Chowan County Board of Commissioners
SPECIAL MEETING
Tuesday, September 2, 2025
Chowan County Public Safety Center
305 West Freemason Street
5:00 pm

AGENDA

The Chowan County Board of Commissioners will hold a special meeting on Tuesday, September 2, 2025, at 5:00pm before the regular 6pm meeting. The special meeting will be held in the Chowan County Public Safety Center (305 West Freemason St. Edenton, NC).

The purpose of this special meeting will be a closed session to meet in accordance with NCGS 143-318-11 (a) (3 and 6) Attorney Client Privilege (discussion of a lawsuit: Rev Dr. John Shannon, Sherrone Battle, Stella Brothers, Debra Miller and Rod Phillips v. Town of Edenton, Town Council, Chowan County and Board of Commissioners) and Personnel. The regular meeting at 6:00pm will follow.

Chowan County Board of Commissioners
Regular Meeting
Tuesday, September 2, 2025
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

AGENDA

Regular Meeting

a. Call to Order
b. Pledge
c. Invocation Commissioner Evans

1. **Approval of Draft Agenda**

2. **Public Comment**
In accordance with NCGS 153A-52.1 The Board will allow a maximum of 3 minutes per speaker during the Public Comment Period.

3. **Consent Agenda**
All items on the Consent Agenda are considered routine and may be enacted by one motion. If a County Commissioner requests discussion on an item, the item will be removed from the Consent Agenda and considered separately.

   a. Approval of Minutes
   Minutes of the August 4, 2025, and August 18, 2025, Regular Meetings.

4. **Opioid Settlement Funds Committee Update**
The Board will receive an update on the activities of the Opioid Settlement Funds Committee.

5. **Personnel Policy Amendment**
Article IV Section 8 of the Personnel Policy prohibits employees serving in their initial 9-month probationary period from transferring to a new position of different classification until permanent status is obtained. The proposed amendment to this policy allows the County Manager the authority to approve this type of transfer on a case-by-case basis.

6. **Veterans Services Annual Report**
Wayne Bray, Veterans Services Officer, will present the Veterans Services Annual Report to the Board.

7. **Insurance Settlement**
Mr. Howard will present the Board with a proposed insurance settlement following a hail damage survey performed on several county buildings.

8. **Financial Items**
Finance Officer Cathy Smith will present the following:

   a. Current Fiscal Year Budget Amendments
   2026-010
   2026-011
   2026-012
   2026-013

   b. Update on JA Holmes Highschool Project Expenses

9. **External Board/Committee Report**
Board members are asked to report on the activities of the external boards to which they have been appointed.

10. **Manager's Report**
County Manager Kevin Howard will update the Board on any pending matters.

11. **Timely and Important Matters**

Chimes on the Green Invitation
The Board of Commissioners received an invitation from the Friends of the State Historic Sites-Edenton to attend a celebration of the restoration of the historic clock on the 1767 Chowan County Courthouse.

12. **Adjourn**

Chowan County Board of Commissioners
Regular Meeting
Monday, August 4, 2025
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

This meeting was recorded. A copy of the recording is in the meeting file labeled August 4, 2025.

Present: Chairman Bob Kirby, Commissioners Larry McLaughlin, Ellis Lawrence, Tray Taylor, and Ron Cummings.

Absent: Commissioners Chris Evans and Tony Shaffer.

Staff present County Manager Kevin Howard, County Finance Officer Cathy Smith, County Attorney Lauren Arizaga-Womble and Board Clerk Susanne Stallings

Regular Meeting
Chair Kirby called the regular meeting to order and then led the pledge of allegiance. He then offered the invocation.

Approval of Agenda
Commissioner Cummings moved to approve the agenda as presented.

Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Public Comment
Chair Kirby opened the floor for public comment.

George Lewis 413 Bay Point Drive stated he was present to provide comments to the board but not on behalf of the Edenton Chowan Schools Board of Education. He provided the Board with a written copy of his public comment which is in the meeting file labeled August 4, 2025. He stated he was there to present an idea for targeted property tax relief to recruit and retain high quality educators. He proposed an idea for 50% property tax relief for an educator housing package. He noted the proposal would include property tax relief for landlords renting to educators.

Chair Kirby called for any further public comment, there was none.

Consent Agenda

a. Surplus

The Board will consider the following list of items to be declared surplus and consider approval of the recommended method for disposal:

Item/ Description	VIN or Asset ID	Method for Disposal
2011 Chevy Ambulance G-4500 (EMS 3)	1GB6G5CL5B1153211	Gov Deals
Computer and Software	7262 and 7261	Electronics Disposal

b. Tax Refund/Release Report

Webb, L.	$191.52	Over Payment
Holley, P.	$450.00	Over Payment
Strickland, W.	$100.00	Over Payment

Commissioner McLaughlin moved to approve the consent agenda as presented. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

NCACC Annual Conference

Youth Voice Delegate Introduction

Elizabeth Mitchell, Executive Director of the Boys and Girls Club introduced the 2025 Youth Voice Delegate, Jadin Welch who will be representing Chowan County at the 2025 Annual Conference.

Ms. Welch shared issues that affect youth especially with regards to social media. She stated that she believes workshops, community events and peer support groups would benefit impacted youth.

Chair Kirby stated he was impressed by the information provided by Ms. Welch and thanked her for her comments.

The Board then took a group photo with Miss Welch.

Hazard Mitigation Plan Update Resolution

Chowan County Planner Robert Danial presented the Albemarle Regional Hazard Mitigation Plan noting it has been updated from the 2020 document. He stated that this plan is essential to have in place to be eligible to apply for and receive federal disaster aid funds should the need arise, and they become available. He stated the county was informed in July that the existing plan expired in June, and in order to ensure continued compliance, FEMA has authorized communities to proceed with adoption immediately, as the plan is considered a living document that is subject to change. Under normal conditions, he stated the County would have had the opportunity to review the draft in a timelier manner, but given deadlines imposed by FEMA, we recommend the Commissioners consider adopting the prepared resolution. He noted that the previous Planner, Brandon Shoaf and Emergency Management Coordinator Cord Palmer presented in the update. He noted the draft plan is under FEMA review and has been approved by North Carolina Emergency Management.

Commissioner Lawrence asked if the County anticipates any issues with FEMA funding in the future.

Mr. Howard stated that this document is required to be in place, but the County will not know until it requests funding from FEMA.

Commissioner Lawrence moved to approve the resolution as presented. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

RESOLUTION ADOPTING THE
ALBEMARLE REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the citizens and property within Chowan County are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the region are particularly vulnerable to drought, excessive heat, hurricane and coastal hazards, thunderstorm, tornado, winter weather, flooding, wildfire, hazardous substances, cyber threat, terrorism, and infrastructure failure; and

WHEREAS, Chowan County desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and.

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

WHEREAS, Chowan County has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

WHEREAS, it is the intent of the Board of Commissioners of Chowan County to fulfill this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

NOW, THEREFORE, be it resolved that the Board of Commissioners of Chowan County hereby:

1. Adopts the Albemarle Regional Hazard Mitigation Plan.

2. Vests Cord Palmer with the responsibility, authority, and the means to:

   (a) Inform all concerned parties of this action.
   (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.

3. Appoints Cord Palmer to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Chowan County Board of Commissioners for consideration.

4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Sentara Albemarle Hospital and Chowan County EMS Agreement

Mr. Howard noted that on August 8th Sentara Albemarle Hospital will begin moving patients from the old hospital to the new facility. Surrounding county EMS are assisting with the move and the agreed upon rate is $250 per transport. Staff recommend that the Board approve the agreement to assist with this move if requested.

Commissioner Taylor moved to approve the agreement as presented. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Town of Edenton Request for Landowner Consent

Mr. Howard stated that the Town of Edenton is submitting an erosion and sediment control plan approval application to relocate a water line onto property owned by Chowan County located at 100 West Freemason Circle. A copy of the consent agreement is attached for the Board's review and approval.

Commissioner Lawrence moved to approve the agreement as presented. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Opioid Settlement: Purdue Pharma Plan, Sackler Settlement, 9-Defendant Settlements

County Attorney Womble presented the Board with a request to consider approval of Purdue Pharma, Sackler Settlement, and 9 Defendant Settlements authorizing the County Manager and County Attorney to execute all documents necessary to enter into opioid settlement agreements which will direct resources over multiple years to local governments to be used in an effective way to address the opioid crisis. She requested that the Board approve all settlements

and authorize herself and the County Manager to execute all participation documents to address all settlements.

Commissioner Cummings moved that the Board approve all settlements and authorize the County Attorney and the County Manager to execute all participation documents to address all settlements.

Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Meal Reimbursement Rate

Finance Officer Cathy Smith presented a proposal to amend the meal reimbursement rates set by the State of North Carolina have changed. Staff recommend that Chowan County continue to mirror the rates set by the State. A copy of the rates is included in the Board agenda packet.

Below are the meal reimbursement rates set by the State of North Carolina, Office of State Budget and Management for fiscal years 2026 and 2027:

Breakfast	$ 10.60
Lunch	$ 14.00
Dinner	$ 24.40 ($27.70 for out-of-state travel)

Commissioner McLaughlin moved to approve the rates as presented. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

North Carolina Coastal Counties Fisheries Coalition (NCCCFC)

Ms. Stallings noted that Dare County has established a Coastal Counties Fisheries Coalition and has requested that Chowan County appoint a representative to the NCCCFC. The first meeting of the coalition is August 5th in Morehead City. She stated that Chair Kirby has shown interest and wishes to represent the County on this coalition.

Commissioner Taylor moved to appoint Chair Kirby as Chowan County's representative on the coalition. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Appointment Removal

Ms. Stallings stated that Tonya Edwards and the Chowan County Joint Community Advisory Committee (Also referred to as "Nursing Home Advisory Board") have requested the Commissioners approve the removal of Ms. Edwards from this committee. The Regional Long Term Care Ombudsman has stated that she is hopeful in the future that Ms. Edwards will be able to be reappointed to the committee when her schedule allows. She noted that the County continues to advertise vacancies on this committee.

Commissioner McLaughlin moved to accept the resignation as submitted. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Financial Items
Finance Officer Cathy Smith presented the following:

FY 24-25 Budget Clean up Amendments
2025-082

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Senior Center			
11-3616-533-00	*Reg Fees - Trips	(809.60)	
11-4268-312-00	*Reg Fees - Trips		(809.60)
11-3616-536-00	*Alb Comm - General Purpose	11,100.00	
11-4268-600-00	*Alb Comm - General Purpose		11,100.00
Sheriff			
11-4310-121-00	Salaries - Regular		(4,000.00)
11-4310-182-00	Retirement		(10,000.00)
11-4310-183-00	Hospitalization		(9,000.00)
11-4310-299-00	Departmental Supplies		23,000.00
Central 911			
11-4270-183-00	Hospitalization		(14,694.10)
Jail			
11-4320-193-00	Prof Serv - Med Contract		6,907.98
11-4320-221-00	Food & Provisions		5,975.00
11-4320-321-00	Telephone		119.10
11-4320-696-00	Contract Services - Regional		1,692.02
Health			
11-5110-313-00	ICPTA		(890.02)
Mental Health			
11-5210-440-00	ABC Bottle Tax		890.02
Central Services			
11-8200-183-00	Hospitalization		(532.49)
11-8200-321-00	Telephone		747.79
Public Safety Center			
11-4252-321-00	Telephone		(215.30)
Fire Fund			
23-4341-510-00	Capital Outlay		16,373.49
23-4341-690-00	Contract Services - Edenton		(16,373.49)
Solid Waste			
62-3471-510-00	Tipping Fees	25,297.04	
62-3471-532-00	Scrap Tire Grant	4,438.53	
62-3990-990-00	Fund Balance Approp	42,980.84	
62-4710-441-00	Contract Services		2,035.00
62-4710-510-00	C/O - Equipment		(45,046.60)
62-4710-599-00	C/O - Other Improvements		1,900.00
62-4710-690-00	Contract Serv - Regional Authority		(1,542.18)
62-4710-690-01	Contract Serv - Landfill		115,370.19
	Balanced	83,006.81	83,006.81
Justification:			
	Budget Clean-up Fiscal Year-End 06/30/25		

2025-083

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Sheriff			
11-4310-121-00	Salaries - Regular		(9,040.00)
11-4310-699-00	Rental - Boat Slip		9,000.00
Jail			
11-4320-697-00	Contract Services		40.00
Capital Projectts			
32-3810-033-00	Cont from Capital Reserve	45,523.93	
32-8100-460-00	Courthouse - Temporary Space		45,523.93
Capital Reserve			
33-9800-980-32	Transfer to Capital Projectts		45,523.93
33-9930-995-00	Designated Future Approp		(45,523.93)
	Balanced	45,523.93	45,523.93
Justification:			
	Budget Clean-up Fiscal Year-End 06/30/25		

Commissioner McLaughlin moved to approve the budget amendments as presented. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Current Fiscal Year Budget Amendments
2026-004

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Building Inspections			
11-4350-311-00	Travel		(500.00)
Planning			
11-4910-311-00	Travel		500.00
	Balanced	-	-
Justification:			
	To amend the 2026 budget by transferring Travel funds from Building Inspections to Planning. This is to allow the Planner to attend a Planning and Development Regulation Course.		

Commissioner McLaughlin moved to approve the budget amendment as presented. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

External Board/Committee Report

Commissioner Lawrence reported on the COA Board and Airport Commission.

Timely and Important Matters

Next Meeting – Location Change

Ms. Stallings noted that the next Board of Commissioners meeting, scheduled for Monday, August 18, 2025, will be held at the Northern Chowan Community Center 2869 Virginia Road, Tyner, NC at 6pm.

Manager's Report

County Manager Kevin Howard noted that the Courthouse sinkhole repair will be done on August 18th.

Adjourn

Being no further business, Commissioner Cummings moved that the meeting be adjourned. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Bob Kirby, Chairman

Susanne Stallings, Clerk

Chowan County Board of Commissioners
Regular Meeting
Monday, August 18, 2025
Northern Chowan Community Center
2869 Virginia Road.
Tyner, NC 27980
6:00pm

This meeting was recorded. A copy of the recording is in the meeting file labeled August 18, 2025.

Present: Chairman Bob Kirby, Commissioners, Ron Cummings, Tray Taylor, Larry McLaughlin, Chris Evans and Tony Shaffer.

Commissioner Ellis Lawrence was absent.

Staff present County Manager Kevin Howard, Finance Officer Cathy Smith and Board Clerk Susanne Stallings.

Regular Meeting
Chair Kirby called the regular meeting to order and led the pledge.

Commissioner Taylor then offered the invocation.

Approval of Agenda
Board Clerk Susanne Stallings noted the addition of one budget amendment, BA2026-009 to the agenda.

Commissioner Cummings moved to approve the agenda as amended.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Public Comment
Chair Kirby opened the floor for public comment.

There was none.

Consent Agenda
All items on the Consent Agenda are considered to be routine and may be enacted by one motion. If a County Commissioner requests discussion on an item, the item will be removed from the Consent Agenda and considered separately.

Approval of Minutes

Minutes of the June 25, 2025 and July 31, 2025 Opioid Settlement Funds Committee Meetings and July 14, 2025 Regular Meeting.

Commissioner McLaughlin moved to approve the consent agenda as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Auto-Aid Agreement Center Hill Crossroads Volunteer Fire Department and Hobbsville Volunteer Fire Department

Chief LW Nixon provided the Board with information on an auto-aid agreement between Center Hill Crossroads Volunteer Fire Department and Hobbsville Volunteer Fire Department. He noted that Edenton will continue to respond to this area however this agreement could increase response time. He stated this costs the County no additional expense.

Board members discussed the current substation on Rocky Hock Rd.

Chair Kirby stated that the substation has meant a lot to the residents in that area of the County. He stated that the Board hoped to be able to offer the same to residents in the southern end of the County. He stated that these substations help insurance rates for home owners.

Chief Nixon noted that there is no guarantee that the auto aid agreement with Hobbsville will provide any impact on insurance rates.

Ms. Stallings noted a necessary correction to the dates in the agreement.

Commissioner Cummings moved to approve the agreement as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

AUTOMATIC AID AGREEMENT FOR FIRE PROTETION

\North Carolina Chowan County

This agreement, made and entered into this 18th day of August, 2025 by the Center Hill Crossroads Volunteer Fire Department of Chowan County, North Carolina, and the Hobbsville Volunteer Fire Department Inc. of Gates County, North Carolina.

THAT, WHEREAS, the General Assembly of North Carolina did enact into law an act to authorize automatic aid assistance between fire departments whereby full authority may be exercised by fire departments to send firemen and apparatus beyond the territorial limits which they normally serve, said act having been codified as Chapter 58, Section 83-1, of the General Statutes of North Carolina;

WHEREAS, the county has written automatic aid protocols which is maintained and utilized by the Chowan County Communications Center and is utilized on all structure fires whereby they simultaneously dispatch the automatic aid departments;

WHEREAS, the purpose of this agreement is to provide each of the parties hereto, through their mutual cooperation, a pre-determined plan; as agreed upon in dispatch protocol, by which each of them renders aid to the other in case of any incident;

WHEREAS, it is deemed to be in the public interest for the parties hereto to enter into an Agreement for automatic aid assistance, and in order to increase fire defenses and to assure proper fire control, as well as providing reserves needed to assure the community of adequate protection;

WHEREAS, by action of the undersigned officials, this agreement for reciprocal automatic aid assistance was duly authorized;

NOW, THEREFORE, in consideration of the mutual covenants contained herein by and between the parties hereto, it is hereby agreed as follows:

1. To activate the terms of this agreement as herein set forth, due to conflagration, holocaust, civil disorder or natural disaster, upon notification that an emergency does, in fact, exist and that aid

is needed. The County will dispatch available apparatus equipment and manpower into action to assist the needed party.

2. It shall be the responsibility of the officer of the fire department of the responding party that all personnel responding to the assistance are responsible persons and that the conduct and actions of said personnel shall be the responsibility of the party sending assistance.

3. The party responding to the automatic aid under the terms of this agreement shall assume all liability and responsibility for damage to its own apparatus and/or equipment. The party responding shall also assume all liability and responsibility for any damage caused by its own apparatus while responding to or returning from a specific location.

4. Each party to this agreement shall assume all costs of salaries, wages, bonuses or other compensation for its own personnel that responds for duty under the terms of this agreement and shall also assume all cost involving the use of apparatus, equipment, tools used specifically in response to the request for aid and shall make no charge for such use to the party requesting assistance.

5. Either party may, at any time, terminate this agreement, through its Board of Directors, and upon the serving of a thirty-day written notice to The Chowan and Perquimans County Emergency Management Coordinators.

6. When fire department personnel respond pursuant to the agreement, the jurisdiction, authority, rights, privileges, and immunities including coverage under workers compensation laws shall be extended to department personnel during the entire incident until completion.

7. When any party contained in this agreement is providing automatic aid to another party, it is agreed to respond with a minimum of one piece of fire apparatus capable of carrying a minimum of 1,000 gallons of water.

8. The area covered by this agreement is from the intersection of Cannons Ferry Road (SR- 1231-1232) and Virginia Rd (NC-32) north and west to the Gates and Chowan County line.

USDA Lease of County Owned Property

Mr. Howard stated that USDA currently leases office space in the Ag Building. USDA currently pays an annual rent of $19,080. The lease is up for renewal and USDA proposes to pay an annual rent of $36,040 to include additional operational costs in the rental payment.

Commissioner Shaffer moved to approve the lease as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0). A copy of the lease amendment is in the meeting file labeled August 18, 2025.

John A Holmes High School Change Order

Mr. Howard asked that the Board consider a change order in the amount of $40,000 for the installation of film to the windows at the new John A. Holmes High School. He stated that the purpose of the film is to protect the congregating areas in the event the facility is utilized as a Shelter during a storm. He noted that the glass used in the new construction is shatterproof however it is not impact resistant. He noted there is about 9,000 square feet of glass on the building.

Board members asked about the status of the change order for the generator redesign for a shelter.

Mr. Howard stated that a design is in the works and the change will not be cheap.

Emergency Management Coordinator Cord Palmer noted that the film will be installed inside of the glass. He noted that there is currently film on the windows at the old building.

Commissioner Evans moved to approve the request as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Financial Items

Finance Officer Cathy Smith presented the following:

FY2026 Budget Amendments
2026-005

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
	Carry-Forward Balances - Discretionary		
Register of Deeds			
11-4180-298-00	*Dept Supplies - Auto Pres		19,152.66
11-4180-440-00	*Cont Serv - Automation/Pres		11,767.48
11-4180-511-00	*C/O - Auto/Pres		7,830.79
11-3990-990-01	FB Appropriation - ROD	38,750.93	
Senior Center			
11-4268-299-01	*Activities - Dept Supplies		7,988.30
11-4268-299-02	*Donations		966.93
11-4268-312-00	*Trips - SR. Citizens		46,012.54
11-4268-352-01	*Donations - Fitness		6,789.10
11-4268-352-02	*Healthways		69,806.15
11-4268-605-00	*Healthy Aging NC Grant		2,561.80
11-4268-904-01	*Donations - Home Del Meal		14,652.78
11-3990-990-02	FB Appropriation - Senior Center	148,777.60	
Sheriff			
11-4310-601-00	*NCDPS Grant 2022		3,220.30
11-4310-696-01	*Body Worn Camera Grant 2021		2,781.59
11-4310-696-03	*ARHS Comm Linkage Grant		7,520.00
11-4316-440-00	*Sheriff Executions		12,009.52
11-4317-298-00	*Project Lifesaver		1,689.76
11-4317-440-00	*Donation - Expenses		12,312.25
11-4317-441-00	*State Special Expenses		8,320.64
11-4317-442-00	*Federal Special Funds		(221.65)
11-4317-443-00	*Kids & Cops		2,864.62
11-4317-444-00	*Diving - Expenses		142.96
11-4317-445-00	*Safe Kids Program		5,132.33
11-3990-990-03	FB Appropriation - Sheriff	55,772.32	
Soil & Water			
11-4730-608-00	Stream Debris Removal Grant		15,768.00
11-4730-611-00	*ARCD Grant 2024		9,413.75
11-4730-691-00	*Aquatic Weed Erad-Resid		602.44
11-4730-692-00	*Vol Agricultural Distr		428.00
11-3990-990-05	FB Appropriation - S&W	26,212.19	
Agriculture Extension			
11-4950-600-00	*SHIIP Grant		3,057.05
11-4950-600-01	*SHIIP MIPPA Grant		309.00
11-4952-600-00	*Hospital Foundation Grant		2,030.99
11-4953-440-00	*AG Program Expenses / Discretionary		1,888.04
11-4953-441-00	*4-H Council Program Expenses		215.00
11-4953-445-00	*4-H United Way		3,929.25
11-4953-448-00	*4-H Fees / Discretionary		47,653.10
11-4953-449-00	*Livestock Show & Sale		95,757.29
11-4953-450-00	*ECA Discretionary		3,953.15
11-4953-451-00	*Comm Ben/Health Grant		(404.36)
11-4953-452-00	*Grow to Eat Grant		266.69
11-4953-454-00	*Vidant Master Food Grant		482.68
11-4953-455-00	*Eagles Club Donations		2,991.22
11-4953-456-00	*Apex Grant - Story Walk		5,000.00
11-4953-602-00	*Shred-A-Thon Grant		5,600.00
11-3990-990-06	FB Appropriation - Coop	172,729.10	
Recreation			
11-6130-299-01	*Donations - Departmental Supplies		10,108.35
11-6132-441-01	*PARTF Grant - Bennett's Millpond		164,189.00
11-6132-453-00	*Recreation Special Events		14,522.12
11-6132-460-00	*NCCF Grant - Laughton Endownment		19,697.77
11-6132-620-05	*NCAS Grant - Earnhardt		248.45
11-3990-990-08	FB Appropriation - Recreation	208,765.69	
Animal Shelter			
11-4381-600-00	*Donations Expense		31,097.06
11-3990-990-11	FB Appropriation - Animal Shelter	31,097.06	
Animal Control			
11-4380-601-00	*Donations - Animal Control		598.13
11-4380-691-00	Maddies Fund Grant		500.00
11-3990-990-13	FB Appropriation - Animal Control	1,098.13	
DSS			
12-5310-450-00	*DSS Special Events		822.44
12-3990-990-01	FB Appropriation - DSS	822.44	
EMS			
60-4370-499-00	*Donations - Rescue Squad		40.83
60-3990-990-01	FB Appropriation - Rescue Squad	40.83	
	Balanced	684,066.29	684,066.29

Justification:

To amend the 2026 budget to include carry-forward Discretionary balances from 2025.

2026-006

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Carry-Forward Balances - Capital Projects			
Capital Projects			
32-8100-455-00	DSS-Roof/HVAC Repairs		29,549.27
32-8100-457-00	Courthouse - Renovations		63,718.93
32-8100-585-00	Hotel Hinton Improvement		114,257.00
32-8100-601-00	Jail Improvements		6,250.00
32-8100-606-00	Library Repairs		30,135.89
32-8100-607-00	AG Building Bridge Repairs		180,391.05
32-8100-608-00	911 Server Room HVAC		33,732.50
32-8100-609-00	PSC - Chiller		50,000.00
32-3810-033-00	Contribution from Capital Reserve	508,034.64	
Capital Resereve			
33-9800-980-32	Transfer to Capital Projects		508,034.64
33-3990-990-00	Fund Balance Appropriated	508,034.64	
	Balanced	1,016,069.28	1,016,069.28
Justification:			
	To amend the 2026 budget to include carry-forward balances for capital projects not completed in 2025.		

2026-007

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Carry-Forward Balances - JAHHS			
JAHHS Replacement Project Fund			
45-3811-365-00	NBPSCF Grant	5,655,282.18	
45-3990-990-00	Fund Balance Appropriated	34,394,641.02	
45-5913-191-00	Architect - Basic Services		230,000.00
45-5913-191-01	Architect - Additional Services		10,412.50
45-5913-191-02	Architect - Reimbursed Services		267.35
45-5913-192-02	Inspections		128,901.35
45-5913-194-01	Permanent Loan Closing Costs		50,000.00
45-5913-199-00	Legal Services		10,667.00
45-5913-370-00	Advertising		4,629.25
45-5913-441-00	Construction Costs		32,481,729.79
45-5913-510-00	Equipment FF&E		2,404,425.31
45-5913-720-00	Construction Loan Interest		1,239,954.19
45-5913-998-00	Other - Misc		23,735.08
45-5913-999-00	Contingency		3,465,201.38
	Balanced	40,049,923.20	40,049,923.20
Justification:			
	To amend the budget for JAHHS Replacement Project to carry forward project balances at 06/30/25.		

2026-008

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Carry-Forward Balances - COA Capital Outlay			
COA			
11-5923-635-00	COA Capital Outlay - Reserve		253,336.02
11-3990-990-10	FB Appropriation - COA	253,336.02	
	Balanced	253,336.02	253,336.02
Justification:			
	To amend the 2026 budget to include carry-forward balance for COA Capital Outlay from 2025.		

2026-009

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Economic Development			
11-3990-990-00	Fund Balance Appropriated	326,500.00	
11-4921-692-00	TOE - Project Teapot		326,500.00
	Balanced	326,500.00	326,500.00

Justification:

To amend the 2026 budget to include appropriation to Town of Edenton for Project Teapot. BOCC approved interlocal agreement between County and Town on 06/02/25. Second installment to Town of Edenton is due 08/31/25.

Commissioner McLaughlin moved to approve the budget amendments as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

ARPA Policies

Ms. Smith presented the Board with a request for the adoption of an Internal Control Policy and Procurement Policy as required for expenditure of the ARPA grant funds. She stated that these are for the $400,000 grant for the R/O plant. She stated these policies were drafted by the School of Government and formatted for Chowan County.

Chair Kirby asked if there were any concerns about the grant and the procedure.

Mr. Howard stated that they will be coming on the 28th to review the grant. He stated that prior to applying for the grant funds, the County hired the Engineer through the RFQ process. He stated they will know more after the 28th.

Commissioner Cummings moved to approve the policies as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

County of Chowan Internal Control Policy: Coronavirus State and Local Fiscal

Recovery Funds ("ARP/CSLFRF Award")

Definitions

- **Management** refers to employees who have direct responsibility for the day-to-day operations of the entity, including the implementation of internal controls. For the purposes of this policy, "management" includes: **County Manager's Office; Finance Office.**
- **Oversight Body**, as referenced in the Government Accountability Office's Standards for Internal Control in the Federal Government, refers to an appointed body designated to perform oversight at the direction of the governing board. The oversight body of a local government is, by default, the governing board (Board of County Commissioners).

Policy Overview and Purpose

Internal control is a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance that the objectives of an entity will be achieved. This policy outlines the internal control process established by the **County of Chowan** to provide reasonable assurances that the unit will expend ARP/CSLFRF award funds in compliance with governing laws and regulations. This document is adopted in accordance with the following directive from U.S. Treasury's Compliance and Reporting Guidance: "Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the ARP/CSLFRF award constitute eligible uses of funds, and document determinations."[2]

Internal Control Framework:

The **County of Chowan's** internal controls are modeled after the internal control framework set forth in the Government Accountability Office's Standards for Internal Control in the Federal Government (the "Green Book"). As described in the Green Book, Management is responsible for establishing and maintaining the internal control system in compliance with the duties outlined in this policy. The Oversight Body's primary role is to ensure management performs its internal control responsibilities. However, every employee bears some responsibility for the internal control process.

The Green Book Recognizes Five Components of Internal Control: Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring

The **County of Chowan** understands that each component must be present and functioning for the internal control process to operate at the optimal level. The responsibilities tied to each of the components are discussed below.

1. Control Environment

The control environment is the foundation for all other components of internal control, providing discipline and structure. Management values integrity, ethics, and competence in all operations, including the administration of federal awards. Management communicates and reinforces its expectations throughout the organization. Examples of management's commitment to internal controls over expenditures of ARP/CSLFRF funds include, but are not limited to, the following:

- Management demonstrates a commitment to integrity and ethical values through its leadership, communications, personnel practices, and daily actions.
- Management conducts ongoing risk assessments to identify internal control weaknesses that may negatively impact the proper administration of the ARP/CSLFRF award.
- Management is committed to educating itself and staff on the compliance requirements tied to the administration of the ARP/CSLFRF award.
- Management adopts policies necessary to ensure compliance with the Uniform Guidance and the ARP/CSLFRF award terms and conditions.

2. Risk Assessment

Management is committed to identifying and managing the risks that may arise during the administration of the ARP/CSLFRF award. The risk assessment component of internal control involves management evaluating the risks the entity faces that could negatively impact its ability to achieve its objectives. These objectives include:

- **Operational Objectives:** All assets are appropriately safeguarded against risks of fraud, theft, loss, or abuse.
- **Reporting Objectives:** Finance systems and processes produce accurate and reliable financial reporting for federal award expenditures. The **County of Chowan's** Schedule of Expenditures of Federal Awards (SEFA) is complete and accurate.
- **Compliance Objectives:** Ensure ARP/CSLFRF awards funds are expended in compliance with the award terms and conditions, federal and state law, and U.S. Treasury guidance.

Risk Identification

Management shall identify risks that may impair the **County of Chowan's** ability to achieve its objectives. Management shall focus its risk assessment on areas of opportunity for employees to commit fraud. Specific areas and types of risk include:

- rapid growth in operations,
- changes in personnel,
- organizational restructuring, such as centralizing or decentralizing,
- new activities or service areas,
- new or revised information systems,
- new technologies in service delivery or information systems,
- changes in the operating or regulatory environment, and
- new or updated accounting and/or financial reporting practices.

Uniform Guidance Compliance & Risk Identification

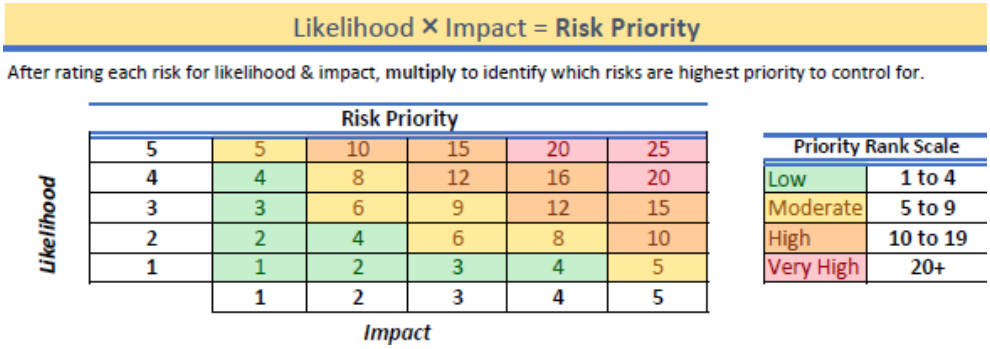
There are specific risks that arise in the administration of a grant award. Management will identify areas of risk that may impair the **County of Chowan's** ability to comply with the ARP/CSLFRF award's terms and conditions and/or applicable state and federal law and regulations.

Specifically, the **County of Chowan** will evaluate risks of non-compliance in the following compliance areas:

- Eligibility,
- Allowable Costs/Cost Principles,
- Period of Performance,
- Financial Management,
- Property Management,
- Procurement,
- Subrecipient Monitoring, and
- Program Income.

Risk Analysis

Management shall determine the potential severity of liabilities associated with the risks identified by weighing the likelihood of occurrence against the degree of impact.



Risk Response

Management shall review the results of the risk analysis and determine whether to implement control activities to mitigate risks. Management will respond to identified risks in one of three ways:

- accept the risk,
- reduce the risk by implementing control activities to help prevent or detect issues, or
- avoid the risk by not pursuing certain activities.

Management shall consider the relative cost of implementing controls versus the benefit(s) offered in deciding whether to mitigate risk(s) through the implementation of control activities. When possible, control activities will be implemented to mitigate risks that rate "High" or "Very High" on the Likelihood/Impact scale.

3. Control Activities

Control activities are the actions taken by management to respond to risks that may prevent the entity from achieving its objectives. The internal control activities are either preventative or detective. The **County of Chowan** uses a variety of control activities that support strong

internal controls, including, but not limited to the following:

- written policies and procedures,

- segregation of duties: separating authorization, custody, record-keeping, and reconciliation functions,
- authorizations to undertake projects/programs/expenditure,
- reconciliation of accounts and records,
- documentation and record-keeping,
- physical controls, including locks, physical barriers, and security systems to protect physical assets,
- IT controls, including passwords, access logs, and firewalls to protect sensitive data and restrict access to electronic data and files,
- staff training, or
- a combination of the above.

4. Information and Communication

The **County of Chowan** communicates accurate and quality information to internal staff and personnel and to external stakeholders and community members. Communication plays an integral role in the internal control system by helping to promote transparency regarding the use of public funds. Management shall be responsible for communicating internal control processes to those employees directly involved in finance and/or grant administration. Management will communicate its policies, procedures, and internal controls through various handbooks, programs, training, and electronic communication.

Information regarding pertinent policies, processes, and control activities will flow down, across, and up the organizational structure. Internal control deficiencies should be reported upstream, with serious matters reported immediately to top-level management and/or to the governing board. Employees are required to report any critical issues within the internal control system to management as soon as possible after the discovery.

To ensure transparency regarding the use of ARP/CSLFRF funds, the **County of Chowan** shall communicate quality information to community members and external stakeholders. The communication channels may include:

- Governing board members and management are willing to engage directly with community members and answer questions via email and/or provide updates during regularly scheduled meetings.

5. Monitoring

The **County of Chowan** shall conduct ongoing monitoring of the internal control system to identify its strengths and weaknesses. Internal and external audits will be conducted pursuant to federal and state law. These audit processes will test the effectiveness of internal controls over federal and state awards.

Internal Controls & Uniform Guidance Compliance

Financial Management, 2 CFR § 200.302

Overview:
Each unit must have a financial management system in place to satisfy the requirements set forth in 2 CFR 200.302. A unit may rely on existing accounting processes and procedures, provided such processes adequately track the obligations and expenditures of ARP/CSLFRF funds.

Objectives:
Ensure compliance with the following requirements set forth in 2 CFR 200.302, as follows:

1. Track all federal awards received and related expenditures separately for each federal program.
2. Provide accurate, current, and complete financial data to enable the disclosure of the results of each federal award.
3. Identify the source and application of funds (i.e., the system must be able to track authorizations, obligations, and disbursements, and tie any expenditures to eligible uses of ARP/CSLFRF funds.
4. Maintain control over, and accountability for, all funds, property, and other assets.
5. Compare budgeted amounts with actual expenditures.
6. Expenditures must be supported by the **County of Chowan's** written procedures for determining the allowability, reasonableness, and allocability of costs. (A written Allowable Cost/Cost Principles Policy is required.)

Control Activities:

- A recommended practice is to set up a grant project ordinance to separately account for and track expenditures of ARP/CSLFRF funds.
- Utilize a financial management system that meets the standards outlined in 2 CFR 200.302.

Segregation of Duties:
Duties and functions related to financial reporting are segregated to ensure no one person has control over all parts of a financial transaction.

Documentation:
Documentation of financial transactions is complete and accurate and facilitates tracing the transaction from authorization and initiation through disbursement.

- **Finance Officer** shall ensure that, at a minimum, accounting records evidencing authorizations, obligations, and expenditures of ARP/CSLFRF funds are created and retained according to record retention requirements.
- Source documentation is retained, including paid invoices, payrolls, time and attendance records, contracts, and subaward documents.

Reporting:
Finance Officer shall prepare monthly reports for the governing board that includes updates for grant project expenditures and a comparison of budget to actuals.

Reconciliation:
General ledger and subsidiary ledgers used to account for the receipt and disbursements of ARP/CSLFRF funds are reconciled monthly against account balances by someone who does not have record-keeping/bookkeeping functions.

Communication & Monitoring:
The **Finance Office** is responsible for communicating the financial management requirements and associated control activities to the appropriate personnel. All employees within the finance and accounting office have responsibility for internal controls, including the ongoing assessment of the effectiveness of internal control activities over the financial management system.

Eligibility (See Award Terms & Conditions for ARP/CSLFRF Eligibility Requirements)

Overview:
The unit is responsible for ensuring ARP/CSLFRF funds are expended on eligible projects and programs. The process for making eligibility determinations is described in the **County of Chowan's** Eligible Use Policy. (The control activities for Eligibility and Allowable Cost review are often combined.)

Objectives:

1. Ensure that supported projects and programs under the ARP/CSLFRF are eligible under one of the expenditure categories. (Eligible uses include projects identified in the Final Rule that fit within one of the four eligible use categories: COVID-19/Negative Economic Impacts, Revenue Replacement, Premium Pay, Investment in Necessary Broadband and Water/Sewer Infrastructure.)
2. Document eligibility review and project determinations.
3. Establish processes to ensure funds are not expended on ineligible uses. (Prohibited uses include bulk deposits into pension funds, debt services, replenishing financial reserves, the satisfaction of settlements and judgments, support for programs that undermine the effort to stop the spread of COVID-19, and any use that would violate state or local law.)

Control Activities:

- **Eligible Use Policy:** The **County of Chowan** has adopted an ARP/CSLFRF Eligible Use Policy that explains the eligible uses of ARP/CSLFRF award funds and includes the **County of Chowan's** process for reviewing and documenting eligibility determinations.
- **Authorization: Finance Officer** has reviewed applicable Treasury guidance, including the Final Rule, and has trained staff to conduct initial eligibility reviews for all project or program requests.

- **Documentation:** Each department is encouraged to use the SOG's Sample Eligibility Worksheet to document the review process. This documentation is retained for the five-year record retention period. **Finance Officer** is responsible for overseeing compliance with documentation and record retention requirements.

Communication & Monitoring:
Management will communicate eligibility requirements and project determinations internally to staff and externally to community members and stakeholders. Management will periodically review a sample of eligibility determinations to ensure that documentation is being maintained and that the supported projects are eligible.

Allowable Costs/Cost Principles, 2 CFR §§ 200.400 to 200.476

Overview:
The Uniform Guidance Cost Principles provide guidance on how to charge specific items of cost to a federal award. A written Allowable Cost/Cost Principles policy is required for compliance with 2 CFR 200 § 202.

Cost items charged using Revenue Replacement ARP/CSLFRF funds are subject to an allowable cost review. Cost items charged under the COVID-19/Negative Economic Impacts and Infrastructure Investment categories are subject to additional compliance requirements, including the Selected Item of Cost review. See Final Rule FAQ 13.15.

Objectives:

1. Ensure all costs charged to the federal award are allowable as defined in the Uniform Guidance, Subpart E—Cost Principles.
2. Consistently apply local policies to both federally financed and non-federally financed activities.
3. Treat costs consistently as direct or indirect costs.
4. Adequately document evidence of allowable cost review and other compliance requirements as necessary.
5. When applicable, appropriately charge indirect costs using either the Negotiated Independent Cost Rate Agreement (NICRA) or the de minimis rate of 10 percent.

Control Activities:

- **Policy:** The **County of Chowan** has adopted an Allowable Cost/Cost Principles Policy, as required by 2 CFR 200.302.
- **Segregation of duties:** When possible, duties are segregated between those who initiate, approve, and record financial transactions.
- **Training:** Management trains staff to conduct an allowable cost review in compliance with the UG Cost Principles. (See Cost Principles Policy for specific compliance requirements.)

- **Documentation: Finance Officer** shall ensure that documentation evidencing compliance with the Cost Principles is created and maintained through December 31, 2031. At a minimum, cost items will be reviewed for allowability prior to being charged to the federal award.

Communication & Monitoring:
Management shall ensure that staff is adequately trained to recognize allowable costs and associated compliance requirements for each eligibility category. Management shall periodically test the control activities by reviewing a sample of cost items charged to the ARP/CSLFRF award for allowability. Management will also test whether costs are charged to the proper project codes within the grant project ordinance.

Period of Performance (See Award Terms and Conditions)

Overview:
The Period of Performance covers the period of time the **County of Chowan** may obligate and expend ARP/ CSLFRF funds. ARP/CSLFRF funds must be used for costs incurred between March 3, 2021, and December 31, 2024. For a cost to be incurred, the funds must be obligated (e.g., contract executed/pre-audit stage). All obligated funds must be expended by December 31, 2026. Any unspent award funds must be returned to the Treasury.

Objective:
Ensure that all obligations and expenditures are incurred during the ARP/CSLFRF award's period of performance.

Control Activities:

- Management reviews obligation dates to ensure that all obligations are made for costs incurred between March 3, 2021, and December 31, 2024.
- Management trains staff to review obligation and expenditure dates on contracts, or when performing eligibility and allowable cost reviews.

Communication & Monitoring:
Management shall communicate pertinent dates, including the period of performance, to any staff responsible for obligating or expending federal award funds. Periodic testing by management will ensure that all obligations are incurred between March 3, 2021, and December 31, 2024.

Procurement, Suspension & Debarment, 2 CFR §§ 200.317 to 200.327

Overview:

Expenditures of ARP/CSLFRF funds under the revenue replacement category are exempt from federal procurement. When expending ARP/CSLFRF funds in other expenditure categories, the unit is required to adopt *written* procurement procedures and follow all federal procurement rules outlined in the Uniform Guidance (2 CFR §§ 200.318–200.327) as well as its own internal policies. Where established local or state rules are more strict than federal rules, the recipient must follow the most restrictive rule.

[Note: Any unit that triggers a federal Single Audit, even if only expending funds under revenue replacement, must adopt a written procurement policy and procure single audit services in accordance with 2 CFR §§ 200.320 and 200.509.]

Objectives:

The **Finance Office** recognizes it must satisfy the minimum federal procurement requirements, as follows:

1. Adopt a written procurement policy that considers the procurement standards in § 200.318, which includes bidding contracts in compliance with federal bidding thresholds, oversight of contractors' performance, and maintaining records to document the history of procurements.
2. Provide full and open competition in conducting procurements, consistent with the standards outlined in § 200.319 and § 200.320, which allow for non-competitive procurements only in limited circumstances.
3. Comply with the requirements of § 200.320(a) when using the micro-purchase and small purchase methods of procurement.
4. Use the sealed bids method for procurement contracts exceeding the simplified threshold. Utilize the competitive proposals method when sealed bidding is not possible.
5. Ensure noncompetitive procurement methods meet the conditions set forth under § 200.320(c).
6. Perform a cost or price analysis for every procurement action in excess of the simplified acquisition threshold, including contract modifications.
7. Pursuant to 2 CFR 200.319(b), if a firm assists in the development or drafting of specifications, statements of work, or bids or RFPs, the firm must be excluded from competing for the procurement.
8. Ensure that all contracts include the applicable contract provisions required by § 200.327 and described in Appendix II of 2 CFR 200.
9. Verify that a contractor is eligible by reviewing the suspended and debarred list on SAM.gov.
10. Restrict access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers.

[Note: The control activities identified in this section are for illustrative purposes. Each unit should incorporate specific control activities to ensure that all contracts are executed in compliance with federal and state law. The procurement policy should detail the procurement processes. The unit may want to highlight specific control activities within this internal control policy, or it may simply reference its procurement policy.]

General Procurement Control Activities:

- Procurement Policy: The **County of Chowan** maintains documented procurement procedures that are consistent with the standards outlined in §§ 200.317 through 200.327. This policy contains detailed processes and control activities for procurements made with federal funds.
- **The Requesting Department and/or Finance Office** is responsible for monitoring and documenting the performance of a contract for compliance with contract terms, conditions, and other specifications.
- Prenumbered purchase orders are used.
- A pre-audit certificate that is signed by the **Finance Officer** is attached to all purchase orders, invoices, or other contract obligations.
- Ensure purchasing forms have multiple copies so other departments, such as receiving and accounts payable, can be notified of the authorization.
- Micro-purchases may be awarded without soliciting competitive quotes if a determination is made that the price is reasonable.
- Cost items shall be reviewed for allowability pursuant to the review process set forth in the Allowable Cost Policy.
- **Finance Officer** is responsible for identifying qualified vendors and rotating purchases made under the micro-purchase threshold among different suppliers. Management shall periodically check compliance with this control activity.
- **Finance Officer** shall verify that contractors are not on the suspended or debarred list. A screenshot of the record check shall be maintained.
- Access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers, is restricted.

Segregation of Duties:

- Duties are segregated between authorization, custody, record-keeping, and reconciliation.
- The person who sets up new contractors in the accounting system or edits information on existing vendors (record-keeping) is not the same as the person writing the checks (authorization).
- Reconciliations are performed by an employee who does not have record-keeping duties.
- Invoices and other supporting documentation are thoroughly reviewed prior to the invoice being approved (e.g., compare the receiving or packaging slip against the authorization).

Documentation:
Documenting the history of procurements is a top internal control priority for the **County of Chowan**. All request personnel shall be trained on documentation and record retention policies**.**
Bid documents shall reflect all steps in the procurement process, including:

- Â bid specifications and proof of advertisement (if required),
- Â rationale for the selected method of procurement,
- Â bid submissions,

- Å evaluation criteria,
- Å basis for contractor selection or rejection,
- Å justification for lack of competition, when applicable,
- Å basis for award cost or price, and
- Å contract agreement, including required UG contract clauses.

- Source documentation relating to procurements must be retained and should include sufficient details to support the transaction, including:
  - Å cost and quantity of items purchased,
  - Å model numbers,
  - Å purchase orders with and pre-audit certificates, and
  - Å personnel who authorized the sale, if applicable.

- All records shall be maintained for a period of five (5) years after the ARP/CSLFRF period of performance (through December 31, 2031).

Communication & Monitoring:
Management shall ensure purchasing and finance staff understand federal procurement laws. Additional training shall be provided as necessary. Management will periodically review purchase orders and contracts to ensure that all charges are accounted for in the period in which the cost occurred and fall within the period of performance.

County of Chowan Procurement Policy

Section 1: Purpose

Application of Policy. The purpose of this policy is to establish guidelines for the procurement of goods, apparatus, supplies, materials, equipment, professional and non-professional services, and construction or repair work that is funded, in whole or in part, with federal financial assistance.

The **County of Chowan** shall comply with the standards established in this policy, as well as with state law and any other policies and procedures adopted by the **County of Chowan**. The requirements of the Policy also apply to any subrecipient of federal financial assistance. In the case of a conflict in governing law or local policy, the **County of Chowan** shall follow the most restrictive rule.

Compliance with Federal Law. Unless otherwise directed in writing by the federal awarding agency, or by a state agency acting as a passing-through entity, all procurements that involve the expenditure of federal financial assistance (federal awards) shall be conducted in

accordance with the federal procurement requirement identified in 2 C.F.R. §§ 200.318–.327, of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance).

Section 2: Code of Conduct

The **County of Chowan** has adopted standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents who are engaged in the selection, award, and administration of federal award contracts.[1]

Section 3: Pre-Solicitation Requirements

Prior to any procurement transaction, the following pre-solicitation requirements shall be considered.

1. **No Evasion**. No contract may be intentionally divided into two or more separate purchases with the intent to avoid federal or state competitive procurement requirements.

2. **Interlocal Agreements**. The **County of Chowan** shall explore the feasibility of entering into state and local intergovernmental agreements or cooperative agreements, where appropriate, for the procurement of common goods and shared services. Competition requirements may be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.[2]

3. **Surplus Property**. The **County of Chowan** shall avoid the acquisition of unnecessary or duplicative items and shall explore the feasibility of purchasing federal surplus property in lieu of purchasing new equipment and property.[3]

4. **Value Engineering**. The **County of Chowan** shall consider opportunities to use value engineering in contracts for permanent restorative work projects that are of sufficient size to offer reasonable opportunities for cost reduction.[4]

5. **Domestic Preferences**. To the greatest extent practicable, the **County of Chowan** shall provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, including but not limited to iron, aluminum,

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[1] 2 C.F.R. § 200.318.

[2] 2 C.F.R. § 200.318(e).
[3] 2 C.F.R. § 200.318(f).
[4] 2 C.F.R. § 200.318(g); Value engineering is a systematic and creative analysis of each contract item or task undertaken to ensure that its essential function is provided at the overall lowest cost.

steel, cement, and other manufactured products.[5] No sacrifice or loss in price or quality is required in providing this preference, and no preference shall be given if such preference would violate any trade treaty to which the United States is a signatory.[6]

6. **Geographic Preference**. The **County of Chowan** shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.[7]

7. **Contracting with Minority-Owned, Women-Owned, and Small Business Firms**. For all contracts above the micropurchase threshold, the **County of Chowan** shall take all necessary affirmative steps to assure that minority businesses, small businesses, women's business enterprises, historically underutilized businesses, and labor surplus area firms are used when possible.[8] These affirmative steps shall include:

    a. placing qualified small and minority businesses and women's business enterprises on solicitation lists and soliciting these businesses whenever they are potential sources;

    b. dividing, when economically feasible, project requirements into smaller tasks

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[5] 2 C.F.R. § 200.322(a); The requirements of this section shall be included in all subawards, including all contracts and purchase orders for work or products under the federal award.

[6] 2 C.F.R. 200.322(b); "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. "Manufactured products" means items and construction materials composed, in whole or in part, of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

[7] 2 C.F.R. § 200.319(c);. A preference may be afforded to A/E firms located within in the state of North Carolina only when the state from which an outside bid was received provides a reciprocal preference. *See* Chapter 143, Section 64.31(a1) of the North Carolina General Statutes (hereinafter G.S.).

[8] A "small business" is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the Small Business Administration criteria and size standards at 13 C.F.R. Part 121. A "women's business enterprise" (1) is at least 51 percent owned by one or more women or, in the case of a publicly owned business, has one or more women owning at least 51 percent of the stock and (2) has one or more women in control of management and daily operations. A "minority business" (1) is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, has one or more minority group members owning at least 51 percent of the stock and (2) has one or more minority group member in control of management and daily operations. A "labor surplus area" is an area with a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the national average over the same period. A "labor surplus area firm" is one that, together with its first-tier subcontractors, will perform substantially in labor surplus areas, as defined by the U.S. Department of Labor's Employment and Training Administration. The Department of Labor's list of labor surplus areas is available on-line at https://www.doleta.gov/programs/lsa.

or quantities and establishing delivery schedules that encourage maximum participation;

c. identifying firms through the U.S. Small Business Administration (SBA)[9] and the U.S. Department of Commerce's Minority Business Development Agency[10]; and

d. requiring the prime contractor, if subcontracts are to be awarded, to take the affirmative steps included in this section in an effort to make reasonable efforts to contract with disadvantaged business enterprises.[11]

8. **Cost or Price Analysis**. Prior to awarding a contract, **County of Chowan** shall perform a cost or price analysis in connection with every procurement above the Simplified Acquisition Threshold, including contract modifications.[12] See Section 6.4 for additional requirements of the cost/price analysis.

9. **Procurement of Recovered Materials.** The **County of Chowan** shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the U.S. Environmental Protection Agency (EPA) at 40 C.F.R. part 247 containing the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. For federally funded solicitations, the requesting department shall include in the specifications the use of fully or partially recovered (recycled) materials to the greatest extent consistent with reasonable performance standards in accordance with federal regulations.[13]

Section 4: Solicitation Requirements

1. **Full and Open Competition**. Procurements shall be conducted in a manner that provides full and open competition to ensure objective supplier performance and eliminate unfair competitive advantage. The **County of Chowan** shall remain alert to organizational conflicts which would jeopardize the negotiation process and limit competition. The **County of Chowan** may not:

a. place unreasonable requirements on firms in order for them to qualify to do

[9] For more information, visit the SBA's website at https://www.sba.gov/.
[10] For more information, visit the Minority Business Development Agency's website at https://www.mbda.gov/.
[11] 2 C.F.R. § 200.321; 45 C.F.R. § 75.330.
[12] 2 C.F.R. § 200.324.
[13] 2 C.F.R. § 200.323.

business;

b. require unnecessary experience and excessive bonding or encourage or participate in non-competitive practices among firms or affiliated companies;

c. award non-competitive consultant retainer contracts except as expressly provided by funding-source regulations;

d. specify (1) that only a "brand name" product be used instead of allowing an "equivalent product" to be offered, though a "brand name or equivalent" description may be used to define the performance or other salient requirements of procurement or (2) the specific features, performance, or other relevant requirements of the named brand that must be met by offerors; or

e. take any arbitrary actions that limit or restrict competition. [14]

2. **Contractors Excluded from Bidding**. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals are excluded from competing for the underlying procurement contract.

3. **Prequalification**. The **County of Chowan** ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The prequalified list shall be routinely updated. Potential bidders shall not be precluded from qualifying during the solicitation period.[15]

4. **Product Descriptions.** All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and, when necessary, the minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used to define the performance or other salient requirements of procurement. The solicitation shall identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.[16]

Section 5: Bidding Requirements

[14] 2 C.F.R. § 200.319(b).
[15] 2 C.F.R. § 200.319(e).
[16] C.F.R. § 200.319(d).

Specific Procurement Procedures

The Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

A. Service Contracts (except for A/E professional services) and **Purchase Contracts costing less than $10,000** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, purchases must be distributed among qualified suppliers.

B. Service Contracts (except for A/E professional services) and **Purchase Contracts costing $10,000 up to $90,000** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids.
4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
5. Award the contract to the lowest responsive, responsible bidder.

C. Service Contracts (except for A/E professional services) and **Purchase Contracts costing $90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids.
2. Complete specifications or purchase description must be made available to all bidders.
3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.

6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for "sound documented reasons."

> ***Note Regarding Service Contracts Costing $90,000 up to $250,000:*** *Local government service contracts are not subject to state competitive bidding requirements. If a local government does not require competitive proposals (RFPs) for service contracts under its local policy, it may choose to follow the UG small purchase procedure for service contracts costing $10,000 up to $250,000, and then follow the UG sealed bid or competitive proposal method for service contracts costing $250,000 or more. If the local policy regarding service contracts is more restrictive, the local policy should be followed.*

D. Service Contracts (except for A/E professional services) **costing $250,000 and above** may be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
7. Award the contract on a fixed-price or cost-reimbursement basis.

E. Construction and repair contracts costing less than $10,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.

F. Construction and repair contracts costing $10,000 up to $250,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the requesting department should review the terms and conditions of the grant

award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.
5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

G. Construction and repair contracts <u>costing $250,000 up to $500,000</u> shall be procured using the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for "sound documented reasons."

H. Construction and repair contracts <u>costing $500,000 and above</u> shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the

governing board the right to reject any or all bids only for "sound documented reasons."

4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for "sound documented reasons."

I. Construction or repair contracts involving a building <u>costing $300,000 and above</u> must comply with the following additional requirements under state law:

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

J. Contracts for Architectural and Engineering Services costing <u>under $250,000</u> shall be procured using the state "Mini-Brooks Act" requirements (G.S. 143-64.31) as follows:

1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

K. **Contracts for Architectural and Engineering Services costing <u>$250,000 or more</u>** shall be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)(5)) as follows:

1. Publically advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
4. Proposals must be solicited from an "adequate number of qualified sources" (an individual federal grantor agency may issue guidance interpreting "adequate number").
5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

Section 6: Contract Award

1. **Responsible Contractors**. Contracts shall only be awarded to responsible, responsive contractors/firms possessing the ability to perform successfully under the terms and conditions of the proposed procurement. "Responsible" refers to the character or quality of the bidder, with consideration being given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. "Responsive" refers to the bidder's compliance with all required specifications in the formal solicitation.

2. **Suspension and Debarment**. Prior to awarding a contract, the **Finance Office** shall verify that a potential contractor is not debarred or suspended using the System for Award Management (SAM.gov). If a contractor has been debarred, suspended, or is otherwise excluded from participation in a federal award program, the contractor may not be awarded the contract. The **Finance Office** shall maintain documentation of this

verification.

3. **Bid Rejections**. Bid submissions and/or proposals may be deemed non-responsive, or contractors may be determined to be non-responsible, for any sound documented reason(s). The documentation will state the reason(s) why each bidder failed to satisfy the responsive, responsible contractor standard for a particular procurement.

    a. **Cost and Price Analysis.** Prior to receiving bids or proposals, the **Requesting Department** is required to perform a cost or price analysis in connection with every procurement transaction, including contract modifications, falling above the simplified acquisition threshold ($250,000).[17] To satisfy this requirement, the **Requesting Department** shall prepare and submit a memorandum containing the cost/price analysis to **Finance Office.**

    b. A price analysis involves the evaluation of the total proposed price without an evaluation of its separate cost elements and proposed profit. A price analysis is used to verify that the overall price for a specific item is fair and reasonable.

    c. A cost Analysis involves the evaluation of the separate elements that make up the total cost of a contract (e.g., labor, materials, profit, etc.). The cost analysis is required for new contracts and contract modifications or change orders, even when the change order results in a lower contract price. [18]

4. **Profit**. For contracts without price competition, or where cost analysis is required in accordance with 2 C.F.R. § 200.323(a), the **County of Chowan** must negotiate profit as a separate price element. To establish a fair and reasonable profit, consideration shall be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work.[19]

5. **Estimated Costs**. The **County of Chowan** shall use estimated costs in negotiating contract terms only to the extent that the cost estimates included in negotiated prices are allowable under the 2 C.F.R. Part 200, Subpart E, "Cost Principles."[20]

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[17] 2 C.F.R. § 200.324(a).

[18] Price analysis involves the examination and evaluation of a proposed price without an evaluation of its separate components (cost and profit). For example, the comparison of competing offers or the comparison of quoted prices with independent estimates falls within a price analysis. Cost analysis involves the review and evaluation of the separate cost elements, such as labor hours, overhead, materials, etc., and the proposed profit in order to determine a fair and reasonable price. This analysis is usually used to establish the basis for negotiating (1) contract prices for procurement by request for proposal, (2) contract modifications, and (3) in any other case where price analysis by itself does not ensure price reasonableness.

[19] 2 C.F.R. § 200.324(b).

[20] 2 C.F.R. § 200.324(c). Units may reference their own cost principles policy. For example, a unit may want to limit

6. **Bonding Requirements**. For construction contracts or subcontracts that exceed the simplified acquisition threshold ($250,000), the **County of Chowan** shall require that contractors meet the minimum bonding requirements listed below.

   To be submitted with the bidding documents:

   A *bid guarantee* from each bidder equivalent to five percent (5%) of the bid price.[21] The bid guarantee must consist of a firm commitment, such as a bid bond, certified check, or other negotiable instrument accompanying a bid, as assurance that the bidder shall, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

   To be submitted at the time of contract award:

   A *performance bond* on the part of the contractor that is for 100 percent (100%) of the contract price.[22] A performance bond is a bond executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

   A *payment bond* on the part of the contractor that is for 100 percent (100%) of the contract price. A payment bond is a bond executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.[23]

Section 7: Prohibited Contracts

1. **Costs-Plus-a-Percentage-of-Construction-Cost Contracts**. The award of costs plus a percentage of construction cost contracts are prohibited.[24]

2. **Time-and-Materials Contracts Disfavored**. The **County of Chowan** shall only enter into time and materials contracts if it has determined in writing that no other contract type is suitable for a given procurement. Time and materials contracts prescribe cost as the sum of (a) actual cost of materials and (b) direct labor hours charges at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Use of time and materials contracts shall require an established price ceiling to ensure that the agreement does not allow for an open-ended contract price with no profit incentive for the contractor to control costs or labor efficiency. These contracts shall be subject to frequent oversight to ensure that the contractor employs efficient methods and

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the use of estimated costs to A/E contracts that are federally funded.

[21] 2 C.F.R. § 200.325(a). [[Deleted bc repetitive of text]]

[22] 2 C.F.R. § 200.325(b). [[Same comment as immed. above]]

[23] 2 C.F.R. § 200.326.

[24] 2 C.F.R. § 200.324(d).

effective cost controls.[25]

Section 8: Contract Administration

1. **Contract Oversight**. The **County Manager/Finance Officer** shall provide proper oversight to ensure that contractors and firms perform the contract requirements in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2. **Contract Clauses**. All procurement contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards."[26]

3. **Record Retention**. The **County of Chowan** shall maintain records sufficient to detail the history of each procurement, including the rationale for the method of procurement and selection of contract type, the basis for the contractor selection or rejection, and the basis for the contract price.[27] These records include, but are not limited to, supporting documentation showing the rationale for the procurement method; written price or rate quotations, such as catalog price, online price, email or written quotes, copies of advertisements, requests for proposals, and bid sheets or bid proposal packets; bid rejection and award letters; purchase orders; executed contracts; and any other supporting documentation or financial records relating to the procurement transaction.

4. **Retention Period**. Unless a federal award prescribes a different record retention period, all financial records, supporting documents, statistical records, and all other records pertinent to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a subrecipient.[28] An exception to the standard retention period may exist if any of the following circumstances is satisfied:

    a. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

    b. When the **County of Chowan** has been notified in writing by the federal

[25] 2 C.F.R. § 200.318(j).

[26] 2 C.F.R. § 200.327; Appendix II to 2 C.F.R. Part 200. For assistance with the Appendix II contract clauses, see the document Sample Contract Terms Compliance with the Uniform Guidance Procurement Requirements.

[27] 2 C.F.R. 200.318(i).

[28] 2 C.F.R. 200.334. Procurement records related to expenditures of Coronavirus State and Local Fiscal Recovery Funds pursuant to the American Rescue Plan Act must be retained for a period of five years.

awarding agency or pass-through entity that the retention period has been extended.

c. Records for real property and equipment shall be retained for three years after final disposition.

Section 9: Awarding Agency or Pass-Through Entity Review

1. **Agency Review**. Upon request of the awarding federal agency, the **County of Chowan** shall make available technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for acquisition.[29] The **County of Chowan** shall make the pre-procurement and procurement documents available upon request of the federal awarding agency or pass-through entity when any of the circumstances set forth in 2 C.F.R. § 200.325(b) are satisfied.[30]

Section 10: Compliance with Policy Provisions

1. **Penalties Imposed by Federal Awarding Agency.** If it has been determined that the **County of Chowan** has failed to comply with the U.S. Constitution, federal statutes, regulations, or the terms and conditions of a federal award, the federal awarding agency or pass-through entity may impose additional conditions on the **County of Chowan**, as described in 2 C.F.R. § 200.208. In cases in which noncompliance cannot be remedied by the imposition of additional conditions, the federal awarding agency or pass-through entity may take one or more of the following actions: temporarily withhold cash payments, disallow costs, suspend or terminate the award, initiate suspension or debarment proceedings, withhold further federal awards for the project or program, or take other remedies legally available.[31]

External Board/Committee Report

Commissioner Shaffer reported on the upcoming Hospital Board meeting.

Chair Kirby reported on the Coastal Fisheries Commission meeting. He noted he is also attending the NCACC Annual Conference later in the week.

Commissioner Cummings noted that the Solid Waste Board may have to implement an increase to cover the costs of operations.

Manager's Report

County Manager Kevin Howard provided the following updates:

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[29] 2 C.F.R. § 200.325(a).
[30] 2 C.F.R. § 200.325(b).
[31] 2 C.F.R. § 200.339.

- The underground stormwater pipe was dug at the Courthouse. It was determined that the problem is not where it was initially thought and that additional digging is needed. He will have more information later. He noted that it was discovered that roots were growing into the pipes.
- Mr. Howard noted that at the last meeting a resident requested the Board look into tax incentives for teachers. He stated that the Machinery Act does not allow for Counties to provide this type of tax relief. He stated a local bill would be required and that other counties will also want it and most likely would have to be allowed state wide. He stated that he talked with Bertie County and their project was done by a non-profit organization.

Timely and Important Matters

Survey
Ms. Stallings noted that Board has received a brief survey about the upcoming Peanut Festival. She asked the Board to turn those in to her.

Ethics Training
Ms. Stallings also noted that Ethics training has been scheduled for Commissioners Cummings, Evans and Taylor and to please let her know if they plan to take it at home or if they wish to come into the County Office Building.

Recognition of Local Resident Tom Hall Jr.
Chairman Kirby stated that he would like to take the opportunity to recognize a Chowan County resident, Mr. Tom Hall Jr. Mr. Hall passed away on May 18, 2025. Chair Kirby read the obituary of Mr. Hall into the record:

Lieutenant Commander (ret) Thomas Renwick Hall, Jr. of Tyner, North Carolina passed away peacefully on May 18, 2025 in his home surrounded by family.

Tom was born on February 28, 1941 in Richmond, Virginia, the son of Thomas Renwick Hall, Sr. and Anna Virginia Eberly Hall. Tom graduated from Warwick High School in Newport News, Virginia. He earned his degree in Mechanical Engineering from Virginia Tech. Tom felt an innate sense of patriotism and enlisted in the Navy after graduation. Tom was stationed in Pensacola, Florida when he found his first two joys, the love of flying and the love of his best friend. On March 27, 1965, Tom married Barbara Jo Pelt at Brownsville Baptist Church in Pensacola. Although the Navy designated him a Naval Aviator in Kingsville, Texas in 1965 and certified him to fly Vought F-8 Crusaders in Miramar, California in 1966, Tom designated himself the "World's Greatest Fighter Pilot." In his later years, he was often seen wearing a hat solidifying this proclamation.

Tom was assigned to the VF-211 squadron known as the Fighting Checkmates. He served with this squadron during his first deployment onboard the USS Hancock (CVA-19) from April

to July 1966 and then again on the USS Bon Homme Richard (CVA-31) from February to June 1967. It was during these cruises that Tom earned the name "Bullit," though he would never confirm why this became his callsign. During his second cruise, Tom discovered his third joy, the love of his children, as Tom and Barbara welcomed their first child, Donna, on March 22, 1966.

In total, Tom flew over 100 combat missions over Southeast Asia and Vietnam. He was shot down by the Vietcong on June 6, 1967 but was quickly rescued by a local Army helicopter. When he returned to the ship, he was offered any meal he wanted. His request for a bowl of ice cream was a clear expression of his simplistic, easy-going personality. Tom was a man who never wanted someone to go out of their way for him but was always willing to go the extra mile for someone else.

On June 10, 1967, Tom was shot down again but this time he was captured by the Vietcong. He was listed as missing in action (MIA) for two years until his name was finally released as a prisoner of war (POW). During this time, he endured significant trauma but often put aside his fears and pain to help his brother Americans imprisoned with him. He attempted to keep spirits up by verbally teaching cellmates how to rebuild a car engine from memory. He also taught many men how to engineer what little they had in their cells to combat rats and mosquitos. When he was finally able to send letters home, he wrote cryptic messages to provide intelligence on various prison activities. He consistently proved his loyalty to his country and his unwavering integrity by maintaining his silence when questioned by the Vietcong despite enduring mental and physical torture.

During America's Operation Homecoming to bring the POWs home, Tom was finally granted freedom on March 4, 1973, after spending 2,095 days in captivity. He returned home to Miramar to find his wife and then 7 year old daughter waiting for him. Following his return, he continued with his passion for teaching and became a flight instructor in Pensacola and eventually in Oceana, Virginia before retiring from the Navy in 1976. For his bravery and service, the Navy presented him with several valorous honors including the Silver Star, Purple Heart, two Bronze Star Medals, Legion of Merit, Distinguished Flying Cross, Prisoner of War Medal, the Navy Commendation Medal, and six Air Medals.

Chair Kirby stated that the obituary goes on to detail personal details about Mr. Halls life. He stated that the obituary is a testament of the life Mr. Hall lived. He stated that he considers it an honor that Mr. Hall was a member of this community and he wishes the family of Mr. Hall all his best.

Closed Session

Commissioner Cummings moved to go into a closed session to meet in accordance with NCGS 143-318-11 (a) (5) Contract Negotiations. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

The minutes of the closed session are sealed.

Commissioner Evans moved to come out of closed session. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Adjourn

Being no further business, Commissioner Cummings moved that the meeting be adjourned. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

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Bob Kirby, Chairman Susanne Stallings, Clerk

ARTICLE IV. RECRUITMENT, SELECTION, AND EMPLOYMENT PROCEDURES

Section 8. Probationary Period for New Hires All employees, with exception of the Sheriff's office, hired by Chowan County shall serve a 9 month probationary period. New employees hired by the Sheriff's Office are required to serve a 12 month probationary period. The probationary period is the period used to train and assess the quality of work of the new hire to determine if permanent status will be granted as well as a time for the employee to assess if they are interested in the position and feel they are appropriate for the job. During the probationary period, the employee may be dismissed for performance or personal conduct without the right of appeal under county appeal policies. Probationary employees that are dismissed will be given a letter of dismissal outlining specific reasons for the action. A county employee can serve only one probation period once hired.

At the end of the 9 month probationary period (12 month probationary period for employees of the Sheriff's Office), the Department Head shall determine whether to grant permanent status to the employee. The Department Head, or designated supervisor in conjunction with the Department Head, shall be responsible for monitoring the performance of new employees and shall provide regular feedback, through established Evaluation system, to the employee regarding overall performance, strengths, deficiencies, and any other work related indicator. Department Heads, excluding the Sheriff, Register of Deeds, and County Social Service Director, shall recommend in writing permanent status to the County Manager. The letter should highlight evaluation statistics, strengths and weaknesses, and other employment factors relevant to permanent status. If a Department Head determines that the employee shall not be granted permanent status, they must make this determination and take appropriate action no later than the last day of probationary employment.

Employees that are serving in a probationary period are not eligible to transfer to a new position of different classification; therefore, probationary employees are ineligible to apply for other positions within the county during probation. If the County Manager determines that an employee serving in a probationary period is the most qualified candidate to fill a vacant position, the County Manager is given the authority to approve the transfer of the probationary employee to the new or different position on a case-by-case basis. Once permanent status is obtained, employees are then eligible for consideration in other position classifications and may apply at that time.

SEPTEMBER 2, 2025

CHOWAN COUNTY COMMISSIONERS MEETING

VETERANS SERVICES ANNUAL REPORT

SUBMITTED BY WAYNE BRAY
CHOWAN COUNTY VETERAN SERVICE OFFICER

VETERANS SEEN BY MONTH

SEPTEMBER ’24---65	JANUARY ’25---60	MAY ’25--------51
OCTOBER ’24------59	FEBRUARY ’25--35	JUNE ’25-------55
NOVEMBER ’24---47	MARCH ’25------45	JULY ’25--------58
DECEMBER ’24----57	APRIL ’25---------56	AUGUST ’25---44

TOTAL 632

VA CLAIMS

NEW VETERAN’S CLAIMS FILED----------68

DISABILITY CLAIMS FILED----------72

APPEALS FILED----------53

SUPPORTIVE INFORMATION FILED----------29

PROPERTY TAX EXEMPTIONS FILED----------20

DMV VETERANS LICENSE PLATES----------25

HOME REPAIR GRANTS----------4

LIFETIME HUNT/FISH LICENSE----------3

DEPENDENCY INDEMNITY COMPENSATION----------9

CAREGIVER SUPPORT----------10

MILITARY RECORDS REQUESTS----------60

FY23 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDX)

FY23 Summary of Expenditures by State
Expenditures in $000s

County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pension	Construction	Education & Vocational Rehabilitation/ Employment	Loan Guaranty#	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**
ALAMANCE	9,552	$ 151,826	$ 78,911	$ -	$ 4,554	$ -	$ -	$ 177	$ 68,185	3,299
ALEXANDER	2,010	$ 33,885	$ 17,434	$ -	$ 581	$ -	$ -	$ 28	$ 15,842	921
ALLEGHANY	844	$ 10,595	$ 6,849	$ -	$ 176	$ -	$ -	$ 0	$ 3,570	299
ANSON	1,429	$ 20,380	$ 12,355	$ -	$ 244	$ -	$ -	$ 14	$ 7,768	505
ASHE	1,542	$ 26,285	$ 14,773	$ -	$ 564	$ -	$ -	$ 11	$ 10,937	675
AVERY	916	$ 17,274	$ 9,701	$ -	$ 404	$ -	$ -	$ 12	$ 7,158	436
BEAUFORT	3,265	$ 55,016	$ 32,728	$ -	$ 685	$ -	$ -	$ 146	$ 21,457	1,344
BERTIE	1,103	$ 12,667	$ 8,370	$ -	$ 82	$ -	$ -	$ 11	$ 4,203	330
BLADEN	2,113	$ 37,684	$ 23,664	$ -	$ 714	$ -	$ -	$ 13	$ 13,293	894
BRUNSWICK	14,598	$ 194,175	$ 134,487	$ -	$ 5,202	$ -	$ -	$ 640	$ 53,848	5,047
BUNCOMBE	17,633	$ 309,357	$ 112,946	$ 84	$ 6,520	$ -	$ -	$ 625	$ 189,182	7,545
BURKE	5,331	$ 85,452	$ 43,039	$ -	$ 1,526	$ -	$ -	$ 306	$ 40,581	2,420
CABARRUS	11,188	$ 201,054	$ 114,320	$ -	$ 7,652	$ -	$ -	$ 288	$ 78,794	4,984
CALDWELL	4,816	$ 73,516	$ 41,204	$ -	$ 1,584	$ -	$ -	$ 71	$ 30,656	2,132
CAMDEN	1,226	$ 22,517	$ 17,520	$ -	$ 2,078	$ -	$ -	$ 34	$ 2,886	387
CARTERET	8,081	$ 114,643	$ 78,500	$ -	$ 4,309	$ -	$ -	$ 320	$ 31,515	2,907
CASWELL	1,283	$ 21,112	$ 9,756	$ -	$ 446	$ -	$ -	$ 2	$ 10,908	571
CATAWBA	9,484	$ 146,452	$ 85,155	$ -	$ 4,571	$ -	$ -	$ 321	$ 56,405	3,948
CHATHAM	4,424	$ 43,360	$ 19,916	$ -	$ 1,486	$ -	$ -	$ 187	$ 21,771	1,211
CHEROKEE	2,892	$ 43,726	$ 25,207	$ -	$ 663	$ -	$ -	$ 51	$ 17,805	1,274
CHOWAN	858	$ 13,196	$ 8,565	$ -	$ 393	$ -	$ -	$ 99	$ 4,140	308
CLAY	960	$ 15,484	$ 9,475	$ -	$ 283	$ -	$ -	$ 13	$ 5,713	486
CLEVELAND	6,335	$ 94,855	$ 53,976	$ -	$ 2,697	$ -	$ -	$ 160	$ 38,023	2,430
COLUMBUS	3,263	$ 59,205	$ 38,674	$ -	$ 1,019	$ -	$ -	$ 40	$ 19,472	1,391
CRAVEN	13,556	$ 236,118	$ 176,288	$ -	$ 12,755	$ -	$ -	$ 285	$ 46,790	4,516
CUMBERLAND	52,190	$ 1,491,069	$ 1,018,705	$ 1,049	$ 84,529	$ -	$ -	$ 689	$ 386,097	25,452
CURRITUCK	2,891	$ 53,484	$ 41,754	$ -	$ 4,230	$ -	$ -	$ 288	$ 7,213	914
DARE	3,236	$ 22,782	$ 16,482	$ -	$ 934	$ -	$ -	$ 83	$ 5,283	587
DAVIDSON	9,963	$ 144,213	$ 63,950	$ -	$ 2,871	$ -	$ -	$ 165	$ 77,227	4,048
DAVIE	2,691	$ 42,660	$ 22,797	$ -	$ 963	$ -	$ -	$ 28	$ 18,872	1,096
DUPLIN	2,942	$ 56,422	$ 39,019	$ -	$ 1,624	$ -	$ -	$ 41	$ 15,739	1,167
DURHAM	15,174	$ 316,259	$ 122,553	$ 532	$ 11,046	$ -	$ -	$ 406	$ 181,722	5,497
EDGECOMBE	2,765	$ 50,665	$ 31,383	$ -	$ 902	$ -	$ -	$ 87	$ 18,293	1,189
FORSYTH	19,034	$ 443,778	$ 189,636	$ 120	$ 10,537	$ -	$ 115,928	$ 827	$ 126,729	7,931
FRANKLIN	4,137	$ 69,072	$ 40,098	$ -	$ 1,410	$ -	$ -	$ 32	$ 27,532	1,675
GASTON	13,586	$ 194,001	$ 112,826	$ -	$ 6,345	$ -	$ -	$ 254	$ 74,576	5,098
GATES	798	$ 12,622	$ 8,977	$ -	$ 348	$ -	$ -	$ 2	$ 3,295	261
GRAHAM	401	$ 7,754	$ 4,176	$ -	$ 70	$ -	$ -	$ 10	$ 3,497	241
GRANVILLE	3,110	$ 63,925	$ 27,313	$ -	$ 1,334	$ -	$ -	$ 75	$ 35,204	1,363

FY23 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDX)

FY23 Summary of Expenditures by State Expenditures in $000s										
County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pension	Construction	Education & Vocational Rehabilitation/ Employment	Loan Guaranty#	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**
GREENE	929	$ 13,854	$ 7,926	$ -	$ 338	$ -	$ -	$ 41	$ 5,549	374
GUILFORD	26,709	$ 434,380	$ 247,901	$ -	$ 16,263	$ -	$ -	$ 1,077	$ 169,140	9,929
HALIFAX	2,934	$ 53,524	$ 31,089	$ -	$ 790	$ -	$ -	$ 74	$ 21,571	1,106
HARNETT	12,412	$ 248,779	$ 161,267	$ -	$ 14,389	$ -	$ -	$ 194	$ 72,929	6,136
HAYWOOD	5,039	$ 85,383	$ 43,023	$ -	$ 1,342	$ -	$ -	$ 115	$ 40,903	2,341
HENDERSON	8,279	$ 118,382	$ 60,274	$ -	$ 2,374	$ -	$ -	$ 333	$ 55,401	3,259
HERTFORD	1,225	$ 19,117	$ 12,315	$ -	$ 337	$ -	$ -	$ 25	$ 6,440	433
HOKE	6,483	$ 222,447	$ 158,783	$ -	$ 14,256	$ -	$ -	$ 207	$ 49,201	4,175
HYDE	229	$ 3,277	$ 2,181	$ -	$ 75	$ -	$ -	$ 44	$ 976	99
IREDELL	9,721	$ 150,192	$ 84,167	$ -	$ 6,913	$ -	$ -	$ 202	$ 58,910	4,092
JACKSON	2,883	$ 32,650	$ 17,500	$ -	$ 837	$ -	$ -	$ 87	$ 14,227	1,010
JOHNSTON	13,014	$ 221,280	$ 127,390	$ -	$ 9,171	$ -	$ -	$ 133	$ 84,586	5,438
JONES	873	$ 30,478	$ 24,382	$ -	$ 1,645	$ -	$ -	$ 12	$ 4,439	377
LEE	4,524	$ 140,227	$ 108,967	$ -	$ 9,508	$ -	$ -	$ 354	$ 21,398	1,689
LENOIR	4,248	$ 77,143	$ 52,936	$ -	$ 1,988	$ -	$ -	$ 125	$ 22,093	1,574
LINCOLN	5,352	$ 72,838	$ 42,983	$ -	$ 2,201	$ -	$ -	$ 131	$ 27,522	2,049
MCDOWELL	2,984	$ 64,030	$ 27,399	$ -	$ 930	$ -	$ -	$ 5	$ 35,696	1,599
MACON	2,897	$ 50,002	$ 25,430	$ -	$ 683	$ -	$ -	$ 90	$ 23,799	1,635
MADISON	1,346	$ 21,931	$ 9,592	$ -	$ 386	$ -	$ -	$ 125	$ 11,829	640
MARTIN	1,485	$ 25,386	$ 15,425	$ -	$ 441	$ -	$ -	$ 65	$ 9,455	627
MECKLENBURG	52,228	$ 699,912	$ 413,076	$ -	$ 38,213	$ -	$ -	$ 1,907	$ 246,716	17,102
MITCHELL	920	$ 16,677	$ 8,200	$ -	$ 204	$ -	$ -	$ 15	$ 8,257	447
MONTGOMERY	1,590	$ 26,760	$ 15,821	$ -	$ 433	$ -	$ -	$ 38	$ 10,468	629
MOORE	10,274	$ 210,949	$ 160,961	$ -	$ 16,180	$ -	$ -	$ 559	$ 33,249	3,519
NASH	5,607	$ 107,446	$ 67,559	$ -	$ 2,519	$ -	$ -	$ 162	$ 37,207	2,381
NEW HANOVER	15,920	$ 216,062	$ 146,362	$ -	$ 12,049	$ -	$ -	$ 405	$ 57,246	5,283
NORTHAMPTON	1,320	$ 19,385	$ 10,535	$ -	$ 303	$ -	$ -	$ 23	$ 8,524	429
ONSLOW	33,561	$ 749,584	$ 579,736	$ -	$ 58,634	$ -	$ -	$ 432	$ 110,782	12,174
ORANGE	5,890	$ 76,837	$ 36,283	$ -	$ 6,539	$ -	$ -	$ 614	$ 33,401	1,521
PAMLICO	1,385	$ 16,709	$ 10,974	$ -	$ 280	$ -	$ -	$ 24	$ 5,431	451
PASQUOTANK	3,870	$ 60,834	$ 42,792	$ -	$ 3,295	$ -	$ -	$ 88	$ 14,659	1,268
PENDER	5,244	$ 105,497	$ 76,661	$ -	$ 5,753	$ -	$ -	$ 130	$ 22,954	2,090
PERQUIMANS	1,346	$ 18,279	$ 12,561	$ -	$ 558	$ -	$ -	$ 1	$ 5,159	419
PERSON	2,205	$ 42,456	$ 20,273	$ -	$ 736	$ -	$ -	$ 212	$ 21,234	942
PITT	11,110	$ 184,845	$ 116,023	$ -	$ 9,860	$ -	$ -	$ 174	$ 58,788	4,146
POLK	1,473	$ 21,383	$ 11,356	$ -	$ 466	$ -	$ -	$ 77	$ 9,483	562
RANDOLPH	8,562	$ 111,948	$ 60,046	$ -	$ 2,540	$ -	$ -	$ 153	$ 49,209	2,938
RICHMOND	2,754	$ 55,388	$ 35,384	$ -	$ 994	$ -	$ -	$ 95	$ 18,915	1,245
ROBESON	7,546	$ 160,968	$ 106,917	$ -	$ 5,450	$ -	$ -	$ 76	$ 48,525	3,103

FY23 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDX)

FY23 Summary of Expenditures by State
Expenditures in $000s

County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pension	Construction	Education & Vocational Rehabilitation/ Employment	Loan Guaranty#	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**
ROCKINGHAM	4,884	$ 84,145	$ 44,939	$ -	$ 1,702	$ -	$ -	$ 387	$ 37,117	2,201
ROWAN	9,020	$ 233,191	$ 83,306	$ 1,613	$ 3,249	$ -	$ 2,602	$ 231	$ 142,190	4,879
RUTHERFORD	4,584	$ 79,614	$ 38,727	$ -	$ 1,121	$ -	$ -	$ 155	$ 39,612	2,072
SAMPSON	3,369	$ 71,153	$ 43,878	$ -	$ 1,952	$ -	$ -	$ 108	$ 25,214	1,526
SCOTLAND	2,195	$ 39,648	$ 24,909	$ -	$ 982	$ -	$ -	$ 95	$ 13,662	936
STANLY	3,357	$ 58,823	$ 31,108	$ -	$ 1,424	$ -	$ -	$ 46	$ 26,245	1,393
STOKES	2,706	$ 40,351	$ 24,136	$ -	$ 860	$ -	$ -	$ 30	$ 15,325	1,094
SURRY	3,362	$ 62,493	$ 38,538	$ -	$ 1,263	$ -	$ -	$ 117	$ 22,574	1,571
SWAIN	947	$ 16,376	$ 7,692	$ -	$ 269	$ -	$ -	$ 37	$ 8,379	406
TRANSYLVANIA	2,779	$ 28,273	$ 14,461	$ -	$ 693	$ -	$ -	$ 137	$ 12,982	849
TYRRELL	240	$ 2,224	$ 1,527	$ -	$ 16	$ -	$ -	$ 0	$ 681	81
UNION	10,522	$ 148,875	$ 94,041	$ -	$ 6,741	$ -	$ -	$ 344	$ 47,749	3,673
VANCE	2,406	$ 43,930	$ 21,041	$ -	$ 929	$ -	$ -	$ 53	$ 21,907	954
WAKE	55,171	$ 788,830	$ 498,454	$ (735)	$ 46,854	$ -	$ -	$ 2,560	$ 241,696	15,560
WARREN	1,144	$ 22,594	$ 9,318	$ -	$ 156	$ -	$ -	$ 5	$ 13,115	530
WASHINGTON	801	$ 11,802	$ 7,594	$ -	$ 194	$ -	$ -	$ 34	$ 3,979	298
WATAUGA	2,828	$ 29,512	$ 15,865	$ -	$ 3,358	$ -	$ -	$ 241	$ 10,049	754
WAYNE	10,805	$ 207,332	$ 147,957	$ -	$ 8,609	$ -	$ -	$ 357	$ 50,409	4,051
WILKES	3,557	$ 52,136	$ 30,506	$ -	$ 1,194	$ -	$ -	$ 54	$ 20,382	1,455
WILSON	4,933	$ 81,231	$ 51,041	$ -	$ 2,129	$ -	$ -	$ 163	$ 27,898	1,725
YADKIN	2,145	$ 29,162	$ 17,217	$ -	$ 681	$ -	$ -	$ 101	$ 11,163	800
YANCEY	961	$ 21,934	$ 11,039	$ -	$ 334	$ -	$ -	$ 13	$ 10,548	589
NORTH CAROLINA (Tota	**680,709**	**$ 12,149,385**	**$ 7,363,225**	**$ 2,665**	**$ 522,912**	**$ -**	**$ 118,530**	**$ 20,725**	**$ 4,121,328**	**263,407**
							$ -			
CONG. DIST (01)	51,279	$ 809,924	$ 478,380	$ 385	$ 22,811	$ -	$ -	$ 1,099	$ 307,250	18,113
CONG. DIST (02)	34,997	$ 464,085	$ 294,701	$ (147)	$ 27,702	$ -	$ -	$ 1,514	$ 140,315	9,167
CONG. DIST (03)	75,437	$ 1,633,556	$ 1,209,602	$ 170	$ 97,303	$ -	$ -	$ 2,144	$ 324,337	30,172
CONG. DIST (04)	37,406	$ 759,451	$ 285,616	$ (147)	$ 24,221	$ -	$ 115,928	$ 1,484	$ 332,349	12,636
CONG. DIST (05)	42,875	$ 631,729	$ 371,705	$ 120	$ 19,177	$ -	$ -	$ 1,305	$ 239,422	15,922
CONG. DIST (06)	40,944	$ 628,029	$ 347,686	$ -	$ 20,919	$ -	$ -	$ 1,664	$ 257,760	15,111
CONG. DIST (07)	63,077	$ 1,725,611	$ 1,268,042	$ 880	$ 91,695	$ -	$ 2,602	$ 1,804	$ 360,589	26,874
CONG. DIST (08)	46,333	$ 738,265	$ 395,220	$ 3	$ 20,280	$ -	$ -	$ 1,080	$ 321,683	17,207
CONG. DIST (09)	72,739	$ 1,412,273	$ 874,007	$ (147)	$ 73,031	$ -	$ -	$ 1,830	$ 463,551	35,133
CONG. DIST (10)	44,078	$ 689,109	$ 382,828	$ 6	$ 21,038	$ -	$ -	$ 1,309	$ 283,928	18,212
CONG. DIST (11)	52,242	$ 864,198	$ 397,687	$ 84	$ 16,375	$ -	$ -	$ 1,789	$ 448,263	23,205
CONG. DIST (12)	36,844	$ 520,127	$ 279,802	$ 1,605	$ 24,711	$ -	$ -	$ 1,195	$ 212,814	14,137
CONG. DIST (13)	48,720	$ 833,157	$ 519,108	$ (147)	$ 42,596	$ -	$ -	$ 1,503	$ 270,097	16,304
CONG. DIST (14)	33,738	$ 439,870	$ 258,840	$ -	$ 21,054	$ -	$ -	$ 1,006	$ 158,970	11,214

FY23 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDX)

FY23 Summary of Expenditures by State
Expenditures in $000s

County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pension	Construction	Education & Vocational Rehabilitation/ Employment	Loan Guaranty#	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**
NORTH CAROLINA (Tota	680,709	$ 12,149,385	$ 7,363,225	$ 2,665	$ 522,912	$ -	$ 118,530	$ 20,725	$ 4,121,328	263,407

Notes:

* Veteran population estimates, as of September 30, 2023, are produced by the VA Analytics Service (VetPop 2020).

Prior to FY 08, "Loan Guaranty" expenditures were included in the Education & Vocational Rehabilitation and Employment (E&VRE) programs. Currently, all "Loan Guaranty" expenditures are attributed to Travis County, TX, where all Loan Guaranty payments are processed. VA will continue to improve data collection for future GDX reports to better distribute loan expenditures at the state, county and congressional district levels.

** Unique patients are patients who received treatment at a VA health care facility. Data are provided by the Allocation Resource Center (ARC).

Expenditure data sources: USASpending.gov for Compensation & Pension (C&P) and Education and Vocational Rehabilitation and Employment (EVRE) Benefits; Veterans Benefits Administration Insurance Center for the Insurance costs; the VA Financial Management System (FMS) for Construction, Medical Research, General Operating Expenses, and certain C&P and Readjustment data; and the Allocation Resource Center (ARC) for Medical Care costs.

1. Expenditures are rounded to the nearest thousand dollars. For example, $500 to $1,000 are rounded to $1; $0 to $499 are rounded to $0; and "$ -" = 0 or no expenditures.

2. The Compensation & Pension expenditures include dollars for the following programs: veterans' compensation for service-connected disabilities; dependency and indemnity compensation for service-connected deaths; veterans' pension for nonservice-connected disabilities; and burial and other benefits to veterans and their survivors.

3. Medical Care expenditures include dollars for medical services, medical administration, facility maintenance, educational support, research support, and other overhead items. Medical Care expenditures do not include dollars for construction or other non-medical support.

4. Medical Care expenditures are allocated to the patient's home location, not the site of care.

Member		Chowan	
Type of Loss		Hail	
Date of Loss		5.4.2022	1" hail
Participant	Chowan County		
Locations	Multiple		
Occurrence	4.9.2021	1.4" hail	
Sedgwick CMS	C518401472000101		
Sedgwick RHSC	RCH25041550		

Loss Worksheet Chowan

File Reference	Building Name	Address 1	City	Building Number	Replacement Cost New Less Exclusions	Modeled Contents Value	Frame Type	Const Year	SF	Num Of Stories	Invoice #	Chowan Submitted	Sedgwick RCV	Depreciation	Sedgwick ACV	Comments	Damage Assessments
1	SWAIN AUDITORIUM / SENIOR CENTER	200 E. CHURCH ST.	EDENTON	01	1,910,460.00	223,300.00	JM - JOISTED MASONRY	1934	10,500	2			96,789.13	6,764.89	90,024.24	Slate and metal roof with interior leaks. 7.8.2025 estimate pending.	Leaking - long term. No damage to metal roof panels. 2 dents in downspouts. Slate no evidence of recent fractures. NO DAMAGE TO METAL ROOF. ESTIMATE FOR PAINTING INTERIOR CEILING ONLY - NO ROT DAMAGE, PLASTER, INSULATION, CEILING TILES OR OTHER INTERIOR ITEMS. EVIDENCE OF PRIOR DAMAGE TO INTERIOR IN PAST CLAIM DOCUMENTATION.
2	SHEPARD PARK LIBRARY	102 W. WATER STREET	EDENTON	1	3,275,220.00	1,414,800.00	JM - JOISTED MASONRY	1965	14,198	1			16,881.90	0.00	16,881.90	Repair only - no depreciation.	Corner chips, but eroded and worn. 100 semi circuluar fractures. REPAIR 129 INDIVIDUAL SLATE TILES.
3	COUNTY JAIL	101 BROAD STREET	EDENTON	01	2,915,320.00	207,200.00	ST - STEEL	1980	10,608	1						Concrete shingle and thermoplastic membrane.	No damage to thermoplastic membrane.Concrete tiles - missing corners or deteriorated. THERMOPLASIC - NO DAMAGE. CONCRETE - CHIPPING IS NOT HAIL DAMAGE.
4	COURTHOUSE	101 BROAD STREET	EDENTON	02	2,790,110.00	425,500.00	JM - JOISTED MASONRY	1980	13,416	2						Architectural Shingles, and metal.	One deformation in copper downspout. No damage to the asphalt shinlges. Metal roof panels numerous small diameter deformations no grater than 1/4". NO DAMAGE ARCHITECTURAL. COSMETIC TO COPPER ROOFING.
5	EMS BUILDING ONLY - **ECU leases space for the hospital.**	208 W. HICKS STREET	EDENTON	01	871,720.00	0.00	JM - JOISTED MASONRY	1986	6,740	1			24,854.93	6,790.97	18,063.96	Architectural shingles.	Possible granular loss, with and without bruising. 2/4 Slopes. REPLACE ENTIRE ROOF.
6	HEALTH DEPARTMENT	202 W. HICKS STREET	EDENTON	01	1,079,100.00	0.00	JM - JOISTED MASONRY	1988	6,276	1			43,589.31	12,421.16	31,168.15	Archtitectural and 3 tab shingles	Possible granular loss, with and without bruising. 2/4 Slopes. REPLACE ENTIRE ROOF.
													182,115.27	25,977.02	156,138.25	RCV, and ACV estimates	
															-1,000.00	Less Deductible	
															155,138.25	ACV Payment recommendation	

This claim is being handled under a Reservations of Rights - late reporting

This is a working document and subject to revisions.
Subject to review and approval of the interested insurers.

(2) With respect to direct physical loss or damage, other than from causes listed in (1)a. through (1)e. above, and not otherwise excluded by this Contract, the Pool will reduce the amount the Pool would otherwise pay for the loss or damage by 15%.

l. On all other property, the loss amount will not exceed the lesser of the following:

(1) The cost to repair;

(2) The cost to rebuild or replace on the same site with new materials of like size, kind and quality;

(3) The cost in rebuilding, repairing or replacing on the same or another site, but not to exceed the size and operating capacity that existed on the date of loss;

(4) The selling price of real property or machinery and equipment, other than stock, offered for sale on the date of loss;

(5) The cost to replace unrepairable electrical or mechanical equipment, including computer equipment, with equipment that is the most functionally equivalent to that damaged or destroyed, even if such equipment has technological advantages and/or represents an improvement in function and/or forms part of a program of system enhancement.

(6) The increased cost of demolition, if any, resulting from loss covered by Section I (Property Coverage), if such property is scheduled for demolition;

(7) The unamortized value of improvements and betterments, if such property is not repaired or replaced at the Participant's expense;

(8) The Actual Cash Value if such property is useless to the Participant or not repaired, replaced or rebuilt on the same or another site within two years from the date of loss.

The Participant may elect not to repair or replace the covered real and/or personal property lost, damaged or destroyed. Loss settlement may be elected on the lesser of repair or replacement cost basis if the proceeds of such loss settlement are expended on other capital expenditures related to the Participant's operations within two years from the date of loss. As a condition of collecting under this item, such expenditure must be unplanned as of the date of loss and be made at a Covered Location under Section I (Property Coverage). This item does not extend to Demolition and Increased Cost of Construction.

The term "Actual Cash Value" wherever used in Section I (Property Coverage) means the amount it would cost to repair or replace covered property, on the date of loss, with material of like kind and quality, with proper deduction for obsolescence and physical depreciation.

m. Building Reproduction Cost

(1) Building Reproduction Cost will apply to those buildings identified on the National Register of Historic Places that have been appraised on a Reproduction Cost basis and scheduled.

Chowan County

MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners **MBA #: 2026-010**

From: Cathy Smith, *Finance Officer*

Date: August 26, 2025

RE: Discretionary Income

Please authorize the finance officer to amend the 2026 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	731.28	
11-4180-298-00	*Dept Supplies - Auto/Pres		243.76
11-4180-440-00	*Contr Svcs - Automation/Pres		243.76
11-4180-511-00	*C/O - Auto / Pres		243.76
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	400.00	
11-4317-440-00	*Donation - Expense		400.00
Animal Shelter			
11-3438-894-00	*Donations - Chowan	4,522.87	
11-3438-894-01	*Donations - Gates	172.65	
11-3438-894-02	*Donations - Perquimans	456.70	
11-3438-894-03	*Donations - Other	54.00	
11-4381-600-00	*Donation - Expense		5,206.22
11-3438-895-00	*Adoption - Chowan	1,152.00	
11-3438-895-01	*Adoption - Gates	400.00	
11-3438-895-02	*Adoption - Perquimans	525.00	
11-3438-895-03	*Adoption - Other	1,989.50	
11-4381-441-00	*Contr Svcs - Spay/Neuter		4,066.50
Cooperative Ext:			
11-3495-370-00	*AG Program Fees Discretionary	3,600.00	
11-4953-440-00	*Ag Program Fees Discretionary		3,600.00
11-3495-378-00	*4-H Fees Discretionary	1,236.00	
11-4953-448-00	*4-H Fees Discretionary		1,236.00
11-3495-379-00	*Livestock Program	5,010.00	
11-4953-449-00	*Livestock Program		5,010.00
11-3495-380-00	*ECA Discretionary (Extension Community Association)	1,500.00	
11-4953-450-00	*ECA Discretionary (Extension Community Association)		1,500.00

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
11-3495-384-00	*Master Food Grant	1,000.00	
11-4953-454-00	*Master Food Grant		1,000.00
Recreation			
11-3612-487-00	*Recreation Donations	660.00	
11-6130-299-01	*Donations - Dept Supplies		660.00
Senior Center			
11-3616-533-00	*Reg Fees - Trips	18,609.00	
11-4268-312-00	*TRIPS - Senior Citizens		18,609.00
11-3616-533-01	*Registration Fees Activities	295.00	
11-4268-299-01	*Activities - Dept. Supplies		295.00
11-3616-535-04	*Silver Sneakers	786.00	
11-3616-535-06	*Renew Active	792.00	
11-4268-352-02	*Healthways		1,578.00
11-3616-535-01	*Donations - Fitness	231.00	
11-4268-352-01	*Donations - Fitness		231.00
DSS			
12-3531-230-14	*DSS Special Events	540.00	
12-5310-450-00	*DSS Special Events		540.00
	Balanced	44,663.00	44,663.00

Total Discretionary Income Received FYE 2026 **44,663.00**

Justification:

To amend the 2026 budget to include Discretionary income for July 2025.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
BUDGET AMENDMENT

To: Board of County Commissioners **BA #: 2026-011**

From: Tyeshia Phelps, Director of Social Services
Cathy Smith, Finance Officer

Date: August 26, 2025

RE: Social Services - Salaries

Please authorize the finance officer to amend the 2026 budget for **Social Services** as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
DSS			
12-5310-121-00	Salaries - Regular		(20,000.00)
12-5310-126-00	Salaries - PT		20,000.00
	Balanced	-	-

Justification:

To amend the 2026 budget for DSS to include additional part-time salaries. Part-time employees are being utilized in full-time vacancies. This is a transfer between line items and no additional funding is being requested.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County

MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of County Commissioners **MBA #: 2026-012**

From: Cathy Smith, *Finance Officer*

Date: August 26, 2025

RE: Lottery Fund

Please authorize the finance officer to amend the 2026 budget for **Lottery Fund** as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Lottery Fund			
49-3591-235-00	Lottery Fund - R&R Fund Revenue	120,000.00	
49-5913-614-00	DF Walker Gutter System Replacement		120,000.00
	Balanced	120,000.00	120,000.00

Justification:

To amend the 2026 budget for Lottery Fund to include gutter system replacement at DF Walker Elementary School. Funding request was approved by BOCC on 05/19/25.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
BUDGET AMENDMENT

To: Board of County Commissioners **BA #: 2026-013**

From: Cathy Smith, *Finance Officer*

Date: August 27, 2025

RE: Admin/Finance

Please authorize the finance officer to amend the 2026 budget for **Admin/Finance** as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Admin/Finance			
11-3990-990-00	Fund Balance	10,000.00	
11-4120-122-00	Salaries - OT		10,000.00
	Balanced	10,000.00	10,000.00

Justification:

To amend the 2026 budget for Admin/Finance to include Overtime salaries due to personnel transition.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

John A Holmes High School Construction Project
Summary of Expenditures - 07/31/25

Date	Description	Total Through 07/31/25
	Project Expenditures Reported 06/30/25	**44,950,077**
7/24/2025	LS3P	16,829
	Total LS3P	16,829
7/24/2025	S&ME	8,397
	Total S&ME	8,397
7/24/2025	MB Kahn	2,856,397
	Total MB Kahn	2,856,397
7/17/2025	Storr Office Equipment	864,690
	Total Storr Office Equipment	864,690
	Total Current Expenditures	**3,746,313**
	Total Project Expenditures 07/31/25	**48,696,390**

Date	Revenue	
6/30/2022	Received in Grant Reimbursement	2,430,032
3/2/2023	Received in Grant Reimbursement	1,052,345
10/3/2023	Received in Grant Reimbursement	198,914
4/4/2024	Received in Grant Reimbursement	639,106
5/2/2024	Received in Grant Reimbursement	5,240,843
6/4/2024	Received in Grant Reimbursement	2,020,585
9/4/2024	Received in Grant Reimbursement	4,831,420
12/6/2024	Received in Grant Reimbursement	4,096,552
12/20/2024	Received in Grant Reimbursement	3,711,675
2/12/2025	Received in Grant Reimbursement	4,598,289
4/1/2025	Received in Grant Reimbursement	7,111,392
5/6/2025	Received in Grant Reimbursement	2,406,938
6/2/2025	Received in Grant Reimbursement	2,980,904
6/17/2025	Received in Grant Reimbursement	3,025,723
7/21/2025	Received in Grant Reimbursement	1,877,911
	Total Grant Reimbursement	**46,222,629**
	Net	**(2,473,761)** Reimbursed 08/05/25

John A Holmes High School Construction Project
Summary of Change Orders
As of 08/27/25

Phase	CO#	Date	Description	Amount	Transferred from Acct
1	1	1/12/2024	Addition to Abatement	41,680.00	Contingency
2	1	2/26/2024	Remove 19,043 SF of floor tile & mastic	44,319.00	Contingency
2	2	4/1/2024	Builders Risk	213,962.00	$160k from Testing/Insp; $53,962 from contingency
2	3	5/13/2024	Remove additional asbestos materials from walls/ceiling	18,522.00	Contingency
2	4	6/25/2024	Relocate fire hydrant to avoid new storm drain pipe; remove/replace concrete parking lot Fire Station / relocate meter box	18,324.00	Contingency
2	5	6/25/2024	Additional concrete due to unsuitable soils	34,124.00	Contingency
2	6	7/22/2024	Re-route sewer line from armory; address changes to storm drain system	49,995.00	Contingency
2	7	8/12/2024	Gym modification - 2 new door frames	46,386.00	Contingency
2	8	8/12/2024	Substitute 8" RBZ valve for 6" valve	35,287.00	Contingency
2	9	8/12/2024	Unsuitable Soil Replacement	134,451.00	Contingency
2	10	10/17/2024	Unsuitable Soil Replacement	107,164.48	Contingency
2	11	1/6/2025	Tecnhology Package	1,103,139.45	$1 mill from Technology - $103,139.45 from Contingency
2	12	1/13/2025	Changes to foundation; electrical; roof ladder	56,545.47	Contingency
2	13	2/19/2025	Fire alarm for armory & fieldhouse	51,271.99	Contingency
2	14	4/29/2025	Change to Intercom and Intrusion alarm	18,907.88	Contingency
2	15	5/13/2025	AV Technology Package	612,777.73	Contingency
Owner	FF&E	5/28/2025	FF&E Modification (Owner Cost)	1,404,425.31	Contingency
ASA	ASA-01	8/12/2025	Design Study - Storm Shelter	21,560.00	Contingency
			Total Change Orders - Phase 1	41,680.00	
			Total Change Orders - Phase 2 (GMP)	2,545,177.00	
			Total Change Orders - Owner	1,425,985.31	
			Total Change Orders	4,012,842.31	
			Total from Contingency	2,852,842.31	

	Guaranteed Maximum Price (GMP)	
2/8/2024	GMP per contract	69,305,747.00
4/29/2025	Total Change Orders (Phase 2)	2,545,177.00
4/29/2025	Revised Guaranteed Maximum Price (GMP)	71,850,924.00

Contingency	**6,335,830.00**
Adjustments	
Closing Costs - Construction Loan (PNC)	(28,846.31)
Additional Feasibility Report (Thompson Price)	(6,000.00)
Appraisal (Commercial Appraisal Solutions)	(4,500.00)
Adjusted Contingency Balance	6,296,483.69
Less: Change Orders from Contingency	(2,852,842.31)
Current Contingency Balance	**3,443,641.38**

Contingency Balances	
Contingency	939,220.38
Additional Contingency - Board Approval	2,504,421.00
Total Contingency	3,443,641.38

Friends of State Historic Sites-Edenton
26 August 2025

Ms. Susanne Stallings
Clerk to the Board
305 West Freemason Street
Edenton, NC 27932

Dear Ms. Stallings,

Attached are invitations for the Chowan County Commissioners to attend "Chimes on the Green" on Thursday, September 18, 2025 at the historic Chowan County Courthouse. Also included are flyers describing the event.

You kindly agreed to include the invitations and flyers in the Commissioners' meeting agenda package for September 2, 2025. The Friends of State Historic Sites-Edenton, which is sponsoring the event, greatly appreciates your assistance in this matter.

If you have any questions or need additional information, please feel free to contact me at carolineblairbutler@gmail.com or 757-722-8153.

Kind regards,

Caroline

Caroline Butler
Board Member
Friends of State Historic Sites-Edenton

Hand-delivered 26 August, 2025

The Friends of State Historic Sites Edenton
cordially invite the
Chowan County Commissioners
to
"Chimes on the Green"
to celebrate the restoration of our historic clock in the
1767 Chowan County Courthouse.

The event will occur at 4:45pm
on Thursday, September 18, 2025
on the Courthouse Green
and the chime will ring at 5:00pm.

Questions will be answered inside the Courthouse after the chiming and the Courthouse will close at 5:30pm. Please join the Friends and the community as we welcome back this historic clock to the Courthouse.

Friends of State Historic Sites-Edenton

Chimes on the Green

Join Us for a Celebration!
The Historic Courthouse Clock Chimes Once More

Date: Thursday, September 18, 2025
Time: 4:45 pm
Where: Historic Courthouse Steps
117 E. King Street
Edenton, NC 27932

Sponsored by Friends of State Historic Sites – Edenton

For Information Call: 252-482-2637

Celebrate Constitution Week September 17–23