and Management of Companies & Enterprises (2,100). Leisure & Hospitality Services gained 18,700 jobs due to increases in Accommodation & Food Services (14,900) and Arts, Entertainment & Recreation (3,800). Trade, Transportation & Utilities grew by 16,600 with gains in Retail Trade (9,800), Wholesale Trade (3,900), and Transportation & Utilities (2,900). Education & Health Services rose by 15,500 with gains in Health Care & Social Assistance (14,200), and in Educational Services (1,300). Manufacturing added 11,900 jobs with a gain in Durable Goods (14,800) and a loss in Nondurable Goods (2,900). Construction increased 10,100 jobs. Financial Activities grew by 8,800 jobs with gains in Finance & Insurance (5,300) and Real Estate & Rental & Leasing (3,500). Other Services added 6,600 jobs, and Information, 1,500 jobs.

Of the two remaining major industrial sectors, Government decreased by 3,400 jobs as the result of losses in Local Government (3,100), State Government (1,400), and a gain in Federal Government (1,100). Mining & Logging lost 300 jobs.

## North Carolina Goods Producing January 2000–September 2015

(Seasonally Adjusted)



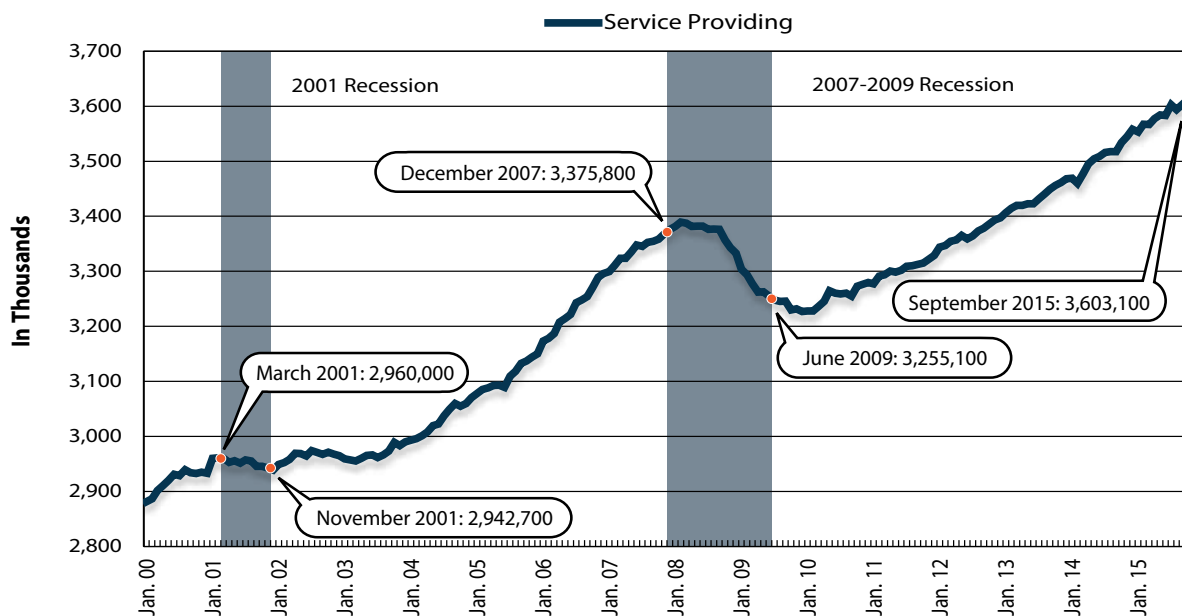
Source: CES, North Carolina Department of Commerce, Labor & Economic Analysis Division

Note: September 2015 data are preliminary, while all other data are benchmarked. Recession periods documented in above graph represent the dates March 2001–November 2001, and December 2007–June 2009. More information can be found at: <http://esesc23.esc.state.nc.us/d4/CesSelection.aspx>

Since the beginning of the 2007 national recession (December 2007), North Carolina has lost 135,500 Goods Producing jobs, but has gained 14,900 jobs since the end of the recession in June 2009.

## North Carolina Service Providing January 2000–September 2015

(Seasonally Adjusted)



Source: CES, Labor & Economic Analysis Division, North Carolina Department of Commerce.

Note: September 2015 data are preliminary, while all other data are benchmarked. Recession periods documented in above graph represent the dates March 2001–November 2001, and December 2007–June 2009. More information can be found at: <http://esesc23.esc.state.nc.us/d4/CesSelection.aspx>

Since the beginning of the 2007 national recession (December 2007), North Carolina's Service Providing sector has gained 227,300 jobs and 348,000 jobs since the end of the recession in June 2009.





## North Carolina Industry Supersector Employment September 2015

(Not Seasonally Adjusted, In Thousands)

NAICS Industry	Total Employment			Net & Percent Change			
	September <sup>P</sup> 2015	August <sup>B</sup> 2015	September <sup>B</sup> 2014	From August 2015		From September 2014	
				Net	Percent	Net	Percent
<b>Total Nonfarm</b>	4,269.0	4,260.6	4,170.4	8.4	0.2%	98.6	2.4%
<b>Total Private</b>	3,555.0	3,578.3	3,455.0	-23.3	-0.7%	100.0	2.9%
<b>Goods Producing</b>	661.3	664.6	640.0	-3.3	-0.5%	21.3	3.3%
<b>Service Providing</b>	3,607.7	3,596.0	3,530.4	11.7	0.3%	77.3	2.2%
<b>Private Service Providing</b>	2,893.7	2,913.7	2,815.0	-20.0	-0.7%	78.7	2.8%
<b>Mining &amp; Logging</b>	5.3	5.6	5.6	-0.3	-5.4%	-0.3	-5.4%
<b>Construction</b>	192.9	195.1	182.6	-2.2	-1.1%	10.3	5.6%
<b>Manufacturing</b>	463.1	463.9	451.8	-0.8	-0.2%	11.3	2.5%
<b>Trade, Transportation &amp; Utilities</b>	789.9	796.5	776.6	-6.6	-0.8%	13.3	1.7%
<b>Information</b>	74.6	76.3	72.7	-1.7	-2.2%	1.9	2.6%
<b>Financial Activities</b>	222.9	223.7	214.0	-0.8	-0.4%	8.9	4.2%
<b>Professional &amp; Business Services</b>	600.9	601.7	580.8	-0.8	-0.1%	20.1	3.5%
<b>Education &amp; Health Services</b>	582.2	576.2	569.2	6.0	1.0%	13.0	2.3%
<b>Leisure &amp; Hospitality Services</b>	467.6	482.6	451.9	-15.0	-3.1%	15.7	3.5%
<b>Other Services</b>	155.6	156.7	149.8	-1.1	-0.7%	5.8	3.9%
<b>Government</b>	714.0	682.3	715.4	31.7	4.6%	-1.4	-0.2%

Source: CES, Labor & Economic Analysis Division, North Carolina Department of Commerce.

<sup>P</sup> Preliminary; <sup>B</sup> Benchmarked; more information can be found at: <http://esesc23.esc.state.nc.us/d4/CesSelection.aspx>

The September 2015 not seasonally adjusted Total Nonfarm employment level of 4,269,000 was 8,400 higher than August 2015. Two of the 11 major industries in North Carolina showed over-the-month employment increases: Government had the largest gain at 31,700 (4.6%), followed by Education & Health Services, 6,000 (1.0%).

Of the remaining nine major industries, Leisure & Hospitality Services had the largest decrease in employment at 15,000 (3.1%), followed by Trade, Transportation & Utilities, 6,600 (0.8%); Construction, 2,200 (1.1%); Information, 1,700 (2.2%); Other Services, 1,100 (0.7%); Financial Activities, 800 (0.4%); Manufacturing, 800 (0.2%); Professional & Business Services, 800 (0.1%); and Mining & Logging, 300 (5.4%).

Over the year, the Service Providing sector (all industries except Mining & Logging, Construction, and Manufacturing) had an increase of 77,300 (2.2%) jobs. Professional & Business Services, 20,100 (3.5%), experienced the greatest increase, followed by Leisure & Hospitality Services, 15,700 (3.5%); Trade, Transportation & Utilities, 13,300 (1.7%); Education & Health Services, 13,000 (2.3%); Financial Activities, 8,900 (4.2%); Other Services, 5,800 (3.9%); and Information, 1,900 (2.6%). Government decreased by 1,400 (0.2%).

The Goods Producing sector had a net gain of 21,300 (3.3%) jobs over the year. Manufacturing added 11,300 (2.5%) jobs; Construction increased by 10,300 (5.6%) jobs; while Mining & Logging decreased by 300 (5.4%).

## North Carolina MSA Total Nonfarm Employment September 2015

(Not Seasonally Adjusted, In Thousands)

Metropolitan Statistical Area	Total Employment			Net & Percent Change			
	September <sup>P</sup> 2015	August <sup>B</sup> 2015	September <sup>B</sup> 2014	From August 2015		From September 2014	
				Net	Percent	Net	Percent
Asheville	183.6	181.6	178.4	2.0	1.1%	5.2	2.9%
Burlington	61.3	60.3	59.6	1.0	1.7%	1.7	2.9%
Charlotte/Concord/Gastonia, NC-SC*	1,105.0	1,107.4	1,070.7	-2.4	-0.2%	34.3	3.2%
Durham/Chapel Hill	298.4	296.4	293.2	2.0	0.7%	5.2	1.8%
Fayetteville	127.5	125.4	127.0	2.1	1.7%	0.5	0.4%
Goldsboro	41.5	41.3	42.2	0.2	0.5%	-0.7	-1.7%
Greensboro/High Point	359.7	357.2	350.7	2.5	0.7%	9.0	2.6%
Greenville	78.0	77.4	78.4	0.6	0.8%	-0.4	-0.5%
Hickory/Lenoir/Morganton	146.7	146.0	147.2	0.7	0.5%	-0.5	-0.3%
Jacksonville	49.6	50.2	49.2	-0.6	-1.2%	0.4	0.8%
New Bern	43.5	43.7	43.7	-0.2	-0.5%	-0.2	-0.5%
Raleigh	576.8	575.9	562.1	0.9	0.2%	14.7	2.6%
Rocky Mount	55.8	55.2	56.8	0.6	1.1%	-1.0	-1.8%
Wilmington	119.4	119.7	117.5	-0.3	-0.3%	1.9	1.6%
Winston-Salem	262.1	256.9	254.7	5.2	2.0%	7.4	2.9%

Source: CES, Labor & Economic Analysis Division, North Carolina Department of Commerce.

<sup>P</sup> Preliminary; <sup>B</sup> Benchmarked; more information can be found at: <http://esesc23.esc.state.nc.us/d4/CesSelection.aspx>. \*Only includes claims activity in North Carolina.

In September 2015 not seasonally adjusted data, North Carolina's Metropolitan Statistical Areas (MSAs) Total Nonfarm employment varied. The Winston-Salem MSA posted the largest increase of 5,200 jobs, while the Charlotte/Concord/Gastonia MSA had the greatest loss at 2,400 jobs.

**Mining, Logging & Construction** employment remained unchanged in all but four MSAs. Charlotte/Concord/Gastonia reported the largest loss at 700 jobs, followed by Raleigh (400), Durham/Chapel Hill (100), and Winston-Salem (100).

**Manufacturing** employment varied across the MSAs. Winston-Salem had the highest gain of 500 jobs, while Charlotte/Concord/Gastonia posted the largest loss at 1,300 jobs due to a decrease in Durable Goods (1,500) and a gain in Nondurable Goods (200).

**Trade, Transportation & Utilities** employment varied across the MSAs. Asheville and Greensboro/High Point showed the largest increases at 500 jobs each due to gains in Retail Trade (400) and Transportation, Warehousing & Utilities (100). Charlotte/Concord/Gastonia had the largest decrease of 2,600 jobs due to losses in Retail Trade (1,700); Transportation, Warehousing & Utilities (500); and Wholesale Trade (400).

**Information** employment either decreased or remained unchanged across the MSAs. Raleigh had the largest loss at 300 jobs.

**Financial Activities** employment varied across the MSAs. Charlotte/Concord/Gastonia reported the greatest loss of 300 jobs due to decreases in Real Estate & Rental & Leasing (200), and Finance & Insurance (100). Greensboro/High Point and Raleigh each posted a gain of 100 jobs.

**Professional & Business Services** employment varied across the MSAs. Winston-Salem had the largest increase of 1,500 jobs with all of the gain coming from Administrative Support, Waste Management & Remediation Services. Greensboro/High Point experienced the greatest loss of 1,000 jobs due to declines in Administrative Support, Waste Management & Remediation Services (700), and Professional, Scientific & Technical Services (300).

**Education & Health Services** employment increased all but one MSA. Greensboro/High Point had the greatest growth with 1,400 jobs, while Greenville remained at 9,800.

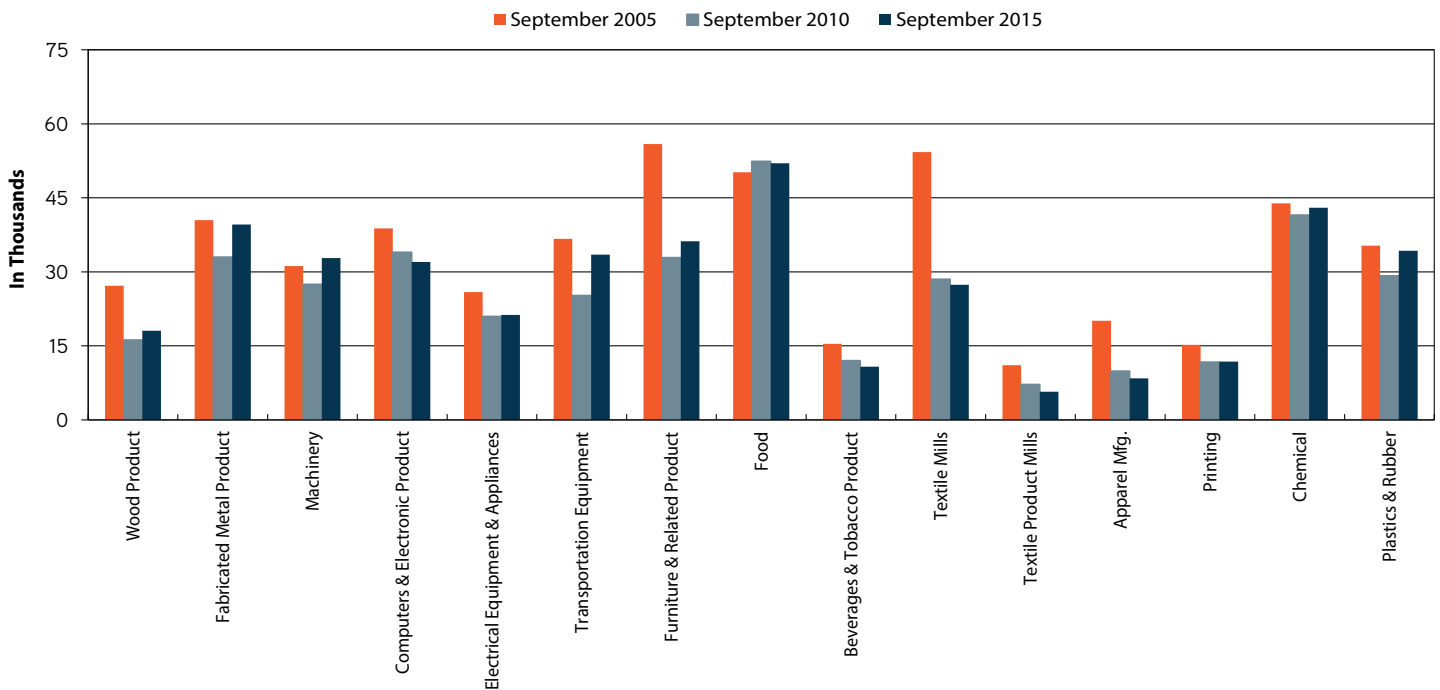
**Leisure & Hospitality Services** employment varied across the MSAs. Charlotte/Concord/Gastonia reported the greatest loss of 5,200 jobs due to decreases in Accommodation & Food Services (3,200), and Arts, Entertainment & Recreation (2,000). Hickory/Lenoir/Morganton and Winston-Salem both experienced the largest increases of 300 jobs.

**Other Services** employment varied across the MSAs. Charlotte/Concord/Gastonia posted the largest gain of 800 jobs, while Raleigh had the greatest loss of 500 jobs.

**Government** employment increased across all of the MSAs. Charlotte/Concord/Gastonia had the largest gain of 6,000 due to growth in Local Government (4,600) and State Government (1,400). Federal Government (9,800) showed no change over the month.

### Employment Change in North Carolina Manufacturing Industries Comparison of September 2005, 2010 & 2015

(Not Seasonally Adjusted)



Source: CES, Labor & Economic Analysis Division, North Carolina Department of Commerce.

Note: 2015 data are preliminary, while 2005 and 2010 data are benchmarked. More information can be found at: <http://esesc23.esc.state.nc.us/d4/CesSelection.aspx>

Not seasonally adjusted, the Manufacturing industrial sector lost 800 jobs over the month with a gain in Nondurable Goods (800) and a loss in Durable Goods (1,600).

Over the year, Manufacturing increased by 11,300 jobs with a gain in Durable Goods (14,300) and a loss in Nondurable Goods (3,000).

Of North Carolina's six largest Manufacturing industries in September 2005, five have experienced job losses over the past 10 years: Textile Mills, 26,900; Furniture & Related Product, 19,700; Computer & Electronic Product, 6,800; and both Fabricated Metal Product and Chemical, 900. Food gained 1,800 jobs.

Of North Carolina's six largest Manufacturing industries in September 2010, three have experienced job losses over the past five years. Computer & Electronic Product, 2,000; Textile Mills, 1,100; and Food, 400. Of the remaining three, Fabricated Metal Product gained 6,600 jobs; Furniture & Related Product, 3,300; and Chemical, 1,500.

## Hours and Earnings September 2014–September 2015

(Not Seasonally Adjusted)

	Average Weekly Hours			Average Hourly Earnings			Average Weekly Earnings		
	Total Private	Mfg.	Production	Total Private	Mfg.	Production	Total Private	Mfg.	Production
<b>September 2014</b>	<b>34.7</b>	<b>42.9</b>	<b>43.9</b>	<b>\$21.84</b>	<b>\$21.22</b>	<b>\$16.66</b>	<b>\$757.85</b>	<b>\$910.34</b>	<b>\$731.37</b>
October	34.6	42.4	43.3	\$21.76	\$21.09	\$16.65	\$752.90	\$894.22	\$720.95
November	35.1	43.0	43.6	\$22.09	\$21.28	\$16.80	\$775.36	\$915.04	\$732.48
December	34.7	42.6	43.4	\$21.81	\$21.13	\$16.73	\$756.81	\$900.14	\$726.08
January	34.2	41.7	42.4	\$22.05	\$21.25	\$16.91	\$754.11	\$886.13	\$716.98
February	34.5	41.3	41.9	\$22.36	\$21.44	\$16.85	\$771.42	\$885.47	\$706.02
March	34.9	41.8	43.0	\$22.03	\$21.19	\$16.77	\$768.85	\$885.74	\$721.11
April	34.4	41.3	42.8	\$22.04	\$21.27	\$16.89	\$758.18	\$878.45	\$722.89
May	34.5	41.3	42.5	\$22.10	\$21.35	\$17.02	\$762.45	\$881.76	\$723.35
June	34.5	40.9	42.5	\$22.03	\$21.09	\$16.92	\$760.04	\$862.58	\$719.10
July	34.5	40.8	41.6	\$22.13	\$21.01	\$17.00	\$763.49	\$857.21	\$707.20
August	35.0	41.3	42.1	\$22.54	\$21.15	\$17.05	\$788.90	\$873.50	\$717.81
<b>September 2015</b>	<b>34.3</b>	<b>40.7</b>	<b>41.8</b>	<b>\$22.32</b>	<b>\$20.97</b>	<b>\$17.04</b>	<b>\$765.58</b>	<b>\$853.48</b>	<b>\$712.27</b>

Source: CES, Labor & Economic Analysis Division, North Carolina Department of Commerce. Note: September 2015 data are preliminary, other 2015 data are revised, while 2014 data are benchmarked. More information can be found at: <http://esesc23.esc.state.nc.us/d4/CesSelection.aspx>

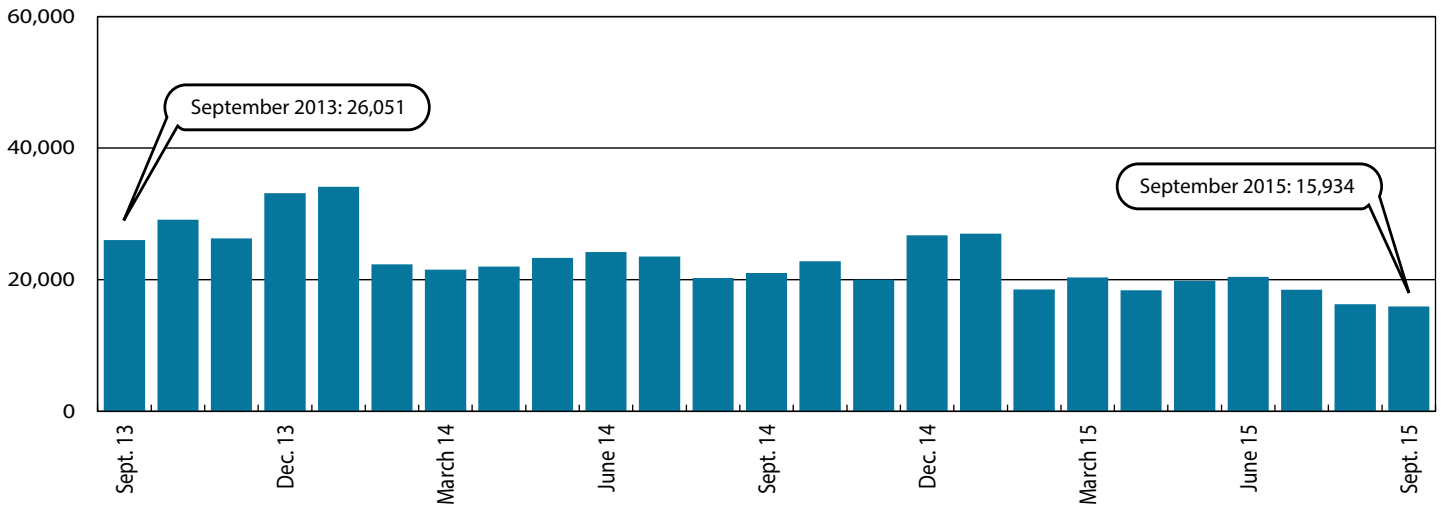
Each month, the Current Employment Statistics program provides measures of payroll and hours for all employees of private Nonfarm establishments for the nation, each state, and more than 400 Metropolitan Statistical Areas.

In North Carolina, Total Private Hours and Earnings posted over-the-month decreases in Average Weekly Earnings, Average Hourly Earnings, and Average Weekly Hours. Average Weekly Earnings fell by \$23.32 to \$765.58; Average Hourly Earnings decreased by \$0.22 to \$22.32; and Average Weekly Hours declined by 0.7 (42 minutes) at 34.3. Over the year, Total Private Hours & Earnings posted gains in Average Weekly Earnings, \$7.73; Average Hourly Earnings, \$0.48; and a decrease in Average Weekly Hours, 0.4 (24 minutes).

In North Carolina, Manufacturing Hours and Earnings posted over-the-month declines in Average Weekly Earnings, Average Hourly Earnings, and Average Weekly Hours. Average Weekly Earnings decreased by \$20.02 to \$853.48; Average Hourly Earnings dropped \$0.18 to \$20.97; and Average Weekly Hours fell by 0.6 (36 minutes) to 40.7. Over the year, Manufacturing Hours & Earnings had losses in Average Weekly Earnings, \$56.86; Average Hourly Earnings, \$0.25; and Average Weekly Hours, 2.2 (132 minutes).

In North Carolina, Production Hours and Earnings posted over-the-month decreases in Average Hourly Earnings, Average Weekly Earnings, and Average Weekly Hours. Average Hourly Earnings declined by \$0.01 to \$17.04; Average Weekly Earnings dropped by \$5.54 to \$712.27; and Average Weekly Hours fell by 0.3 (18 minutes) to 41.8. Over the year, Production Hours & Earnings gained in Average Hourly Earnings, \$0.38, and losses in Average Weekly Earnings, \$19.10; and Average Weekly Hours, 2.1 (126 minutes).

### North Carolina Regular UI Initial Claims Activity September 2013–September 2015



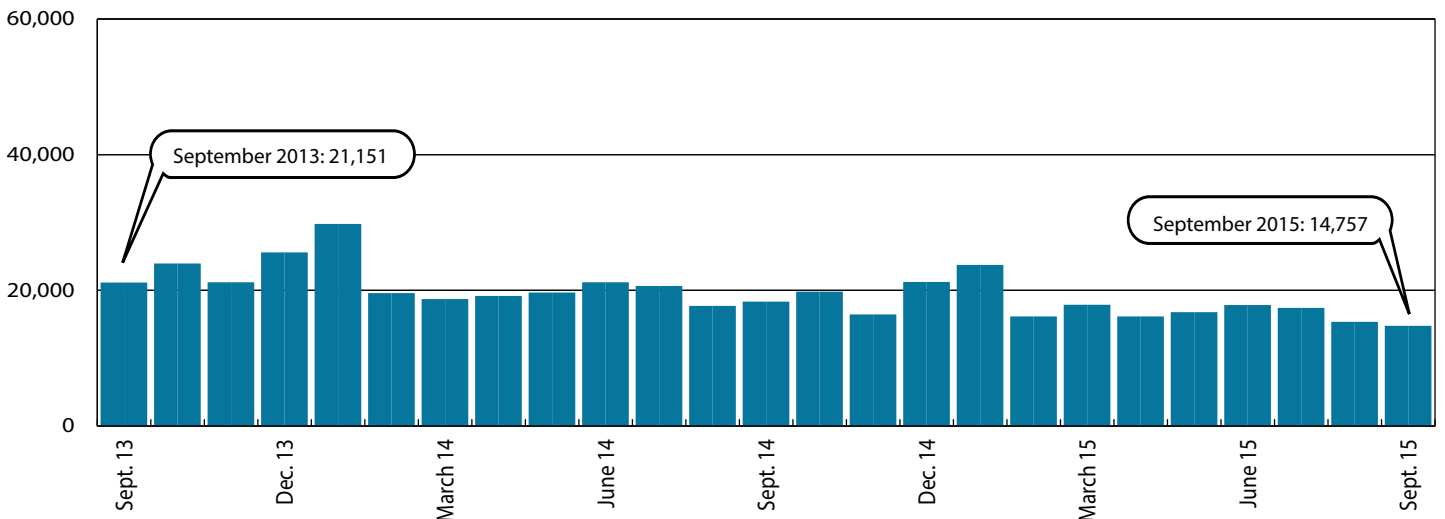
Source: WRE, Labor & Economic Analysis Division, North Carolina Department of Commerce. More information can be found at: <https://www.ncesc1.com>

Regular Initial Claims, which totaled 15,934 for the month ending Sept. 30, 2015, decreased 365 (2%) from the prior month’s total of 16,299. Regular Initial Claims were down 5,089 (24%) compared to 21,023 in September 2014; decreased 10,117 (39%) compared to 26,051 in 2013; fell 26,428 (62%) compared to 42,362 in 2012; dropped 39,149 (71%) compared to 55,083 in 2011; and decreased 37,934 (70%) compared to 53,868 in September 2010.

Attached Initial Claims accounted for less than 1.0 percent of the Initial Claims for the months ending Sept. 30, 2015; Sept. 30, 2014; and Sept. 30, 2013. They accounted for 16,901 (40%) of the 42,362 Initial Claims for the same period in 2012; 24,572 (45%) of 55,083 claims in 2011; and 21,487 (40%) of 53,868 claims in 2010.

For the month ending Sept. 30, 2015, decreases in Initial Claims were most notable in the following industries: Administrative and Support Services; Educational Services; Social Assistance; Nursing and Residential Care Facilities; and Ambulatory Health Care Services. Increases in Initial Claims were most notable in the following industries: Specialty Trade Contractors; Food Manufacturing; Textile Mills; Gasoline Stations; Accommodation; Food and Beverage Stores; Textile Product Mills; Miscellaneous Store Retailers; and Amusements, Gambling, and Recreation.

### North Carolina New Claims Activity September 2013–September 2015



Source: WRE, Labor & Economic Analysis Division, North Carolina Department of Commerce. More information can be found at: <https://www.ncesc1.com>

## North Carolina MSA Regular UI Initial Claims Activity September 2015

Metropolitan Statistical Area	Transactions	Individuals				Regular UI Benefits*
	Initial Claims	Female	African-American	White	45 Years and Older	
Asheville	454	240	54	381	200	\$499,135
Burlington	280	135	109	151	95	\$259,259
Charlotte/Concord/Gastonia, NC-SC**	3,472	1,799	1,622	1,565	1,294	\$4,555,044
Durham-Chapel Hill	730	366	408	264	283	\$933,220
Fayetteville	695	348	423	187	205	\$643,297
Goldsboro	215	88	133	66	68	\$179,907
Greensboro-High Point	1,402	693	670	619	488	\$1,529,186
Greenville	285	146	175	99	69	\$289,840
Hickory/Lenoir/Morganton	536	234	61	425	207	\$544,270
Jacksonville	251	123	67	150	77	\$207,993
Myrtle Beach/Conway/North Myrtle Beach, SC-NC**	163	80	39	117	69	\$216,830
New Bern	187	88	80	90	57	\$160,157
Raleigh	1,838	913	763	922	751	\$2,664,762
Rocky Mount	317	167	237	66	100	\$372,979
Virginia Beach-Norfolk-Newport News, VA-NC**	45	31	3	39	19	\$31,612
Wilmington	501	208	129	351	190	\$653,376
Winston-Salem	971	501	346	555	382	\$1,198,647
<b>MSA Total</b>	<b>12,342</b>	<b>6,160</b>	<b>5,319</b>	<b>6,047</b>	<b>4,554</b>	<b>\$14,939,515</b>
<b>NC Statewide Total</b>	<b>15,934</b>	<b>7,867</b>	<b>6,907</b>	<b>7,740</b>	<b>5,736</b>	<b>\$19,999,002</b>
<b>Percent of MSA Total of NC Statewide Total</b>	<b>77.5%</b>	<b>78.3%</b>	<b>77.0%</b>	<b>78.1%</b>	<b>79.4%</b>	<b>74.7%</b>

Source: WRE, Labor & Economic Analysis Division, North Carolina Department of Commerce. Note: 'Regular Initial Claims' represent transactions and not individuals.

\*Does not include Extended Benefits and Federal Additional Compensation. \*\*Only includes claims activity in North Carolina. More information can be found at: <https://www.ncsc1.com>

The Division of Employment Security paid \$20,549,916 in Unemployment Insurance (UI) benefits to unemployed claimants across North Carolina during September 2015. These payments include state and federally funded benefits. North Carolina paid \$19,999,002 in regular UI benefits from the State UI program to 23,953 individuals during the month — a decrease of 4,828 claimants since August 2015. A total of \$541,491 in benefits was paid in Unemployment Compensation for Federal Employees (UCFE) and Unemployment Compensation for Ex-Service Members (UCX) administered under Regular UI. There were 82,911 weeks compensated for Regular UI under the State UI program, with an average UI weekly benefit amount of \$241.21 (maximum weekly benefit is \$350).

In September 2015, benefits paid for the Emergency Unemployment Compensation EUC (all tiers), Extended Benefits (EB), and Federal Additional Compensation (FAC) programs totaled \$9,423. These benefits were paid through federal dollars. The Emergency Unemployment Compensation program (EUC08) ended in North Carolina on June 29, 2013; however, North Carolina will continue to pay EUC08 benefits for weeks prior to this date.

During September 2015, the NC UI Trust and State Reserve Funds collected \$3.3 million in UI taxes and reported interest of \$105,193.80. The Unemployment Insurance Trust Fund balance was \$757.8 million on Sept. 30, 2015. The State Reserve Fund had a balance of \$202.1 million.

## Glossary of Terms

**Employment:** Used in Current Employment Statistics (CES), industry or establishment data referring to persons on establishment payrolls who received pay for any part of the pay period that includes the 12<sup>th</sup> day of the month. The data exclude proprietors, the unincorporated self-employed, unpaid volunteer or family workers, farm workers, and domestic workers. Salaried officers of corporations are included. Government employment covers only civilian employees; military personnel are excluded. Employees of the Central Intelligence Agency, the National Security Agency, the National Imagery and Mapping Agency, and the Defense Intelligence Agency also are excluded. Persons on establishment payrolls who are on paid sick leave (for cases in which pay is received directly from the firm), on paid holiday, or on paid vacation, or who work during a part of the pay period even though they are unemployed, or on strike during the rest of the period, are counted as employed. Not counted as employed are persons who are on layoff, on leave without pay, or on strike for the entire period, or who were hired but have not yet reported during the period. Employment is calculated by work location, not residency. Individuals may be counted more than once if they hold multiple jobs.

Used in Local Area Unemployment Statistics (LAUS), individuals 16 years of age and older who worked during the week that includes the 12<sup>th</sup> of the month for, (a) pay, (b) unpaid for 15 hours or more in a family-owned business, or (c) in their own business, profession or farm. Persons temporarily absent from their jobs due to illness, bad weather, vacation, labor dispute, or personal reasons are included. Individuals whose only activity consists of work around the house and/or volunteer work for religious, charitable, and similar organizations are excluded. Employment is calculated by residency, not work location. Each employed person is counted once even if working multiple jobs.

**Extended Benefits (EB):** The supplemental program that pays extended compensation during periods of specified high unemployment in a state to individuals for weeks of unemployment after exhaustion of regular Unemployment Insurance benefits. One-half of EB is funded by the state trust fund. The beginning date, duration and ending date of this program are “triggered” by a specified unemployment rate during a specified period of time.

**Federal Additional Compensation (FAC):** A supplemental program that pays an additional \$25 for any week for which an individual is eligible to receive at least \$1.00 under any unemployment compensation program currently in effect.

**Full-time Workers:** Persons who work 35 hours or more per week.

**Goods Producing:** Industries including Mining, Construction and Manufacturing.

**Hours of Work:** The number of hours worked during the survey week. Individuals who work at least 35 hours are designated full-time workers; persons who work less than that are considered part time.

**Industry:** A group of establishments that produce similar products or provide similar services. For example, all establishments that manufacture automobiles are in the same industry. A given industry, or even a particular establishment in that industry, might have employees in dozens of occupations. The North American Industry Classification System (NAICS) groups similar establishments into industries.

**Initial Claim:** Includes new and additional initial claims. An additional initial claim is a subsequent initial claim filed to reopen a claim series during an existing benefit year. This occurs if a person again becomes unemployed when a break of one week or more has occurred in the claim series due to intervening employment.

**Interest Earned:** The amount of interest earned on the Unemployment Trust Fund account (unpublished US Treasury reports).

**Labor Force Participation Rate (LFP):** The proportion of the civilian noninstitutional population that is in the civilian labor force (e.g. employed or unemployed and actively seeking work).

**Labor Market Information:** Used to describe the delivery of labor force, employment, unemployment, wage, supply and demand, occupational, industrial, economic, and demographic data for the analysis of manpower problems.

**Local Area Unemployment Statistics (LAUS):** A federal Bureau of Labor Statistics (BLS)/state North Carolina Department of Commerce, Labor and Economic Analysis Division cooperative statistical program which produces monthly and annual labor force, employment, unemployment, and unemployment rate estimates by place of residence for many geographic regions including states, counties, metropolitan and micropolitan statistical areas, and selected cities.

**Manufacturing Hours and Earnings:** Based on gross payrolls and corresponding paid hours:

**Total Private Hours and Earnings** – Includes data collected for all paid, private-sector workers (including production employees). Executives, managers and supervisors are excluded.

**All Employees Hours and Earnings** – Reported as all persons who received pay (including holiday and sick) for any part of the payroll period including the 12<sup>th</sup> day of the month.

**Production Workers Hours and Earnings** – Workers in the Goods Producing industries up through the level of working supervisors who engage directly in the manufacturing of the establishment's product.

**Total Gross Pay** – Includes regular wages and salaries, paid leave, incentive pay, bonuses paid each pay period and severance paid over multiple pay periods. Commissions are reported if they are paid at least monthly. Irregular lump sum payments are excluded.

**Maximum Weekly Benefit Amount:** The highest weekly benefit amount provided for a week of total unemployment.

**Metropolitan Statistical Area (MSA):** A federal Office of Management and Budget (OMB) defined area having at least one urbanized area with a population of 50,000 or more. MSAs may include adjacent counties that have a high degree of social and economic integration with the urban core as measured by commuting patterns. North Carolina has 14 MSAs consisting of 39 counties.

**Minimum Weekly Benefit Amount:** The lowest weekly benefit amount for a week of total unemployment.

**New Claim:** The first initial claim filed in person, by mail, telephone, or other means within a benefit year to request a determination of entitlement to and eligibility for compensation. This result in an agency generated document of an appealable monetary determination provided to the potential claimant.

**Outstanding Loan Balance:** Balance, as of the end of the quarter, of advances acquired by the state under Title XII of the Social Security Act (unpublished US Treasury reports).

**Nondurable Goods:** Known as "soft goods," nondurable goods refer to manufactured or processed items generally considered to last for a short time — three years or less. The nondurable manufacturing industries include Food; Beverage & Tobacco Product; Textile Mills; Textile Product Mills; Apparel; Printing & Related Support Activities; Chemical; and Plastics & Rubber Products.

**North American Industry Classification (NAICS):** An industrial classification system using a production-based framework, with special attention to new and emerging industries (service industries in general) and industries involved in advanced technology. It is an outgrowth of the North American Free Trade Act (NAFTA) and allows the collection and tabulation of industry-level data to measure the economic impact of employers shifting activities between Canada, Mexico and the United States. Classification is by major economic group or sector (two-digit), economic subsector (three-digit), industry group (four-digit), industry level (five-digit), and national industry level (six-digit, optional) in order of increasing detail. Conversion from Standard Industrial Classification system (SIC) to NAICS was a three-year cycle that began with data collected in 1999. CES industries are often combinations of several NAICS codes.

**Not Seasonally Adjusted:** An economic time series that is not statistically adjusted to eliminate seasonal fluctuations such as weather, holidays and the opening and closing of schools. This data is not comparable month to month. All levels of civilian labor force and CES estimates have a not seasonally adjusted series.

**Part-time Workers:** Persons who work less than 35 hours per week.

**Part-time Workers (Economic Reasons)** – Persons who work less than 35 hours weekly, but prefer to work full time.

**Part-time Workers (Noneconomic Reasons)** – Persons who prefer to work less than 35 hours a week (full time).

**Private Service Providing:** Industries that include Trade, Transportation & Utilities; Information; Financial Activities; Professional & Business; Education & Health; Leisure & Hospitality; and Other Services. Government is not included.



**Seasonally Adjusted:** A statistical adjustment eliminating the influence of weather, holidays, the opening and closing of schools and other recurring seasonal events from an economic time series. By smoothing these seasonal fluctuations, the data is easier to compare month to month. Only the United States and North Carolina state civilian labor force and CES employment estimates are seasonally adjusted. Estimates for both series below the state level are unadjusted.

**Service Providing:** Industries including Trade, Transportation & Utilities; Information; Financial Activities; Professional & Business; Education & Health; Leisure & Hospitality; Other Services and Government.

**Smoothed Seasonal Adjusted:** Seasonally adjusted estimates that have incorporated a long-run trend smoothing procedure. This results in estimates that are less volatile and this smoothed seasonal adjustment procedure is now part of the LAUS estimation methodology.

**Survey Week:** The week each month that includes the 12<sup>th</sup> during which BLS conducts most of its surveys. Exception may be made in November and May when the survey week may be moved forward one week to avoid holiday collection and data problems.

**Unemployed:** Persons having no employment during the week that includes the 12<sup>th</sup> of the month, but were available for work, had made specific efforts to find employment during the four weeks prior, were waiting to be recalled to a job from which they had been laid off, or were waiting to report to a new job within 30 days.

**Unemployment Insurance:** Unemployment insurance is a program for the accumulation of funds paid by employers, to be used for payment of unemployment insurance to workers during periods of job loss which is beyond their control. Unemployment insurance replaces a part of the worker's wage loss if he/she becomes eligible for payments.

**Unemployment Rate:** The number of unemployed people as a percentage of the labor force [i.e., (unemployed/labor force) x 100].

**Unemployment Compensation for Federal Employees (UCFE):** Federally financed program to provide unemployment insurance benefits to federal civilian employees.

**Unemployment Compensation for Ex-Service Members (UCX):** Federally financed program to provide unemployment insurance benefits to ex-service employees.

**Unemployment Trust Fund (UTF):** A fund established in the Treasury of the United States which contains all monies deposited by state agencies to the credit of their unemployment fund accounts and federal unemployment taxes collected by the Internal Revenue Service.

**Weekly Benefit Amount (WBA):** The weekly benefit amount for an individual who is totally unemployed is an amount equal to the wages paid to the individual in the last two completed quarters of the individual's base period divided by 52 and rounded to the next lower whole dollar. If this amount is less than \$15.00, the individual is not eligible for benefits. The weekly benefit amount may not exceed \$350.00.

The weekly benefit amount for an individual who is partially unemployed or part-totally employed is the amount the individual would receive if they were totally unemployed, reduced by the amount of any wages the individual receives in the benefit week in excess of twenty percent (20%) of the benefit amount applicable to total unemployment and rounded to the next lower whole dollar.

**Weeks Claimed:** Weeks covered for which waiting period credit or payment of compensation is requested.

**Weeks Compensated:** The number of weeks claimed for which Unemployment Insurance benefits are paid.

Prepared by:

**NORTH  
CAROLINA**

---

DEPARTMENT OF COMMERCE

Transforming Lives



## GOVERNING BOARD MEETING

1410 E. Arlington Boulevard, Greenville, NC  
Thursday, October 22, 2015, 4:00 p.m.

### AGENDA

I. Call to Order	Dr. Denauvo Robinson	
II. Oath of Office	Rita Joyner	
III. Consideration of the August 27, 2015 Minutes	Dr. Denauvo Robinson	1-6
IV. Public Comments	Dr. Denauvo Robinson	
V. Adoption of Agenda	Dr. Denauvo Robinson	
VI. Board Comments/Concerns	Dr. Denauvo Robinson	
VII. Convene Finance Committee Meeting	Duane Holder	
VIII. Director's Report	Leza Wainwright	7-13
IX. Chair's Report	Dr. Denauvo Robinson	
X. Policies for Approval	Leza Wainwright	14-23
XI. Policies to be Retired	Leza Wainwright	24-26
XII. Vision Statement Discussion	Dr. Denauvo Robinson	27-28
XIII. CFAC Relational Agreement (Attachment A)	Dr. Denauvo Robinson	
XIV. CFAC Report	Sandra Buckman, Jonathan Ellis, Mary Ann Furniss	
XV. Adjournment	Dr. Denauvo Robinson	

Transforming Lives



August 27, 2015

**TRILLIUM HEALTH RESOURCES  
GOVERNING BOARD MEETING MINUTES**

---

The Trillium Health Resources Governing Board met on Thursday, August 27, 2015, at 4:00 p.m., at 1410 E. Arlington Boulevard in Greenville, NC.

**Members Present:** Sandra Buckman, David Creech, Jonathan Ellis, Mary Ann Furniss, Duane Holder, Chris Kiricoples, Wally Overman, Dr. Denauvo Robinson, Ronnie Smith, Emmie Taylor, and Lea Wolf.

**Members Absent:** Don Hall, Zack Koonce.

**Staff Present:** Bland Baker, Deanna Campbell, Cindy Ehlers, Joy Futrell, Susan Hansen, William Holtz, Ron Horn, Dr. Burt Johnson, Mike Kupecki, Richard Leissner, Dave Peterson, Leza Wainwright, and Rita Joyner, Clerk.

**Guests:** Michael Abramowitz, Reporter for The Daily Reflector, Inez Dudley and Sammy Dudley, Consumer and Family Advisory Committee (CFAC) members, and Mark O'Donnell, NC Division of Mental Health/Developmental Disabilities/Substance Abuse Services liaison.

**I. CALL TO ORDER**

Dr. Robinson called the meeting of the Trillium Governing Board to order at 4:05 p.m. on August 27, 2015.

**II. OATH OF OFFICE**

Ms. Joyner administered the Oath of Office to Commissioner Ronnie Smith and Ms. Lea Wolf.

**III. CONSIDERATION OF THE JULY 21, 2015 MINUTES**

Mr. Creech moved to approve the meeting minutes from July 21, 2015. Ms. Buckman seconded the motion which was approved unanimously.

**IV. PUBLIC COMMENTS**

None

**V. ADOPTION OF AGENDA**

A revised agenda was distributed. Mr. Overman moved to adopt the revised agenda. Mr. Creech seconded the motion which was unanimously approved.

**VI. BOARD COMMENTS/CONCERNS**

Mr. Kiricoples announced that he had resigned as chairman of the Provider Network Council (PNC) due to medical reasons and therefore must also resign from the Governing Board. Rena Davenport will be taking over leadership of the PNC and filling his seat on the Governing Board.

Dr. Robinson reported that he had appointed Mr. Holder to serve as chair of the Finance Committee.

Ms. Buckman remarked on a recent newspaper article regarding a Winterville doctor who had pleaded guilty to Medicaid fraud, stating that the article tied this individual to Trillium. She requested that the Board be made aware of such articles. Ms. Wainwright clarified that this individual was not a physician and that, although she understood Ms. Buckman's concern as a Board member, we are constrained by the Attorney General's office from talking about this case until it becomes public in the judicial system. Ms. Wainwright further clarified that it was reported to the Program Integrity Division of the Division of Medical Assistance that this particular individual continued to interact with providers who are in our network, but he was never in our network and never had a contract with us.

**VII. CONVENE FINANCE COMMITTEE MEETING**

The Finance Committee meeting was called to order by Mr. Holder at 4:20 p.m.

**VIII. STRATEGIC DISCUSSION**

Ms. Wainwright gave the following updates:

- An update was given on consolidation and where things are to date.
- Meetings have been held with Pitt County and the City of Greenville in terms of being able to use six acres of land on the Pitt County Government complex campus for the Healing Transitions project.
- A meeting has been held with Pitt Community College (PCC) about building an assistive technology home and they are fully on board. We will pay PCC to build the house and it will be completely outfitted with accessible technology. It will then remain on the PCC campus for Allied Health students to be able to see how this technology will work in a home and for consumers and families to view the house.
- The first round of awards for the playground projects have been made.
- The Request for Proposal for the Tanglewood project will be released on August 31.

- Two reports were recently received from the State, both of which were done when CoastalCare and ECBH were separate organizations. Both speak to the strength of this consolidated organization. There were several categories where either CoastalCare or ECBH scored highest in the state and not a single category where either organization scored the lowest in the state.
- Every six months the Secretary of the Department of Health and Human Services (DHHS) has to certify that all of the LMEs/MCOs are meeting a variety of financial and claims processing measures. The most recent report came out this week and showed ECBH scoring 100% in the timeliness of claims payment and accuracy.
- An update was given on discussion at the General Assembly around Medicaid reform that could have a significant impact on Trillium.

#### 1. Reinvestment Funds

Ms. Wainwright explained that the ECBH board had originally reserved \$42 million in reinvestment funds for the 19 counties served by ECBH. She requested that the Trillium board affirmatively change that to those dollars being made available throughout the 24 counties now served by Trillium. Mr. Holder expressed that he thought it would be fiscally responsible to consider adoption of an unrestricted fund balance policy. It was decided that he would draft a policy to bring to the next meeting for consideration.

**Mr. Smith made a motion to expand the use of the \$42 million in reinvestment funds to all 24 counties. Ms. Buckman seconded the motion which was unanimously approved.**

#### 2. Trillium Benefits

The CoastalCare Board made provisions for the CoastalCare staff that met certain qualifications to have retiree health insurance. Conversation was held around extending the same benefit to ECBH staff that met the qualifications. This would apply to anyone who was an ECBH employee as of June 30, 2015 and still employed as of July 1, 2015. The benefit would open and close on July 1, 2015. Ms. Futrell explained the qualifications and reported that approximately 196 ECBH employees would qualify for this benefit.

**Mr. Holder made a motion to approve retiree health insurance for qualifying ECBH employees. The motion was seconded by Ms. Taylor and unanimously approved.**

#### 3. Budget Revision I FY 15-16

Ms. Futrell reviewed the budget revision and explained that the majority of the revision stems back to the discussion held at the July board meeting about the Division of Medical Assistance (DMA) rates which were cut and the conversation that they would look at our spending rates again in December and January to see if our rates needed an increase. Ms. Futrell explained that when we first consolidated, we unfunded 20+ positions in our budget. This revision, including \$2.5 million from fund balance, would be a one-time appropriation and would add about 35 positions including the 20+ positions that were unfunded, plus 12 IDD care coordinators. Ms. Futrell explained that each year when new slots are received for innovations, IDD care coordinators must be in those slots to be able to bring consumers into them and be paid for those slots. This budget revision will allow these slots to be filled and address the shortage we have from the unfunded positions.

The remainder of the revision is due to the reallocation of positions that were in place at the time of the consolidation, but that needed to be moved to different areas, and county allocations being posted actuarially as they are received.

The net increase of the revision is \$1,874,163 bringing the total budget to \$430,079,554.

**Mr. Smith made a motion to approve the budget revision. Mr. Creech seconded the motion which was unanimously approved.**

**IX. BYLAWS DISCUSSION**

The Amended and Restated Bylaws of Trillium Health Resources were presented for approval.

**Mr. Creech moved to approve the Amended and Restated Bylaws. Mr. Holder seconded the motion which was unanimously approved.**

**X. MISSION STATEMENT DISCUSSION**

Mr. Kupecki reported that he, Dr. Robinson and Mr. Kiricoples met on August 12, to review the proposed Trillium Health Resources Mission and Vision Statement. The following Mission Statement was presented for approval: "Transforming lives of people in need by providing them with ready access to care." After discussion the statement was revised to read, "Transforming the lives of people in need by providing them with ready access to quality care."

The following Vision Statement was presented for approval: "For every person in coastal and eastern North Carolina, the opportunity to live life to its fullest potential." It was decided by consensus that the vision statement be tabled until the next meeting.

Mr. Holder moved to approve the revised Mission Statement: "Transforming the lives of people in need by providing them with ready access to quality care." Ms. Furniss seconded the motion which was approved unanimously.

**XI. MEETING SCHECULE/LOCATION**

Dr. Robinson called for a motion to continue the meeting schedule of the fourth Thursday of every other month beginning at 4:00 p.m. at the Trillium office at 1410 E. Arlington Boulevard in Greenville. Mr. Creech so moved. Ms. Taylor seconded the motion which was unanimously approved. The next meeting will be October 22, 2015.

**XII. CFAC REPORT**

Reports from the Regional Consumer and Family Advisory Committees (CFACs) were given by Ms. Buckman, Central Region CFAC; Mr. Ellis, Northern Region CFAC; and Ms. Furniss, Southern Region CFAC.

**XIII. CFAC RELATIONAL AGREEMENT**

A committee including Dr. Robinson, Ms. Buckman and Ms. Wolf was formed to work on the Relational Agreement, as submitted by CFAC, to create a combined agreement to bring back to the next meeting for a vote. Ms. Wainwright will identify a member of the Trillium staff to work with this group.

**XIV. CHAIR'S REPORT**

Dr. Robinson made the following announcements and updates:

- Appreciation was expressed to Mr. Kiricoples for his time and service to the Board.
- Don Hall will represent the Trillium Board on the NC Council of Community Programs.
- Due to Board meetings being held late in the month, stipends are paid through the following month's payroll.
- Trillium is to be congratulated on the excellent Provider Network Awards Banquet and Compassion Reaction events.
- Thanks to Duane Holder for agreeing to serve as the Finance Committee Chair.
- Appreciation for his service to Trillium and farewell was expressed to Mike Kupecki. A round of applause was given by all.

**XV. ADJOURNMENT**



The meeting adjourned by acclamation at 6:35 p.m.

---

Rita Joyner, Clerk to the Board

---

Dr. Denauvo Robinson, Chair

DRAFT

**Trillium Health Resources  
CEO Report  
October 14, 2015**

General Assembly

The General Assembly finally adjourned at 4 AM on September 30, 2015. Among the myriad bills that were passed, the two impacting Trillium the greatest were H97, the Appropriations Act, and H372, Medicaid Reform. The attached slides go over the key provisions of each piece of legislation related to us.

Proposed System Changes

In late September, 2015 CenterPoint Human Services (Davie, Forsyth, Rockingham and Stokes Counties) announced plans to merge with Cardinal Innovations. A week later, Nash County announced its plans to leave Eastpointe and also join Cardinal. To date, the Secretary of DHHS has not given his approval to either announced merger.

Projects

- The Pitt County Commissioners have agreed to lease land near the Ag Center to Trillium for the Healing Transitions Program. With that detail finalized, the project should be moving more quickly in the next few months.
- Eleven (11) communities were awarded playgrounds in the first round of Play Together grant awards. We have received 15 applications for 19 individual parks in the second round of applications. We anticipate finalizing those awards next week.
- RFP for Tanglewood projects has closed but award decisions have not yet been finalized.
- Compassion Reaction initiative off to a great start; the only school systems that have not yet agreed to participate are Craven and Pasquotank. We are getting some pressure to expand the initiative to elementary schools, but we are evaluating both our funding and ability to manage an expansion of the program at this time.
- We are tentatively scheduled to appear before the New Hanover County Board of Commissioners on November 16 to begin preliminary discussions of a second replication of the Healing Transitions program in Wilmington. Trillium owns an undeveloped land in Wilmington near New Hanover Regional Hospital that may be appropriate for this purpose.

Key Staff Changes

- Mike Kupecki followed through on his threat and retired on September 30, 2015. We are trying to be very thoughtful about filling vacancies since we know that some areas may be overstaffed as a result of the position we took in the consolidation that everyone would maintain employment. Therefore, as vacancies occur, we are evaluating whether or not we need to fill the position at all, or whether the vacancy needs to be repurposed in another department. In keeping with that philosophy, we have redistributed Mike's responsibilities among other management staff, at least temporarily, to determine how or if we need to recruit for another Executive Team member.
- Jennifer Mackethan will join Trillium on November 2, 2015 as our new Communications Department Director. Jennifer comes to us from UNC Wilmington.
- Glenna Harford, Chief Financial Officer, announced her resignation on October 9, 2015.

# Budget: Money

Number	Page	Description	2015-2016	R/NR	2016-2017	N/NR
13	G2	HIE	8,000,000	R	8,000,000	R
			4,000,000	NR	4,000,000	NR
14	G2	Data Analytics	250,000	R	250,000	R
15	G2	OPERA	750,000	NR		
16	G2	EMS Pilot	250,000	R	500,000	
			350,000	NR		
17	G2	Adds long-term residential SA as an allowable category for competitive grants	1,625,000	R	1,625,000	R
19	G3	DOJ Settlement Funds	7,847,341	R	15,597,746	R
58	G12	ADATC	(37,381,817)	R	(37,381,817)	R
59	G12	Single Stream	(110,808,752)	NR	(152,850,133)	NR
60	G12	EMS Pilot	225,000	NR		
63	G12	3 Way Inpatient Beds	2,463,750	NR	2,463,750	NR
64	G13	START Expansion - add children & overnight respite	1,544,000	R	1,544,000	R
65	G13	TASC	1,860,000	R	1,860,000	R
66	G13	Crisis Bed Registry - create real-time registry of available inpatient beds	134,000	R	134,000	R
			350,000	NR		
67	G13	LME/MCO get ADATC \$	37,381,817	R	37,381,817	R
68	G13	CASP/Single Stream for I/DD Residential	800,000	R	1,600,000	R
69	G13	Naloxone	50,000	NR		
70	G13	Improvements to Controlled Substance Reporting System	15,000	R	150,000	R
			95,070	NR		
78	G17	IGT - LME/MCO pay non-federal share of MRR	(17,236,985)	NR	(17,236,985)	NR
80	G17	TBI Waiver	1,000,000	R	2,000,000	R
82	G17	Medicaid Reform	5,000,000	R	5,000,000	R
83	G17	Reinstate cost settlement for Vidant	3,400,000	R	3,400,000	R
<b>Total</b>			<b>(88,036,576)</b>		<b>(121,962,622)</b>	
85	G17	Medicaid Rebase	299,358,485	R	496,326,936	R



# Budget: Provisions

Number	Page	Description	Key Provisions
12A,1	124	Create Office of Program Evaluation Reporting and Accountability (OPERA)	Compute ROI on all DHHS programs; Director may report only to Secretary; exempt from much of State Personnel Act
12A,5	127	Health Information Exchange (HIE)	Creates a HIE Authority and Advisory Board; eliminates CCNC involvement by 3/1/16; State CIO appoints Director; all Medicaid providers connected by 2/1/18; LME/MCOs connected by 6/1/18 and submit data twice daily; completely receipt supported - funded by fees
12A,15	141	Disclosure of charity care	DHHS must post information regarding charity care delivered by hospitals on its website in a searchable manner
12A,16	141	Rename office of Rural Health	Remove "and Community Care" from the Division name
12A,17	141	Health Analytics	Bring health analytics in-house to DHHS from CCNC
12C,9	153	Fostering Success	Extends foster care and adoption assistance to age 21
12F,2	164	Single Stream Funding	Reduces funds by \$110.8 M year 1, \$152.8 M year 2; reduction distributed based upon "cash on hand" at June 30, 2015; must maintain "level of services paid for" with single stream in FY 15; up to \$30 M in relief in Medicaid rebase is over-estimated; DHHS to figure out Maintenance of Effort (MOE) for block grants and LME/MCOs "shall ensure" we meet it.
12F,7	166	Dorothea Dix Hospital Sale Funds	Puts money for sale of Dix in a special reserve; DHHS to submit a plan to use up to \$25M to create additional inpatient beds across the State; all beds created to be named in honor of Dorothea Dix; plan due 4/1/16.
12F,8	167	EMS Pilot	\$225k to continue EMS pilot; reports due 6/1/16 and 11/1/16.
12F,12	168	ADATCs	100% of appropriations from ADATCs transferred to LME/MCOs; FY 16, must buy back 100% of money from ADATCs; FY 17, 90%; FY 18 80%, etc. Goal is for ADATCs to be 100% receipt supported. DHHS to report 3/1/16.
12F,14	169	"Multiplicative" Auditing	DMH to report on "multiplicative" auditing on nationally accredited providers 12/1/15.
12F,15	169	Naloxone	\$25K for NC Harm Reduction and \$25K for law enforcement
12G,3	174	Overnight Respite	Adult Day Care and Adult Day Health programs may be licensed for overnight respite.
12H,3	179	Out-of-Network Agreements	LME/MCOs must use standardized elements in OON Agreements; no more than 2 enrollees for non-hospital providers, no more than 5 for hospitals.
12H,6	180	TBI Waiver	DHHS to submit Waiver to CMS for approval
12H,8	180	Intergovernmental Transfers	LME/MCOs to fund the non-federal share of Medicaid Risk Reserve through IGT, on the same formula as used for the reduction
12H,25	183	Medicaid Reform contingencies	If Medicaid Reform does not pass - CCNC ceases to exist 3/1/16
	347	Dorothea Dix Memorial	Dept. of Administration to gather historical objects related to Dorothea Dix and propose a building or site on the campus to make those available to the public.

# Medicaid Reform: H372

- **Conference Committee**
  - Senate 33-15 (2 Dem. yes, 1 Rep. no)
  - House 65-40 (1 Dem. yes, 5 Rep. no)
  - Signed by Governor 9/23/15
- **Creates Division of Health Benefits to replace DMA**
  - Division in DHHS
  - Completed within 12 months of implementation of capitated contracts
  - Director appointed by the Governor and confirmed by the GA by 1/1/2021
- **2 types of Prepaid Health Plans**
  - Commercial - profit or not-for-profit - health plan, licensed by Dept. of Insurance
  - Provider-led Entity
    - Majority of ownership held by person or company with primary business of providing one or more Medicaid and Health Choice services
    - Majority of board must be physicians, PAs, NPs, psychologists

# Design

- **Statewide coverage:**
  - 3 statewide plans
  - Up to 10 regional plans covering 6 regions
    - DHHS to determine regions - whole counties, reasonably distribute population
    - Regional plans may bid for one or more region, as long as contiguous
  - Competitive selection process through RFPs
- **1115 Waiver**
  - All Medicaid and Health Choice services, EXCEPT dental, to be included
  - 1915(b)/(c) Waiver remains in effect until 4 years post-implementation of capitated contracts
  - Medicare/Medicaid Dual Eligibles not initially included

# Timeline

- **Immediate**
  - Division of Health Benefits created; Joint LOC on Medicaid and NC Health Choice created; Planning begins
- **March 1, 2016 - DHHS report on progress to LOC**
- **May 1, 2016 - DHHS to submit a program design for Transformation Innovations Center**
- **June 1, 2016 - Waivers and SPAs submitted to CMS**
- **July 1, 2016 - DHHS to reduce CCNC PMPM by 15%**
- **???? CMS approval**
- **18 months later**
  - Capitation contracts begin; recipients enrolled in plans; DHHS/CCNC contracts end
- **12 months later - DMA eliminated**
- **4 years later - guarantee of 1915(b)/(c) Waiver ends**
- **1/1/2021- Governor appoints Director of Division of Health Benefits**

# TBD

- DMH/DD/SAS State money and block grants?
- HCBS - (c) - Waivers. In 1115, standalone?
- Details of criteria for bidders
- Bid process - statewide and regional together or separate
- Regions
- Dual eligibles



<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Fund Balance</b>	
Board Policy Category: Financial Management	Board Policy Number: 402-09
Original Board Policy Approval Date: 12/16/2008	Board Policy Revision Dates:
Policy Approved By: Trillium Area Board	

**I. BOARD POLICY:**

It is the policy of Trillium Health Resources to maintain annual undesignated fund balance and Medicaid Risk financial reserves in accordance with statutory and regulatory requirements and in a combined total amount of no less than 15% of the current operating budget to ensure the agency's financial solvency and promote reinvestment of savings.

<b>Trillium Health Resources</b>	
<b>Title: Contracting with Medicaid/Non-Medicaid providers, and Independent Contractors</b>	
Board Policy Category: Contracts	Board Policy Number: 1200-15
Original Board Policy Approval Date:	Board Policy Revision Dates:
Policy Approved By:	

### I. BOARD POLICY:

It is the policy of Trillium Health Resources to fully implement, comply with, and maintain current, written, signed agreements with all Medicaid and non-Medicaid provider agencies for services or product delivery. Trillium will use the services of consultants and contractors when appropriate and all independent contractors/consultants must have approved signed contracts.

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Benefits</b>	
Board Policy Category: Human Resources	Board Policy Number:
Original Board Policy Approval Date:	Board Policy Revision Dates:
Policy Approved By:	

**I. BOARD POLICY:**

It is the policy of Trillium Health Resources to provide employee benefits which are affordable to the organization and attract and retain qualified employees.

DRAFT

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Compliance Program</b>	
Board Policy Category: Compliance	Board Policy Number: 508-09
Original Board Policy Approval Date: 12/16/08	Board Policy Revision Dates:
Policy Approved By: Governing Board	

### **I. BOARD POLICY:**

It is the policy of Trillium Health Resources to adopt and maintain a Compliance Plan that is managed by the designated Director of Compliance, who serves as the agency's Compliance Officer. The objective of that Plan is to track and monitor compliance with all applicable laws, rules and regulations; and to prevent, detect, and correct violations of laws, rules, regulations, and the Code of Conduct within the agency. The agency systematically monitors for changes in the regulatory environment and enforce standards through well-publicized guidelines.

<b>Trillium Health Resources</b>	
<b>Title:</b> Complaint Process and Scope	
<b>Board Policy Category:</b> Compliance	<b>Board Policy Number:</b>
<b>Original Board Policy Approval Date:</b>	<b>Board Policy Revision Dates:</b>
<b>Policy Approved By:</b>	

**BOARD POLICY:**

It is the policy of this agency to maintain a formal process to address any expression of dissatisfaction about this agency or provider agency, communicated by external providers, stakeholder/organizations, or family members who do not have written consent to file a grievance on an enrollee's behalf. This formal process shall include a mechanism to receive and respond to complaints within specified time periods, processes for prioritizing, investigating, and resolving complaints; and protocols for written notification of resolution by United States mail.

<b>Trillium Health Resources</b>	
Title: Grievance Process	
Board Policy Category: Compliance	Board Policy Number:
Original Board Policy Approval Date:	Board Policy Revision Dates:
Policy Approved By:	

**BOARD POLICY:**

It is the policy of this agency to maintain a formal process to address enrollee grievances received from enrollees, guardians, or others authorized in writing to file on behalf of an enrollee. This formal process shall include written acknowledgement of receipt of the grievance, a mechanism to receive and respond to grievances within specified time periods; processes for prioritizing, investigating, and resolving grievances; protocols for written notification of resolution by United States mail.

<b>Trillium Health Resources</b>	
Title: Quality of Care	
Board Policy Category: Compliance	Board Policy Number:
Original Board Policy Approval Date:	Board Policy Revision Dates:
Policy Approved By:	

**BOARD POLICY:**

It is the policy of this agency that Quality of Care concerns/issues are identified, tracked, and investigated (when necessary) for the purposes of monitoring and addressing provider performance and quality.

As it relates to this policy, Quality of Care (QOC) concerns are internally generated concerns stemming from patterns of provider actions related to clinical and practice issues as indicated below:

- Safety concerns such as immediate safety concerns that directly impact the safety of the enrollee(s) (e.g. neglect, abuse, or reported risk of suicide or harm to others) without follow up by provider. Complexity of care concerns that could potentially result in issues such as inappropriate treatment and lack of appropriate referrals for an enrollee(s).
- Inappropriate and/or questionable clinical documentation that results in high rates of incomplete or denied requests for service authorization.

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Ethics and Compliance</b>	
Board Policy Category: Compliance	Board Policy Number: 509-09
Original Board Policy Approval Date: 12/16/08	Board Policy Revision Dates:
Policy Approved By:	

### **I. BOARD POLICY:**

It is the policy of Trillium Health Resources that employees and Governing Board members act with ethical responsibility in the execution of their duties; that decisions are made within the proper channels of the agency structure according to the guidance of agency policies; and that employment is not used for personal gain so that the public may have confidence in the integrity of this public agency.

The Chief Executive Officer (CEO) will enforce the code of ethics. This code will include a description of ethical conduct, a formal process to report or express concerns regarding ethics violations, adequate protection for anyone making a report or expressing a concern, and mechanisms for investigating and resolving ethics violations.



TRILLIUM HEALTH RESOURCES	
Title: Risk Management	
Board Policy Category: Compliance	Board Policy Number: 501-09
Original Board Policy Approval Date: 12/16/08	Board Policy Revision Dates:
Policy Approved By: Governing Board	

### I. BOARD POLICY:

It is the policy of Trillium Health Resources to have an established plan and processes to effectively manage potential physical, financial, legal, and/or social risks, and to preserve assets and protect the physical well-being of staff/individuals.

The Compliance Committee shall serve as the agency's committee for overall risk management monitoring. However, every employee has responsibility to participate and promote a successful risk management program.

<b>TRILLIUM HEALTH RESOURCES</b>	
Title: Human Rights	
Board Policy Category: Compliance	Board Policy Number: 613-09
Original Board Policy Approval Date: 2/17/2009	Board Policy Revision Dates:
Policy Approved By: Trillium Area Board	

### **I. BOARD POLICY:**

The purpose of this policy is to establish the guidelines for Trillium Health Resources to protect human rights of all individuals who receive MH/DD/SA services. Mechanisms for ensuring the protection of human rights include, but are not limited to, the establishment of a Human Rights Committee as required by NC General Statute and administrative rule, and the distribution of human rights related information to enrollees.

The Governing Board Chair shall appoint the chair and all voting members to the Human Rights Committee. The Committee shall oversee contracted services provided inside the Trillium catchment area, implementation of the following human rights protections; enrollee complaints and grievances, appeals, violations such as abuse and neglect, restrictive interventions to include the approval of behavioral intervention plans, and incident reporting trends to include death reporting.

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Independent Contracts and Consultants</b>	
Board Policy Category: Financial Management	Board Policy Number: 408-09
Original Board Policy Approval Date: 12/16/08	Board Policy Revision Dates: 2/17/09
Policy Approved By: Trillium Area Board	

**I. BOARD POLICY:**

It is the policy of Trillium Health Resources to use the services of consultants and contractors when appropriate and that all-independent contractors/consultants must be approved by the Chief Executive Officer and Finance Officer.

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Contracting with Non-Medicaid Providers</b>	
Board Policy Category: Financial Management	Board Policy Number: 411-09
Original Board Policy Approval Date: 4/21/09	Board Policy Revision Dates:
Policy Approved By: Trillium Area Board	

**I. BOARD POLICY:**

It is the policy of Trillium Health Resources to maintain current, written, signed agreements with non-Medicaid providers.

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Compliance with State Contracting Requirements</b>	
Board Policy Category: Financial Management	Board Policy Number: 410-09
Original Board Policy Approval Date: 4/21/09	Board Policy Revision Dates:
Policy Approved By: Trillium Area Board	

**I. BOARD POLICY:**

It is the policy of Trillium Health Resources to comply with and fully implement North Carolina Division of MH/DD/SAS requirements regarding written agreements with Medicaid providers.

Minutes August 12, 2015

Dr. Robinson, Chris Kiricoples and Mike Kupecki met Tuesday, August 12, to review the proposed Trillium Health Resources Mission and Vision Statement. After discussion, Mike overviewed the CC/ECBH Transition Team's process for the naming and branding of Trillium and how the mission and vision statement was an extension of that work. Committee recommends placing the Mission and Vision Statements below on the August Board Agenda as an action item for discussion and consideration by the board.

**Trillium Health Resources**  
**Mission and Vision Statements**  
 Draft #1  
 2/12/15

## **PREFACE**

There are any number of definitions of mission statements and vision statements and descriptions of how they differ. Similarly, there are numerous opinions on their ideal length, the degree to which they should be comprehensive and inclusive, whether their tone should be inspirational or descriptive, and so on.

Our approach: Mission Statements should state what an organization does or why it exists, and Vision Statements should describe the end result your organization is striving to ultimately achieve.

We strongly recommend that your Mission Statement should:

- be short enough to remember – specifically, one concise sentence
- capture the real essence of your purpose without details of interest to only a few
- avoid buzzwords, industry jargon and clichés
- be easy to state out loud
- minimize the "how" in favor of the "what"

Your Vision Statement should be:

- clear
- specific
- emotionally stirring
- inspiring to employees
- highly aspirational

## **FOR YOUR CONSIDERATION**

**Trillium Health Resources**  
*Transforming lives.*

**Mission**

To transform the lives of people in need by providing them with ready access to care.

Suggested change for discussion “Transforming lives of people in need by providing them with ready access to care.”

**The following revised Mission Statement was unanimously approved at the August 27, 2015 meeting: “Transforming the lives of people in need by providing them with ready access to quality care.”**

**Vision**

For every person in coastal and eastern North Carolina, the opportunity to live life to its fullest potential.

**ATTACHMENT A**

**Relational Agreement**  
**Between**  
**The Trillium Health Resources Governing Board**  
**And**  
**The Northern, Central, and Southern Regional Consumer and Family Advisory Committees**  
**to Trillium Health Resources**  
**July 1, 2015**

This agreement entered into by and between the Trillium Health Resources Governing Board, hereinafter referred to as the Governing Board, which is responsible for assuring the availability of local mental health, intellectual/developmental disability, and substance use services in a 24 county area in eastern North Carolina and the Northern, Central, and Southern Regional Consumer and Family Advisory Committees to Trillium Health Resources, hereinafter referred to as the Regional CFACs, shall be in effect the day following the last signature to the agreement and remain in effect until terminated by one or more parties.

**PURPOSE:** To establish the roles and responsibilities, channels of communication, and process for resolving disputes between the Regional CFACs and the Governing Board.

**DEFINITIONS:**

**1915 (b)(c) Waiver:** A waiver of certain Medicaid rules requested by the State of North Carolina and approved by the federal Centers for Medicare and Medicaid Services under the authority of Section 1915 of the Social Security Act as amended.

**Department of Health and Human Services (DHHS):** The lead State agency responsible for health and human services, including the delivery of mental health, in the State of North Carolina.

**Division of MHIDD/SA (DMHIDD/SAS):** A division of the Department of Health and Human Services responsible for establishing policy for mental health, intellectual./developmental disabilities, and substance use services and for allocating and disbursing State and non-Medicaid federal funding for community-based services for those populations.

**Division of Medical Assistance (DMA):** A division of the Department of Health and Human Services responsible for administering the Medicaid and Health Choice programs in North Carolina.

**Area Authority (LME/MCO):** The area mental health, intellectual/developmental disabilities, and substance use authority known as Trillium Health Resources Local Management Entity/Managed Care Organization. The Area Authority is under contract with DHHS to operate the combined Medicaid Waiver program authorized under Section 1915 (b) and Section 1915 (c) of the Social Security Act as stated in Statute 122 C-3 (20b).

**Governing Board:** Governs the area authority known as Trillium Health Resources Local Management Entity/Managed Care Organization. The Board is constituted as required by General Statute (G.S.) 122C-118.1. The Governing Board is comprised of four members from each Regional Advisory Board to include: one county commissioner, CFAC chair or designee, and two other members who meet the requirements in the statute cited above. In addition to these twelve members, the Provider Network Council chair or designee will serve on the board in a non-voting capacity.

**Regional Advisory Boards:** Regional Advisory Boards (three) representing the northern, central, and



southern regions served by Trillium Health Resources are to involve local stakeholders, to respond to unique community needs and priorities, to promote understanding and collaboration at the local level, and to provide local participation in monitoring the performance and services within each region. Each Regional Advisory Board is comprised of the regional CFAC chair or designee and two representatives from each county in the region who are appointed by their respective Boards of County Commissioners. The county representatives include a county commissioner or designee and another appointee who meets the criteria outlined in G.S. 122C-188.1.

**Regional Consumer and Family Advisory Committees (Regional CFACs):** A formalized advisory group of consumers and family members appointed in accordance with the requirements of NCGS 122c-170. CFAC Statute (Session Law 2006-0142 section 5). CFACs are self-governing and self-directed organizations that advise the Area Authority on the planning and management of the local public mental health, intellectual/developmental disabilities, and substance use services system.

**Strategic Plan/Local Business Plan:** A plan for the delivery of mental health, intellectual and other developmental disabilities and substance use services for the geographic area served by the LME/MCO. The plan is prepared in accordance with instructions issued by the DHHS/ DMH/DD/SAS and is developed with input and feedback from stakeholders, CFACs, consumers, and families.

**Area Director:** The administrative head of the area authority (LME/MCO) appointed by the Governing Board pursuant to G.S. 122C-121.

**Regional Directors:** The staff persons serving as the primary points of contact between the Regional CFACs and the LME/MCO.

#### RESPONSIBILITIES OF THE PARTIES:

##### Each Regional CFAC:

- Identify service gaps and underserved populations in their region.
- Make recommendations to the Governing Board and Regional Advisory Boards regarding the service array and monitor the development of additional services.
- Review, comment on, and monitor the implementation of this plan, providing feedback to the Governing Board and the Regional Advisory Boards.
- Review and comment on the proposed LME/MCO budget.
- Participate in all quality improvement measures and performance indicators; this will include participating on LME/MCO committees to include, but not be limited to, Global Quality Improvement Committee, and the Human Rights Committee.
- Submit to the State Consumer and Family Advisory Committee findings and recommendations regarding ways to improve the delivery of mental health, intellectual/developmental disability and substance use services.
- Adopt bylaws and operational procedures that support the self-directed functioning of each Regional CFAC.
- Prepare and submit a written report for each Governing Board Meeting unless there is no new information to share.
- Issue public statements or reports only on behalf of one or more of the Regional CFACs, reflecting their views and insights into the issues at hand.

**Governing Board:**

- Recognize the contribution of consumers and family members through their unique perspectives and abilities.
- Recognize and honor the "nothing about us without us" philosophy of the Regional CFACs.
- Provide to each Regional CFAC chair a written response acknowledging receipt of and a plan for response to written recommendations, issues, and concerns received from one or more Regional CFACs.
- Ensure that LME/MCO management solicits and considers input from each Regional CFAC during development of the annual budget and during development of the strategic plan/local business plan.
- Ensure that LME/MCO management requests participation from each Regional CFAC in all quality improvement measures and performance indicators; this will include participation on LME/MCO committees to include, but not be limited to, Global Quality Improvement Committee, and Human Rights Committee.,
- Ensure that LME/MCO management provides annual data and when requested to each Regional CFAC for the identification of service gaps and underserved populations in their regions.
- Ensure that the LME/MCO provides sufficient staff to assist the Regional CFACs in implementing their statutory duties including assigning the regional directors as liaisons to each Regional CFAC.
- Ensure that the LME/MCO provides the Regional CFACs with support in the form of information, education, and training necessary to ensure the effectiveness of the Regional CFACs to include:
  - o Education on the service system, including funding sources, the methods for access, and service availability.
  - o Education on system reform and evidence-based models of best practice.
  - o Training on strategic/business plans, budgeting, and understanding financial data.
  - o Technical advice on rules of procedure and applicable laws.
- Ensure that the LME/MCO provides the Regional CFACs with support in the form of financial assistance to include:
  - o Stipends to assist with meeting participation.
  - o Meal allowances for Regional CFAC meetings.
  - o Transportation or compensation for CFAC-approved travel and expenses at the LME/MCO rate.
  - o Payment for CFAC-approved conferences, meetings, and retreats as long as it falls within the annual CFAC budget and is subject to the normal purchasing practices.

**Joint Responsibilities:**

- Work together to achieve the responsibilities outlined in statute and the strategic plan/local business plan.
- Work together to identify and develop service resources that lead to a comprehensive, equitable, effective, and efficient system of services and supports.
- Work together to address issues/concerns within the core functions of the LME/MCO and the statutorily-defined tasks of the Regional CFACs.
- Work together to establish and maintain a nonjudgmental environment.
- Work together to ensure that each Regional CFAC's membership remains viable and is representative of all disability groups as outlined in statute and reflects as closely as possible the geographic, racial and ethnic composition of each region.

- Work together to provide outreach to community stakeholders including education, training, and feedback on important issues that may arise.

#### **DISPUTE RESOLUTION:**

The purpose of the Dispute Resolution process is to resolve issues between each Regional CFAC and the Governing Board. Either party may use this process to resolve issues and disputes when the issue cannot be resolved informally. The Dispute Resolution process shall apply to any issue regarding compliance with local, state or federal laws or rules.

It is also agreed that the Dispute Resolution process only applies to issues that have been approved by a majority vote of the Governing Board or membership of one Regional CFAC.

##### **First Level: The Governing Board and/or the Regional CFAC**

The first level of the Dispute Resolution Process is a presentation to the Regional CFAC or the Governing Board to ascertain the justification of a dispute. If either body determines by a majority vote that the issue warrants elevation to a formal dispute, then the issue shall be formalized in writing and proceed to the second level.

##### **Second Level: The Dispute Resolution Committee**

The second level of the Dispute Resolution Process will be a review by a Dispute Resolution Committee. The Governing Board shall elect three Governing Board members to the committee to include the chair. The Regional CFAC shall elect two members to the committee.

The Dispute Resolution Committee shall review all information and issue a final resolution in writing within thirty (30) days of receipt. The findings and the final resolution of the Dispute Resolution Committee will be presented at the next regularly scheduled Governing Board meeting and at the next regularly scheduled Regional CFAC meeting.

#### **COMMUNICATION PROTOCOL:**

- Each Regional CFAC Chair or designee shall be a member of the Governing Board.
- Each Regional CFAC Chair or designee shall help ensure effective communication between the Governing Board and the Regionals CFACs.
- Each Regional CFAC Chair or designee shall provide a written report from their Regional CFAC at each Governing Board Meeting unless there is no new information to share.
- Each Regional CFAC Chair shall have a direct communication link to the Governing Board Chair, LME/MCO Director, and the Regional Director.
- The Regional CFAC Chairs will meet with the Governing Board Chair, either independently or as a group, as needed.
- The Governing Board and the Regional CFACs will exchange their minutes.

**TERMINATION**

This Agreement may be terminated in whole or in part, by mutual written consent of all parties or by any signing party, for cause upon 90 days written notice.

**SIGNATURES:**

---

Chair of Governing Board Date

---

Chair of Northern Regional CFAC Date

---

Chair of Central Regional CFAC Date

---

Chair of Southern Regional CFAC Date

Transforming Lives



**GOVERNING BOARD MEETING**  
**1410 E. Arlington Boulevard, Greenville, NC**  
**Thursday, October 22, 2015, 4:00 p.m.**

**AGENDA**

I. Call to Order	Dr. Denauvo Robinson	
II. Oath of Office	Rita Joyner	
III. Consideration of the August 27, 2015 Minutes	Dr. Denauvo Robinson	1-6
IV. Public Comments	Dr. Denauvo Robinson	
V. Adoption of Agenda	Dr. Denauvo Robinson	
VI. Board Comments/Concerns	Dr. Denauvo Robinson	
VII. Convene Finance Committee Meeting	Duane Holder	
VIII. Director's Report	Leza Wainwright	7-13
IX. Chair's Report	Dr. Denauvo Robinson	
X. Policies for Approval	Leza Wainwright	14-23
XI. Policies to be Retired	Leza Wainwright	24-26
XII. Vision Statement Discussion	Dr. Denauvo Robinson	27-28
XIII. CFAC Relational Agreement (Attachment A)	Dr. Denauvo Robinson	
XIV. CFAC Report	Sandra Buckman, Jonathan Ellis, Mary Ann Furniss	
XV. Adjournment	Dr. Denauvo Robinson	

Transforming Lives



August 27, 2015

**TRILLIUM HEALTH RESOURCES  
GOVERNING BOARD MEETING MINUTES**

---

The Trillium Health Resources Governing Board met on Thursday, August 27, 2015, at 4:00 p.m., at 1410 E. Arlington Boulevard in Greenville, NC.

**Members Present:** Sandra Buckman, David Creech, Jonathan Ellis, Mary Ann Furniss, Duane Holder, Chris Kiricoples, Wally Overman, Dr. Denauvo Robinson, Ronnie Smith, Emmie Taylor, and Lea Wolf.

**Members Absent:** Don Hall, Zack Koonce.

**Staff Present:** Bland Baker, Deanna Campbell, Cindy Ehlers, Joy Futrell, Susan Hansen, William Holtz, Ron Horn, Dr. Burt Johnson, Mike Kupecki, Richard Leissner, Dave Peterson, Leza Wainwright, and Rita Joyner, Clerk.

**Guests:** Michael Abramowitz, Reporter for The Daily Reflector, Inez Dudley and Sammy Dudley, Consumer and Family Advisory Committee (CFAC) members, and Mark O'Donnell, NC Division of Mental Health/Developmental Disabilities/Substance Abuse Services liaison.

**I. CALL TO ORDER**

Dr. Robinson called the meeting of the Trillium Governing Board to order at 4:05 p.m. on August 27, 2015.

**II. OATH OF OFFICE**

Ms. Joyner administered the Oath of Office to Commissioner Ronnie Smith and Ms. Lea Wolf.

**III. CONSIDERATION OF THE JULY 21, 2015 MINUTES**

Mr. Creech moved to approve the meeting minutes from July 21, 2015. Ms. Buckman seconded the motion which was approved unanimously.

**IV. PUBLIC COMMENTS**

None

**V. ADOPTION OF AGENDA**

A revised agenda was distributed. Mr. Overman moved to adopt the revised agenda. Mr. Creech seconded the motion which was unanimously approved.

**VI. BOARD COMMENTS/CONCERNS**

Mr. Kiricoples announced that he had resigned as chairman of the Provider Network Council (PNC) due to medical reasons and therefore must also resign from the Governing Board. Rena Davenport will be taking over leadership of the PNC and filling his seat on the Governing Board.

Dr. Robinson reported that he had appointed Mr. Holder to serve as chair of the Finance Committee.

Ms. Buckman remarked on a recent newspaper article regarding a Winterville doctor who had pleaded guilty to Medicaid fraud, stating that the article tied this individual to Trillium. She requested that the Board be made aware of such articles. Ms. Wainwright clarified that this individual was not a physician and that, although she understood Ms. Buckman's concern as a Board member, we are constrained by the Attorney General's office from talking about this case until it becomes public in the judicial system. Ms. Wainwright further clarified that it was reported to the Program Integrity Division of the Division of Medical Assistance that this particular individual continued to interact with providers who are in our network, but he was never in our network and never had a contract with us.

**VII. CONVENE FINANCE COMMITTEE MEETING**

The Finance Committee meeting was called to order by Mr. Holder at 4:20 p.m.

**VIII. STRATEGIC DISCUSSION**

Ms. Wainwright gave the following updates:

- An update was given on consolidation and where things are to date.
- Meetings have been held with Pitt County and the City of Greenville in terms of being able to use six acres of land on the Pitt County Government complex campus for the Healing Transitions project.
- A meeting has been held with Pitt Community College (PCC) about building an assistive technology home and they are fully on board. We will pay PCC to build the house and it will be completely outfitted with accessible technology. It will then remain on the PCC campus for Allied Health students to be able to see how this technology will work in a home and for consumers and families to view the house.
- The first round of awards for the playground projects have been made.
- The Request for Proposal for the Tanglewood project will be released on August 31.

- Two reports were recently received from the State, both of which were done when CoastalCare and ECBH were separate organizations. Both speak to the strength of this consolidated organization. There were several categories where either CoastalCare or ECBH scored highest in the state and not a single category where either organization scored the lowest in the state.
- Every six months the Secretary of the Department of Health and Human Services (DHHS) has to certify that all of the LMEs/MCOs are meeting a variety of financial and claims processing measures. The most recent report came out this week and showed ECBH scoring 100% in the timeliness of claims payment and accuracy.
- An update was given on discussion at the General Assembly around Medicaid reform that could have a significant impact on Trillium.

#### **1. Reinvestment Funds**

Ms. Wainwright explained that the ECBH board had originally reserved \$42 million in reinvestment funds for the 19 counties served by ECBH. She requested that the Trillium board affirmatively change that to those dollars being made available throughout the 24 counties now served by Trillium. Mr. Holder expressed that he thought it would be fiscally responsible to consider adoption of an unrestricted fund balance policy. It was decided that he would draft a policy to bring to the next meeting for consideration.

**Mr. Smith made a motion to expand the use of the \$42 million in reinvestment funds to all 24 counties. Ms. Buckman seconded the motion which was unanimously approved.**

#### **2. Trillium Benefits**

The CoastalCare Board made provisions for the CoastalCare staff that met certain qualifications to have retiree health insurance. Conversation was held around extending the same benefit to ECBH staff that met the qualifications. This would apply to anyone who was an ECBH employee as of June 30, 2015 and still employed as of July 1, 2015. The benefit would open and close on July 1, 2015. Ms. Futrell explained the qualifications and reported that approximately 196 ECBH employees would qualify for this benefit.

**Mr. Holder made a motion to approve retiree health insurance for qualifying ECBH employees. The motion was seconded by Ms. Taylor and unanimously approved.**

#### **3. Budget Revision I FY 15-16**



Ms. Futrell reviewed the budget revision and explained that the majority of the revision stems back to the discussion held at the July board meeting about the Division of Medical Assistance (DMA) rates which were cut and the conversation that they would look at our spending rates again in December and January to see if our rates needed an increase. Ms. Futrell explained that when we first consolidated, we unfunded 20+ positions in our budget. This revision, including \$2.5 million from fund balance, would be a one-time appropriation and would add about 35 positions including the 20+ positions that were unfunded, plus 12 IDD care coordinators. Ms. Futrell explained that each year when new slots are received for innovations, IDD care coordinators must be in those slots to be able to bring consumers into them and be paid for those slots. This budget revision will allow these slots to be filled and address the shortage we have from the unfunded positions.

The remainder of the revision is due to the reallocation of positions that were in place at the time of the consolidation, but that needed to be moved to different areas, and county allocations being posted actuarially as they are received.

The net increase of the revision is \$1,874,163 bringing the total budget to \$430,079,554.

**Mr. Smith made a motion to approve the budget revision. Mr. Creech seconded the motion which was unanimously approved.**

**IX. BYLAWS DISCUSSION**

The Amended and Restated Bylaws of Trillium Health Resources were presented for approval.

**Mr. Creech moved to approve the Amended and Restated Bylaws. Mr. Holder seconded the motion which was unanimously approved.**

**X. MISSION STATEMENT DISCUSSION**

Mr. Kupecki reported that he, Dr. Robinson and Mr. Kiricoples met on August 12, to review the proposed Trillium Health Resources Mission and Vision Statement. The following Mission Statement was presented for approval: "Transforming lives of people in need by providing them with ready access to care." After discussion the statement was revised to read, "Transforming the lives of people in need by providing them with ready access to quality care."

The following Vision Statement was presented for approval: "For every person in coastal and eastern North Carolina, the opportunity to live life to its fullest potential." It was decided by consensus that the vision statement be tabled until the next meeting.

Mr. Holder moved to approve the revised Mission Statement: "Transforming the lives of people in need by providing them with ready access to quality care." Ms. Furniss seconded the motion which was approved unanimously.

**XI. MEETING SCHECULE/LOCATION**

Dr. Robinson called for a motion to continue the meeting schedule of the fourth Thursday of every other month beginning at 4:00 p.m. at the Trillium office at 1410 E. Arlington Boulevard in Greenville. Mr. Creech so moved. Ms. Taylor seconded the motion which was unanimously approved. The next meeting will be October 22, 2015.

**XII. CFAC REPORT**

Reports from the Regional Consumer and Family Advisory Committees (CFACs) were given by Ms. Buckman, Central Region CFAC; Mr. Ellis, Northern Region CFAC; and Ms. Furniss, Southern Region CFAC.

**XIII. CFAC RELATIONAL AGREEMENT**

A committee including Dr. Robinson, Ms. Buckman and Ms. Wolf was formed to work on the Relational Agreement, as submitted by CFAC, to create a combined agreement to bring back to the next meeting for a vote. Ms. Wainwright will identify a member of the Trillium staff to work with this group.

**XIV. CHAIR'S REPORT**

Dr. Robinson made the following announcements and updates:

- Appreciation was expressed to Mr. Kiricoples for his time and service to the Board.
- Don Hall will represent the Trillium Board on the NC Council of Community Programs.
- Due to Board meetings being held late in the month, stipends are paid through the following month's payroll.
- Trillium is to be congratulated on the excellent Provider Network Awards Banquet and Compassion Reaction events.
- Thanks to Duane Holder for agreeing to serve as the Finance Committee Chair.
- Appreciation for his service to Trillium and farewell was expressed to Mike Kupecki. A round of applause was given by all.

**XV. ADJOURNMENT**

The meeting adjourned by acclamation at 6:35 p.m.

---

Rita Joyner, Clerk to the Board

---

Dr. Denauvo Robinson, Chair

DRAFT

**Trillium Health Resources  
CEO Report  
October 14, 2015**

General Assembly

The General Assembly finally adjourned at 4 AM on September 30, 2015. Among the myriad bills that were passed, the two impacting Trillium the greatest were H97, the Appropriations Act, and H372, Medicaid Reform. The attached slides go over the key provisions of each piece of legislation related to us.

Proposed System Changes

In late September, 2015 CenterPoint Human Services (Davie, Forsyth, Rockingham and Stokes Counties) announced plans to merge with Cardinal Innovations. A week later, Nash County announced its plans to leave Eastpointe and also join Cardinal. To date, the Secretary of DHHS has not given his approval to either announced merger.

Projects

- The Pitt County Commissioners have agreed to lease land near the Ag Center to Trillium for the Healing Transitions Program. With that detail finalized, the project should be moving more quickly in the next few months.
- Eleven (11) communities were awarded playgrounds in the first round of Play Together grant awards. We have received 15 applications for 19 individual parks in the second round of applications. We anticipate finalizing those awards next week.
- RFP for Tanglewood projects has closed but award decisions have not yet been finalized.
- Compassion Reaction initiative off to a great start; the only school systems that have not yet agreed to participate are Craven and Pasquotank. We are getting some pressure to expand the initiative to elementary schools, but we are evaluating both our funding and ability to manage an expansion of the program at this time.
- We are tentatively scheduled to appear before the New Hanover County Board of Commissioners on November 16 to begin preliminary discussions of a second replication of the Healing Transitions program in Wilmington. Trillium owns an undeveloped land in Wilmington near New Hanover Regional Hospital that may be appropriate for this purpose.

Key Staff Changes

- Mike Kupecki followed through on his threat and retired on September 30, 2015. We are trying to be very thoughtful about filling vacancies since we know that some areas may be overstaffed as a result of the position we took in the consolidation that everyone would maintain employment. Therefore, as vacancies occur, we are evaluating whether or not we need to fill the position at all, or whether the vacancy needs to be repurposed in another department. In keeping with that philosophy, we have redistributed Mike's responsibilities among other management staff, at least temporarily, to determine how or if we need to recruit for another Executive Team member.
- Jennifer Mackethan will join Trillium on November 2, 2015 as our new Communications Department Director. Jennifer comes to us from UNC Wilmington.
- Glenna Harford, Chief Financial Officer, announced her resignation on October 9, 2015.

# Budget: Money

Number	Page	Description	2015-2016	R/NR	2016-2017	N/NR
13	G2	HIE	8,000,000	R	8,000,000	R
			4,000,000	NR	4,000,000	NR
14	G2	Data Analytics	250,000	R	250,000	R
15	G2	OPERA	750,000	NR		
16	G2	EMS Pilot	250,000	R	500,000	
			350,000	NR		
17	G2	Adds long-term residential SA as an allowable category for competitive grants	1,625,000	R	1,625,000	R
19	G3	DOJ Settlement Funds	7,847,341	R	15,597,746	R
58	G12	ADATC	(37,381,817)	R	(37,381,817)	R
59	G12	Single Stream	(110,808,752)	NR	(152,850,133)	NR
60	G12	EMS Pilot	225,000	NR		
63	G12	3 Way Inpatient Beds	2,463,750	NR	2,463,750	NR
64	G13	START Expansion - add children & overnight respite	1,544,000	R	1,544,000	R
65	G13	TASC	1,860,000	R	1,860,000	R
66	G13	Crisis Bed Registry - create real-time registry of available inpatient beds	134,000	R	134,000	R
			350,000	NR		
67	G13	LME/MCO get ADATC \$	37,381,817	R	37,381,817	R
68	G13	CASP/Single Stream for I/DD Residential	800,000	R	1,600,000	R
69	G13	Naloxone	50,000	NR		
70	G13	Improvements to Controlled Substance Reporting System	15,000	R	150,000	R
			95,070	NR		
78	G17	IGT - LME/MCO pay non-federal share of MRR	(17,236,985)	NR	(17,236,985)	NR
80	G17	TBI Waiver	1,000,000	R	2,000,000	R
82	G17	Medicaid Reform	5,000,000	R	5,000,000	R
83	G17	Reinstate cost settlement for Vidant	3,400,000	R	3,400,000	R
<b>Total</b>			<b>(88,036,576)</b>		<b>(121,962,622)</b>	
85	G17	Medicaid Rebase	299,358,485	R	496,326,936	R



# Budget: Provisions

Number	Page	Description	Key Provisions
12A,1	124	Create Office of Program Evaluation Reporting and Accountability (OPERA)	Compute ROI on all DHHS programs; Director may report only to Secretary; exempt from much of State Personnel Act
12A,5	127	Health Information Exchange (HIE)	Creates a HIE Authority and Advisory Board; eliminates CCNC involvement by 3/1/16; State CIO appoints Director; all Medicaid providers connected by 2/1/18; LME/MCOs connected by 6/1/18 and submit data twice daily; completely receipt supported - funded by fees
12A,15	141	Disclosure of charity care	DHHS must post information regarding charity care delivered by hospitals on its website in a searchable manner
12A,16	141	Rename office of Rural Health	Remove "and Community Care" from the Division name
12A,17	141	Health Analytics	Bring health analytics in-house to DHHS from CCNC
12C,9	153	Fostering Success	Extends foster care and adoption assistance to age 21
12F,2	164	Single Stream Funding	Reduces funds by \$110.8 M year 1, \$152.8 M year 2; reduction distributed based upon "cash on hand" at June 30, 2015; must maintain "level of services paid for" with single stream in FY 15; up to \$30 M in relief in Medicaid rebase is over-estimated; DHHS to figure out Maintenance of Effort (MOE) for block grants and LME/MCOs "shall ensure" we meet it.
12F,7	166	Dorothea Dix Hospital Sale Funds	Puts money for sale of Dix in a special reserve; DHHS to submit a plan to use up to \$25M to create additional inpatient beds across the State; all beds created to be named in honor of Dorothea Dix; plan due 4/1/16.
12F,8	167	EMS Pilot	\$225k to continue EMS pilot; reports due 6/1/16 and 11/1/16.
12F,12	168	ADATCs	100% of appropriations from ADATCs transferred to LME/MCOs; FY 16, must buy back 100% of money from ADATCs; FY 17, 90%; FY 18 80%, etc. Goal is for ADATCs to be 100% receipt supported. DHHS to report 3/1/16.
12F,14	169	"Multiplicative" Auditing	DMH to report on "multiplicative" auditing on nationally accredited providers 12/1/15.
12F,15	169	Naloxone	\$25K for NC Harm Reduction and \$25K for law enforcement
12G,3	174	Overnight Respite	Adult Day Care and Adult Day Health programs may be licensed for overnight respite.
12H,3	179	Out-of-Network Agreements	LME/MCOs must use standardized elements in OON Agreements; no more than 2 enrollees for non-hospital providers, no more than 5 for hospitals.
12H,6	180	TBI Waiver	DHHS to submit Waiver to CMS for approval
12H,8	180	Intergovernmental Transfers	LME/MCOs to fund the non-federal share of Medicaid Risk Reserve through IGT, on the same formula as used for the reduction
12H,25	183	Medicaid Reform contingencies	If Medicaid Reform does not pass - CCNC ceases to exist 3/1/16
	347	Dorothea Dix Memorial	Dept. of Administration to gather historical objects related to Dorothea Dix and propose a building or site on the campus to make those available to the public.

# Medicaid Reform: H372

- **Conference Committee**
  - Senate 33-15 (2 Dem. yes, 1 Rep. no)
  - House 65-40 (1 Dem. yes, 5 Rep. no)
  - Signed by Governor 9/23/15
- **Creates Division of Health Benefits to replace DMA**
  - Division in DHHS
  - Completed within 12 months of implementation of capitated contracts
  - Director appointed by the Governor and confirmed by the GA by 1/1/2021
- **2 types of Prepaid Health Plans**
  - Commercial - profit or not-for-profit - health plan, licensed by Dept. of Insurance
  - Provider-led Entity
    - Majority of ownership held by person or company with primary business of providing one or more Medicaid and Health Choice services
    - Majority of board must be physicians, PAs, NPs, psychologists

# Design

- **Statewide coverage:**
  - 3 statewide plans
  - Up to 10 regional plans covering 6 regions
    - DHHS to determine regions - whole counties, reasonably distribute population
    - Regional plans may bid for one or more region, as long as contiguous
  - Competitive selection process through RFPs
- **1115 Waiver**
  - All Medicaid and Health Choice services, EXCEPT dental, to be included
  - 1915(b)/(c) Waiver remains in effect until 4 years post-implementation of capitated contracts
  - Medicare/Medicaid Dual Eligibles not initially included



# Timeline

- **Immediate**
  - Division of Health Benefits created; Joint LOC on Medicaid and NC Health Choice created; Planning begins
- **March 1, 2016 - DHHS report on progress to LOC**
- **May 1, 2016 - DHHS to submit a program design for Transformation Innovations Center**
- **June 1, 2016 - Waivers and SPAs submitted to CMS**
- **July 1, 2016 - DHHS to reduce CCNC PMPM by 15%**
- **???? CMS approval**
- **18 months later**
  - Capitation contracts begin; recipients enrolled in plans; DHHS/CCNC contracts end
- **12 months later - DMA eliminated**
- **4 years later - guarantee of 1915(b)/(c) Waiver ends**
- **1/1/2021- Governor appoints Director of Division of Health Benefits**

# TBD

- DMH/DD/SAS State money and block grants?
- HCBS - (c) - Waivers. In 1115, standalone?
- Details of criteria for bidders
- Bid process - statewide and regional together or separate
- Regions
- Dual eligibles

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Fund Balance</b>	
Board Policy Category: Financial Management	Board Policy Number: 402-09
Original Board Policy Approval Date: 12/16/2008	Board Policy Revision Dates:
Policy Approved By: Trillium Area Board	

**I. BOARD POLICY:**

It is the policy of Trillium Health Resources to maintain annual undesignated fund balance and Medicaid Risk financial reserves in accordance with statutory and regulatory requirements and in a combined total amount of no less than 15% of the current operating budget to ensure the agency's financial solvency and promote reinvestment of savings.

<b>Trillium Health Resources</b>	
<b>Title: Contracting with Medicaid/Non-Medicaid providers, and Independent Contractors</b>	
Board Policy Category: Contracts	Board Policy Number: 1200-15
Original Board Policy Approval Date:	Board Policy Revision Dates:
Policy Approved By:	

### I. BOARD POLICY:

It is the policy of Trillium Health Resources to fully implement, comply with, and maintain current, written, signed agreements with all Medicaid and non-Medicaid provider agencies for services or product delivery. Trillium will use the services of consultants and contractors when appropriate and all independent contractors/consultants must have approved signed contracts.

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Benefits</b>	
Board Policy Category: Human Resources	Board Policy Number:
Original Board Policy Approval Date:	Board Policy Revision Dates:
Policy Approved By:	

**I. BOARD POLICY:**

It is the policy of Trillium Health Resources to provide employee benefits which are affordable to the organization and attract and retain qualified employees.

DRAFT

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Compliance Program</b>	
Board Policy Category: Compliance	Board Policy Number: 508-09
Original Board Policy Approval Date: 12/16/08	Board Policy Revision Dates:
Policy Approved By: Governing Board	

### **I. BOARD POLICY:**

It is the policy of Trillium Health Resources to adopt and maintain a Compliance Plan that is managed by the designated Director of Compliance, who serves as the agency's Compliance Officer. The objective of that Plan is to track and monitor compliance with all applicable laws, rules and regulations; and to prevent, detect, and correct violations of laws, rules, regulations, and the Code of Conduct within the agency. The agency systematically monitors for changes in the regulatory environment and enforce standards through well-publicized guidelines.

<b>Trillium Health Resources</b>	
Title: Complaint Process and Scope	
Board Policy Category: Compliance	Board Policy Number:
Original Board Policy Approval Date:	Board Policy Revision Dates:
Policy Approved By:	

**BOARD POLICY:**

It is the policy of this agency to maintain a formal process to address any expression of dissatisfaction about this agency or provider agency, communicated by external providers, stakeholder/organizations, or family members who do not have written consent to file a grievance on an enrollee's behalf. This formal process shall include a mechanism to receive and respond to complaints within specified time periods, processes for prioritizing, investigating, and resolving complaints; and protocols for written notification of resolution by United States mail.

<b>Trillium Health Resources</b>	
Title: Grievance Process	
Board Policy Category: Compliance	Board Policy Number:
Original Board Policy Approval Date:	Board Policy Revision Dates:
Policy Approved By:	

**BOARD POLICY:**

It is the policy of this agency to maintain a formal process to address enrollee grievances received from enrollees, guardians, or others authorized in writing to file on behalf of an enrollee. This formal process shall include written acknowledgement of receipt of the grievance, a mechanism to receive and respond to grievances within specified time periods; processes for prioritizing, investigating, and resolving grievances; protocols for written notification of resolution by United States mail.



<b>Trillium Health Resources</b>	
Title: Quality of Care	
Board Policy Category: Compliance	Board Policy Number:
Original Board Policy Approval Date:	Board Policy Revision Dates:
Policy Approved By:	

**BOARD POLICY:**

It is the policy of this agency that Quality of Care concerns/issues are identified, tracked, and investigated (when necessary) for the purposes of monitoring and addressing provider performance and quality.

As it relates to this policy, Quality of Care (QOC) concerns are internally generated concerns stemming from patterns of provider actions related to clinical and practice issues as indicated below:

- Safety concerns such as immediate safety concerns that directly impact the safety of the enrollee(s) (e.g. neglect, abuse, or reported risk of suicide or harm to others) without follow up by provider. Complexity of care concerns that could potentially result in issues such as inappropriate treatment and lack of appropriate referrals for an enrollee(s).
- Inappropriate and/or questionable clinical documentation that results in high rates of incomplete or denied requests for service authorization.

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Ethics and Compliance</b>	
Board Policy Category: Compliance	Board Policy Number: 509-09
Original Board Policy Approval Date: 12/16/08	Board Policy Revision Dates:
Policy Approved By:	

### **I. BOARD POLICY:**

It is the policy of Trillium Health Resources that employees and Governing Board members act with ethical responsibility in the execution of their duties; that decisions are made within the proper channels of the agency structure according to the guidance of agency policies; and that employment is not used for personal gain so that the public may have confidence in the integrity of this public agency.

The Chief Executive Officer (CEO) will enforce the code of ethics. This code will include a description of ethical conduct, a formal process to report or express concerns regarding ethics violations, adequate protection for anyone making a report or expressing a concern, and mechanisms for investigating and resolving ethics violations.

TRILLIUM HEALTH RESOURCES	
Title: Risk Management	
Board Policy Category: Compliance	Board Policy Number: 501-09
Original Board Policy Approval Date: 12/16/08	Board Policy Revision Dates:
Policy Approved By: Governing Board	

### I. BOARD POLICY:

It is the policy of Trillium Health Resources to have an established plan and processes to effectively manage potential physical, financial, legal, and/or social risks, and to preserve assets and protect the physical well-being of staff/individuals.

The Compliance Committee shall serve as the agency's committee for overall risk management monitoring. However, every employee has responsibility to participate and promote a successful risk management program.

<b>TRILLIUM HEALTH RESOURCES</b>	
Title: Human Rights	
Board Policy Category: Compliance	Board Policy Number: 613-09
Original Board Policy Approval Date: 2/17/2009	Board Policy Revision Dates:
Policy Approved By: Trillium Area Board	

### **I. BOARD POLICY:**

The purpose of this policy is to establish the guidelines for Trillium Health Resources to protect human rights of all individuals who receive MH/DD/SA services. Mechanisms for ensuring the protection of human rights include, but are not limited to, the establishment of a Human Rights Committee as required by NC General Statute and administrative rule, and the distribution of human rights related information to enrollees.

The Governing Board Chair shall appoint the chair and all voting members to the Human Rights Committee. The Committee shall oversee contracted services provided inside the Trillium catchment area, implementation of the following human rights protections; enrollee complaints and grievances, appeals, violations such as abuse and neglect, restrictive interventions to include the approval of behavioral intervention plans, and incident reporting trends to include death reporting.

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Independent Contracts and Consultants</b>	
Board Policy Category: Financial Management	Board Policy Number: 408-09
Original Board Policy Approval Date: 12/16/08	Board Policy Revision Dates: 2/17/09
Policy Approved By: Trillium Area Board	

**I. BOARD POLICY:**

It is the policy of Trillium Health Resources to use the services of consultants and contractors when appropriate and that all-independent contractors/consultants must be approved by the Chief Executive Officer and Finance Officer.

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Contracting with Non-Medicaid Providers</b>	
Board Policy Category: Financial Management	Board Policy Number: 411-09
Original Board Policy Approval Date: 4/21/09	Board Policy Revision Dates:
Policy Approved By: Trillium Area Board	

**I. BOARD POLICY:**

It is the policy of Trillium Health Resources to maintain current, written, signed agreements with non-Medicaid providers.

<b>TRILLIUM HEALTH RESOURCES</b>	
<b>Title: Compliance with State Contracting Requirements</b>	
Board Policy Category: Financial Management	Board Policy Number: 410-09
Original Board Policy Approval Date: 4/21/09	Board Policy Revision Dates:
Policy Approved By: Trillium Area Board	

**I. BOARD POLICY:**

It is the policy of Trillium Health Resources to comply with and fully implement North Carolina Division of MH/DD/SAS requirements regarding written agreements with Medicaid providers.

Minutes August 12, 2015

Dr. Robinson, Chris Kiricoples and Mike Kupecki met Tuesday, August 12, to review the proposed Trillium Health Resources Mission and Vision Statement. After discussion, Mike overviewed the CC/ECBH Transition Team's process for the naming and branding of Trillium and how the mission and vision statement was an extension of that work. Committee recommends placing the Mission and Vision Statements below on the August Board Agenda as an action item for discussion and consideration by the board.

**Trillium Health Resources**  
**Mission and Vision Statements**  
 Draft #1  
 2/12/15

## **PREFACE**

There are any number of definitions of mission statements and vision statements and descriptions of how they differ. Similarly, there are numerous opinions on their ideal length, the degree to which they should be comprehensive and inclusive, whether their tone should be inspirational or descriptive, and so on.

Our approach: Mission Statements should state what an organization does or why it exists, and Vision Statements should describe the end result your organization is striving to ultimately achieve.

We strongly recommend that your Mission Statement should:

- be short enough to remember – specifically, one concise sentence
- capture the real essence of your purpose without details of interest to only a few
- avoid buzzwords, industry jargon and clichés
- be easy to state out loud
- minimize the "how" in favor of the "what"

Your Vision Statement should be:

- clear
- specific
- emotionally stirring
- inspiring to employees
- highly aspirational

## **FOR YOUR CONSIDERATION**

**Trillium Health Resources**  
*Transforming lives.*



**Mission**

To transform the lives of people in need by providing them with ready access to care.

Suggested change for discussion “Transforming lives of people in need by providing them with ready access to care.”

**The following revised Mission Statement was unanimously approved at the August 27, 2015 meeting: “Transforming the lives of people in need by providing them with ready access to quality care.”**

**Vision**

For every person in coastal and eastern North Carolina, the opportunity to live life to its fullest potential.

**ATTACHMENT A**

**Relational Agreement  
Between  
The Trillium Health Resources Governing Board  
And  
The Northern, Central, and Southern Regional Consumer and Family Advisory Committees  
to Trillium Health Resources  
July 1, 2015**

This agreement entered into by and between the Trillium Health Resources Governing Board, hereinafter referred to as the Governing Board, which is responsible for assuring the availability of local mental health, intellectual/developmental disability, and substance use services in a 24 county area in eastern North Carolina and the Northern, Central, and Southern Regional Consumer and Family Advisory Committees to Trillium Health Resources, hereinafter referred to as the Regional CFACs, shall be in effect the day following the last signature to the agreement and remain in effect until terminated by one or more parties.

**PURPOSE:** To establish the roles and responsibilities, channels of communication, and process for resolving disputes between the Regional CFACs and the Governing Board.

**DEFINITIONS:**

**1915 (b)(c) Waiver:** A waiver of certain Medicaid rules requested by the State of North Carolina and approved by the federal Centers for Medicare and Medicaid Services under the authority of Section 1915 of the Social Security Act as amended.

**Department of Health and Human Services (DHHS):** The lead State agency responsible for health and human services, including the delivery of mental health, in the State of North Carolina.

**Division of MHIDD/SA (DMHIDD/SAS):** A division of the Department of Health and Human Services responsible for establishing policy for mental health, intellectual./developmental disabilities, and substance use services and for allocating and disbursing State and non-Medicaid federal funding for community-based services for those populations.

**Division of Medical Assistance (DMA):** A division of the Department of Health and Human Services responsible for administering the Medicaid and Health Choice programs in North Carolina.

**Area Authority (LME/MCO):** The area mental health, intellectual/developmental disabilities, and substance use authority known as Trillium Health Resources Local Management Entity/Managed Care Organization. The Area Authority is under contract with DHHS to operate the combined Medicaid Waiver program authorized under Section 1915 (b) and Section 1915 (c) of the Social Security Act as stated in Statute 122 C-3 (20b).

**Governing Board:** Governs the area authority known as Trillium Health Resources Local Management Entity/Managed Care Organization. The Board is constituted as required by General Statute (G.S.) 122C-118.1. The Governing Board is comprised of four members from each Regional Advisory Board to include: one county commissioner, CFAC chair or designee, and two other members who meet the requirements in the statute cited above. In addition to these twelve members, the Provider Network Council chair or designee will serve on the board in a non-voting capacity.

**Regional Advisory Boards:** Regional Advisory Boards (three) representing the northern, central, and

southern regions served by Trillium Health Resources are to involve local stakeholders, to respond to unique community needs and priorities, to promote understanding and collaboration at the local level, and to provide local participation in monitoring the performance and services within each region. Each Regional Advisory Board is comprised of the regional CFAC chair or designee and two representatives from each county in the region who are appointed by their respective Boards of County Commissioners. The county representatives include a county commissioner or designee and another appointee who meets the criteria outlined in G.S. 122C-188.1.

**Regional Consumer and Family Advisory Committees (Regional CFACs):** A formalized advisory group of consumers and family members appointed in accordance with the requirements of NCGS 122c-170. CFAC Statute (Session Law 2006-0142 section 5). CFACs are self-governing and self-directed organizations that advise the Area Authority on the planning and management of the local public mental health, intellectual/developmental disabilities, and substance use services system.

**Strategic Plan/Local Business Plan:** A plan for the delivery of mental health, intellectual and other developmental disabilities and substance use services for the geographic area served by the LME/MCO. The plan is prepared in accordance with instructions issued by the DHHS/ DMH/DD/SAS and is developed with input and feedback from stakeholders, CFACs, consumers, and families.

**Area Director:** The administrative head of the area authority (LME/MCO) appointed by the Governing Board pursuant to G.S. 122C-121.

**Regional Directors:** The staff persons serving as the primary points of contact between the Regional CFACs and the LME/MCO.

#### **RESPONSIBILITIES OF THE PARTIES:**

##### **Each Regional CFAC:**

- Identify service gaps and underserved populations in their region.
- Make recommendations to the Governing Board and Regional Advisory Boards regarding the service array and monitor the development of additional services.
- Review, comment on, and monitor the implementation of this plan, providing feedback to the Governing Board and the Regional Advisory Boards.
- Review and comment on the proposed LME/MCO budget.
- Participate in all quality improvement measures and performance indicators; this will include participating on LME/MCO committees to include, but not be limited to, Global Quality Improvement Committee, and the Human Rights Committee.
- Submit to the State Consumer and Family Advisory Committee findings and recommendations regarding ways to improve the delivery of mental health, intellectual/developmental disability and substance use services.
- Adopt bylaws and operational procedures that support the self-directed functioning of each Regional CFAC.
- Prepare and submit a written report for each Governing Board Meeting unless there is no new information to share.
- Issue public statements or reports only on behalf of one or more of the Regional CFACs, reflecting their views and insights into the issues at hand.

**Governing Board:**

- Recognize the contribution of consumers and family members through their unique perspectives and abilities.
- Recognize and honor the "nothing about us without us" philosophy of the Regional CFACs.
- Provide to each Regional CFAC chair a written response acknowledging receipt of and a plan for response to written recommendations, issues, and concerns received from one or more Regional CFACs.
- Ensure that LME/MCO management solicits and considers input from each Regional CFAC during development of the annual budget and during development of the strategic plan/local business plan.
- Ensure that LME/MCO management requests participation from each Regional CFAC in all quality improvement measures and performance indicators; this will include participation on LME/MCO committees to include, but not be limited to, Global Quality Improvement Committee, and Human Rights Committee.,
- Ensure that LME/MCO management provides annual data and when requested to each Regional CFAC for the identification of service gaps and underserved populations in their regions.
- Ensure that the LME/MCO provides sufficient staff to assist the Regional CFACs in implementing their statutory duties including assigning the regional directors as liaisons to each Regional CFAC.
- Ensure that the LME/MCO provides the Regional CFACs with support in the form of information, education, and training necessary to ensure the effectiveness of the Regional CFACs to include:
  - o Education on the service system, including funding sources, the methods for access, and service availability.
  - o Education on system reform and evidence-based models of best practice.
  - o Training on strategic/business plans, budgeting, and understanding financial data.
  - o Technical advice on rules of procedure and applicable laws.
- Ensure that the LME/MCO provides the Regional CFACs with support in the form of financial assistance to include:
  - o Stipends to assist with meeting participation.
  - o Meal allowances for Regional CFAC meetings.
  - o Transportation or compensation for CFAC-approved travel and expenses at the LME/MCO rate.
  - o Payment for CFAC-approved conferences, meetings, and retreats as long as it falls within the annual CFAC budget and is subject to the normal purchasing practices.

**Joint Responsibilities:**

- Work together to achieve the responsibilities outlined in statute and the strategic plan/local business plan.
- Work together to identify and develop service resources that lead to a comprehensive, equitable, effective, and efficient system of services and supports.
- Work together to address issues/concerns within the core functions of the LME/MCO and the statutorily-defined tasks of the Regional CFACs.
- Work together to establish and maintain a nonjudgmental environment.
- Work together to ensure that each Regional CFAC's membership remains viable and is representative of all disability groups as outlined in statute and reflects as closely as possible the geographic, racial and ethnic composition of each region.

- Work together to provide outreach to community stakeholders including education, training, and feedback on important issues that may arise.

#### **DISPUTE RESOLUTION:**

The purpose of the Dispute Resolution process is to resolve issues between each Regional CFAC and the Governing Board. Either party may use this process to resolve issues and disputes when the issue cannot be resolved informally. The Dispute Resolution process shall apply to any issue regarding compliance with local, state or federal laws or rules.

It is also agreed that the Dispute Resolution process only applies to issues that have been approved by a majority vote of the Governing Board or membership of one Regional CFAC.

##### **First Level: The Governing Board and/or the Regional CFAC**

The first level of the Dispute Resolution Process is a presentation to the Regional CFAC or the Governing Board to ascertain the justification of a dispute. If either body determines by a majority vote that the issue warrants elevation to a formal dispute, then the issue shall be formalized in writing and proceed to the second level.

##### **Second Level: The Dispute Resolution Committee**

The second level of the Dispute Resolution Process will be a review by a Dispute Resolution Committee. The Governing Board shall elect three Governing Board members to the committee to include the chair. The Regional CFAC shall elect two members to the committee.

The Dispute Resolution Committee shall review all information and issue a final resolution in writing within thirty (30) days of receipt. The findings and the final resolution of the Dispute Resolution Committee will be presented at the next regularly scheduled Governing Board meeting and at the next regularly scheduled Regional CFAC meeting.

#### **COMMUNICATION PROTOCOL:**

- Each Regional CFAC Chair or designee shall be a member of the Governing Board.
- Each Regional CFAC Chair or designee shall help ensure effective communication between the Governing Board and the Regionals CFACs.
- Each Regional CFAC Chair or designee shall provide a written report from their Regional CFAC at each Governing Board Meeting unless there is no new information to share.
- Each Regional CFAC Chair shall have a direct communication link to the Governing Board Chair, LME/MCO Director, and the Regional Director.
- The Regional CFAC Chairs will meet with the Governing Board Chair, either independently or as a group, as needed.
- The Governing Board and the Regional CFACs will exchange their minutes.

**TERMINATION**

This Agreement may be terminated in whole or in part, by mutual written consent of all parties or by any signing party, for cause upon 90 days written notice.

**SIGNATURES:**

---

Chair of Governing Board Date

---

Chair of Northern Regional CFAC Date

---

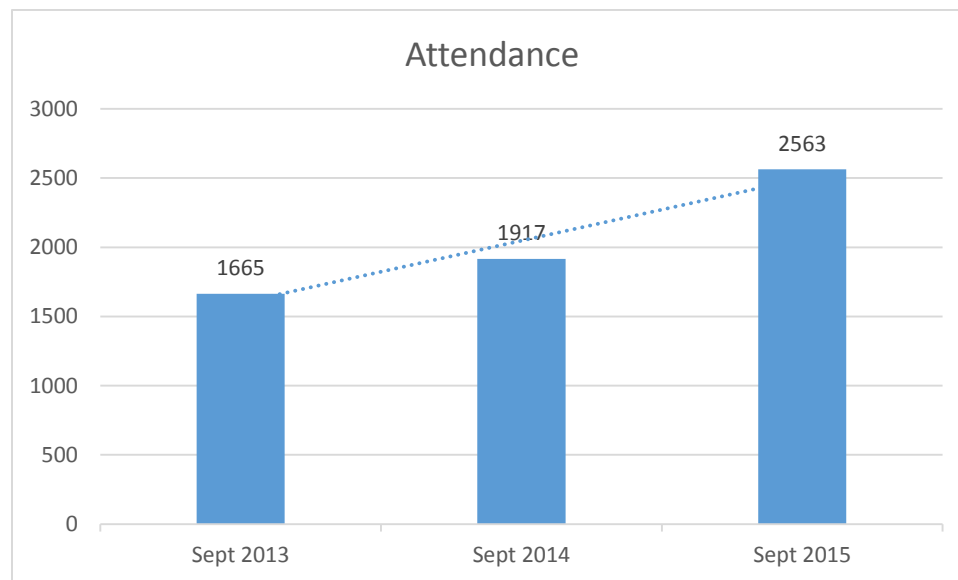
Chair of Central Regional CFAC Date

---

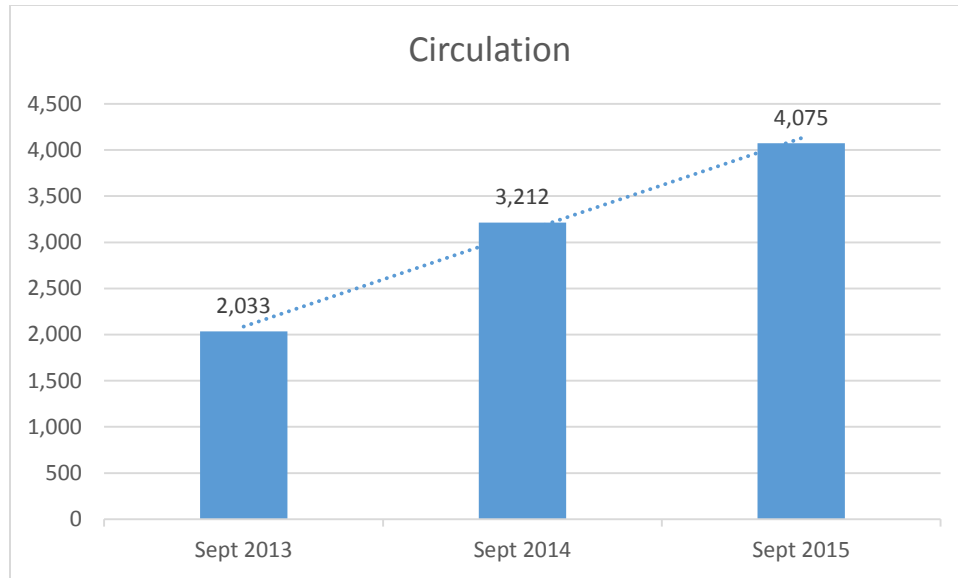
Chair of Southern Regional CFAC Date

## Camden County Public Library September 2015 Statistics

- **Visitor Count:** 2,563
- **Days/Hours Open:** 25/275
- **# Items in Collection:** 12,140 (Opening Day Collection # Items = 4,755)
- **Total Check Outs/Renewals:** 4,075
- **Library Card Holders:** 2,319
- **Computer/ Wireless Use:** 1,100
- **Juvenile Programs :** 14 programs / 193 attendance
- **Adult Programs :** 2 programs / 15 attendance
- **Meeting Room:** 5 reservations / 85 attendance



Daily attendance for the month of September, compared by year (2013-2015).



Number of library materials checked out in September, compared by year (2013-2015).



## Camden County Sheriff's Office Monthly Stats September-15

Date		Property Crimes	Breaking & Entering	Larceny	Crimes Against Persons	Animal Control Calls	Assaults	Mental Commit.	Drug Arrests
<b>Current:</b>	15-Sep	1	4	1	5	33	1	3	1
<b>Last Month:</b>	15-Aug	8	2	13	4	42	1	4	2
<b>Last Year:</b>	14-Sep	4	11	10	8	71	1	5	0
Traffic Offense	Other Arrest	Juvenile Arrest	Total Arrest	Reports	Papers Served	Armed Robbery	Calls Answered	Building Checks	Avg. Jail Population
113	15	0	129	164	88	0	1,340	363	
141	17	0	160	213	87	0	1,409	333	0
68	12	0	80	130	119	0	937	295	0

<b>Calls Answered:</b>	1,340
<b>Average:</b>	45.0

<b>Calls for Service 2015:</b>	9,872
<b>Calls for Service 2014:</b>	9876
<b>Calls for Service 2013:</b>	12335

### Trainings

FIREARMS

# Ledger Report - Fee Distribution

TAMMIE KRAUSS, REGISTER OF DEEDS

Camden County, NC

9/1/2015 - 9/30/2015

Page 338 of 342

NC Children's Trust Fund	\$40.00
NC Domestic Violence Fund	\$240.00
State Revenue Stamp	\$4,194.89
County Revenue Stamp	\$4,366.11
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$75.05
ROD Automation Fund	\$446.71
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$638.60
ROD General Fund	\$3,562.94
<b>Total Distribution For Period</b>	<b>\$13,564.30</b>

Cash Total	\$859.30
Check Total	\$12,705.00
Pay Account Total	\$0.00
Overpayment Total	\$0.00
<b>Total Deposit For Period</b>	<b>\$13,564.30</b>

**Total Escrow Change \$0.00**

DATE	NC CHILDRI TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMEN AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL	
09/01/15	\$ -	\$ -	\$ -	\$ -	\$ 3.45	\$ 19.62	\$ 43.40	\$ 163.53	\$ 230.00
09/02/15	\$ 5.00	\$ 30.00	\$ 447.86	\$ 466.14	\$ 4.77	\$ 26.09	\$ 43.40	\$ 208.74	\$ 1,232.00
09/03/15	\$ -	\$ -	\$ 18.62	\$ 19.38	\$ 0.66	\$ 3.72	\$ 6.20	\$ 33.42	\$ 82.00
09/04/15	\$ 5.00	\$ 30.00	\$ 126.42	\$ 131.58	\$ 6.33	\$ 35.77	\$ 62.00	\$ 282.90	\$ 680.00
09/08/15	\$ 5.00	\$ 30.00	\$ 19.11	\$ 19.89	\$ 2.52	\$ 11.20	\$ 18.60	\$ 100.68	\$ 207.00
09/09/15	\$ 5.00	\$ 30.00	\$ 49.00	\$ 51.00	\$ 1.83	\$ 7.28	\$ 12.40	\$ 65.49	\$ 222.00
09/10/15	\$ -	\$ -	\$ 690.90	\$ 719.10	\$ 6.51	\$ 41.76	\$ 62.00	\$ 323.73	\$ 1,844.00
09/11/15	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 2.91	\$ 16.34	\$ 6.20	\$ 133.85	\$ 194.30
09/14/15	\$ -	\$ -	\$ 49.00	\$ 51.00	\$ 3.16	\$ 20.29	\$ 31.00	\$ 156.55	\$ 311.00
09/15/15	\$ -	\$ -	\$ 80.85	\$ 84.15	\$ 2.75	\$ 16.85	\$ 24.80	\$ 138.50	\$ 347.90
09/16/15	\$ -	\$ -	\$ 306.74	\$ 319.26	\$ 3.37	\$ 21.02	\$ 37.20	\$ 163.16	\$ 850.75
09/17/15	\$ -	\$ -	\$ 17.64	\$ 18.36	\$ 3.36	\$ 22.19	\$ 24.80	\$ 173.65	\$ 260.00
09/18/15	\$ -	\$ -	\$ 903.56	\$ 940.44	\$ 5.99	\$ 39.56	\$ 49.60	\$ 303.85	\$ 2,243.00
09/21/15	\$ 10.00	\$ 60.00	\$ -	\$ -	\$ 3.93	\$ 18.26	\$ 18.60	\$ 151.21	\$ 262.00
09/22/15	\$ -	\$ -	\$ 254.31	\$ 264.69	\$ 2.89	\$ 15.92	\$ 31.00	\$ 143.19	\$ 712.00
09/24/15	\$ -	\$ -	\$ 454.23	\$ 472.77	\$ 3.20	\$ 21.14	\$ 24.80	\$ 164.06	\$ 1,140.20
09/25/15	\$ -	\$ -	\$ 642.88	\$ 669.12	\$ 10.41	\$ 66.24	\$ 86.80	\$ 530.55	\$ 2,006.00
09/28/15	\$ 5.00	\$ 30.00	\$ 133.77	\$ 139.23	\$ 3.90	\$ 21.62	\$ 31.00	\$ 168.48	\$ 533.00
09/29/15					\$ 1.73	\$ 12.71	\$ 12.40	\$ 88.31	\$ 115.15
09/30/15					\$ 1.38	\$ 9.13	\$ 12.40	\$ 69.09	\$ 92.00
									\$ -
									0.00
									0.00
									\$ -
<b>TOTAL</b>	\$ 40.00	\$ 240.00	\$ 4,194.89	\$ 4,366.11	\$ 75.05	\$ 446.71	\$ 638.60	\$ 3,562.94	\$ 13,564.30

**Angela Wooten**

**From:** Albemarle RC&D Council <emailsentby@icontact.com>  
**Sent:** Thursday, October 15, 2015 12:02 PM  
**To:** info@camdencountync.gov  
**Subject:** Albemarle RC&D Fall Newsletter

**Categories:** on agenda spreadsheet

## Albemarle Resource Conservation & Development Council



*Upper Little River. Photo: Mark Powell*

### Grants to Help Restore the Little River Watershed

The Albemarle Resource Conservation and Development Council (ARC&D) has received three grants to construct in-stream wetlands on main drainage canals above the Impaired section of the Little River. A \$141,878 grant from the Clean Water Management Trust Fund and a \$25,000 grant from the US Fish and Wildlife Service will be used to construct in-stream wetlands on a main canal that drains about six thousand acres of farmland in the headwaters of the watershed. These grants also will help enhance existing wetlands for timber and wildlife habitat. Pasquotank County and Pasquotank Soil and Water Conservation District are providing matching funds.

A \$90,475 grant from the US EPA 319 program will be used to construct in-stream wetlands on a main canal that drains about 600 acres of farmland just above the Impaired section of the Little River. Perquimans County and Perquimans Soil and Water Conservation District are providing matching funds.

NCSU Department of Biological and Agricultural Engineering will monitor and evaluate water quality for both in-stream wetlands projects.

These projects will demonstrate how in-stream wetlands may be constructed along main drainage canals on private lands to effectively manage stormwater. The projects will also demonstrate how the same stormwater system may be used on privately-owned canals throughout the watershed that flow into the Little River. The impact of agriculture on water quality of the Little River watershed is typical to watersheds in eastern NC, and the system of in-stream wetlands on private lands could be replicated throughout the

Fall 2015

Wisely Conserving Natural Resources & Creating Opportunities for Positive Economic & Community Development

#### IN THIS ISSUE

Project updates from across the Council's 10-county area

Albemarle RC&D leadership transitions from Rodney Johnson to Tommy Everett



Outgoing ARCD Chairman Rodney Johnson (L) of Pasquotank accepts a plaque of appreciation from the incoming 2015-16 Chairman Nathan (Tommy) Everett of Tyrrell at the May 2015 Quarterly Council meeting

region.

The in-stream wetland projects were developed through a recently completed nine-element restoration plan, which addresses the causes of Impairment by working directly with farmers, homeowners and businesses in the watershed to reduce sediment and nutrients carried by stormwater. Click here to see the [nine-element plan](#).

### Pembroke Creek Park Public Access

Chowan County is improving public access at Pembroke Creek Park in Edenton with new handicap parking areas, an improved entrance, and two 50' piers from the existing boardwalk to improve fishing. A new bulkhead is protecting shoreline on the eastern side of the park. The county will install a floating kayak and canoe launch, solar lighting and a storage shed for kayaks and canoes. The ARC&D assisted the county with project design and grant writing. It is also providing technical support for the construction phase. The project is funded through a \$149,720 grant from the NC Public Beach and Coastal Waterfront Access Program with matching funds from the county.



Two 50' piers provide access to deeper water for fishing.  
Photo: Mark Powell

### Tyrrell County Waterfront Park

Tyrrell County received a \$85,500 grant from the NC Public Beach and Coastal Waterfront Access Program to improve public access to the county park on the Scuppernong River across from the Columbia waterfront. The county has completed construction of a pier and boardwalks to improve handicap access to the park. The county will install a gazebo, picnic tables, grills, trash receptacles and solar lighting. The ARC&D assisted with project design and grant writing. The council is also assisting the county with project management during the construction phase.



New boardwalks provide access to the new pier and other areas of

held in Edenton, NC.

#### ARC&D Calender

10/15/15 Albemarle RC&D  
Executive Committee Meeting  
7:00 pm  
730 N. Granville Street,  
Edenton (Suite B)

12/1/15 Albemarle RC&D  
Quarterly Council Meeting  
7:00 pm  
730 N. Granville Street,  
Edenton (Suite B)

1/21/16 Albemarle RC&D  
Executive Committee Meeting  
7:00 pm  
730 N. Granville Street,  
Edenton (Suite B)

2/2/16 Albemarle RC&D  
Quarterly Council Meeting  
7:00 pm  
730 N. Granville Street,  
Edenton (Suite B)

The Executive Committee usually meets every August, October, January & April on the 3rd Thursday at 7:00 pm.

The full Council usually meets every September, December, February & May on the 1st Tuesday at 7:00 pm.



the park. Photo: Mark Powell

### Camden County High School Wetland

The ARC&D is working with Camden Soil and Water Conservation District and the US Fish and Wildlife Service to develop an outdoor environmental education classroom at Camden High School. The wetland will help filter stormwater from school buildings and recreational fields. The RC&D Council received a \$10,000 matching grant from the US Fish and Wildlife Service for the project.



#### Contact Us:

Albemarle RC&D Council  
730 N. Granville St., Suite B  
Edenton, NC 27932

Phone: (252) 482-7437 ext. 4  
Fax: (252) 482-3428

[albemarlercandd@yahoo.com](mailto:albemarlercandd@yahoo.com)

The Albemarle RC&D Council is a 501c3 private non-profit organization that serves the people of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell & Washington Counties.

All programs and services of the Albemarle RC&D Council are offered on a non-discriminatory basis, without regard to race, color, national origin, religion, sexual orientation, age, marital or family status, disability or political beliefs.

For more information on the council's programs and projects please contact us at [albemarlercandd@yahoo.com](mailto:albemarlercandd@yahoo.com) or visit us at [www.albemarlercandd.org](http://www.albemarlercandd.org)

This message was sent to [info@camdencountync.gov](mailto:info@camdencountync.gov) from:

Albemarle RC&D Council | [albemarlercandd@yahoo.com](mailto:albemarlercandd@yahoo.com) | Albemarle RC&D Council | 730 N. Granville Street Ste. B | Edenton, NC 27932



*Camden County Board of Commissioners  
Regular Meeting  
September 8<sup>th</sup>, 2015  
6:00 P.M. - Closed Session  
7:00 P.M. - Regular Meeting  
Historic Courtroom, Courthouse Complex  
Camden, North Carolina*

**MINUTES**

*The regular meeting of the Camden County Board of Commissioners was held on September 8th, 2015 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:*

*Chairman P. Michael McLain, Vice Chair Sandra Duckwall  
And Commissioner Tom White,*

*Commissioners Clayton Riggs and Garry Meiggs were not present.*

*Also attending were the County Manager Michael Renshaw, County Attorney John Morrison and Clerk to the Board Angela Wooten. Tax Administrator Lisa Anderson was present for the purpose of providing supporting information for closed session agenda items.*

**Call to Order**

*Chairman P. Michael McLain called to order the September 8<sup>th</sup>, 2015 meeting of the Camden County Board of Commissioners at 6:03 PM.*

---

**Closed Session**

*Chairman Michael McLain stated the need to enter closed session pursuant to NC G.S. 143-318.11(a) (3) - Consultation with the County Attorney to discuss potential litigation and contract negotiation.*

*Commissioner Tom White made a motion to go into closed session at 6:04 PM. The motion passed 3-0 with Chairman McLain, Vice Chair Sandra Duckwall and Commissioner Tom White voting aye; no Commissioner voting no; Commissioners Garry Meiggs and Clayton Riggs absent; and no Commissioner not voting.*

41

42 *Commissioner Clayton Riggs entered at 6:17 PM*

43

44 *Vice Chair Sandra Duckwall made a motion to come out of closed session at 6:35 PM.*

45 *The motion passed 4-0 with Chairman McLain, Vice Chair Sandra Duckwall and*

46 *Commissioner s' Tom White and Clayton Riggs voting aye; no Commissioner voting no;*

47 *Commissioner Garry Meiggs absent; and no Commissioner not voting.*

48

---

49

50 **Regular Session, 7:00 P.M.**

51

52 *Joining the board in regular session for purposes of making a presentation or providing*

53 *supporting information for agenda items were the following persons: Permit Officer*

54 *Dave Parks, Public Works Director, David Credle, Finance Officer Stephanie Humphries.,*

55 *Planning Director Dan Porter and Tax Administrator Lisa Anderson.*

56

---

57

58 **Invocation and Pledge of Allegiance**

59

60 *Pastor David Moehring gave the invocation and led those present in the Pledge of*  
61 *Allegiance.*

62

---

63

64 **Public Comments**

65

66 *None*

67

---

68

69 **Consideration of Agenda**

70

71 *Chairman Michael McLain noted the following changes to the agenda.*

72

73 **Board Appointments**

74

- *Add Item 6.B - Parks and Recreation Advisory Board*

75

- *Add Item 6.C - ABC Board*

76 *Commissioner Clayton Riggs made a motion to approve the agenda as amended. The*

77 *motion passed 4-0 with Chairman Michael McLain, Vice Chairwoman Sandra Duckwall,*

78 *Commissioner Tom White and Commissioner Clayton Riggs voting aye; no*



79 *Commissioner voting no; Commissioner Garry Meiggs absent; and no Commissioner*  
80 *not voting.*

---

81

82

83 **Presentations**

84

85 ***Item 3.A - Camden Youth Football***

86

87 *As the new directors for the “Camden Youth Football” league, Karen Smith and her*  
88 *husband of South Mills came to the board to provide an update on the current status of*  
89 *their Football league and to make the following requests.*

90

91 • *Reconsider our Category II status with the county, due to the misunderstanding*  
92 *regarding the continuation of the youth football program.*

93 • *Accept documentation of all required paperwork to reinstate our Category II status.*  
94 *Accept our application for the 501c3 as sufficient documentation for the county*  
95 *requirements.*

96 • *Provide lighted field space for three practices per week and Saturday home games for all*  
97 *youth football and cheerleading participants.*

98 • *County Government to understand that youth football and cheerleading is important to*  
99 *Camden County Residents.*

100 • *County Government to support all youth sports, regardless of the type of sport, by*  
101 *providing field space fairly and adequately for all youth organizations*

102 • *County Government to plan for an increase in youth sports due to fall youth soccer,*  
103 *potential fall youth baseball, and youth football and cheerleading*

104 • *County Government to consider building a sports complex because it is critical to the*  
105 *growth to our community and wellbeing of our children*

106 *The County Manager Mike Renshaw informed the Chairman of the formation of a new*  
107 *subcommittee under the Parks and Recreation Advisory Board to look into short and*  
108 *long term field use.*

109

110

111 **Public Hearings**

112

113 *Vice Chairwoman Sandra Duckwall made a motion to go into public hearing for Public*  
114 *Meeting; Sketch Plan Mill Run - Common Open Space Major Subdivision (UDO 2015-06-*  
115 *07). The motion passed 4-0 with Chairman Michael McLain, Vice Chairwoman Sandra*  
116 *Duckwall, Commissioner Tom White and Commissioner Clayton Riggs voting aye; no*

117 *Commissioner voting no; Commissioner Garry Meiggs absent; and no Commissioner*  
118 *not voting.*

119

120 ***Item 4.A - Public Meeting; Sketch Plan Mill Run - Common Open Space Major***  
121 ***Subdivision (UDO 2015-06-07)***

122

123 *Permit Officer Dave Parks advised the board that Harbinger Land & Timber*  
124 *LLC/Assorted Development Corporation, represented by Mark Bissell of Bissell*  
125 *Professional Group has applied for a Sketch Plan approval for Mill Run Subdivision (45*  
126 *lots) as a Common Open Space (Article 151.290 of the Camden County Code of*  
127 *Ordinances) Major Subdivision.*

128

129 *This application went to the Planning Board on July 15, 2015 and after presentation by*  
130 *Planning Staff and discussion made a recommendation to approve the yield plan/sketch*  
131 *plan with the recommendations listed in Planning Staffs Findings.*

132

133 *On June 1<sup>st</sup>, 2015 the Board of Commissioners approved rezoning from Basic Residential*  
134 *(R3-2) to Basic Residential (R3-1). Ordinance No. 2015-04-01*

135

136 *Mr. Parks presented the Staff Findings, Sketch Plan and TRC Inputs and noted that the*  
137 *developer proposes to dedicate 50% of the property to open space.*

138

139 *Chairman P. Michael McLain asked if there were any comments from the public*  
140 *regarding this issue. Hearing none, he asked for questions from the board.*

141

142 *Commissioner Clayton Riggs asked if the developer has addressed NCDOT acceptance*  
143 *of the roads and who retains ownership of the common areas once the 45 lots are sold?*

144

145 *Mr. Parks replied;*

146 

- *NCDOT Approval - NCDOT has reviewed but approval will not come until the next stage*  
147 *of preliminary engineering work*

148 

- *Open Space - The developer will turn over responsibility of the open space to the home*  
149 *owners association*

150 *Chairman McLain asked if the county requires that roads be turned over to DOT.*

151

152 *Chairman asked about One Acre Zoning requirements and this subdivision having half*  
153 *acre lots.*

154

155 *Mr. Parks replied that designating 50% of the property to open space allows them to go*  
156 *down to half acre lot sizes.*

157

158 *The Chairman asked if there were any further comments from the public.*

159

160 *Mr. Mark Bissell came forward to provide some comments pertaining to the benefits of*  
161 *Common Open Space Subdivisions.*

162 

- *No lots will front the existing highway*

163 

- *One bonus lot is sold to fund the Home Owners Association*

164 

- *Once all lots are sold, this development will create approximately \$15 million in county*  
165 *tax revenue.*

166 *As there were no other comments from the public, Chairman McLain called for a*  
167 *motion to come out of public hearings.*

168

169 *Commissioner Tom White made a motion to close the public hearing at 7:35 PM. The*  
170 *motion passed 4-0 with Chairman Michael McLain, Vice Chairwoman Sandra Duckwall,*  
171 *Commissioner Tom White and Commissioner Clayton Riggs voting aye; no*  
172 *Commissioner voting no; Commissioner Garry Meiggs absent; and no Commissioner*  
173 *not voting.*

174

---

175

176 **New Business**

177

178 ***Item 5.A - Monthly Tax Report***

179

180 *Tax Administrator Lisa Anderson presented the monthly Tax Report for July 2015.*

181

182 *Commissioner Clayton Riggs made a motion to approve the Monthly Tax Report as*  
183 *presented. The motion passed 4-0 with Chairman Michael McLain, Vice Chairwoman*  
184 *Sandra Duckwall, Commissioner Tom White and Commissioner Clayton Riggs voting*  
185 *aye; no Commissioner voting no; Commissioner Garry Meiggs absent; and no*  
186 *Commissioner not voting.*

187

188

---

189 ***Item 5.B - Core Area Waste Water Treatment Plant Proposal for Hydrogeologic and***  
190 ***Soils Analysis***

191

192 *The County Manager Mike Renshaw presented a proposal for a geohydrology and soils*  
193 *analysis evaluation submitted by Edwin Andrews and Associates, P.C. The purpose of*  
194 *this study is to determine the suitability of an approximately 27 acre tract of land*  
195 *(Williams Farms of North Carolina) for a future Core Area Waste Water Treatment*

196 *Plant using high-rate infiltration (amphidrome) technology. The proposed site which*  
197 *will be evaluated is located approximately 1 mile east of the intersection of HWY 158*  
198 *East and HWY 34, across from the Camden Business Park. The 27 acre tract of land*  
199 *would provide expandable future waste water treatment capacity to 120,000 GPD within*  
200 *the Core Service Area.*

201

202 *The proposal is divided into **Phase I** and **Phase II***

203

204 ***Phase I** - includes preliminary test borings and measurements of water infiltration rates*  
205 *on the site as well as twelve geotechnical borings to be performed by GET Solutions.*  
206 *These geotechnical borings will be used to configure the exact locations of the high*  
207 *infiltration sand basins using the best sand aquifer matrix possible. Phase 1 also includes*  
208 *soil analyses, test well construction, aquifer testing and construction of a steady-state*  
209 *computer model (using MODFLOW software) to evaluate alternative placements of the*  
210 *infiltration basins. The proposal anticipates completing Phase 1 testing and evaluations*  
211 *within 8 weeks of Notice to Proceed. The total proposed cost of Phase 1 testing is \$24,260*  
212 *(\$16,000 of which is the geohydrologic and soils analysis and \$8,260 for GET Solutions*  
213 *to perform the necessary geotechnical borings).*

214

215 ***Phase II** - testing under the attached proposal would be used to finalize all soil,*  
216 *ergonomic, and hydrogeologic analyses needed for permitting of the WWTP at the state*  
217 *level. It was decided that only upon a favorable Phase 1 geohydrologic report would the*  
218 *county proceed with funding for Phase 2 testing in the proposed amount of \$19,780.*

219

220 *The Finance Officer has prepared Budget Amendment 2015-16-BA003 reflecting the*  
221 *transfer of \$25,000 of Capital Reserve Fund Balance to cover the cost of Phase 1 testing.*

222

223 *Commissioner Tom White made a motion to approve funding for Phase 1*  
224 *geohydrologic analyses and geotechnical borings at the described Williams Farms of*  
225 *North Carolina site in the amount of \$24,260 using Capital Reserve Fund Balance and*  
226 *authorize the Manager to execute the attached Phase 1 agreement. The motion passed*  
227 *4-0 with Chairman Michael McLain, Vice Chairwoman Sandra Duckwall, Commissioner*  
228 *Tom White and Commissioner Clayton Riggs voting aye; no Commissioner voting no;*  
229 *Commissioner Garry Meiggs absent; and no Commissioner not voting.*

230

231

232 ***Item 5.C - Darkness to Light: Child Sexual Abuse Awareness and Prevention***  
233 ***Training Program***

234

235 *Manager Renshaw advised the board of a program, known as Stewards of Children by*  
236 *Darkness to Light, is a 2-hour course approved for Continuing Education Credits by the*  
237 *National Association of Social Workers and the National Board of Certified Counselors.*  
238 *A summary of the Darkness to Light: Stewards of Children 5 Steps to Protecting Our*  
239 *Children program is included in this packet.*

240

241 *While it is an uncomfortable topic for discussion, child sexual abuse is an enormously*  
242 *important social malady that can only be addressed by shining light on the issue and*  
243 *increasing public awareness. No community is immune from the financial and human*  
244 *costs associated with this epidemic. In the United States more than 400,000 children are*  
245 *sexually abused each year...1 in 10 children face the horror of sexual abuse. Ninety*  
246 *percent of victims are abused by someone they know and trust 60% of abusers are*  
247 *acquaintances and 30% are immediate or extended family members. Only through*  
248 *increasing public awareness and training can we begin to radiate child sexual abuse in*  
249 *our community.*

250

251 *Mr. and Mrs. Boelte have approached Camden County with an offer to facilitate the*  
252 *Stewards of Children: 5 Steps to Protecting Our Children course to members of the*  
253 *Camden County Sheriff's Office, Department of Social Services, and teachers and staff of*  
254 *Camden County Public Schools on Friday, October 2nd.*

255

256 *While the Boelte's charge no fees for facilitating this course, a nominal charge of \$10*  
257 *per participant is requested to cover the cost of the course workbooks and handouts. The*  
258 *Camden County Sheriff, Director of Social Services, and CCPS Superintendent have*  
259 *expressed a desire to have select members of their staff participate in this training.*  
260 *Camden County would cover the cost of county employees using existing training*  
261 *funds, and CCPS would cover the materials costs for their staff to attend. Superintendent*  
262 *Hawkins has agreed to provide an appropriately-sized school facility for the training*  
263 *session which will take place on a scheduled mandatory teacher workday.*

264

265 *In addition to the Friday October 2nd course offering, the Boelte's have also offered to*  
266 *facilitate a second 2-hour session on Saturday, October 3rd. It was discussed that a local*  
267 *church might be willing to host such a session which would be open to the general*  
268 *public at no charge except the \$10 fee to cover materials costs. The County Manager*  
269 *will outreach to the local churches to determine which might be available and willing to*  
270 *serve as a host facility.*

271

272 *The materials fees associated with county staff attendance will be covered using*  
273 *previously budgeted training funds (estimated to be \$200 based upon projected staff*  
274 *attendance).*

275

276 *Manager Renshaw requests that the board approve the program and authorize \$200*  
277 *toward material fees. In addition authorize up to \$450 to cover the Boeltes's travel*  
278 *expenses.*

279

280 *Vice Chairwoman Sandra Duckwall made a motion to accept the manager's*  
281 *recommendation. The motion passed 4-0 with Chairman Michael McLain, Vice*  
282 *Chairwoman Sandra Duckwall, Commissioner Tom White and Commissioner Clayton*  
283 *Riggs voting aye; no Commissioner voting no; Commissioner Garry Meiggs absent; and*  
284 *no Commissioner not voting.*

285

---

286

287 **Board Appointments**

288

289 ***Item 6.A - Jury Commission***

290

291 *The Manager 's Office received a letter from the Clerk of Superior Court, Paula J.*  
292 *Harrison, requesting the Board of Commissioners appoint Gail R. Perry to serve on the*  
293 *Jury Commission.*

294

295 *Commissioner Clayton Riggs made a motion to appoint Gail R. Perry to serve on the*  
296 *Jury Commission. The motion passed 4-0 with Chairman Michael McLain, Vice*  
297 *Chairwoman Sandra Duckwall, Commissioner Tom White and Commissioner Clayton*  
298 *Riggs voting aye; no Commissioner voting no; Commissioner Garry Meiggs absent; and*  
299 *no Commissioner not voting.*

300

301

---

302 ***Item 6.B - Parks and Recreation***

303

304 *Manager Renshaw advised that they have received a volunteer application from Mr.*  
305 *Dearl Neal to serve on the Parks and Recreation Advisory Board.*

306

307 *Staff recommends appointing Mr. Neal to serve a 3 year term on the Parks and*  
308 *Recreation Advisory Board, expiring September 7<sup>th</sup>, 2018.*

309

310 *Commissioner Tom White made a motion to appoint Mr. Neal to serve the Parks and*  
311 *recreation for a 3yr term. The motion passed 4-0 with Chairman Michael McLain, Vice*  
312 *Chairwoman Sandra Duckwall, Commissioner Tom White and Commissioner Clayton*  
313 *Riggs voting aye; no Commissioner voting no; Commissioner Garry Meiggs absent; and*  
314 *no Commissioner not voting.*

315  
316

317 ***Item 6.C - ABC Board***

318  
319

320 *Commissioner Clayton Riggs made a motion to reappoint Wayne Walston to the*  
321 *Camden County ABC Board. The motion passed 4-0 with Chairman Michael McLain,*  
322 *Vice Chairwoman Sandra Duckwall, Commissioner Tom White and Commissioner*  
323 *Clayton Riggs voting aye; no Commissioner voting no; Commissioner Garry Meiggs*  
324 *absent; and no Commissioner not voting.*

325

---

---

326

327 ***Consent Agenda***

328

329 *Commissioner Tom White made a motion to approve the consent agenda as presented.*  
330 *The motion passed 4-0 with with Chairman Michael McLain, Vice Chairwoman Sandra*  
331 *Duckwall, Commissioner Tom White and Commissioner Clayton Riggs voting aye; no*  
332 *Commissioner voting no; Commissioner Garry Meiggs absent; and no Commissioner*  
333 *not voting.*

334

335 ***Item 7.A - Draft Minutes***

336

- *May 4th, 2015 Regular Session*
- *June 1st, 2015 Regular Session*
- *June 15th, 2015 Regular Session*
- *May 19th & 21st, 2015 Budget Work Sessions*
- *June 8th 2015 Budget Hearing*

337

338

339

340

---

341

342

343 ***Item 7.B - Budget Amendments – BA002 through BA005***

344

2015-16-BA002  
 CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016.

Section 1. To amend the Water/Sewer Upgrade and Capital Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
23399720-439900	Fund Balance Appropriated	\$140,000.00	
23330720-439710	County Contribution	\$345,000.00	
<b>Expenses</b>			
237200-567201	Raw Water Main	\$125,000.00	
237200-567202	Production Well	\$250,000.00	
237200-503200	Engineering Fees	\$ 35,000.00	
237200-545000	Contracted Services	\$ 35,000.00	
237200-500000	Contingency	\$ 40,000.00	
<b>Revenues</b>			
71399660-439900	Fund Balance Appropriated	\$345,000.00	
<b>Expenses</b>			
716600-567203	Well Project	\$345,000.00	

This Budget Amendment is made to increase the budget for the Seymore Well project expenditures in current Fiscal Year.

This will result in a decrease of \$0 in the Contingency of the General Fund.  
 Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 8th day of September, 2015.

345  
 346

2015-16-BA003  
 CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016.

Section 1. To amend the General Fund and Capital Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
106810-564202	Wastewater Treatment Plant	\$25,000.00	
<b>Expenses</b>			
10390400-439773	Capital Reserve Transfer	\$25,000.00	
<b>Revenues</b>			
71399660-439900	Fund Balance Appropriated	\$25,000.00	
<b>Expenses</b>			
716600-564202	Wastewater Treatment Plant	\$25,000.00	

This Budget Amendment is made to increase the budget for the Wastewater Treatment Plant project expenditures in current Fiscal Year.

This will result in a decrease of \$0 in the Contingency of the General Fund.  
 Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 8th day of September, 2015.

347  
 348



2015-16-BA004  
 CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016.

Section 1. To amend the Watershed Funds as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
36399472-439900	Fund Balance Appropriated	\$2,351.00	
<b>Expenses</b>			
364720-545000	Contracted Services	\$2,351.00	
<b>Expenses</b>			
374720-545000	Contracted Services	\$11,760.00	
374720-599900	Fund Reserves		\$11,760.00

This Budget Amendment is made to increase the budget for the Watershed Fund expenditures in current Fiscal Year.

This will result in a decrease of \$0 in the Contingency of the General Fund.  
 Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 8th day of September, 2015.

349  
 350

2015-16-BA005  
 CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016.

Section 1. To amend the South Mills VFD Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
41360530-434815	State Grant	\$30,000.00	
41399530-439990	Fund Balance Appropriated	\$30,000.00	
<b>Expenses</b>			
415300-564108	NC Grant Equipment	\$60,000.00	

This Budget Amendment is made to increase the budget for the South Mills VFD Fund expenditures in current Fiscal Year.

This will result in a decrease of \$0 in the Contingency of the General Fund.  
 Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 8th day of September, 2015.

351  
 352  
 353  
 354  
 355  
 356

***Item 7.C - Expenditure Request***

J & J Environmental, LLC  
 1815C Virginia Road  
 Edenton, NC 27932

**Invoice**

Date	Invoice #
8/26/2015	1333

Bill To	
Camden SWCD	50101 64th Street
Brian Lawson	
PO Box 180	
117 NC Hwy 343 N	
Edenton, NC 27932	

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
24	Delegy Road Storm Drain Removal	244.16	5,841.84
<b>Total</b>			5,841.84

357  
358

J & J Environmental, LLC  
 1815C Virginia Road  
 Edenton, NC 27932

**Invoice**

Date	Invoice #
8/26/2015	1334

Bill To	
Camden SWCD	50101 64th Street
Brian Lawson	
PO Box 180	
117 NC Hwy 343 N	
Edenton, NC 27932	

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
77	Removal of storm drain from Delegety Road	74.00	5,698.00
<b>Total</b>			5,698.00

359  
360

J&I Environmental, LLC  
 1813C Virginia Road  
 Edenton, NC 27932

**Invoice**

Date	Invoice #
8/26/15	1101

Bill To  
 County: 17703    City: Ap...    State: NC    Zip: 27912  
 Name: L...    PO Box: 100  
 17703 Way 1813C  
 Edenton, NC 27932

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
14	Small 400L 100 Round Discs P1 (Round Discs) Reservoir	24.00	3,360.00
<b>Total</b>			<b>3,360.00</b>

361  
 362

J&I Environmental, LLC  
 1813C Virginia Road  
 Edenton, NC 27932

**Invoice**

Date	Invoice #
8/26/15	1101

Bill To  
 County: 17703    City: Ap...    State: NC    Zip: 27912  
 Name: L...    PO Box: 100  
 17703 Way 1813C  
 Edenton, NC 27932

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
40	Small 400L 100 Round Discs P1 (Round Discs) Reservoir	28.50	11,400.00
<b>Total</b>			<b>11,400.00</b>

363  
 364  
 365  
 366  
 367  
 368

**Item 7.D - Tax Collection Report**



TC906E 20 T15 ACS Tax System  
 Bill No. 83496 Parcel No. R 02-8945-00-91-7911.0000  
 Name ROBERT FRANCIS JAMES III  
 Transaction Info P  
 2014  
 \*\*\* GROSS TAX REVERSAL \*\*\*  
 Reason 9 MORT. REFUND REQUEST COUNTY 1,326.56-  
 Receipt 262023 COURTHOUSE FIRE 22.49-  
 Trans# 219218 BF 30 10.86-  
 Posted as of 04/14/2015 \*\* TOTAL BILL 1,359.91-  
 Cash Drawer 1 04/14/2015 INTEREST CITY  
 Payee Name GREEN TREE SVCC, LLC- \*INTEREST TOTAL\* 57.80-  
 \*\*\*\*\* TOTAL \*\*\*\*\* 1,417.71-  
 Posted on 06/30/2015 112424  
 Posted By TERI Terminal WO T  
 Check Number 230072320  
 Bank Name  
 WELLS FARGO BANK, N.A.

\*Mortgage Company requested a refund for the payment made on an account that has a payment agreement. Action ?

Refund is to be sent to: Green Tree  
 c/o CoreLogic  
 1 CoreLogic Drive  
 Westlake, TX 76262

Submitted by Lisa S. Anderson Date 8-24-15  
 Lisa S. Anderson, Tax Administrator Camden County

378  
 379

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE No 17890

- (1) REQUEST THE FOLLOWING CHANGES BE MADE  
 (2) EXPLANATION: ( ) OVERCHARGED ( ) DOUBLE LISTING  
 ( ) LATE LISTING ( ) OTHER Military  
 YEAR 2015 TOWNSHIP CH  
 NAME Thomas Myers (16028178)  
 ADDRESS 305 Whitehall Rd.  
 Camden, NC 27921  
 PIN # 002726549

RELEASE					
PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal					
Real					
Total					
PICK UP					
PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal					
Real					
Total					
ADJUSTMENT (REFUND)					
PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal					
Real					
Total		105.60	1.55	107.15	22726549

Joni Smith  
 TAX ADMINISTRATOR/Specialist

380  
 381  
 382  
 383  
 384  
 385  
 386

**Item 7.F - Tax Authorization to Collect (October Renewals)**

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County October Ren. Due 11/15/15 (NEW SYSTEM)

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
17,577.83	17,665.99	9,310.01	44,553.83

387  
388

389  
390

391 ***Item 7.G - Constitution Week Proclamation***

392

**Proclamation  
Constitution Week  
September 17-23, 2015**

**WHEREAS**, September 17, 2015 marks the two-hundred twenty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitution Convention; and

**WHEREAS**, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate the occasion; and

**WHEREAS**, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17<sup>th</sup> through 23<sup>rd</sup> as Constitution Week.

**NOW, THEREFORE, BE IT PROCLAIMED**, that we, the Camden County Board of Commissioners, NC do hereby ask all citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have set my hand and affixed the Great Seal of the County of Camden, NC.

393  
394

395  
396

397 ***Item 7.H - Set Public Hearing: Ordinance No. 2015-08-01 –Proposed Amendments to***  
398 ***Chapter 151 (Unified Development Ordinance) of the Camden County Code Ordinances***

399

400 ***Set Public Hearing for September 21, 2015***

401

402

403  
404  
405  
406

***Item 7.I - Shiloh Baptist Church Resolution***

**RESOLUTION No. 2015-09-01**

**IN SUPPORT FOR A STATE HISTORICAL HIGHWAY MARKER IN  
SHILOH TOWNSHIP, CAMDEN COUNTY TO COMMEMORATE THE  
RICH HISTORY OF THE SHILOH BAPTIST CHURCH**

*WHEREAS, the Shiloh Baptist Church was first organized by early colonists by or before 1727 and provided the community a place of worship and fellowship; and*

*WHEREAS, the Shiloh Baptist Church was led by many able pastors including Reverend Henry Abbott who served during the American Revolutionary War and was elected to the State Congresses in 1776; and*

*WHEREAS, the present sanctuary was built in 1848-49 and was occupied by Federal Troops during the Civil War for use as an arsenal; and*

*WHEREAS, the Shiloh Baptist Church continues to flourish and is known and recognized by business and civic leaders throughout Camden County; and*

*WHEREAS, the Camden County Board of Commissioners are of the unanimous opinion that Shiloh Baptist Church is an historical treasure of the State of North Carolina and to the Camden County community and that its historical significance should be memorialized.*

*NOW THEREFORE, BE IT RESOLVED by the Camden County Board of Commissioners that the North Carolina Department of Cultural Resources, Office of Archives and History, through its Highway Historical Marker Advisory Committee is hereby respectfully requested to erect a State Historical Highway Marker at the site of the Shiloh Baptist Church.*

*This is the 8th day of September, 2015.*

407  
408  
409

410

---

---

***Commissioner's Report***

411

*Commissioner Tom White attended the NCACC Conference*

412

- *Attended the NCACC Conference*

413

*Vice Chairwoman Sandra Duckwall gave the August Library report.*

414

415

*Chairman Michael McLain mentioned the following items of interest:*

416

- *SPCA Ribbon Cutting*
- *TNight Out – September 19<sup>th</sup>, 2015*
- *ECBH Grant – Handicap Playground Equipment*
- *ECSU Color Run*

417

418

419

420

421

422

423

---

---

424 *As no one spoke in opposition during the public hearing, Commissioner Clayton Riggs*  
425 *made a motion to add “Item 4.A - Public Meeting; Sketch Plan Mill Run - Common*  
426 *Open Space Major Subdivision (UDO 2015-06-07)” as Item 11.A Other Matters. The*  
427 *motion passed 4-0 with Chairman Michael McLain, Vice Chairwoman Sandra Duckwall,*  
428 *Commissioner Tom White and Commissioner Clayton Riggs voting aye; no*  
429 *Commissioner voting no; Commissioner Garry Meiggs absent; and no Commissioner*  
430 *not voting.*

431

432

---

---

433 **County Manager’s Report**

434

435 *County Manager Mike Renshaw had the following items to report:*

- 436 • *Board Vacancies – Parks and Recreation & Adult Care Home Community*  
437 *Advisory Committee (CAC)*
- 438 • *All BOC Meetings are posted on the county website*
- 439 • *Open Budget is being used*
- 440 • *Sunday Soccer is off to a great start*
- 441 • *Board of Commissioners will have a work Session on September 14<sup>th</sup> from 3:30*  
442 *PM to 6:00 PM in the Library to discuss matters related to the Convenience Sites*  
443 *and the UDO Rewrite.*

444

---

---

445 *Chairman McLain recessed the Board of Commissioners meeting to enter a South*  
446 *Camden Water and Sewer district Board of directors meeting.*

447

---

---

448 **Recess Commissioner's Meeting**

449

450 ***SOUTH CAMDEN WATER & SEWER DISTRICT***  
451 ***BOARD OF DIRECTORS***

452

453 **SCWSD Call to Order**

454

455 **SCWSD Public Comments – None**

456

457 **SCWSD Consideration of Agenda**

458

459 *Commissioner Clayton Riggs made a motion to accept the agenda as presented. The*  
460 *motion passed 4-0 with Chairman Michael McLain, Vice Chairwoman Sandra Duckwall,*  
461 *Commissioner Tom White and Commissioner Clayton Riggs voting aye; no*



462 *Commissioner voting no; Commissioner Garry Meiggs absent; and no Commissioner*  
463 *not voting.*

464  
465

466 *SCWSD New Business –*

467 *A. Monthly Update to the Board*

468

South Camden Water & Sewer Board  
Monthly Work Order Statistics Report  
Period: July 2015

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water Collectors/Distribution	233	233	100%	0
Sewer	21	21	100%	0

Locates:

Water Line: 53

Sewer Line: 20

Water & Sewer, same ticket: 3

Public Works Director Notes/Comments:

(Outstanding maintenance issues, staffing issues, etc.)

469  
470  
471

472 *Vice Chairwoman Sandra Duckwall made a motion to approve the SCWSD Monthly*  
473 *Report as presented. The motion passed 4-0 with Chairman Michael McLain, Vice*  
474 *Chairwoman Sandra Duckwall, Commissioner Tom White and Commissioner Clayton*  
475 *Riggs voting aye; no Commissioner voting no; Commissioner Garry Meiggs absent; and*  
476 *no Commissioner not voting.*

477  
478

479 *SCWSD New Business –*

480 *B. Construction of Seymour Drive Well Site and Raw Water Main*

481

482 *In 2014 the County acquired approximately five acres of land near the intersection of*  
483 *Seymour Drive and Country Club Road. In accordance with needs identified in the*  
484 *Long-Range Water and Sewer Comprehensive Master Plan 2010-2030 and the approved*  
485 *Capital Improvement Plan 2016-2020 (CIP), the construction of the Seymour Drive Well*  
486 *Site and raw mater main connecting the Site to the existing Reverse Osmosis Water*  
487 *Treatment Plant will better position the County to meet future public drinking water*  
488 *needs for both residential and commercial development. This project is listed in the*  
489 *approved CIP as a Priority 1 level project for FY 15/16.*

490

491 *The Seymour Drive Well Site property was chosen due to its close proximity to the*  
492 *current Water Treatment Plant (significantly reducing construction costs related to the*  
493 *extension of the 12 inch raw water main). The construction of this new well site will*  
494 *produce an additional 150-200 GPM of raw water (the actual number may be more or*  
495 *less upon construction). The WTP reverse osmosis train requires 715 GPM to operate.*  
496 *We now operate a deep and shallow well at each site. The deep wells have ammonia*  
497 *levels that when concentrated will soon become an issue under the county's current*  
498 *discharge permit.*

499  
500 *The county has retained the engineering services of consultants, Diehl & Phillips, P.A.,*  
501 *and has been provided all required plans, specifications, and construction contract*  
502 *documents need for project bidding. The County Attorney is currently working with the*  
503 *Public Works director to revise the location of a 45 foot easement on the property as well*  
504 *as obtaining the required harmonics letter from Dominion Power.*

505  
506 *Budget Amendment 2015-16-BA002 has been prepared by the Finance Officer in the*  
507 *amount of \$485,000 to cover the expenses related to this project. Funding will be drawn*  
508 *from Capital Reserve and Water/Sewer Upgrade Fund Balances.*

509  
510 *The County Manager recommends that the Board of Commissioners approve*  
511 *Construction of Seymour Drive Well Site and Raw Water Main project funding in the*  
512 *amount of \$485,000 and authorize the County Manager to proceed with soliciting*  
513 *construction bids.*

514  
515 *Commissioner Tom White made a motion to approve recommendation as presented by*  
516 *staff. The motion passed 4-0 with Chairman Michael McLain, Vice Chairwoman Sandra*  
517 *Duckwall, Commissioner Tom White and Commissioner Clayton Riggs voting aye; no*  
518 *Commissioner voting no; Commissioner Garry Meiggs absent; and no Commissioner*  
519 *not voting.*

520  
521 *Commissioner Clayton Riggs asked if this was included in the Budget.*

522  
523 *County Manager Mike Renshaw replied that is was not.*

524  
525

---

526 *SCWSD Adjourn*

527

528 *Chairman McLain adjourned the South Camden Water and Sewer District Board of*  
529 *Directors meeting and reconvene the Board of Commissioners meeting..*

530

---

---

***Reconvene Commissioner's Meeting***

---

---

531  
532  
533 ***Item 4.A - Public Meeting; Sketch Plan Mill Run - Common Open Space Major***  
534 ***Subdivision (UDO 2015-06-07)***  
535

536 *Vice Chairwoman Sandra Duckwall made a motion to accept the Mill Run Sketch plan*  
537 *as presented. The motion passed 4-0 with Chairman Michael McLain, Vice Chairwoman*  
538 *Sandra Duckwall, Commissioner Tom White and Commissioner Clayton Riggs voting*  
539 *aye; no Commissioner voting no; Commissioner Garry Meiggs absent; and no*  
540 *Commissioner not voting.*  
541

---

---

542  
543 ***Information from Board and Staff***  
544

545 *The following items were provided to the Board for their information, and a copy of*  
546 *these items is maintained in the Clerk's office.*  
547

548 *A. Sales Tax Report*

549 *B. Register of Deeds Monthly Report - July*

550 *C. Register of Deeds Monthly Report - August*

551 *D. EMS Monthly Report - July*

552 *E. Library Monthly Report - August*

553 *F. New Deputy Commissioners Appointed*

554 *G. Mobile App for Job Seekers*

555 *H. NCWorks Career Centers Give Free Food to Veterans*  
556  
557

558 ***Meeting Adjourned***  
559

560 *At 8:20 PM, Chairman P. Michael McLain asked if there were any other matters to come*  
561 *before the Board of Commissioners, hearing none, and by acclamation the meeting was*  
562 *adjourned.*  
563  
564  
565

---

566 *Chairman P. Michael McLain*  
567 *Camden County Board of Commissioners*

568 ***ATTEST:***  
569

570

571

572 *Angela Wooten*

573 *Clerk to the Board*

DRAFT