



Wayne County, North Carolina Board of Commissioners

July 18, 2023
224 E. Walnut Street
Courthouse 4th Floor
Goldsboro, NC 27530

MINUTES

8:00 A.M. AGENDA BRIEFING

During the scheduled briefing and prior to the regularly scheduled meeting, the Board of Commissioners held an advertised briefing session to discuss the items of business on the agenda.

The briefing began at 8:00 a.m. with County Manager Chip Crumpler reviewing the agenda.

Assistant Budget Officer Janice Rice reviewed the budget amendments and Human Services Director Sara Larson explained the Pay Plan Update, Policy Update, and Title Change.

Members Present: Barbara Aycock, Chairwoman; Chris Gurley, Vice-Chairman; George Wayne Aycock, Jr.; Joe C. Daughtery; Freeman Hardison, Jr.; and Antonio Williams.

Members Absent: Bevan Foster.

RECESS BOARD OF COMMISSIONERS MEETING

At 8:45 a.m., Chairwoman Barbara Aycock recessed the meeting until 9:00 a.m.

CALL TO ORDER - Chairwoman Barbara Aycock

The Wayne County Board of Commissioners met on Tuesday, July 18, 2023, at 9:00 a.m. in the Commissioners Meeting Room in the Wayne County Courthouse Annex, Goldsboro, North Carolina, after due notice thereof had been given.

Members present: Barbara Aycock, Chairwoman; Chris Gurley, Vice-Chairman; George Wayne Aycock, Jr.; Joe C. Daughtery; Bevan Foster; Freeman Hardison, Jr.; and Antonio Williams.

Members absent: None.

INVOCATION - Commissioner Antonio Williams

Commissioner Antonio Williams gave the invocation.

PLEDGE OF ALLEGIANCE - Commissioner Freeman Hardison, Jr.

Commissioner Freeman Hardison, Jr. led the Board of Commissioners in the Pledge of Allegiance to the Flag of the United States of America.

APPROVAL OF MINUTES

1. Motion to Approve June 20, 2023 Minutes.

Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved the June 20, 2023 minutes.

DISCUSSION/ADJUSTMENT OF AGENDA

2. Motion to Approve the (Adjusted) July 18, 2023 Agenda.

Upon motion of Commissioner Joe C. Daughtery, the Board of Commissioners unanimously approved the adjusted July 18, 2023, Agenda.

SPECIAL PRESENTATIONS

3. Presentation of Employee Anniversary Pins

County Manager Chip Crumpler, Assistant County Manager Ginger Moore, and Human Resources Director Sara Larson presented Employee Anniversary Pins to those in attendance.

4. 2023 Summer Youth Employment Program Update - by Ms. Kendall Harr and Nakesha Newkirk.

HR Director Sara Larson introduced Summer Youth Employment Program Coordinator Kendall Harr. Ms. Harr gave an update on the program and shared her experience with the youth, including vetting applications and interviewing each potential employee. Ms. Harr had most of the 37 interns in the room, introducing Audrey Williams, a second-year intern working with EMS this year, Jamari Williams, a first time intern working with the planning department, and Brooklyn Aytch, an intern at the Maxwell Center. All three praised the program and their departments.

Chairwoman Barbara Aycock asked who determined in which department the intern would work and Ms. Harr stated each intern was given three (3) choices and then she placed them in the one she felt best suited the student.

The board applauded the interns, Ms Harr, and Wayne county HR employee Nakesha Newkirk for their work with the program.

APPOINTMENT COMMITTEE

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the following appointments to the Wayne County Health and Human Services Advisory Board, in accordance with the NC General Statutes and the bylaws of the HHS Advisory Board:

- Dr. Phillip Moyer to the physician position.
- Dr. Emilee Pilkington to the dentist position.
- Dr. George Silver, Jr. to the veterinarian position.
- Nannette Newcomb to the RN position.
- Dr. Rick Sessions to the pharmacist position.
- Mr. Parker Sherard to the engineer position.
- Commissioner Joe C. Daughtery to the county commissioner position.
- Mr. Keith Spivey and Mrs. Barbara Aycock to two of the general public positions.

UNFINISHED BUSINESS

5. Motion to Approve WA #7 for Parking Lot Drainage Improvements and WA #3, Amendment #1 for Stormwater Improvements at the Wayne Executive Jetport.

Upon motion of Commissioner Joe C. Daughtery, the Board of Commissioners unanimously approved the WA #7 for Parking Lot Drainage Improvements and WA #3, Amendment #1 for Stormwater Improvements at the Wayne Executive Jetport, attached hereto as Attachment A.

CONSENT AGENDA

Upon motion of Freeman Hardison, the Board of Commissioners unanimously approved the Consent Agenda.

6. Late Disabled Veteran Exemption Applications
7. Late Elderly/Disabled Exemption
8. Late Present Use Value Application
9. Budget Amendments - FY22-23
Budget Amendments: #665-Facilities/#229-Sheriff's Office/#670-Maxwell Center/#671-WCPS Sales Tax/ #680-683-Sheriff's Office/#686-Services on Aging/#704-Jail Debt Project Fund/#705-DSS-HD Debt Project Fund/#706-Fire Districts/#708-FEMA.
10. Budget Amendments - FY23-24
Budget Amendments: #3-Library/#4-Library/#5-Health Dept/#6-JCPC/#7-Health Dept/#12-COSSAP Grant/#13-WAGES/#29-Library/#33-BOC/#34-NCCourts.
11. Motion to Approve Petition to add Grace's Farm Road, Stewart Allen Circle, Mary Danielle's Place, Emmitt and Angie's Drive, and Michael Thomas Place to the State Maintenance System, as requested by the NCDOT.
Attached hereto as Attachment B.
12. Pay Plan Update -Exemption Statuses
Attached hereto as Attachment C.
13. Policy Update Request
Attached hereto as Attachment D.
14. Title Change-Finance Department for Purchasing-Insurance Manager to the new title of Procurement Specialist.

NEW BUSINESS

15. Motion to Elect a Delegate and Alternate Delegate for the NCACC Annual Conference.
Upon motion of Commissioner Joe C. Daughtery, the Board of Commissioners unanimously approved to elect Chairwoman Barbara Aycock as delegate and Commissioner Antonio Williams as alternate delegate for the NCACC Annual Conference.

PUBLIC COMMENTS

No one presented themselves for Public Comments.

COUNTY MANAGER'S REPORT

County Manager Chip Crumpler stated the Summer Youth Intern Program is impressive and it is important for the county to take the risk with our youth, as that is how we build professionals. He said the younger they start, the better, and he appreciates their efforts for applying and participating.

BOARD OF COMMISSIONERS COMMITTEE REPORTS

Commissioner Antonio Williams thanked the board for the Summer Youth Intern program and thanked the staff for working with the youth. He expressed condolences to the Reid family for the loss of Mrs. Reid.

Commissioner Joe C. Daughtery commended Assistant County Manager Ginger Moore for taking on the DSS/HD consolidation and doing a great job. He said the county has finally received a foundation permit for the new HHS building and hoped to have the building permit soon. He thanked Mr. Crumpler for his help to get the permits moving.

Vice-Chairman Chris Gurley had no comments.

Commissioner George Wayne Aycock, Jr., attended the 103rd birthday party for Mr. Woodrow Anderson. He said Mr. Anderson was born in 1920 and served in WWII. He said he visited the Veterans Memorial and discussed how beautiful the area is, but also his dismay at people leaving trash scattered in the area.

Commissioner Freeman Hardison, Jr., attended the sewer meeting and said things were moving forward with regards to regionalization.

Commissioner Bevan Foster had no comments.

Chairwoman Barbara Aycock agreed with Commissioner Daughtery regarding the efforts of Assistant County Manager Moore. Chairwoman Aycock also attended the sewer meeting and said she is very excited about the Summer Youth Intern program.

CLOSED SESSION

At 8:38 a.m., upon motion of Commissioner Joe C. Daughtery, the Board of Commissioners unanimously declared itself in closed session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Members Present: Barbara Aycock, Chairwoman; Chris Gurley, Vice-Chairman; George Wayne Aycock, Jr.; Joe C. Daughtery; Freeman Hardison, Jr.; and Antonio Williams.

Members absent: Bevan Foster

Others Present: County manager Chip Crumpler; Assistant County Manager Ginger Moore; County Attorney E. B. Borden Parker; Staff Attorney Andrew Neal; Assistant Budget Officer Janice Rice; Human Resources Director Sara Larson; Clerk to the Board Carol Bowden; and Deputy Clerk Kayla Whitley.

At 8:43 a.m., upon motion of Commissioner Joe C. Daughtery, the Board of Commissioners unanimously declared itself in regular session.

ADJOURNMENT

At 9:37 a.m., Chairwoman Barbara Aycock adjourned the meeting of the Wayne County Board of Commissioners.

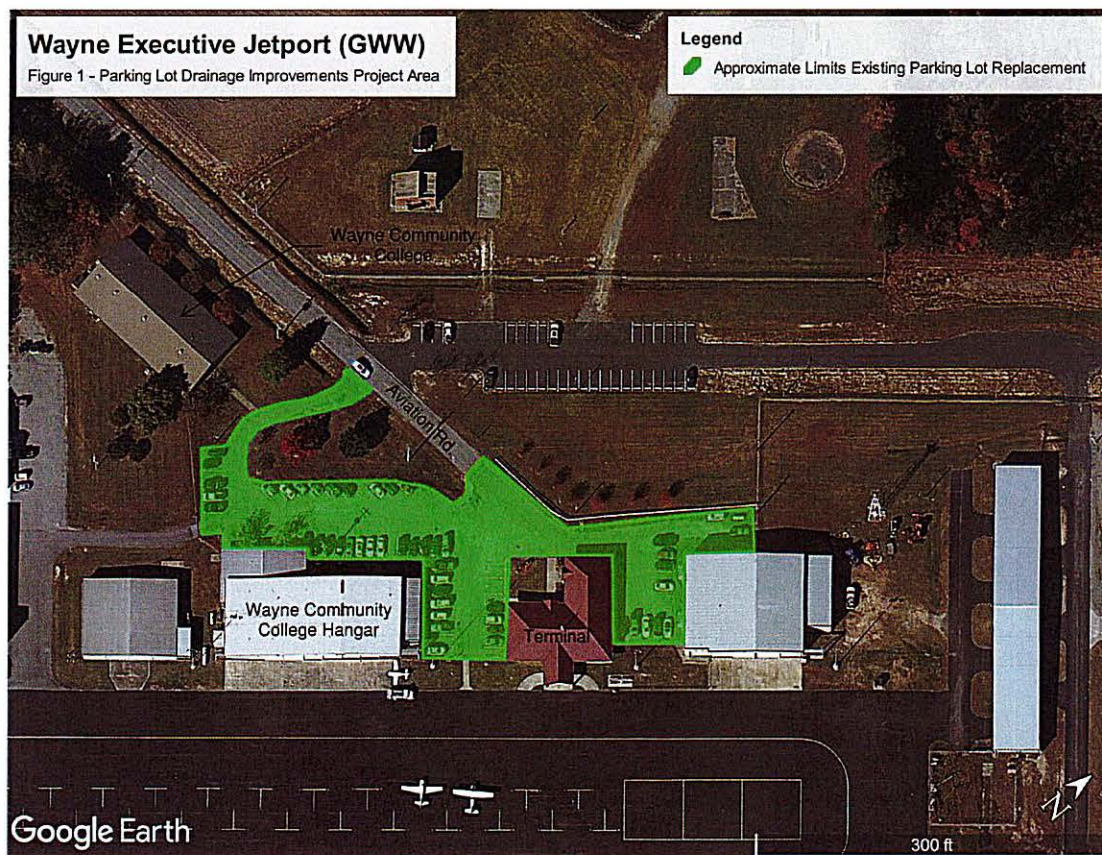

Carol Bowden, Clerk to the Board

Work Authorization #7
Wayne Executive Jetport (GWW)
Wayne County, North Carolina
GWW: Parking Lot Drainage Improvements
DWI Project No.: SRP-SW-ARP-0061
July 6, 2023

CONTRACT FOR PROFESSIONAL SERVICES
Dated April 21, 2021

PROJECT DESCRIPTION

The Wayne County Executive Jetport (GWW), owned by Wayne County (OWNER), is in need of improvements to correct drainage problems in the existing parking lot adjacent to the terminal building. GWW would like to proceed with the proposed project to correct the drainage problems while improving the water quality of the receiving water bodies. The proposed project will remove and replace the existing asphalt pavement with new permeable pavement. The project will directly improve water quality by removing sediment and nitrogen loading from the project area using the permeable pavement stormwater control measure (SCM). A new pipe/inlet system that will tie into the existing pipe network will also be installed as part of the project.



The below scope of services outlines project management, funding administration, engineering report, engineering design & contract documents, permitting, bidding, field survey & mapping, and geotechnical engineering services to be provided by WK Dickson (ENGINEER) to assist the OWNER with this project. This scope of work and fee estimate includes the work that is known to be required for this project as defined below:

SCOPE OF SERVICES

Basic Services

The ENGINEER will provide the Basic Services listed below and in accordance with Section I of the General Provisions of the Contract for Professional Services, April 21, 2021.

1. **Project Management:** Project Management shall generally consist of the following:
 - a. Project Formulation and Scope Development.
 - b. Develop and update project schedule, budget, and cash flow.
 - c. General project management including invoicing, scheduling, and design development meetings.
 - d. General Owner and review agency coordination
 - e. Subconsultant Coordination during scoping, contract execution, and for monthly invoicing.
2. **Funding Administration:** The ENGINEER will provide funding administration services for the North Carolina Department of Environmental Quality (NCDEQ), Division of Water Infrastructure (DWI) pre-project planning grant process throughout the design of the project until the grant funds are expended.
3. **Engineering Report:** The ENGINEER will prepare and submit the required Engineering Report (ER) per NC DWI guidelines. The ER will follow the outline below:
 - Executive Summary
 - Current Situation & Need for the Project
 - Design Basis/Future Situation
 - Alternatives Analysis & Project Cost
 - Proposed Project Description
 - Financials
 - Public Participation

The development of an Environmental Information Document (EID) will not be required and is excluded from the current project scope.



4. **Engineering Design & Contract Documents:** The ENGINEER will provide Design Phase services for the project, which shall include the following:

- a. Conduct a site visit to analyze existing conditions.
- b. ENGINEER will conduct design and prepare a 60% plan submittal for the Parking Lot Drainage Improvements project. It is anticipated that 60% design drawings will generally consist of the following elements:
 - Cover & Index Sheet
 - General Notes
 - Project Layout
 - Phasing & Traffic Control Plan
 - Existing Conditions and Demolition Plan
 - Site Layout Plan
 - Grading, Drainage, and Erosion Control Plan
 - Pavement Marking Plan
- c. Preparation of a technical specification list for inclusion with the 60% design submittal to the OWNER.
- d. Calculation of quantities and development of a 60% cost estimate.
- e. ENGINEER will conduct design and prepare 100% documents for the Parking Lot Drainage Improvements project. It is anticipated that 100% design drawings will generally consist of the following elements:
 - Cover & Index Sheet
 - General Notes
 - Project Layout
 - Phasing & Traffic Control Plan
 - Existing Conditions and Demolition Plan
 - Site Layout Plan
 - Grading, Drainage, and Erosion Control Plan
 - Erosion Control Details
 - Storm Pipe Profiles
 - Pavement Details
 - Drainage Details
 - Pavement Marking Plan
 - Pavement Marking Details
 - Miscellaneous Construction Details



- f. Design permeable pavement BMP in accordance with NCDEQ guidelines. Pavement design recommendations will be provided by Falcon Engineering for pavement thickness.
- g. Perform design calculations for stormwater drainage system.
- h. Prepare technical specifications for construction.
- i. Prepare front-end specifications to be included as part of the contract documents.
- j. Coordination with subconsultants during design.
- k. ENGINEER will perform internal quality review of plans, specifications, and contract documents prior to bidding the project.

5. **Permitting:** Permitting services shall include the following:

- a. Preparation and submittal of application and supporting documentation and coordination to obtain the required NCDEQ Erosion and Sedimentation Control Permit.
 - Erosion control measures design calculations.
 - Preparation of construction narrative, drainage maps & figures, and sequence of construction.
 - Compilation of Erosion Control Report, including all documents required by the Erosion and Sediment Control Permit checklist, and submittal to NCDEQ for review.
 - Facilitation of Review Comments/Responses for approval from NCDEQ. Facilitation of up to one round of review comments with NCDEQ will be provided. If required, additional facilitation of review comments beyond the first round will be provided as an additional service and is excluded from this scope of services. All permit fees will be paid by the OWNER.
- b. Coordination with NCDOT for any encroachment agreements that may be required for construction.

6. **Bidding:** Bidding services and the bid opening will be completed in accordance with state bidding laws. The ENGINEER will provide the following Bidding services:

- a. Assist the Owner with advertising the project and distributing the bid documents. The actual cost of the newspaper advertisement shall be paid for by the OWNER.
- b. Conduct a pre-bid conference to go through the project requirements and answer questions from potential bidders.



- c. Answer contractor questions and issue addenda, if necessary.
- d. Assist the OWNER in obtaining bids by holding a public bid opening in accordance with state bidding laws.
- e. Prepare bid tabulation and analysis of bid results. DBE commitments or Good Faith Effort will be provided after bidding and prior to determination of the lowest bidder.
- f. Provide Recommendation of Award of construction contract for OWNER.
- g. Assistance in preparation of formal contract documents for the award of construction contract.

If upon completion of bid advertisement and the pre-bid meeting additional solicitation and pre-bid meetings are required in order to solicit the minimum number of bidders this may be provided as an additional service.

Special Services

The ENGINEER will provide the Special Services listed below and in accordance with Section II of the General Provisions of the Contract for Professional Services, April 21, 2021.

1. **Field Survey & Mapping:** Perform survey necessary to collect information needed for design of the project. Survey will be completed by Matrix East, PLLC as a subconsultant to WK Dickson. Subconsultant proposal and survey area are shown in Attachment 'B'.
2. **Geotechnical Engineering:** Perform geotechnical engineering services to gain an understanding of the subsurface conditions and water table, and to provide recommendations for construction to facilitate the design of the project. Geotechnical engineering will be completed by Falcon Engineering as a subconsultant to WK Dickson. Subconsultant proposal and boring locations are shown in Attachment 'C'.

DELIVERABLES

The ENGINEER will provide the following project deliverables to the OWNER and DWI:

1. Engineering Report (PDF)
2. Final Plans & Contract Documents (PDF)
3. Bid Tabulation (PDF)
4. Recommendation of Award (PDF)



FEE SCHEDULE

The above services shall be provided and billed according to the below Fee Schedule:

Basic Services

Project Management	Lump Sum	\$28,089
Funding Administration	Lump Sum	\$19,177
Engineering Report	Lump Sum	\$16,674
Engineering Design & Contract Documents	Lump Sum	\$91,739
Permitting	Lump Sum	\$14,304
Bidding	Lump Sum	\$14,296

Special Services

Field Survey & Mapping (Sub – Matrix East)	Lump Sum	\$7,600
<u>Geotechnical Engineering (Sub – Falcon Engineering)</u>	<u>Lump Sum</u>	<u>\$13,100</u>
Total		\$204,978

The total fee of all work is in the amount of **\$204,978** and is summarized in Attachment 'A'. Miscellaneous additional work required but not contained in the above scope of services will be paid for in accordance with the current rate schedule at that time and will be subject to prior approval by the OWNER.

E-VERIFY

The Contractor and any of its subcontractors must comply with the requirements of the North Carolina General Statutes, if applicable, which require certain employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies.

All other provisions of the Contract for Professional Services dated April 21, 2021 shall remain in full force and effect and unmodified other than as noted herein.



Requested By:

WAYNE COUNTY

By: _____

Typed Name: Chip Crumpler

Title: County Manager

Date: 7/18/23

Accepted By:

W.K. DICKSON & CO., INC.

By: _____

Typed Name: Scott Sigmon

Title: Vice President

Date: _____

ATTACHMENTS

- A. Man-hour Summary
- B. Sub-Consultant Proposal – Site Survey
- C. Sub-Consultant Proposal – Geotechnical Engineering



PROJECT DESCRIPTION: GWW: WA77 - Parking Lot Drainage Improvements				DATE PREPARED: 6-29-23			AVIATION NUMBER:		
PREPARED BY: Jason L. Elliott / WK Dickson & Co., Inc.				TIP NUMBER:			WBS NUMBER:		
TASK NUMBER	PHASE AND TASK DESCRIPTION	Employee Classifications							SUB-TOTAL
		Principal	Senior Project Manager	Project Manager	Senior Project Engineer	Project Engineer	Senior Designer	Admin.	
	Basic Services								
	1. Project Management								
a.	Project Formulation & Scope Development	1.00	1.00	6.00					8.00
b.	Project Schedule & Budget Development and Periodic Update			16.00				2.00	18.00
c.	General Project Management (4 hrs / month for 15 months)	1.00	1.00	60.00				20.00	82.00
d.	Owner / Agency Coordination			20.00					20.00
e.	Subconsultant Coordination (scoping, contract, & monthly invoicing)			8.00				4.00	12.00
	Task Subtotals	2.00	2.00	110.00	0.00	0.00	0.00	26.00	140.00
	2. Funding Administration								
i.	Grant Reimbursements (3 hours / month for 15 months)			45.00				30.00	75.00
ii.	DWI Coordination			20.00				16.00	36.00
	Task Subtotals	0.00	0.00	65.00	0.00	0.00	0.00	46.00	111.00
	3. Engineering Report								
i.	Alternatives Analysis			2.00	8.00		12.00		22.00
ii.	Report Narrative Development			2.00	40.00		2.00	4.00	48.00
iii.	Preparation of Figures			2.00	4.00		16.00		22.00
	Task Subtotals	0.00	0.00	6.00	52.00	0.00	30.00	4.00	92.00
	4. Engineering Design & Contract Documents								
a.	Site Visit			8.00	8.00				16.00
b.	Design & Plan Preparation (60%)								
	Cover & Index Sheet						1.00		1.00
	General Notes			1.00	2.00		4.00		7.00
	Project Layout			1.00	4.00		12.00		17.00
	Phasing & Traffic Control Plan	1.00		4.00	8.00		16.00		29.00
	Existing Conditions & Demolition Plan			2.00	4.00		16.00		22.00
	Site Layout Plan			2.00	8.00		24.00		34.00
	Grading, Drainage & Erosion Control Plan			2.00	8.00		10.00		50.00
	Pavement Marking Plan			1.00	2.00		9.00		11.00
c.	Prepare Technical Specification List (60%)			2.00	4.00				6.00
d.	Quantity Calculations & Cost Estimate			4.00	4.00				8.00
e.	Design & Plan Preparation (100%)								
	Cover & Index Sheet						1.00		1.00
	General Notes				1.00		2.00		3.00
	Project Layout			1.00	2.00		8.00		11.00
	Phasing & Traffic Control Plan	1.00		2.00	4.00		12.00		19.00
	Existing Conditions & Demolition Plan			1.00	2.00		8.00		11.00
	Site Layout Plan			2.00	2.00		9.00		12.00
	Grading, Drainage & Erosion Control Plan			2.00	9.00		16.00		26.00
	Erosion Control Details			1.00	4.00		12.00		17.00
	Storm Pipe Profiles			1.00	4.00		16.00		21.00
	Pavement Details			1.00	4.00		9.00		13.00
	Drainage Details			1.00	2.00		8.00		11.00
	Pavement Marking Plan			1.00	4.00		4.00		9.00
	Pavement Marking Details				1.00		4.00		5.00
	Miscellaneous Construction Details			1.00	2.00		8.00		11.00
f.	BMP Design (Permeable Pavement)	1.00	2.00	4.00	8.00				15.00
g.	Drainage Design	1.00	2.00	8.00	16.00				27.00
h.	Technical Specifications		2.00	4.00	20.00				26.00
i.	Front-End Specifications	1.00	1.00	8.00	2.00			8.00	20.00
j.	Subconsultant Coordination			16.00				8.00	24.00
k.	QA/QC	4.00	20.00	2.00					26.00
	Task Subtotals	9.00	27.00	83.00	138.00	0.00	236.00	16.00	509.00
	5. Permitting								
a.	NCDEQ Erosion & Sediment Control Permit								
	Erosion Control Design Calculations			1.00	4.00		8.00		13.00
	Preparation of Narrative Report, Figures & Sequence of Construction			2.00	4.00		16.00		21.00
	Application Package Preparation & Submittal			1.00	8.00		8.00	2.00	20.00
	Facilitation of Review Comments/Response			2.00	8.00		4.00		14.00
b.	NCDOT Coordination			8.00	4.00				12.00
	Task Subtotals	0.00	0.00	14.00	28.00	0.00	36.00	2.00	80.00
	6. Bidding								
a.	Bid Advertising and document distribution			1.00				2.00	3.00
b.	Conduct Pre-Bid Conference (prep, attendance, & minutes)			12.00	5.00				17.00
c.	Contractor questions and addenda	1.00	2.00	4.00	12.00		9.00	2.00	29.00
d.	Bid Opening			4.00				2.00	6.00
e.	Bid Tabulation and analysis of bids			2.00				4.00	6.00
f.	Recommendation of Award	1.00		2.00				1.00	4.00
g.	Preparation of Contract Documents	1.00	1.00	2.00	2.00			4.00	10.00
	Task Subtotals	3.00	3.00	27.00	19.00	0.00	8.00	15.00	75.00

	Special Services								
	1. Field Survey & Mapping								
i	Site Survey (Sub - See Matrix East Proposal)								\$7,600.00
	2. Geotechnical Engineering								
i	Geotechnical Engineering (Sub - See Falcon Proposal)								\$13,100.00
	TOTAL MANHOURS/CATEGORY:	14.00	32.00	305.00	237.00	0.00	310.00	109.00	1007.00
	RATES PER HOUR:	\$92.43	\$73.12	\$68.67	\$62.89	\$57.47	\$45.66	\$32.50	
	PAYROLL BURDEN:	\$1,294.02	\$2,339.84	\$20,944.35	\$14,904.93	\$0.00	\$14,154.60	\$3,542.50	
	TOTAL WORK HOURS:	1007.00							
	TOTAL PAYROLL BURDEN:	\$57,180.24							
	GENERAL OVERHEAD @ 189.69 %:	\$108,465.20							
	SUBTOTAL:	\$165,645.44							
	COMPARATIVE FEE @ 11%:	\$18,221.00							
	Cost of Capital @ 0.20 %:	\$114.36							
	TOTAL:	\$183,980.80							
	DIRECT EXPENSES:	\$296.98							
	PRIME GRAND TOTAL:	\$184,277.78							
	Sub Consultant TOTAL:	\$20,700.00							
	GRAND TOTAL:	\$204,978.00							

Project Management & Grant Administration = \$28,088.65

Funding Administration = \$19,176.49

Engineering Report = \$16,673.71

Engineering Design & Contract Documents = \$91,739.49

Permitting = \$14,303.40

Bidding = \$14,296.05

Field Survey & Mapping (Sub - Matrix East) = \$7,600.00

Geotechnical Engineering (Sub - Falcon) = \$13,100.00

\$204,977.78

DIRECT EXPENSES					
PROJECT DESCRIPTION: GWW: WA#7 - Parking Lot Drainage Improvements					
PREPARED BY: Jason L. Elliott / WK Dickson & Co., Inc.					
DATE PREPARED: 6-29-23					
GENERAL PROJECT	ITEM	QTY	DESCRIPTION	UNIT COST	
	Travel:				
	Project Management				
	Site Visit (Roundtrip Raleigh to GWW)	0 Trip(s) @	124 miles @	\$0.560	\$0.00
		0 8.5"x11" Xerox Copies	1 sheets @	\$0.09	\$0.00
	Printing	0 11"x17" Xerox Copies	1 sheets @	\$0.15	\$0.00
		0 22"x34" Copies (B&W)	1 sheets @	\$2.82	\$0.00
	Postage	0 Fed Ex Shipment	1 each @	\$15.00	\$0.00
	Project Management Total				\$0.00
	Funding Administration				
	Site Visit (Roundtrip Raleigh to GWW)	0 Trip(s) @	124 miles @	\$0.560	\$0.00
		50 8.5"x11" Xerox Copies	1 sheets @	\$0.09	\$4.50
	Printing	11"x17" Xerox Copies	1 sheets @	\$0.15	\$0.00
		22"x34" Copies (B&W)	1 sheets @	\$2.82	\$0.00
	Postage	Fed Ex Shipment	1 each @	\$15.00	\$0.00
	Funding Administration Total				\$4.50
	Engineering Report				
	Site Visit (Roundtrip Raleigh to GWW)	Trip(s) @	124 miles @	\$0.560	\$0.00
		8.5"x11" Xerox Copies	1 sheets @	\$0.09	\$0.00
	Printing	11"x17" Xerox Copies	1 sheets @	\$0.15	\$0.00
		22"x34" Copies (B&W)	1 sheets @	\$2.82	\$0.00
	Postage	Fed Ex Shipment	1 each @	\$15.00	\$0.00
	Engineering Report Total				\$0.00
	Engineering Design & Contract Documents				
	Site Visit (Roundtrip Raleigh to GWW)	1 Trip(s) @	124 miles @	\$0.560	\$69.44
		20 8.5"x11" Xerox Copies	1 sheets @	\$0.09	\$1.80
	Printing	20 11"x17" Xerox Copies	1 sheets @	\$0.15	\$3.00
		10 22"x34" Copies (B&W)	1 sheets @	\$2.82	\$28.20
	Postage	Fed Ex Shipment	1 each @	\$15.00	\$0.00
	Engineering Design & Contract Documents Total				\$102.44
	Permitting				
	Site Visit (Roundtrip Raleigh to GWW)	Trip(s) @	124 miles @	\$0.580	\$0.00
		8.5"x11" Xerox Copies	1 sheets @	\$0.09	\$0.00
	Printing	20 11"x17" Xerox Copies	1 sheets @	\$0.15	\$3.00
		10 22"x34" Copies (B&W)	1 sheets @	\$2.82	\$28.20
	Postage	1 Fed Ex Shipment	1 each @	\$15.00	\$15.00
	Permitting Total				\$46.20
	Bidding				
	Site Visit (Roundtrip Raleigh to GWW)	2 Trip(s) @	124 miles @	\$0.580	\$143.84
		8.5"x11" Xerox Copies	1 sheets @	\$0.09	\$0.00
	Printing	11"x17" Xerox Copies	1 sheets @	\$0.15	\$0.00
		22"x34" Copies (B&W)	1 sheets @	\$2.82	\$0.00
	Postage	Fed Ex Shipment	1 each @	\$15.00	\$0.00
	Bidding Total				\$143.84
	TOTAL				\$296.98

Matrix East, PLLC

906 N. Queen St., Ste. A
Kinston, NC 28501
Phone 252-522-2500
Fax 252-522-4747

May 1, 2023

Jason L. Elliot, PE
W.K. Dickson
720 Corporate Center Drive
Raleigh, NC 27607

RE: Proposal for Surveying Services
Wayne County Jetport – GWW – Parking Lot Drainage Improvements

Dear Jason:

We appreciate the opportunity to provide surveying services for the above referenced project. We propose the following scope of services and fee schedule per the attached sketch:

1. Topographic Survey of areas shown on the attached sketch.
2. All items listed on the sketch will be included.
3. Underground utilities will be marked by a subcontractor of Matrix East and then located and mapped by us.
4. Provide a sealed drawing and electronic files of the survey.

Lump Sum amount for these services: \$7,600.00

Time for completion of these services will be no more than 90 days from the official notice-to-proceed. We look forward to providing you with these services. If you have any questions, please feel free to call.

Yours truly,



Christopher K. Paderick

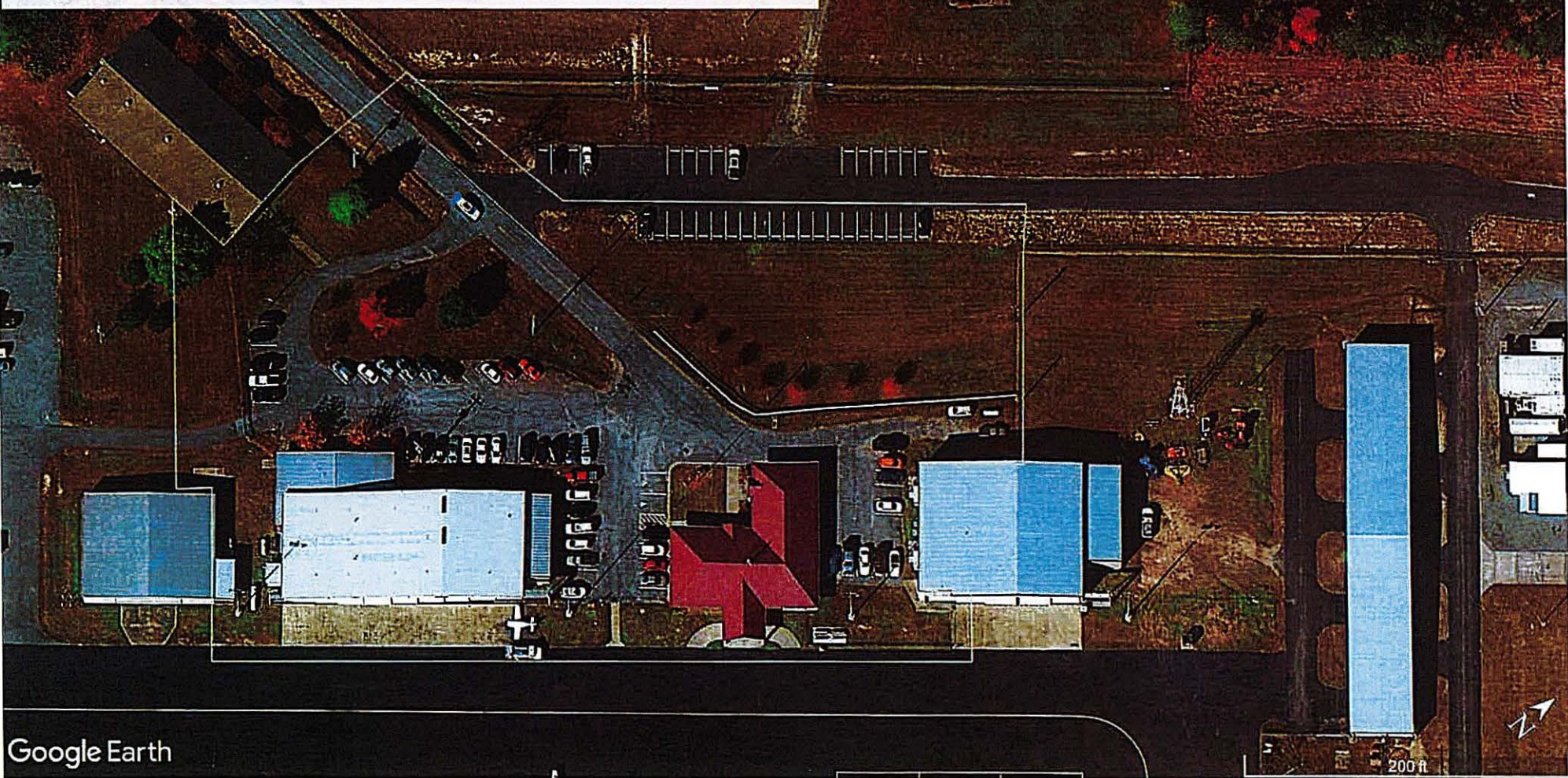
Wayne Executive Jetport (GWW) - Parking Lot Drainage Improvements

Parking Lot Drainage Improvements Survey Scope:

- Survey shall be design quantity with a 25' grid.
- Pavement markings and all grade changes.
- Vertical accuracy should be within 0.01' for paved surfaces & 0.1' for all other areas.
- Location of all above ground features.
- Location of any storm sewer pipe networks, including rim & invert elevations, pipe size, type, etc.
- Location of all above and below ground utilities.
- Provide sufficient benchmarks (2 min.) outside construction limits.
- Final deliverables shall include AutoCAD file & a sealed copy of the completed survey.

Legend

Approx. Survey Limits (~3.4 Acres)



Google Earth



May 12, 2023

Mr. Jason L. Elliott, PE
jelliott@wkdickson.com
Project Manager
WK Dickson & Co., Inc.
720 Corporate Center Drive
Raleigh, NC 27607

Re: **Proposal for Geotechnical Engineering Services**
GWV Parking Lot Drainage Improvements
Pikeville, North Carolina
Falcon Proposal No.: F2023-048

Jason:

Falcon Engineering Inc. (Falcon) is pleased to present this proposal to provide geotechnical engineering services for the above referenced project. The following letter proposal presents our understanding of the project, proposed scope of services and fee.

PROJECT DESCRIPTION

Based on our correspondence with you, it is our understanding the following apply to the project:

- WK Dickson & Co., Inc. (WKD) is designing parking lot improvements for the Wayne Executive Jetport (GWV) in Pikeville, North Carolina.
- The proposed improvements include approximately 34,200 sf of new permeable pavement and new storm drains beneath the existing drive aisles at the jetport.

Should any of the above information stated by Falcon be inconsistent with the planned project, we request that you contact us immediately to allow us to make any necessary modifications to this proposal.

SCOPE OF SERVICES

Site Access and Coordination

The Site appears to be readily accessible for our personnel and equipment. We will notify WKD by email or phone call at least 48 hours prior to mobilizing to the Site. Falcon will coordinate directly with the onsite facilities manager if contact information is provided to us. No other permissions or special access considerations are planned for. Falcon staff will visit the project site to stake/mark boring locations with wooden stakes or white marking paint.

Underground Utility Location

Falcon will contact NC811 to request underground subscriber utilities be located onsite. This process takes a mandatory four (4) days to complete before any excavations can be made. Subscriber utilities will be marked from the public right-of-way to the meter or cleanout; however, underground utilities beyond the meter or within secured areas may not be marked. Falcon has included provisions for private utility location services to scan

around our boring locations in this proposal. Falcon is not proposing to locate all utilities on site nor provide utility location mapping services.

Field Investigation

As requested, we will advance a total of ten (10) Standard Penetration Test (SPT) soil borings at the locations depicted on the attached Boring Location Plan. SPT borings will be advanced to a depth of 10 feet below the existing pavement surface or to auger refusal, whichever occurs first. A total drilling footage of 100 linear feet is included in this estimate. We will obtain one (1) bulk sample of auger cuttings for laboratory testing.

We will auger through the existing pavement and any underlying aggregate base. The asphalt and stone thickness will be recorded. We will perform dual-mass Dynamic Cone Penetrometer (DCP) tests at up to four (4) companion SPT boring locations starting at the soil subgrade immediately beneath the aggregate. DCP testing will extend approximately 36 inches beneath subgrade. DCP test results will be used to correlate CBR values from penetration resistance. After DCP testing is complete at each boring, we will proceed with SPT testing.

One of Falcon's field staff professionals will be on site during drilling operations to take measurements, perform DCP testing, log boreholes, and to oversee drilling operations.

Following completion of drilling, initial groundwater and borehole cave-in measurements will be taken. Boreholes located in pavements will be backfilled with auger cuttings and patched with asphalt cold patch. Excess soil cuttings will be placed around trees, posts, or evenly distributed on nearby grassy areas. No additional site restoration efforts are included in this cost estimate. As-drilled boring coordinates will be collected with handheld GPS capable of sub-meter accuracy.

Seasonal High Water Table (SHWT) and Infiltration Testing

Falcon will subcontract the services of a soil scientist licensed in this state to visit the Site and make a SHWT determination at the four (4) locations depicted on the attached Boring Location Plan. A hand auger boring will be advanced to a maximum depth of 6 feet, or to hand auger refusal, whichever occurs first. The soil cuttings will be inspected for indications of a SHWT and the borehole will be inspected for the presence of free water. After the evaluation has been made, the borehole will be backfilled with auger cuttings.

At each location, an infiltration test will be performed at the ground surface using a double-ring infiltrometer. Each test will be conducted until steady-state conditions are met or reaching a maximum test duration of 2 hours.

Laboratory Testing

Soil samples obtained during drilling will be collected in moisture retarding containers and transported to our laboratory where they will be visually-manually classified by Geotechnical personnel in general accordance with Unified Soil Classification System (USCS).

Our laboratory testing program for bulk and split-spoon samples recovered will consist of the following soil tests: Natural moisture content (Qty. 10), Atterberg limits (Qty. 2), Mechanical Sieve Analysis (Qty. 2), Standard Proctor Compaction (Qty. 1), California Bearing Ratio (Qty. 1).

Tested samples will be retained in our office for a period of seven (7) days and untested samples will be retained in our office for a period of thirty (30) days unless otherwise requested.

Assumptions

1. Falcon will have access to the Site with minimal coordination with the Client (i.e., 48 hour prior notification via phone/email).
2. No FAA permits or airfield coordination are required.
3. No special work permits are required.
4. No onsite safety training is required.

Deliverables

Upon completion of the geotechnical field investigation and laboratory testing program, Falcon will prepare a Geotechnical Report of Subsurface Investigation for the project, including but not limited to the following information:

- Descriptions of the Project, Site, and Site Geology.
- Description of field and laboratory testing methods.
- Discussion of subsurface conditions encountered including soil, rock, and groundwater.
- Discussion of noted areas of geotechnical interest.
- Discussion of anticipated design and construction difficulties associated with the encountered site and subsurface conditions.
- Design recommendations and construction considerations for earthmoving, excavation, groundwater, fill and backfill, and pavements where applicable.
- Appendix with the following:
 - Site Vicinity Map
 - Site Photographs
 - Legend to Soil/Rock Classification Symbols and Definitions
 - Boring Location Plan
 - Subsurface Profile(s) depicting subsurface conditions
 - Boring Logs with coordinates and ground surface elevation
 - Laboratory Test Results

PROPOSED SCHEDULE AND FEE

The requested scope of services described herein can be completed for a **Lump Sum Fee of \$13,100**. A simple fee breakdown is provided in the table below.

Scope Item	Lump Sum Fee
Private Locate*	\$1,000
Field Investigation: Drill rig mobilization, 100 ft of SPT, field oversight, DCP testing, asphalt patching	\$5,600
Field Investigation: SHWT and Infiltration Testing	\$2,300
Direct Expenses and Laboratory Testing	\$1,200
Engineering Analysis of data and Reporting	\$3,000
Total Lump Sum Fee:	\$13,100

*Fee may be waived if underground utilities are marked by others prior to our arrival.

We will not exceed the authorized lump sum fee without prior Client authorization. We will provide regular updates to the schedule during the investigation to alert you of any delays imposed by the airfield, design team, inclement weather days, equipment breakdown, and/or other circumstances potentially impacting our schedule. If we encounter site or subsurface conditions which in our opinion warrant additional services, excessive standby time waiting for access to areas, such as excessively difficult or costly access, in order to adequately assess boring locations, we will contact you to discuss the possibility of modifying our scope and fee.

We reserve the right to revisit this proposal if authorization is delayed more than 30 days from the time of this proposal or if the project is delayed longer than 30 days once a contract is signed.

AUTHORIZATION

If this proposal is acceptable, please provide us with a professional services agreement for our review with this proposal included as an exhibit in its entirety. If acceptable, we will provide the partially executed agreement to you electronically. Falcon will invoice monthly as a percent complete for all work performed. All invoices are payable within thirty (30) days.

We appreciate the opportunity to provide our services and look forward to partnering with you on this and future projects. If you have any questions or desire additional information about Falcon Engineering, Inc., and the many ways in which we may benefit you, please contact us at 919.871.0800.

Respectfully submitted:

FALCON ENGINEERING, INC.



Allan Paul, PE
Senior Project Manager



Jeremy R. Hamm, PE
Geotechnical Services Manager

Enclosures: Unit Rate Schedule
 Boring Location Plan

UNIT RATE SCHEDULE

FALCON ENGINEERING, INC.

PROFESSIONAL SERVICES

Project Administrator, per hour	\$95.00
Project Manager, per hour	\$185.00
Project Executive, per hour	\$195.00
CADD Technician, per hour	\$115.00
Staff Professional, per hour	\$115.00
Senior Professional, per hour	\$165.00
Registered Engineer/Geologist, per hour	\$185.00
Senior Registered Engineer/Geologist, per hour	\$195.00
Subcontracted Professional Services, Travel Living Expenses & Commercial Travel	Cost + 15%

FIELD SERVICES

Engineering Technician / Construction Inspector, per hour	\$95.00
Steel Inspector / NDT Technician, per hour	\$110.00
Field Staff Professional, per hour	\$115.00
Field Senior Professional, per hour	\$165.00
Overtime (OT); work over 8 hours/day, over 40 hours/week, nights (6pm-6am), weekends & national holidays	Regular Rate x 1.5

Note: There is a 4-hour minimum charge for all hourly field services.

Hourly field services are provided portal to portal from our Raleigh office, including report preparation time.

Vehicle & Standard Equipment, per day (for sites within 30 mile radius of Falcon office)	\$85.00
Utility Terrain Vehicle (UTV), per week	\$750.00
Kessler DCP, per day	\$150.00
GPS Unit (Handheld), per day	\$150.00
GPR Unit, per day	\$300.00
PID Unit, per day	\$150.00
Equipment for Coring Asphalt and Concrete, per day	\$500.00
On-Site Concrete Curing Box, per week	\$100.00
Nuclear Density Gauge, per day	\$85.00
NDT Steel Testing Equipment (UT/MT/PT), per day	\$150.00
Floor Flatness Profiler, per day	\$250.00
Per Diem, per person, per day (for out-of-town work that requires overnight stays)	\$195.00
Subcontracted Field Services, Direct Expenses & Equipment Rentals	Cost + 15%

Note: Other field services can be provided. Availability of those services and applicable unit rates can be provided upon request.

LABORATORY SERVICES

Moisture Content, each	\$20.00
Sieve Analysis with Wash 200, each	\$120.00
Atterberg Limits Test, each	\$120.00
Organic Content of Soil (LOI), each	\$75.00
Standard Proctor Compaction, each	\$250.00
Modified Proctor Compaction, each	\$275.00
Soaked CBR, per point	\$250.00
Swell Test, each	\$200.00
Compressive Strength Testing of 4"x8" Concrete Cylinders, each	\$20.00
Compressive Strength Testing of 6"x12" Concrete Cylinders, each	\$50.00
Compressive Strength Testing of Concrete Core Samples, each (6" diameter or less)	\$225.00
Compressive Strength Testing of 2"x2" Cubes, each	\$40.00
Compressive Strength Testing of 3"x3"x6" Masonry Grout Samples, each	\$75.00
Compressive Strength Testing of 2" Rock Core, each	\$225.00
Asphalt Bulk Specific Gravity of Core Samples, each	\$75.00
SFRM Density, each	\$75.00
Subcontracted Laboratory Services	Cost + 15%

Note: Other laboratory services can be provided. Availability of those services and applicable unit rates can be provided upon request.

EFFECTIVE THROUGH DECEMBER 31, 2023

Unit rates are subject to change after the effective date expires and annually thereafter.



SHEET NAME: BORING LOCATION PLAN	
PROJECT NAME: GWW PARKING LOT DRAINAGE IMPROVEMENTS	
PROJECT NO.: F2023-048	
PROJECT LOCATION: PIKEVILLE, NORTH CAROLINA	SCALE: 1"=50'
INVESTIGATED BY: XXX	DRAWN BY: ASP
	CHECKED BY: XXX



FALCON ENGINEERING, INC.
1210 TRINITY ROAD, SUITE 110
CARY, NC 27513
PHONE: 919.871.0800
www.falconengineers.com

DATE: 2021-09-10

NOTES:

1. Georeferenced aerial imagery obtained from www.NCOneMap.gov.

**PROPOSED AMENDMENT NO. 1
WORK AUTHORIZATION #3
WAYNE EXECUTIVE JETPORT (GWW)
STORMWATER IMPROVEMENT PROJECT
June 28, 2023**

Reason for Contract Amendment

In evaluating construction access alternatives for implementing planned drainage improvements, a new access route was identified. This new access would both reduce construction impacts on airport operations and support future airport expansion. Rather than heavy equipment and trucks accessing the drainage ditches by crossing the newly improved apron, a new driveway from Aviation Road (NC 1614) through the wooded area behind the UNC facilities would terminate near the southeast end of the apron (Figure 1). This alternative route will provide additional access from Aviation Road to support long-term growth of the Jetport.

The driveway design provided in this amendment is intended to meet the needs of construction access and staging for the drainage improvements. The driveway will be designed to be "pavement ready" for future upgrades to support Jetport development.

SCOPE OF SERVICES

BASIC SERVICES

The ENGINEER will provide the Basic Services listed below and in accordance with Section I of the General Provisions of the Contract for Professional Services, April 21, 2021.

1. Project Administration and Management
 - 1.1. Project formulation and scope development.
 - 1.2. General project management including invoicing, scheduling, updates and design meetings.
 - 1.3. General Owner coordination.
 - 1.4. Survey Subconsultant Coordination.
2. Field Delineation of Jurisdictional Wetlands and Waters of the United States
 - 2.1. ENGINEER will field delineate regulated resources within the project area according to protocols described in the 1987 U.S. Army Corps of Engineers (USACE) wetland delineation manual and appropriate regional supplement(s) and guidance documents. Field delineation of wetlands and waters will also be informed by the recent U.S. Supreme Court Decision (*Sackett v. EPA*). Wetland boundaries will be marked in the field with consecutively numbered flagging and located using ArcCollector software.
 - 2.2. Findings of field investigations will be documented as required by state and federal agencies.
3. Access Roadway Design and NCDOT Permitting
 - 3.1. Engineer will design the driveway to be twenty-two (22) feet in width. Final design plans, specifications and contract drawings will be incorporated into the construction documents developed for the stormwater improvement project.

- 3.2. NC Department of Transportation (NCDOT) Driveway Permit and Encroachment Agreement: Engineer will prepare and submit application documents to the NCDOT to secure the necessary permit. This task includes two (2) calls or virtual meetings with NCDOT and one (1) response to comments.
- 3.3. Erosion and Sediment Control Plan (ESC): Engineer will augment the ESC documents prepared for the stormwater improvement project to include necessary controls for the expanded disturbed area and driveway construction activities.

SPECIAL SERVICES

The ENGINEER will provide the Special Services listed below and in accordance with Section II of the General Provisions of the Contract for Professional Services, April 21, 2021.

1. Field Survey

- 1.1. Topographic Survey necessary to support design of the driveway will be completed by a subconsultant to Engineer. The survey will cover approximately 6.4 acres as shown on the Figure 1. All horizontal surveys shall be tied to the North Carolina State Plane Coordinate System (North American Datum (1983) and all vertical surveys shall be based on the North American Vertical Geodetic Datum, 1988.

SCHEDULE

The work described above will be completed in approximately 120 days after notice to proceed.

BASIS OF COMPENSATION

CONSULTANT will perform the Basic Services and Special Services described above for a Lump Sum Fee of twenty-seven thousand five hundred dollars (\$27,500.00). Should OWNER request services beyond those outlined in the Scope of Services, those services shall be considered as additional services.

W&D
DICKSON
CONSULTING ENGINEERS
720 CORPORATE CENTER DRIVE
HALE, GA 30141 NC 27607
703.970.1400
703.970.1672
WWW.WANDICKSON.COM
NC LICENSE NO. 1334

PROJECT NUMBER: 2020

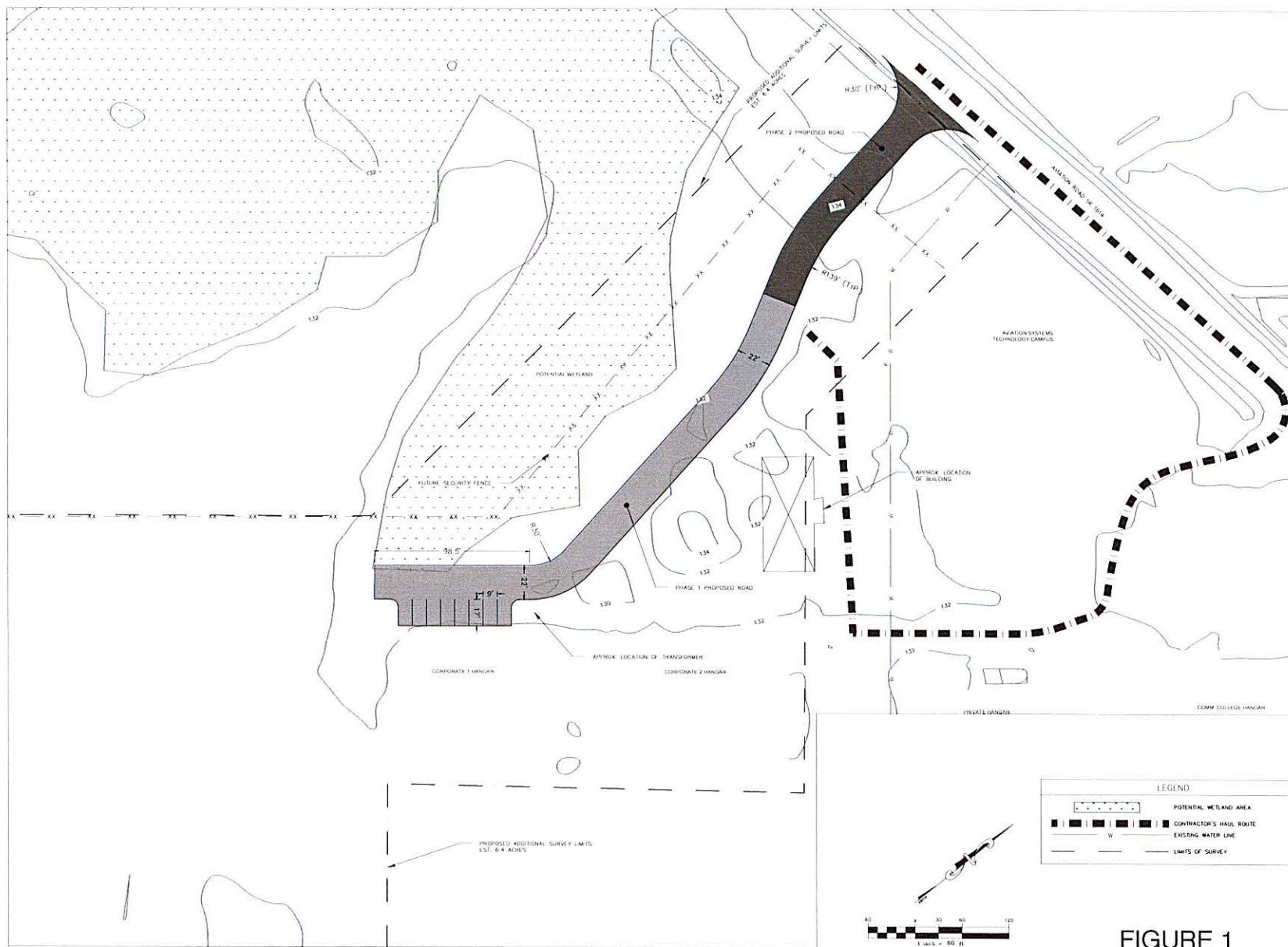
REVISION RECORD

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
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7		
8		
9		
10		

PROJECT NAME: WA #3 - STORMWATER IMPROVEMENT PROJECT FOR THE WAYNE EXECUTIVE JETPORT
DRAWING TITLE: PROPOSED ROAD EXHIBIT

PROJECT MANAGER: ME
DESIGNER: JSD
DRAWN BY: JSD
PROJECT DATE: APR 2023
DRAWING NUMBER: 1 OF 1
W&D PROJ. NO: 20220389.00 RA

PRELIMINARY - NOT FOR CONSTRUCTION



THIS DRAWING IS THE PROPERTY OF W&D DICKSON CONSULTING ENGINEERS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF W&D DICKSON CONSULTING ENGINEERS.

DATE: 04/20/23 BY: JSD CHECKED: JSD APPROVED: JSD

ROY COOPER

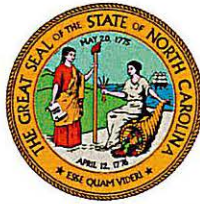
Governor

ELIZABETH S. BISER

Secretary

SHADIESKAF

Director



NORTH CAROLINA
Environmental Quality

March 23, 2023

Mr. Chip Crumpler, County Manager
Wayne County
PO Box 227
Goldsboro, NC 27530

Subject: Stormwater Planning Grant Letter of Intent to
Fund
Wayne County
Jetport Parking Lot Drainage Improvement
Project
September 2022 Application Cycle
Project No.: SRP-SW-ARP-0061

Dear Mr. Crumpler:

The Division of Water Infrastructure (Division) has reviewed your application for a Stormwater Planning Grant, and the State Water Infrastructure Authority (SWIA) has approved your project as eligible to receive a grant. The Local Assistance for Stormwater Infrastructure Investments (LASII) grant from the American Rescue Plan Act (ARPA) will be one hundred percent of eligible project costs up to a maximum of \$205,000. Projects funded from ARPA must meet applicable federal law and guidance for the ARPA funds.

The first milestone is the submittal of a preliminary project scope that includes a cost estimate and schedule for each major task by June 1, 2023. Please email this to Jason Robinson at jason.t.robinson@ncdenr.gov. Upon review of this information, we will issue the grant agreement and information package for your signature and approval.

All costs incurred prior to March 3, 2021, are not eligible for ARPA funds and the Division will make no reimbursements for ARPA funds after December 31, 2026.

Please note that work conducted prior to the receipt of the grant offer may later be determined to be ineligible, so please contact us if you desire to proceed before receipt of the grant offer. Some items included in the application may not be eligible for funding.

Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding.



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

Mr. Chip Crumpler, County Manager
March 23, 2023
Page 2 of 2

Engineering Services Procurement

The Uniform Guidance 2 CFR 200.317 through 2 CFR 200.327 gives minimum requirements for procurement, with 2 CFR 200.319(b) addressing engineering services procurement guidelines. ARP-funded projects must also adhere to North Carolina State law, specifically NC General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying (A/E) Services. NCGS 143-64.32 cannot be used to exempt Recipients from a qualification-based selection for A/E. The State provides applicable certification forms that must be completed prior to receiving funds for any engineering services covered under this funding offer.

Upon receipt of your letter of intent to fund, please fill out the attached Federal ID & Unique Entity ID (UEI) form and email it to Pam Whitley at pam.whitley@ncdenr.gov. If you choose to decline this funding, the Authorized Representative as declared in the application must directly contact the Division project manager via email or letter on the applicant's letterhead.

We look forward to working with you on this project. If you have any questions, please contact Jason Robinson at jason.t.robinson@ncdenr.gov or by phone at (919) 707-3887.

Sincerely,



Jon Risgaard, Chief
State Revolving Fund Section

EC: Anita E Robertson, PE, WK Dickson (via email)
Jason Elliot, PE, WK Dickson (via email)
Jason Robinson (via email)
LASII Project File (COM_LOIF)

**North Carolina Department of Transportation
Division of Highways
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Wayne

Road Description: Grace's Farm Rd (SR2220 ext.), Stewart Allen Circle, Mary Danielle's Pl., Emmitt and Angie's Dr., Michael Thomas Pl.

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Wayne requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Wayne that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Wayne at a meeting on the 18th day of July, 2023

WITNESS my hand and official seal this the 18th day of July, 2023

Official Seal



Carol Bowden
Clerk, Board of Commissioners
County: Wayne

PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways

Carol Bowden

From: Overman, Christopher B <cboverman@ncdot.gov>
Sent: Friday, June 23, 2023 6:21 AM
To: Carol Bowden
Cc: Berry Gray
Subject: [External] - Dobbs County Estates
Attachments: request for SR2 2023.pdf

Request SR-2 for road addition.

Chris Overman
Division 4 – District 3- Johnston and Wayne Counties
District Engineers Office
919-739-5300

67 JR Road , Suite 700
Selma, NC 27576

PLEASE NOTE OUR NEW ADDRESS

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

CAUTION

This email originated outside the County of Wayne's network.

Do not open any attachments or click on links unless you trust the sender or expecting this email.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

June 21 2023

J. ERIC BOYETTE
SECRETARY

Board of Commissioners
Wayne County
PO Box 227
Goldsboro, NC 27533

SUBJECT: Dobbs County Estates
Wayne County
New Hope Township

Dear Commissioners:

We have been petitioned to add the following roads in the subject subdivision to the State Maintenance System:

**Grace's Farm Road (SR2220 ext.), Stewart Allen Circle, Mary Danielle's Place,
Emmitt and Angie's Drive and Michael Thomas Place**

The petition is attached along with a copy of our Investigation Report and a vicinity map showing the location of the roads. If you concur with the petitioners recommendation, please return the petition along with Form SR-2 for our further handling. This is *not* to be mistaken as final acceptance onto the State Maintenance System.

If you have any questions or need additional assistance, please contact Chris Overman or myself at 919-739-5300.

Sincerely,

DocuSigned by:
Bobby Liverman
47ABEA3D62784EF...

Bobby Liverman, PE
District Engineer

BLL/cbo

Attachments

cc: Subdivision File

ec: Berry Gray – Wayne County Planning Director

Date Petition Received by NCDOT: 10/10/22

**North Carolina Department of Transportation
Division of Highways
Petition for Road Addition**

ROADWAY INFORMATION: (Please Print/Type)

County: WAYNE Road Name: GRACES FARM RD (SR 2220 EXT.)
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: DOBBS COUNTY ESTATES Length (miles): 0.26 MILE

Number of occupied homes having street frontage: 11 Located (miles): 0.30

miles N ☐ S ☐ E ☐ W ☒ of the intersection of Route 172⁹ and Route 173⁰.
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of DOBBS CO. ESTATES in WAYNE County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name and Signature: EMMETT HARE Phone Number: 919 349 2671
EMMETT HARE

Street Address: 957 PENET GROVE CHURCH RD

Mailing Address: LA GRANGE NC 28551

PROPERTY OWNERSPrinted Name and SignatureMailing AddressTelephone

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY:Date Petition Received by NCDOT: Oct 10, 2022

Please check the appropriate block:

☐ Rural Road ☐ Subdivision platted prior to October 1, 1975 ☒ Subdivision platted after September 30, 1975
REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
MARY DANIELLE RACE		300 FT			
EMMETT & ANNE DR		1000 FT			
STEWART ALLEN CIRCLE		CUL-DE-SAC 200 FT			
MICHAEL THOMAS PLACE		370 FT			

NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
SECONDARY ROAD ADDITION INVESTIGATION REPORT

County <u>Wayne</u>	Co. File No. _____	Date <u>June 21, 2023</u>	
Township <u>New Hope</u>	Div. File No. _____		

Local Name <u>See Attachment 1</u>	Subdivision Name <u>Dobbs County Estates</u>	
Length <u>See Attachment 1</u>	Width <u>See Attachment 1</u>	
Surface Type <u>9.5A</u>	Pavement Condition <u>Good</u>	
Surface Thickness <u>2 inches</u>	Base Type <u>STBC</u>	Base Thickness <u>9 inches</u>

* Retaining Walls Within Right of Way

* Bridges Yes _____ No X * Pipe > 48" Yes _____ No X Yes _____ No X

*** If Yes - Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? Yes

Recording Date See Attachment 1 Book See Attachment 1 Page See Attachment 1

Number of homes having entrances into road See Attachment 1

Other uses having entrances into road 0

Right-of-Way Width 50 ft If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes

If not, why? _____

Is a map attached indicating information for reference in locating road by the Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost \$ 0.00

Grade, drain, stabilize \$ 0.00 , Drainage \$ 0.00 , Other \$ 0.00

Remarks and Recommendations Add to State System

DocuSigned by:

Submitted By <u>Bobby Liverman</u> DISTRICT ENGINEER	Reviewed and Approved _____ DIVISION ENGINEER
--	---

Reviewed and approved
BOARD OF TRANSPORTATION MEMBER _____

(Do not write in this space - For use by Secondary Roads Unit)	Petition No. _____
(Do not write in this space - For use of Planning Dept.)	

SECONDARY ROAD INVESTIGATION REPORT**Dobbs County Estates****Subdivision Identification Number S-4309620002****Grace's Farm Road (SR 2220 ext.), Stewart Allen Circle, Mary Danielle's Place, Emmitt
and Angie's Drive and Michael Thomas Place****Wayne County****New Hope Township**

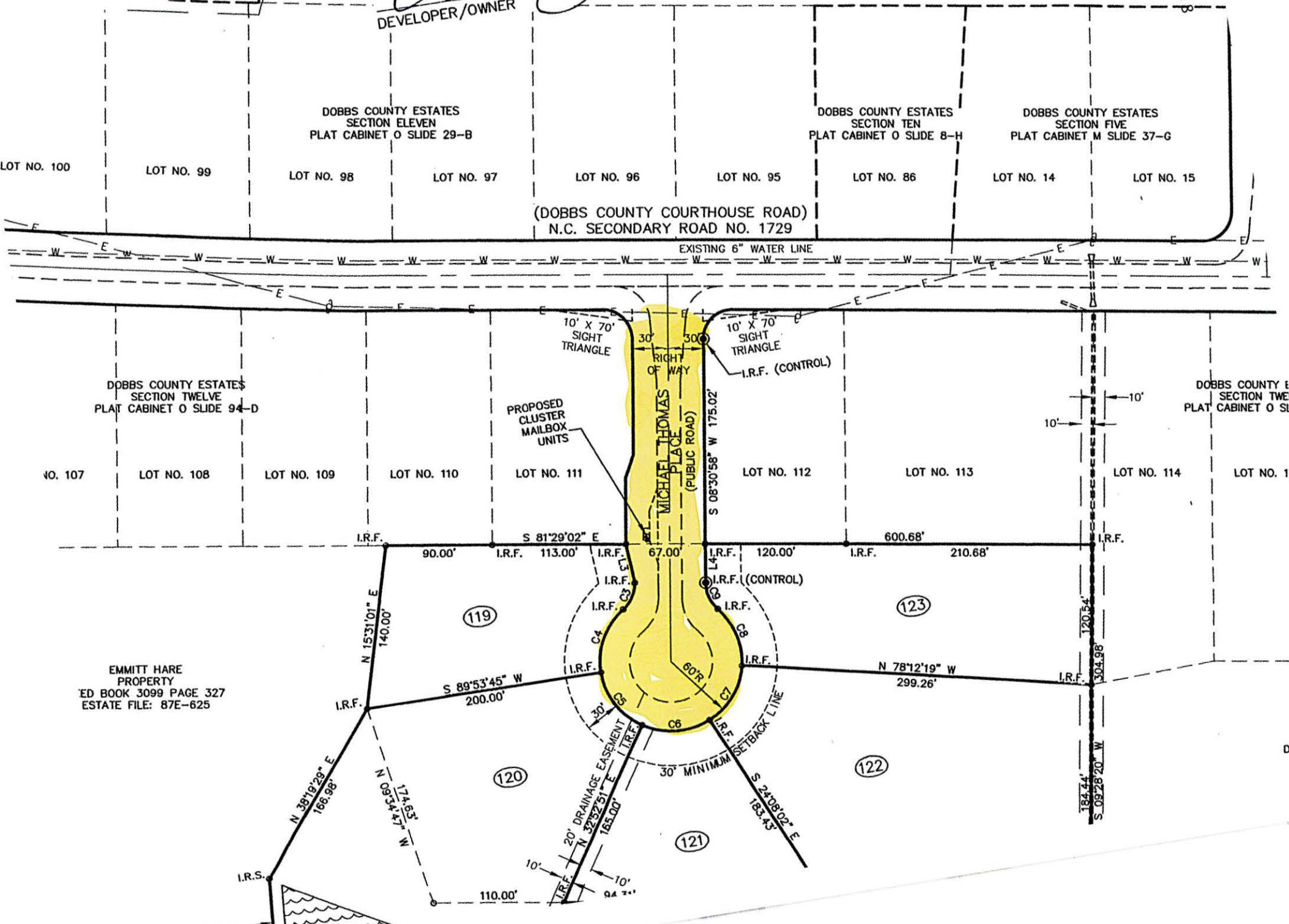
NAME	NO. HOMES	LENGTH (miles)	WIDTH (feet)	R/W (feet)	Recording Date	Book	Page
<i>Grace's Farm Rd. (SR 2220 ext.)</i>	<i>11</i>	<i>0.26</i>	<i>20</i>	<i>50</i>	<i>7/8/2015</i>	<i>O</i>	<i>29-B</i>
<i>Stewart Allen Circle</i>	<i>4</i>	<i>0.03</i>	<i>20</i>	<i>50</i>	<i>8/7/2008</i>	<i>N</i>	<i>10-J</i>
<i>Mary Danielle's Place</i>	<i>4</i>	<i>0.03</i>	<i>20</i>	<i>50</i>	<i>7/8/2015</i>	<i>O</i>	<i>29-B</i>
<i>Emmitt and Angie's Drive</i>	<i>9</i>	<i>0.10</i>	<i>20</i>	<i>50</i>	<i>7/8/2015</i>	<i>O</i>	<i>29-B</i>
<i>Michael Thomas Place</i>	<i>5</i>	<i>0.07</i>	<i>20</i>	<i>50</i>	<i>10/26/2021</i>	<i>P</i>	<i>49-G</i>
TOTALS	33	0.49					

DEVELOPER/OWNER

10/26/21
DATE

PROPERTY ZONED OH (WATER)
THE PROPERTY IS LOCATED IN A ZONE 1

Page 8



C11	N 38°14'35" W	52.36'	50.00'	50.00'
C12	S 84°25'54" W	47.69'	45.90'	50.00'
C13	S 77°48'41" W	21.68'	21.21'	30.00'
C14	N 63°28'36" W	176.00'	173.12'	280.00'
C15	N 02°20'37" E	41.72'	37.05'	25.00'
C16	N 84°50'36" W	39.27'	35.36'	25.00'
C17	S 19°08'18" E	21.68'	21.21'	30.00'
C18	S 29°30'38" E	54.24'	51.62'	50.00'
C19	N 84°47'05" E	60.44'	56.82'	50.00'
C20	N 08°20'46" E	72.97'	66.67'	50.00'
C21	N 57°21'31" W	41.70'	40.50'	50.00'
C22	S 60°32'53" E	21.68'	21.21'	30.00'
C23	S 05°09'24" W	39.27'	35.36'	25.00'
C24	S 42°30'13" W	101.52'	101.21'	380.00'
C25	S 23°32'09" W	150.08'	149.11'	380.00'
C26	S 10°22'08" W	24.57'	24.57'	380.00'
C27	N 54°53'55" E	40.48'	36.20'	25.00'

Attachment B Page 9

LINE TABLE		
LINE	BEARING	LENGTH
L2	S 39°50'36" E	32.81'
L3	N 39°50'36" W	32.81'

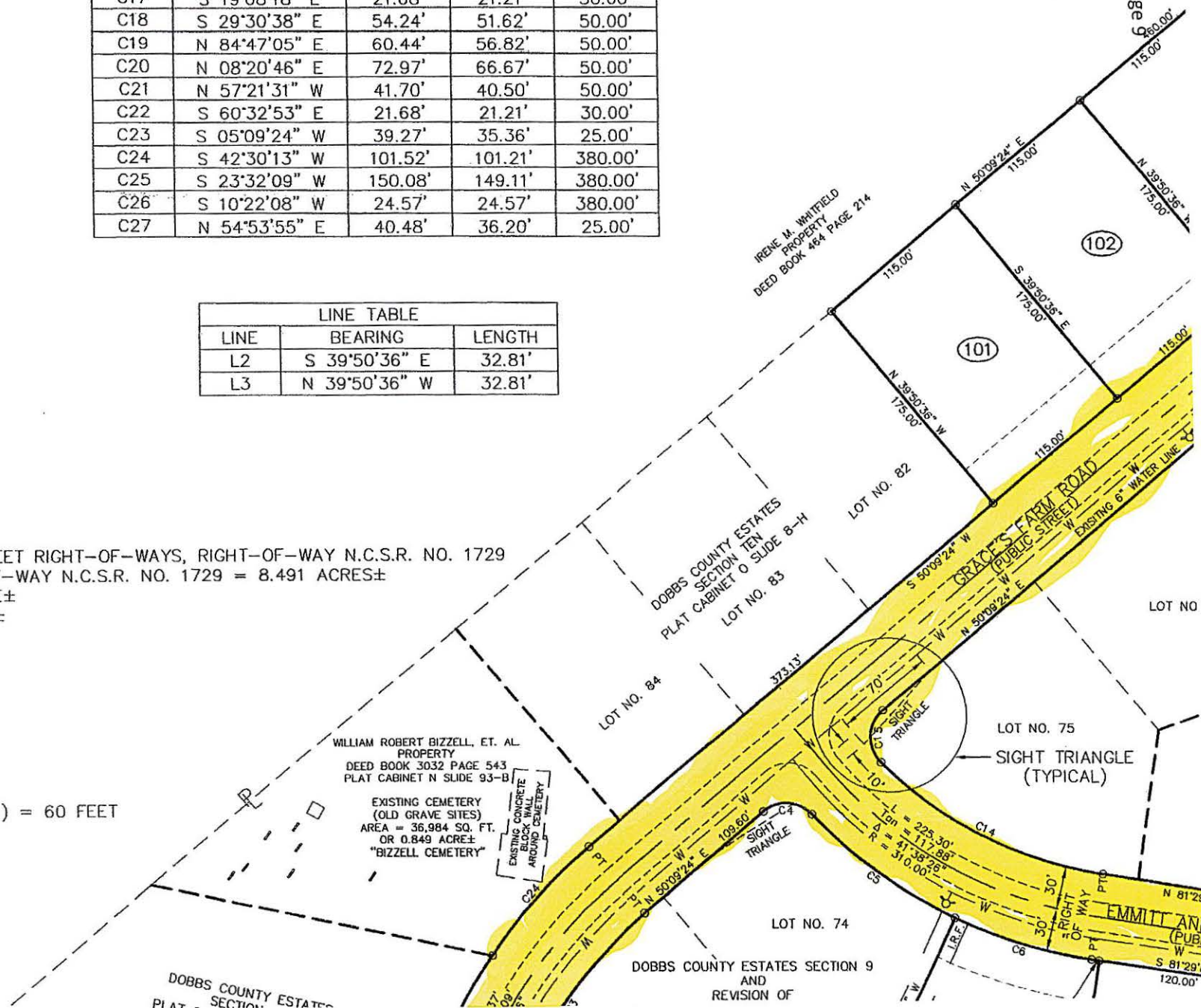
MAGNETIC MERIDIAN
PLAT CABINET O SLIDE 8-H

14
 20 SQUARE FEET OR 0.523 ACRE±
 5 SQUARE FEET

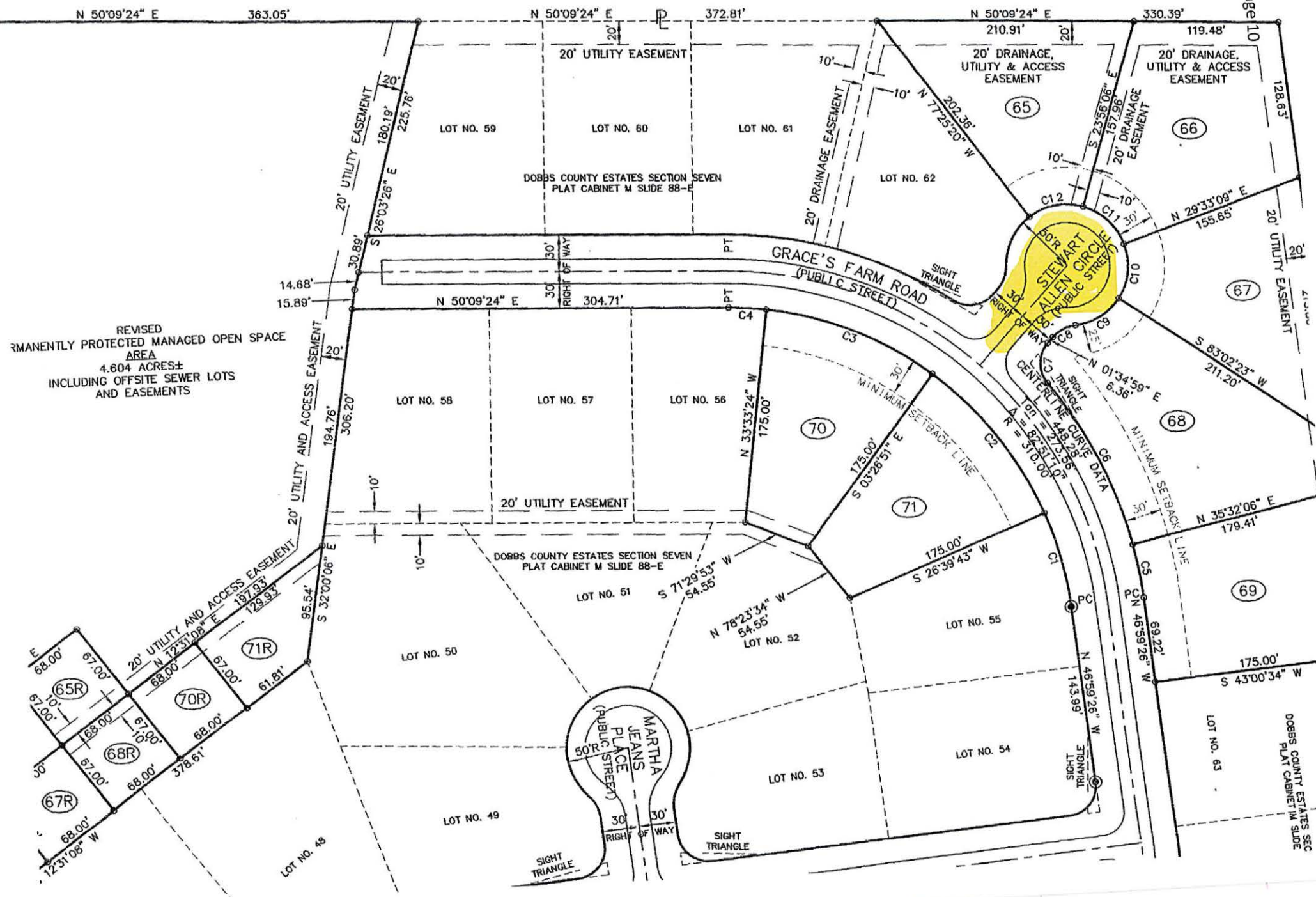
NE COUNTY)

MENTS
DOBBS COUNTY COURTHOUSE ROAD) = 60 FEET

0 FEET
ET



IRENE M. WHITFIELD
PROPERTY
DEED BOOK 464 PAGE 214





FLSA Exemption Questionnaire

September 24, 2019

Download:

 [FLSA Exemption Questionnaire \(www.shrm.org/ResourcesAndTools/tools-and-samples/hr-forms/Documents/FLSA%20Exemption%20Questionnaire.docx\)](http://www.shrm.org/ResourcesAndTools/tools-and-samples/hr-forms/Documents/FLSA%20Exemption%20Questionnaire.docx)

Note to employers: This questionnaire serves as a basic outline for an employer's initial analysis of positions being considered for exemption under the FLSA, and is meant to serve as one of several tools in such an analysis. Job titles are insufficient to determine exempt status. Additionally, state wage and hour laws may have different requirements. SHRM strongly recommends that employers have legal counsel review their exemption decisions.

Position title: Day Reporting Director

Employee name: _____

Date: 6.26.23 effective 7.17.23

Completed by: Sara Larson 

Completion of this questionnaire helps determine the exemption status of a position. Check the appropriate exemption (executive, administrative, professional, computer-related, outside sales or highly compensated), then check all boxes under the selected exemption that are applicable. To qualify for an exemption, all boxes must be checked for that exemption. Access the exemption regulations (29 CFR Part 541). (<https://www.ecfr.gov/current/title-29/subtitle-B/chapter-V/subchapter-A/part-541>)

EXECUTIVE (examples: chief executive officer, controller, vice president, director)

- ☒ Regularly receives a predetermined amount of pay constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed. Access the DOL's salary basis information. (https://www.dol.gov/whd/overtime/fs17g_salary.pdf)
- ☒ Is paid at least \$684 weekly (effective Jan. 1, 2020).
- ☒ Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise.
- ☒ Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).
- ☒ Has the authority to hire or fire other employees **OR** makes recommendations that carry weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Access the DOL's executive exemption information. (https://www.dol.gov/whd/overtime/fs17b_executive.pdf)

ADMINISTRATIVE (examples: manager, supervisor, administrator)

- ☐ Regularly receives a predetermined amount of pay constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed. Access the DOL's salary basis information. (https://www.dol.gov/whd/overtime/fs17g_salary.pdf)

Is paid at least \$684 weekly (effective Jan. 1, 2020).

Primary duty consists of performing office or nonmanual work directly related to the management or general business operations of the employer or the employer's customers.

Work includes the exercise of discretion and independent judgment with respect to matters of significance.

Access the DOL's administrative exemption information. (https://www.dol.gov/whd/overtime/fs17c_administrative.pdf)

PROFESSIONAL: LEARNED AND CREATIVE (examples: accountant, nurse, engineer, composer, singer, graphic designer)

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Learned Professional

- ☐ Primary duty consists of the performance of work that requires advanced knowledge (beyond high school) and that is predominantly intellectual in character and consistently includes the exercise of discretion and independent judgment.
- ☐ The advanced knowledge is in a field of science or learning.
- ☐ The advanced knowledge was acquired by a prolonged course of specialized intellectual instruction. (This knowledge may be demonstrated either by possessing the appropriate academic degree or by having substantially the same knowledge level and performing substantially the same work as degreed employees but possessing advanced knowledge only through a combination of work experience and intellectual instruction.)

Creative Professional

- ☐ Primary duty consists of the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor as opposed to routine mental, manual, mechanical or physical work.

Access the DOL's professional exemption information. (https://www.dol.gov/whd/overtime/fs17d_professional.pdf)

COMPUTER-RELATED (examples: network or database analyst, developer, programmer, software engineer)



FLSA Exemption Questionnaire

September 24, 2019

Download:

 FLSA Exemption Questionnaire (www.shrm.org/ResourcesAndTools/tools-and-samples/hr-forms/Documents/FLSA%20Exemption%20Questionnaire.docx)

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Position title: HR Generalist

Employee name: _____

Date: 6.26.23 effective 7.17.23

Completed by: Sara Larson 

Completion of this questionnaire helps determine the exemption status of a position. Check the appropriate exemption (executive, administrative, professional, computer-related, outside sales or highly compensated), then check all boxes under the selected exemption that are applicable. To qualify for an exemption, all boxes must be checked for that exemption. Access the exemption regulations (29 CFR Part 541). (<https://www.ecfr.gov/current/title-29/subtitle-B/chapter-V/subchapter-A/part-541>)

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ADMINISTRATIVE (examples: manager, supervisor, administrator)

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- ☒ Primary duty consists of performing office or nonmanual work directly related to the management or general business operations of the employer or the employer's customers.
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COMPUTER-RELATED (examples: network or database analyst, developer, programmer, software engineer)



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Position title: HR Administrator

Employee name: _____

Date: 6.26.23 effective 7.17.23

Completed by: Sara Larson

Completion of this questionnaire helps determine the exemption status of a position. Check the appropriate exemption (executive, administrative, professional, computer-related, outside sales or highly compensated), then check all boxes under the selected exemption that are applicable. To qualify for an exemption, all boxes must be checked for that exemption. Access the exemption regulations (29 CFR Part 541). (<https://www.ecfr.gov/current/title-29/subtitle-B/chapter-V/subchapter-A/part-541>)

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Feedback

Access the DOL's executive exemption information. (https://www.dol.gov/whd/overtime/fs17b_executive.pdf)

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Creative Professional

- ☐ Primary duty consists of the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor as opposed to routine mental, manual, mechanical or physical work.

Access the DOL's professional exemption information. (https://www.dol.gov/whd/overtime/fs17d_professional.pdf)

COMPUTER-RELATED (examples: network or database analyst, developer, programmer, software engineer)

☐ Is paid at least \$684 weekly (effective Jan. 1, 2020) **OR** \$27.63 per hour. That is, this exemption does **NOT** have to meet the salary basis requirement to regularly receive a predetermined amount of pay constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed **IF** paid at least \$27.63 on an hourly basis.

☐ Primary duty consists of:

- The application of system-analyst techniques and procedures, including consulting with users to determine hardware, software or systems functional specifications, OR
- The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, OR
- The design, documentation, testing, creation or modification of computer programs related to machine-operating systems, OR
- A combination of these duties which requires the same level of skills.

Access the DOL's computer-related exemption information. (https://www.dol.gov/whd/overtime/fs17e_computer.pdf)

OUTSIDE SALES (examples: salespeople, contract negotiators)

The salary basis and salary requirements do **NOT** apply for this exemption. That is, this exemption does **NOT** have the salary basis requirement to regularly receive a predetermined amount of pay constituting all or part of the employee's salary, **AND** this exemption does **NOT** require payment of a minimum salary. Commission-only pay is allowable under this exemption.

☐ Primary duty consists of making sales or obtaining orders for contracts for services or for the use of facilities for which consideration will be paid by the client or customer.

☐ Customarily and regularly is engaged away from the employer's place or places of business.

Access the DOL's outside sales exemption information. (https://www.dol.gov/whd/overtime/fs17f_outsidesales.pdf)

HIGHLY COMPENSATED EMPLOYEES PERFORMING EXECUTIVE,

PROFESSIONAL OR ADMINISTRATIVE DUTIES

☐ Is paid an annual total compensation of \$107,432 or more, which includes at least \$684 per week paid on a salary basis (effective Jan. 1, 2020). The required total annual compensation of \$107,432 or more may consist of commissions, nondiscretionary bonuses and other nondiscretionary compensation earned during a 52-week period, but does not include credit for board or lodging, payments for medical or life insurance, or contributions to retirement plans or other fringe benefits.

☐ Primary duty consists of performing nonmanual office work. Note: No matter how highly paid, manual workers or other blue-collar workers, including nonmanagement construction workers, who perform work involving repetitive operations with their hands, physical skill and energy are not eligible for this exemption.

☐ Customarily and regularly performs at least one of the exempt duties or responsibilities of the executive, professional or administrative exemption.

Access the DOL's highly compensated exemption information. (https://www.dol.gov/whd/overtime/fs17h_highly_comp.pdf)

1. New: Personal Observance Leave –to meet requirements of the Board

Eligibility:

Full-time employees as of July 1, 2023

Crediting:

Eligible employees will be credited with the leave as of July 1, 2023.

Newly hired employees will be credited with leave immediately upon their employment.

Re-employed staff within the same fiscal year will receive the same credit as a newly hired employee unless they previously utilized the leave within the same fiscal year

Personal Observance Leave not taken by June 30 of each year will be forfeited; it will not carry over to the next fiscal year.

Personal Observance Leave has no cash value and will not be paid upon employee separation.

It cannot be converted into retirement credit and is not payable upon the death of an employee.

Hours of Leave:

Full-time employees will receive 8 hours of Personal Observance Leave.

Use of Leave:

Personal Observance Leave can be used for any single day of personal significance to the employee, and this day does not have to be a day that is officially recognized. Personal Observance Leave awarded to employees must be utilized in one work shift. Employees may choose to use their Personal Observance Leave before they use accumulated compensatory time. Personal Observance Leave cannot be used in lieu of sick leave.

Leave Requests:

Personal Observance Leave requests must follow the department's written leave policy. To the extent possible, department directors and supervisors should allow employees to use the leave when requested. Department directors and supervisors are encouraged to accommodate employees wanting to recognize the same day for Personal Observance Leave. However, Personal Observance Leave may be required to be rescheduled based on the department's needs and impact on service.

2. New: Volunteer Background Checks –recommended by liability insurance carriers

The County of Wayne is concerned about the safety of its volunteers, the safety of its constituents, and the protection of its assets and reputation. To reduce these risks, prospective and, as applicable, current county volunteers will undergo a criminal background check that complies with the Fair Credit Reporting Act (FCRA). Volunteers are treated as applicants under the FCRA. Rescreens may be performed annually.

3. New: Abuse Prevention & Reporting –recommended by liability insurance carriers

This policy establishes how Wayne County will report and prevent the abuse of youth and vulnerable adults by its employees or volunteers. Wayne County seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a vulnerable person.

Definitions

Abuse: Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy.

- Physical abuse: Physical bodily harm to
- Sexual abuse: Contact or activity of a sexual nature between an adult and a vulnerable person
- Emotional abuse: Mental or emotional injury inflicted on a child or youth by the actions of an adult
- Neglect: Failure to provide adequate care for a child or youth
- Economic abuse: Deliberate misuse of the money or benefits that belong to a vulnerable person

Child: A child is defined as anyone under the age of 12.

Youth: A youth is defined as anyone between 12 and 18 years of age.

Vulnerable Adult: Any individual age 18 or older who is unable to care for themselves or protect themselves from harm or exploitation.

Screenings

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information will depend on the positions and its level of involvement with children, youth, and vulnerable adults.

Reporting

Any employee that suspects, witnesses, or is made aware of any form of abuse should report it to their immediate supervisors and Human Resources. Depending on the nature of the abuse, it will be reported to the appropriate authorities (law enforcement, social services, etc.) for investigation.

4. Change: Tuition Assistance Program –to provide proactive assistance vs. reimbursement

The County of Wayne provides opportunities for employees to improve skills and job performance or to prepare themselves for promotion opportunities within their department by means of a tuition assistance program.

Definitions:

Approved Course: a course which will improve the employee's ability to perform their present job

Approves Institution: an accredited college, university, or technical institute

Successful Completion: a grade of 'C' or better, or a written statement of successful completion

Eligibility:

Full time non-probationary employees

Must not be on a performance improvement plan

Must not have disciplinary actions within the preceding 12 months

An approved Tuition Assistance Application

Procedure:

This program may be used to defray the costs of attending higher education at an approved institution. The following steps must be taken to be approved:

1. There must be funds in the TAP budget line for the department that is administering the program
2. The employee enrolls in courses at an accredited institution.
3. The employee will immediately fill out the online TAP request as soon as they have registered.
4. The employee will justify on the application the education plan they are choosing and how it will improve their ability to function as an employee of the County.
5. The employee will attach their registration with class start dates to the application.
6. The employee will route the digital forms to the appropriate parties.
7. If approved, the employee will receive funds corresponding to their registration. See the below table.
8. Employees must provide proof of successful completion or be subjected to repayment via payroll deduction or debt setoff.
9. Employees must provide 3 years of service to the County, calculated when the funds are disbursed, or be subjected to pro-rated repayment from final compensation or debt setoff.

Assistance Funds Schedule:

Certification/Continued Education/Associates Program: \$400 per course, \$3600 per year maximum

Bachelors Program: \$500 per course, \$4500 per year maximum

Graduate Program: \$600 per course, \$5400 per year maximum

Doctorate Program: \$700 per course, \$6300 per year maximum

5. Update: Probationary Period –state mirrored policy

An employee appointed to or transferred to a position will serve a probationary period of twelve months. During their probationary period, the employee may be separated from employment without the dismissal procedures outlined in this policy.

Employees completing the probationary period will be considered regular, non-probationary employee unless their department director indicates, in writing for the County Manager's approval, that the employee should have their probationary period extended for no more than three (3) months. Extensions to probationary periods will only be granted under extenuating circumstances.

6. Update: Merit Increases & Performance Appraisals –to match appraisal language, as recommended by HR consultant, and provide the opportunity for 180-degree appraisal

The performance evaluation system, designed to facilitate fair and equitable merit pay decisions, must meet the needs of both management and employee. From these performance evaluations, recommendations for merit increase will be made.

An employee's absence from work due to sick leave, leave without pay, leave due to injury on the job, or any other authorized leave, may cause the department head to request an extension for the annual performance evaluation review so as to allow an adequate evaluation of performance.

The following factors will be considered:

- Customer Service for both internal and external customers
- Availability to Work/Willingness & Ability to complete assignments
- Initiative and Improvement
- Work Safety, Policy, and Procedure Compliance
- Time Management
- Quality and Quantity of Work Produced

Performance Appraisal due dates will be announced at the beginning of each fiscal year and are to be reviewed and approved by the Department Director, Human Resources Director, and the County Manager's designee. Merit increases, if available, will be adjusted based on performance evaluations.

In an effort to provide transparency and structure to performance reviews, supervisors and directors may also receive performance feedback from their staff or those whom they work with closely. This feedback will be used in the evaluation by the County Manager. Employee performance feedback about supervisors and directors is delivered directly to County Management for review.

7. Change: Leave Sharing –recommended by consultant

Employees may share accrued vacation hours with other employees who have exhausted their sick and vacation leave due to an extenuating illness. The appropriate form must be completed and approved by the Human Resources Office and County Manager's designee before the transfer occurs. Employees may receive up to the limit of 240 hours of shared leave during their employment. Exemptions to the 240-hour limit can be made by the County Manager or designee.

8. New: Leave Bank –state-modeled policy to assist employees in extreme medical circumstances by providing a bank with forfeited vacation leave for utilization.

The County recognizes that there are emergent circumstances in which an employee may not have leave accrued and may not know of another employee willing to donate leave. In that case, the employee's director may apply to the HR office to use the Leave Bank. The Leave Bank is a program where unused or donated leave accrues for the purposes of a medical emergency of an employee or an employee's family member that will require the employee to be absent from duty and will result in a substantial loss of income (more than 24 work hours) because of the employee's lack of available paid leave. For the purposes of this policy, family member is defined by the FMLA's standard definition. Certification regarding the medical emergency from an appropriate entity will be required. Use of the Leave Bank will be administered by the Human Resources Director and approved by the County Manager or designee.

Journal Proof Report



Journal Number: 951 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104370-533000	Utilities		N		\$4705.00
BUA	1104370-519810	EMS Collection Fee		N	\$4705.00	
			Journal 2023/12/951	Total	\$4705.00	\$4705.00

Journal Proof Report



Journal Number: 952 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315180-525100	Vehicle Supplies-Fuel/Diesel		N	\$153.59	
BUA	1315180-535200	Repairs & Maint-Equipment		N		\$153.59
			Journal 2023/12/952	Total	\$153.59	\$153.59

Journal Proof Report



Journal Number: 953 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104370-533000	Utilities		N		\$4900.00
BUA	1104370-521200	Uniforms		N	\$4900.00	
			Journal 2023/12/953	Total	\$4900.00	\$4900.00

Journal Proof Report



Journal Number: 955 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104370-533000	Utilities		N		\$3800.00
BUA	1104370-519810	EMS Collection Fee		N	\$3800.00	
Journal 2023/12/955				Total	\$3800.00	\$3800.00

Journal Proof Report



Journal Number: 956 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104370-512210	Overtime-Unsched Straight Time		N	\$3149.11	
BUA	1104370-512200	Overtime-FT		N		\$3149.11
Journal 2023/12/956				Total	\$3149.11	\$3149.11

Journal Proof Report



Journal Number: 1420 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104330-537000	Advertising		N	\$160.00	
BUA	1104330-531100	Travel-Meals & Lodging		N		\$160.00
			Journal 2023/12/1420	Total	\$160.00	\$160.00

Journal Proof Report



Journal Number: 1422 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104140-532500	Postage		N	\$597.16	
BUA	1104130-532500	Postage		N	\$468.53	
BUA	1315167-532500	Postage		N	\$152.57	
BUA	6247420-532500	Postage		N	\$87.30	
BUA	1104380-532500	Postage		N	\$54.29	
BUA	1104520-532500	Postage		N	\$1.80	
BUA	6247420-526000	Office Supplies		N		\$87.30
BUA	1104140-526000	Office Supplies		N		\$597.16
BUA	1104130-526000	Office Supplies		N		\$468.53
BUA	1315167-526000	Office Supplies		N		\$152.57
BUA	1104380-526000	Office Supplies		N		\$54.29
BUA	1104520-532110	Telephone-IT		N		\$1.80
			Journal 2023/12/1422	Total	\$1361.65	\$1361.65

Journal Proof Report



Journal Number: 1423 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104930-569900	Appropriations		N	\$1025.00	
BUA	1104110-532500	Postage		N		\$1025.00
			Journal 2023/12/1423	Total	\$1025.00	\$1025.00

Journal Proof Report



Journal Number: 1425 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315153-531100	Travel-Meals & Lodging		N		\$247.00
BUA	1315153-549750	Incentive Payments		N	\$247.00	
Journal 2023/12/1425				Total	\$247.00	\$247.00

Journal Proof Report



Journal Number: 1426 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104310-521200	Uniforms		N	\$4000.00	
BUA	1104310-539600	Imaging & Shredding		N		\$4000.00
			Journal 2023/12/1426	Total	\$4000.00	\$4000.00

Journal Proof Report



Journal Number: 1427 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104318-531100	Travel-Meals & Lodging		N	\$800.00	
BUA	1104318-521200	Uniforms		N		\$800.00
			Journal 2023/12/1427	Total	\$800.00	\$800.00

Journal Proof Report



Journal Number: 1428 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1106110-562000	Grant Expenditures		N		\$110.00
BUA	1106110-562000	Grant Expenditures		N	\$110.00	
			Journal 2023/12/1428	Total	\$110.00	\$110.00

Journal Proof Report



Journal Number: 1450 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2404160-519000	Professional Services		N		\$71.14
BUA	2404160-531100	Travel-Meals & Lodging		N	\$71.14	
			Journal 2023/12/1450	Total	\$71.14	\$71.14

Journal Proof Report



Journal Number: 1464 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104370-533100	Electricity		N	\$944.00	
BUA	1104370-533000	Utilities		N		\$944.00
			Journal 2023/12/1464	Total	\$944.00	\$944.00

Journal Proof Report



Journal Number: 1465 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104260-533400	Water		N	\$227.00	
BUA	1104260-533100	Electricity		N		\$227.00
Journal 2023/12/1465				Total	\$227.00	\$227.00

Journal Proof Report



Journal Number: 1478 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104180-532500	Postage		N	\$72.29	
BUA	1104180-526000	Office Supplies		N		\$72.29
			Journal 2023/12/1478	Total	\$72.29	\$72.29

Journal Proof Report



Journal Number: 1468 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104180-543100	Rental of Copier Equipment		N	\$90.58	
BUA	1104180-532900	Other Communications		N		\$90.58
			Journal 2023/12/1468	Total	\$90.58	\$90.58

Journal Proof Report



Journal Number: 1445 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$20.00	
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$45.30	
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$11.34	
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$4.67	
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$0.64	
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$5.62	
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$1.74	
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$16.37	
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$1.94	
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$7.18	
BUA	2334340-545510	Vehicle Tax Dr/Cr Card Chg Fee		N	\$2.05	
BUA	2334340-545500	VD451Veh Tax \$1.69 Trans Chg		N	\$9.78	
BUA	2334340-545500	VD451Veh Tax \$1.69 Trans Chg		N	\$62.09	
BUA	2334340-545500	VD451Veh Tax \$1.69 Trans Chg		N	\$24.69	
BUA	2334340-545500	VD451Veh Tax \$1.69 Trans Chg		N	\$3.53	
BUA	2334340-545500	VD451Veh Tax \$1.69 Trans Chg		N	\$4.08	
BUA	2334340-545500	VD451Veh Tax \$1.69 Trans Chg		N	\$2.60	
BUA	2334340-545500	VD451Veh Tax \$1.69 Trans Chg		N	\$2.02	
BUA	2334340-545500	VD451Veh Tax \$1.69 Trans Chg		N	\$1.70	
BUA	2334340-545500	VD451Veh Tax \$1.69 Trans Chg		N	\$3.05	
BUA	2334340-545500	VD451Veh Tax \$1.69 Trans Chg		N	\$2.88	
BUA	2334340-549700	Direct Service Allocations		N		\$29.78
BUA	2334340-549700	Direct Service Allocations		N		\$107.39
BUA	2334340-549700	Direct Service Allocations		N		\$11.34

Journal Proof Report



Journal Number: 1445 Year: 2023 Period: 12		Description:	Reference 1: Reference 2: Reference 3:		
BUA	2334340-549700	Direct Service Allocations	N		\$29.36
BUA	2334340-549700	Direct Service Allocations	N		\$3.53
BUA	2334340-549700	Direct Service Allocations	N		\$4.08
BUA	2334340-549700	Direct Service Allocations	N		\$0.64
BUA	2334340-549700	Direct Service Allocations	N		\$2.60
BUA	2334340-549700	Direct Service Allocations	N		\$7.32
BUA	2334340-549700	Direct Service Allocations	N		\$2.02
BUA	2334340-549700	Direct Service Allocations	N		\$1.74
BUA	2334340-549700	Direct Service Allocations	N		\$16.37
BUA	2334340-549700	Direct Service Allocations	N		\$1.94
BUA	2334340-549700	Direct Service Allocations	N		\$7.18
BUA	2334340-549700	Direct Service Allocations	N		\$4.93
BUA	2334340-549700	Direct Service Allocations	N		\$3.05
			Journal 2023/12/1445	Total	\$233.27
					\$233.27

Journal Proof Report



Journal Number: 1446 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2404160-519000	Professional Services		N	\$4308.50	2585.54
BUA	2404160-537000	Advertising		N		\$4308.50
Journal 2023/12/1446				Total	\$4308.50	\$4308.50

2585.54

Journal Proof Report



Journal Number: 1447 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2404160-519000	Professional Services		N	\$1933.13	
BUA	2404160-539500	Training		N		\$1933.13
Journal 2023/12/1447				Total	\$1933.13	\$1933.13

Journal Proof Report



Journal Number: 1456 Year: 2023 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2404160-519000	Professional Services		N		\$4308.50
BUA	2404160-537000	Advertising		N	\$4308.50	
BUA	2404160-519000	Professional Services		N	\$2585.54	
BUA	2404160-537000	Advertising		N		\$2585.54
Journal 2023/12/1456				Total	\$6894.04	\$6894.04

Journal Proof Report



Journal Number: 1513 Year: 2023 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104370-532900	Other Communications		N	\$900.00	
BUA	1104370-533000	Utilities		N		\$900.00
			Journal 2023/12/1513	Total	\$900.00	\$900.00

Journal Proof Report



Journal Number: 74 Year: 2024 Period: 1

Description: Detention

Reference 1: 19 Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104311-526100-SCAAP	Office Supplies-NonCaptl FF&E		N	\$9086.89	
BUA	1100000-399100	Fund Balance Appropriated		N		\$9086.89
			Journal 2024/1/74	Total	\$9086.89	\$9086.89

Journal Proof Report



Journal Number: 62 Year: 2024 Period: 1

Description: Sheriff

Reference 1: 20

Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1100000-399100	Fund Balance Appropriated		N		\$8934.81
BUA	1104310-523100-Shrff	Program Supplies		N	\$8934.81	
			Journal 2024/1/62	Total	\$8934.81	\$8934.81

Journal Proof Report



Journal Number: 51 Year: 2024 Period: 1

Description: HMGP

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104962-557000	Capital Outlay-Land		N	\$2869917.00	
BUA	1104962-335000	Grant Revenues		N		\$3931345.00
BUA	1100000-399100	Fund Balance Appropriated		N	\$1061428.00	
			Journal 2024/1/51	Total	\$3931345.00	\$3931345.00

Journal Proof Report



Journal Number: 50 Year: 2024 Period: 1

Description: SOA

Reference 1: 26 Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1165609-529900-Don	Miscellaneous Supplies		N	\$62657.00	
BUA	1165600-399100	Fund Balance Appropriated		N		\$62657.00
Journal 2024/1/50				Total	\$62657.00	\$62657.00

Journal Proof Report



Journal Number: 49 Year: 2024 Period: 1

Description: GWTA

Reference 1: 15 Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104520-569900	Appropriations		N	\$36458.00	
BUA	1100000-399100	Fund Balance Appropriated		N		\$36458.00
			Journal 2024/1/49	Total	\$36458.00	\$36458.00

Journal Proof Report



Journal Number: 48 Year: 2024 Period: 1 Description: SOA Reference 1: 28 Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1165609-562000	Grant Expenditures		N	\$1250.00	
BUA	1165600-399100	Fund Balance Appropriated		N		\$1250.00
Journal 2024/1/48				Total	\$1250.00	\$1250.00

Journal Proof Report



Journal Number: 47 Year: 2024 Period: 1

Description: COOP

Reference 1: 17 Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1174950-523100	Program Supplies		N	\$6083.60	
BUA	1174950-523100	Program Supplies		N	\$338.74	
BUA	1174950-523100	Program Supplies		N	\$11992.03	
BUA	1174950-523100	Program Supplies		N	\$3462.44	
BUA	1174950-523100	Program Supplies		N	\$15596.46	
BUA	1174950-523100	Program Supplies		N	\$23348.58	
BUA	1174950-523100	Program Supplies		N	\$15369.24	
BUA	1174950-523100	Program Supplies		N	\$1050.00	
BUA	1175801-399100	Fund Balance Appropriated		N		\$77241.09
			Journal 2024/1/47	Total	\$77241.09	\$77241.09

Journal Proof Report



Journal Number: 44 Year: 2024 Period: 1 Description: Library Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1106110-562000	Grant Expenditures		N	\$93167.00	
BUA	1100000-399100	Fund Balance Appropriated		N		\$93167.00
Journal 2024/1/44				Total	\$93167.00	\$93167.00

Journal Proof Report



Journal Number: 43 Year: 2024 Period: 1

Description: Library

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1106110-562000	Grant Expenditures		N	\$3411.60	
BUA	1100000-399100	Fund Balance Appropriated		N		\$3411.60
			Journal 2024/1/43	Total	\$3411.60	\$3411.60

Journal Proof Report



Journal Number: 42 Year: 2024 Period: 1

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315110-535300	Repairs & Maint-Vehicles		N	\$1286.73	
BUA	1315110-549100	Dues & Subscriptions		N		\$1286.73
			Journal 2024/1/42	Total	\$1286.73	\$1286.73

Journal Proof Report



Journal Number: 63 Year: 2024 Period: 1

Description: EMS

Reference 1: 10

Reference 2:

Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1100000-399100	Fund Balance Appropriated		N		\$24350.00
BUA	1104330-558000	Capital Out-Bldg Struct & Impr		N	\$24350.00	
			Journal 2024/1/63	Total	\$24350.00	\$24350.00

Journal Proof Report



Journal Number: 72 Year: 2024 Period: 1 Description: WCC Reference 1: 14 Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1215920-399100	Fund Balance Appropriated		N		\$680262.55
BUA	1215922-563100	Capital Outlay		N	\$680262.55	
Journal 2024/1/72				Total	\$680262.55	\$680262.55

Journal Proof Report



Journal Number: 73 Year: 2024 Period: 1

Description: WCPS

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1865912-563100	Capital Outlay		N	\$1605555.08	
BUA	1865912-599110	Contingency-Capital Outlay		N	\$500000.00	
BUA	1865912-399100	Fund Balance Appropriated		N		\$2105555.08
			Journal 2024/1/73	Total	\$2105555.08	\$2105555.08

Journal Proof Report



Journal Number: 45 Year: 2024 Period: 1 Description: Facilities Reference 1: 32 Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104260-558000	Capital Out-Bldg Struct & Impr		N	\$28000.00	
BUA	4908100-599110	Contingency-Capital Outlay		N		\$28000.00
BUA	4908100-598000	Transfers to Other Funds		N	\$28000.00	
BUA	1104260-398400	Transfers from Other Funds-CPF		N		\$28000.00
Journal 2024/1/45				Total	\$56000.00	\$56000.00

Journal Proof Report



Journal Number: 46 Year: 2024 Period: 1

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1106110-554000	Capital Outlay-Vehicles		N	\$32805.00	
BUA	4908100-599110	Contingency-Capital Outlay		N		\$32805.00
BUA	4908100-598000	Transfers to Other Funds		N	\$32805.00	
BUA	1100000-398400	Transfers from Other Funds-CPF		N		\$32805.00
Journal 2024/1/46				Total	\$65610.00	\$65610.00