

Currituck County Board of Commissioners Agenda

Historic Currituck County Courthouse

Date: Monday, February 16, 2009 Time: 7:00 PM

Work Sessions

6:00 Discussion on Service Districts
FY 2008 Audit Report

Regular Agenda

- 7:00 p.m. Invocation
 Pledge of Allegiance
- Item 1 Approval of Agenda
- Item 2 Public Comment
Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.
- Item 3 **State Office of Emergency Medical Service to present Model System**
- Item 4 **Consideration** Boy Scout Lease Agreement
- Item 5 **Consideration of Resolution** to General Assembly requesting various local acts
- Item 6 **Appointment of Commissioner to Farmland Preservation Agricultural Advisory Board**
- Item 7 **Appointment of Commissioner to Northeastern Workforce Investment Consortium**
- Item 8 **Appointment of Commissioner to Recreation Advisory Board**
- Item 9 **Appointments** to Recreation Advisory Board
- Item 10 **Consent Agenda:**
1. Ordinance to authorize amending code of ordinances for billing of annual inspection of provisional septic tanks

2. Approval of NC Marriage Amendment Resolution
3. Letter requesting amendment to testing for Volatile Organic Compounds
4. Letter of Support opposing bailout legislation for the OTCs
5. Approval of February 2, 2009, Minutes
6. Approval of Sheriff's Office Records Retention and Disposition Schedule
7. Budget Amendments
8. Crowder Change Order #2 - Mainland Water Construction
9. Change order #1 - McKenzie Construction Co., Moyock Library
10. Planning Department Job Descriptions
11. Fire & EMS Peer Review/Quality Management bylaws and personnel approval

Item 11 Commissioner's Report

Item 12 County Manager's Report

Item 13 **Closed Session:**

1. According to GS 143-318.11(6)to discuss personnel

Adjourn

Special Meeting

Tourism Development Authority

Call to Order

Budget Amendment

Discussion of Additional Tourism Funding

Discussion on Moyock Welcome Center Sign up-grade

Adjourn

Filename: Board of Commissioners Meeting Agenda 2009-02-16 19-00.doc
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NORTH CAROLINA

CURRITUCK COUNTY

LICENSE AGREEMENT

THIS LICENSE AGREEMENT made and entered into this ____ day of _____, 2009, by and between Currituck County North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (the “Licensor”), and Tidewater Council No. 596, Boy Scouts of America with principal offices in Virginia Beach, Virginia, (the “Licensee”).

WITNESSETH:

That the County of Currituck in consideration of the license fee in the amount of One and No/100 Dollars (\$1.00) payable in advance hereby grants a non-exclusive license to let the Licensee use, beginning April 1, 2009 and ending March 31, 2011, the property described in Exhibit A attached to this license agreement and incorporated hereinafter by reference, (the “Premises”), for recreational and incidental purposes.

THIS AGREEMENT is granted subject to the following conditions:

1. The Premises may be used for the following: park and or recreational purposes only with no others: camping, hiking and training in connection with programs of Boy Scouts of America. Other similar youth activities by other groups or organizations may be permitted by

Licensors. The Currituck County Director of Public Works shall resolve any scheduling or use conflicts.

2. Any development and/or maintenance the Licensee elects to do to the premises must be done in accordance with a Development and Maintenance Program to be mutually agreed upon in writing by both parties. All structures shall be constructed and landscaping accomplished in accordance with plans approved by the Currituck Board of Commissioners or its designated Agent. Title to improvements constructed or erected by the Licensee shall remain vested in Licensee subject however to the provisions of condition 8 hereof and shall be maintained by Licensee in a condition satisfactory to Licensors

3. Licensee shall cut no timber, conduct no mining operations, remove no sand, gravel or kindred substances from the ground, commit no waste to any kind, nor in any manner substantially change the contour or condition of the Premises except as may be authorized under and pursuant to condition 2 of this License Agreement. Licensee may salvage such fallen or dead timber as may be required for use as firewood.

4. Licensee shall not discharge waste, effluent, or gaseous or vapor emissions from the Premises in such a manner that would violate Federal, State or local regulations pertaining to water and/or air pollution control.

5. The Licensors shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the exercise of the privileges granted by this License

Agreement or for damages to the property of the Licensee or for damages to the property or injuries to the person of the Licensee's officers, agents, servants, employees, members, or others who may be on the premises at Licensee's invitation or the invitation of anyone of them arising from or incident to any of Licensor's governmental activities on the Premises and the Licensee shall hold Licensor harmless from any and all such claims except for the sole negligence of Licensor or its agents.

6. This License Agreement may be relinquished by the Licensee at any time by giving the Licensor at least 30 days notice in writing.

7. This License Agreement may be revoked by Licensor in the event the Licensee violates any of the terms and conditions of this agreement and continues and persists therein for a period of 30 days after notice thereof in writing by the Licensor or in the event the Licensor determines the Premises are required by Licensor for another use.

8. On or before the date of expiration of this License Agreement or its termination by the Licensor, the Licensee shall vacate the premises, remove its property and restore the Premises to a condition satisfactory to the Licensor. If, however, the License Agreement is revoked, Licensee shall vacate the Premises, remove its property, and restore the Premises to a condition satisfactory to the Licensor within such time as the Licensor shall designate. In either event, if Licensee shall fail or neglect to remove its property and restore the Premises to a condition satisfactory to Licensor, then at the option of the Licensor the Licensee's property shall either become the property of Licensor without compensation or Licensor may cause it to be removed and the Premises restored to a condition satisfactory to Licensor.

9. All notices to be given pursuant to this License Agreement shall be addressed if to the Licensee, to Tidewater Council, No. 596, Boy Scouts of America, 1032 Heatherwood Drive, Virginia Beach VA, 23455 6675; if to Licensor, to County of Currituck, P.O. Box 39, Currituck NC 27929.

10. This License Agreement is personal and non assignable by the Licensee.

IN WITNESS WHEREOF, Licensor and Licensee have executed this License Agreement in duplicate originals, one of which is retained by each of the parties, the day and year first above written.

COUNTY OF CURRITUCK

ATTEST:

Clerk to the Board

BY: _____
J. Owen Etheridge, Chairman
Board of Commissioners

(COUNTY SEAL)

TIDEWATER COUNCIL NO. 596
BOY SCOUTS OF AMERICA

BY: _____
Executive Director,
Tidewater Council, Inc.

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**RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY,
NORTH CAROLINA ESTABLISHING LEGISLATIVE AGENDA AND REQUEST FOR
THE INTRODUCTION OF VARIOUS LOCAL ACTS BY THE COUNTY'S
LEGISLATIVE DELEGATION**

WHEREAS, the North Carolina General Assembly convened its 2009-2010 Session on January 28, 2009; and

WHEREAS, Board of Commissioners for the County of Currituck desires that its legislative delegation introduce and support the adoption of various local acts beneficial to the citizens of Currituck County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Currituck, North Carolina that:

Section 1. The County of Currituck requests that Representative Bill Owens and Senator Marc Basnight introduce and support the following legislation:

A. Regulation and Use of Golf Carts on Public Streets

Legislation to authorize the county to, by ordinance, regulate the operation of golf carts on any public street or road within the county and the authority to, by ordinance, require the registration of golf carts, charge a fee for the registration, specify the persons authorized to operate golf carts, and specify the required equipment, load limits, hours and methods of operation and golf carts and types of streets upon which golf carts may be operated.

B. Use of Electronic Means to Provide Public Notice for Certain Public Hearings

Legislation to authorize the county, by ordinance, to provide notice of public hearings through electronic means including, but not limited to, the county website but that such ordinance may not supersede requirements for mailed notice, the posting of signs on property or the required time frame for public notices.

C. Expand Membership of the Currituck Game Commission

Legislation to increase membership of the Currituck Game Commission from five to seven members with one member chosen from each of the five county commissioner residency districts and two members appointed to serve at large.

D. Expand Membership of the Board of Adjustment

Legislation to increase membership of the Currituck County Board of Adjustment from five regular members to seven regular members with one regular member chosen from each of the five county commissioner residency districts and two regular members appointed to serve at large.

E. Transfer of Development Rights

Legislation to allow the county to implement transfer of development rights.

F. Restrict Outlying Landing Field

Legislation to restrict the location of military outlying landing fields in the vicinity of educational facilities.

Section 2. The County Manager, County Attorney and Clerk to the Board of Commissioners are directed to forward a copy of this resolution to Representative Bill Owens and Senator Marc Basnight with supporting documentation.

Section 3. This resolution shall be effective upon its adoption.

ADOPTED the 16th day of February, 2009.

J. Owen Etheridge, Chair
Board of Commissioners

ATTEST:

Clerk to the Board

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CURRITUCK COUNTY, NORTH CAROLINA ESTABLISHING LEGISLATIVE AGENDA AND
REQUEST FOR THE INTRODUCTION OF VARIOUS LOCAL ACTS BY THE COUNTY'S
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NORTHEASTERN REGION WORKFORCE DEVELOPMENT

Sound Workforce Solutions

Serving Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties

January 30, 2009

Mr. Dan Scanlon
Currituck County Manager
P.O. Box 39
Currituck, NC 27929

RE: *Workforce Investment Consortium Replacement for Currituck County*

Dear Mr. Scanlon:

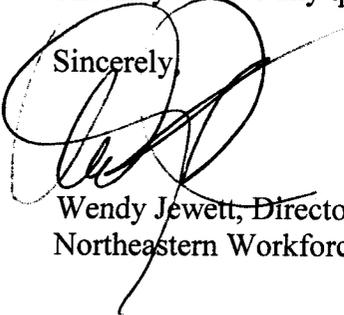
The purpose of this correspondence is to inform you that Currituck County is in need of a representative to the Northeastern Workforce Investment Consortium.

Please send your letter of appointment to:

Wendy Jewett
Northeastern Workforce Development
Albemarle Commission
P.O. Box 646
Hertford, NC 27944

Should you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,



Wendy Jewett, Director
Northeastern Workforce Development

BOARD CHAIR
MARCY BERGMAN

EXECUTIVE COMMITTEE
KENNY KEE
ALTHEA RIDDICK
COLLEEN TURNER
CHRISTINE MCKENZIE
STEVE BRYAN
CAROL RICKETTS



**Career Planning, Training
& Placement Services**

BOARD CHAIR DIRECTOR
WENDY JEWETT

512 SOUTH CHURCH STREET
POST OFFICE BOX 646
HERTFORD, NC 27944

PHONE 25 2-426-5753
FAX 252-426-8482
WEB ADDRESS: www.nwdb.org

AN EQUAL OPPORTUNITY EMPLOYER

RECREATION ADVISORY BOARD

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Donna McCloud	District 1	Donna McCloud	Vance Aydlett	February 2009	January 2010
Don Humphries	District 2	Horace Bell	John Rorer	February 2009	January 2010
Denise Fallon	District 3	Denise Fallon	Barry Nelms	February 2009	January 2010
Sam Casey	District 4	Sam Casey	Owen Etheridge	February 2009	January 2010
Laurie Peters	District 5	Laurie Peters	Janet Taylor	February 2009	January 2010
Ernest Hughes	At-Large		Gene Gregory		January 2010
Renee Grimett	At-Large		Paul O'Neal		January 2010

RESOLUTION
HB 1130

Whereas, the General Assembly of the State of North Carolina passed in Chapter 577 (House Bill 1130) 1996 Session Laws, giving authority for the County to collect any fees for the annual inspection of provisional septic tanks that had not been voluntarily paid by the property owner in the same manner by which taxes are collected.

NOW, THEREFORE, BE IT RESOLVED, Currituck County, by this ordinance does authorize and direct that delinquent fees for the annual inspection of provisional septic tanks or other innovative septic systems approved by the Albemarle Regional Health Department on a provisional basis may be billed as property taxes and that said delinquent fees can be collected on the bill that includes the fee. This fee will become a lien against said property.

ADOPTED this the 16th day of February, 2009.

ATTEST:

Gwen H. Keene, CMC
Clerk to the Board

J. Owen Etheridge
Chairman

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BOARD OF COMMISSIONERS

J. Owen Etheridge, Chairman
S. Paul O'Neal, Vice-Chairman
O. Vance Aydlett, Jr.
Gene A. Gregory
Barry C. Nelms
John D. Rorer
Janet L. Taylor

County Manager's Office
Post Office Box 39
Currituck, North Carolina 27929-0039
Telephone (252) 232-2075 / Fax (252) 232-3551
State Courier # 10-69-17

DANIEL F. SCANLON II, CPA
County Manager
DONALD I. McREE, JR.
County Attorney
GWEN H. KEENE, CMC
Clerk to the Board

February 16, 2009

Currituck County Legislative Delegation
Senator Marc Basnight
Representative Bill Owens
Raleigh, NC

Gentlemen:

In the 2007-2008 Legislative Session action was taken that requires testing of all newly constructed private drinking water wells for Volatile Organic Compounds (VOC's). The Currituck County Board of Commissioners understands water is a resource that needs to be protected; however, we feel this requirement needs review and further action.

Requiring all constructed wells to be tested for VOC's is costly and not a good use of local or state government resources. In North Carolina implementation of the new testing requirements could cost approximately \$3.6 million annually (based on the estimated number of private drinking water wells constructed in 2004 (approximately 15,650 wells) and the potential cost of adding the VOC testing parameters (approximately \$230 per water sample collected). These costs are borne by the local health departments/counties and along with the cost of the permit are passed along to the consumer/taxpayer. We are not advocating discontinuing testing all private drinking water wells for VOC's, but to test only when appropriate circumstances indicate a risk of their presence.

We appreciate your consideration and support of this matter and request amendment of current legislation (GS 87-97(h), Drinking Water Testing) to reflect the following: Testing for Volatile Organic Compounds (VOC's) is required only when indicated and that it is the responsibility of the local Health Department to ensure appropriate testing is conducted.

Sincerely,

J. Owen Etheridge
Chairman

Cc: NCACC
Jerry Parks, Regional Health Department

BOARD OF COMMISSIONERS

J. Owen Etheridge, Chairman
S. Paul O'Neal, Vice-Chairman
O. Vance Aydlett, Jr.
Gene A. Gregory
Barry C. Nelms
John D. Rorer
Janet L. Taylor

County Manager's Office
Post Office Box 39
Currituck, North Carolina 27929-0039
Telephone (252) 232-2075 / Fax (252) 232-3551
State Courier # 10-69-17

DANIEL F. SCANLON II, CPA
County Manager
DONALD I. McREE, JR.
County Attorney
GWEN H. KEENE, CMC
Clerk to the Board

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COUNTY OF DARE

PO Box 1000, Manteo, NC

MEMORANDUM

February 4, 2009

TO: Southern Shores, Duck, Kitty Hawk, Kill Devil Hills, Nags Head, and Manteo

FROM: Katie Smith, Clerk

A handwritten signature in blue ink, appearing to be "Katie Smith", is written over the printed name.

RE: OTC Request for Tax Exemption

Please find enclosed a letter approved by the Dare County Board of Commissioners at their meeting on February 2, 2009, regarding online travel company's (OTCs) request for exemption from state and local hotel occupancy taxes. This letter was addressed to Senators Hagan and Burr, Congress Representatives for NC, the Governor, Lieutenant Governor, Senator Basnight, and Representative Spear.



COUNTY OF DARE

P.O. Box 1000, Manteo, North Carolina 27954

February 3, 2009

The Honorable Richard Burr
217 Russell Senate Office Building
Washington, DC 20510

Dear Senator Burr:

We want to express our concern over efforts of online travel companies (“OTCs”) to ask for exemption from state and local hotel occupancy taxes (“bed taxes”) by the passage of a “National Standard Relating to Interstate Travel Booking Services” which we anticipate will come as an amendment to a larger bill very soon. Given the state of our economy and our local and state government fiscal conditions, it is inexplicable why Congress would ever consider such an effort.

These companies have collected bed taxes from customers in our city but refused to fully remit the taxes to our government, costing us millions of dollars in unpaid taxes.

The effect of passing their proposal would grant the OTCs retroactive and prospective immunity from existing lawsuits and assessments across the country for payment of these delinquent taxes, including a claim by our government pending now in court.

If Congress believes there is an issue to be addressed, it should be handled with transparency: in the regular order, including hearings, testimony, and debate.

We oppose the passage of any bailout legislation for the OTCs or any other proposal that would immunize these companies from remitting the same bed taxes that they are collecting.

Respectfully submitted,

Warren Judge, Chairman
Dare County Board of Commissioners

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CURRITUCK COUNTY
NORTH CAROLINA
February 2, 2009

The Board of Commissioners met at 7:00 p.m. for its regularly scheduled meeting at the Historic Courthouse in the Commissioners Meeting Room with the following members present: Chairman Etheridge, Commissioners O'Neal, Aydlett, Nelms, Rorer, Gregory and Taylor.

Invocation and Pledge of Allegiance

The Reverend David Blackman, Mt. Zion/Hebron Methodist Church was present to give the invocation.

Girl Scout Troop 2428 gave the Pledge of Allegiance.

Approval of Agenda

Commissioner O'Neal moved to approve the agenda by amending to continue Item 9, PB09-03 Wild Horse Adventure Tours. Commissioner Aydlett seconded the motion. Motion carried.

- Item 2 **Public Comment**
Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.
- Item 3 **Presentation of "The Order of the Long Leaf Pine" to Ernie Bowden**
- Item 4 **Resolution Commending Mike Hoff, U.S. Fish and Wildlife Service**
- Item 5 **Presentation of Fiscal year 2008 Audit Report**
- Item 6 **Presentation by Healthy Carolinians of the Albemarle** 2008 State of the County Report by Amy Underhill and Ann Roach
- Item 7 **Presentation by the Whalehead Preservation Trust**
- Item 8 **Public Hearing and Action** PB 88-66 Villages at Ocean Hill, Phase 6C: Variance request regarding access for lots 267, 268, and 269. Located in Corolla, PINS 114E-000-WELL-0003 and 114E-000-098B-0000, Poplar Branch Township.
- Item 9 **Public Hearing and Action** PB 09-03 Wild Horse Adventure Tours: Request for a Special Use Permit for outdoor recreation. The property is located at 600 Currituck Club Drive, Corolla, Tax Map 126, Parcel 3D, Poplar Branch Township.
- Item 10 **Resolution amending a resolution** declaring its intention to consider the permanent closing a portion of Shark Lane, Shad Lane and Rock Lane
- Item 11 **Appointment to Senior Citizens Advisory Board**
- Item 12 **Appointments to Planning Board**
- Item 13 **Appointment to Stormwater Advisory Board**

- Item 14 **Appointment to Airport Advisory Board**
- Item 15 **Appointments to Recreation Advisory Board**
- Item 16 **Appointments to Economic Development Board**
- Item 17 **Appointments to Tourism Advisory Board**
- Item 18 **Reappoint Members of Farmland Preservation Agricultural Advisory Board**
- Item 19 **Consent Agenda:**
1. Budget Amendments
 2. Corolla Volunteer Fire Department - Request to substitute approved Capital Outlay
 3. Charge to Tax Collector Levy on Motor Vehicles for October Renewals
 4. Approval of January 5, 2009, Minutes
 5. Resolution Opposing Insurance Rate Increase
 6. Resolution Supporting Repairs to Long Lane, Knotts Island
 7. Petition to NCDOT for Road Addition of Herman's Court, Moyock
- Item 20 Commissioner's Report
- Item 21 County Manager's Report
- Adjourn

Public Comment

Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.

Chairman Etheridge opened the public comment period.

Elton Finnerty, Wedgewood Lakes, expressed his concerns with drugs in his neighborhood and the lack of service from the Sheriff's department.

Denise Hall, Moyock, expressed her concerns with a paid fire department and the increase in her tax.

There being no further comments, Chairman Etheridge closed the public comment period.

Presentation of "The Order of the Long Leaf Pine" to Ernie Bowden

Sheila Tyler, Clerk of Superior Court, presented to Ernie Bowden the Order of the Long Leaf Pine, the highest civilian honor that can be granted in North Carolina. This is among the most prestigious awards presented by the Governor and is presented to individuals who have a proven record of extraordinary service to the State. Mr. Bowden was a Currituck County Commissioner for 24 years.

Resolution Commending Mike Hoff, U.S. Fish and Wildlife Service

Chairman Etheridge presented the following resolution to Mike Hoff, Manager of US Fish and Wildlife Service.

**Resolution
Commending Mike Hoff, Manager
US Fish and Wildlife Service**

WHEREAS, Currituck County received immediate response, assistance and accommodation from US Fish and Wildlife Service Manager Mike Hoff; and

WHEREAS, there was an unfortunate incident at the Knotts Island Volunteer Fire Station which caused the County to immediately relocate personnel due to safety of the structure; and

WHEREAS, Currituck County entered a non-binding agreement for temporary occupancy of a vacant residence on refuge property at no cost to the county; and

WHEREAS, this enabled prompt and efficient relocation of Fire-EMS, supplies, equipment and personnel; and

WHEREAS, this move was made possible with the continued partnership and collaboration of the Knotts Island Volunteer Fire Department and the US Fish and Wildlife Service.

NOW, THEREFORE, BE IT RESOLVED, the Currituck County Board of Commissioners would like to thank Mr. Mike Hoff and the US Fish and Wildlife Service for their assistance and continued support of Currituck County.

Presentation of Fiscal year 2008 Audit Report

Chris Burton, CPA, Auditor, and Sandra Hill, Finance Director, presented the 2008 audit report.

Commissioner O'Neal requested a resolution from area agencies that the county appropriates funding present their audits to the County Managers. Commissioner Aydlett seconded the motion. Motion carried.

Presentation by Healthy Carolinians of the Albemarle 2008 State of the County Report by Amy Underhill and Ann Roach

Amy Underhill, Albemarle Regional Health, presented the State of the County. The mission is to be a community-based network of agencies and citizens dedicated to improving the quality of life through health and wellness.

Presentation by the Whalehead Preservation Trust

Edna Baden, Director, made a presentation to the Board on the progress and accomplishments over the past 16 years that have taken place at the Whalehead Club.

Public Hearing and Action PB 88-66 Villages at Ocean Hill, Phase 6C: Variance request regarding access for lots 267, 268, and 269. Located in Corolla, PINS 114E-000-WELL-0003 and 114E-000-098B-0000, Poplar Branch Township.

Sworn testimony was given prior to making comments.

Ben Woody, Planning Director, reviewed the request.

Midatlantic Builders, LLC has requested a variance from the Unified Development Ordinance (UDO) to establish a legal access to a proposed three lot subdivision located off Windance Lane in the Villages at Ocean Hill subdivision. The three lot subdivision, referred to as Phase 6C, initially received sketch plan approval in 1994. Subsequently the county drilled a new well adjacent to the proposed subdivision that was approximately 10.25 feet south of the original location indicated on the 1994 sketch plan. The shifting of the well site effectively pinched the required right-of-way width of 30 feet, resulting in a substandard access width for the proposed subdivision. To rectify the situation, the applicant has proposed two variance options:

Option A

Grant a variance to allow direct access to lots 267 and 268 via a shared driveway from NC12. This would leave lot 269 with driveway access from Windance Lane. The UDO has historically limited access to major arterials such as NC 12. Most of the subdivisions that have developed on the Outer Banks, known as Planned Unit from Developments (PUD's), have required that access be taken interior streets to avoid increasing the number of curb cuts to NC 12, thereby increasing the general operational safety of the roadway. The UDO also provides that double frontage lots must provide a non-access easement on the most traveled roadway, which would be NC12 in this case. The Option A request seeks a variance from the above mentioned

access restrictions to NC12. The applicant has already received approval from NCDOT for a shared driveway to serve lots 267 and 286. Please see the applicant's attached request for their reasoning for approval of this variance.

Option B

Grant a variance to allow access to lots 267, 268 and 269 from an 18.3 foot wide easement at its narrowest point. The UDO requires that lots have frontage on a public or private right-of-way. While each proposed lot has frontage on NC 12 or Windance Lane, the access prohibition to NC12 prevents a driveway for lots 267 and 268 to be taken from said right-of-way. This means these two lots would not be able to take access from the right-of-way they front onto. Due to the available lot width of only 18.3 feet adjacent to the well site, the applicant is not able to bring the required 30 foot right-of-way off Windance Lane. The Option B request seeks a variance from the above mentioned access provisions to allow a three lot subdivision to take access from a 18.3 foot wide easement at its narrowest point (rather than from a 30 foot right-of-way). The Fire Marshal has stated that per the North Carolina Fire Prevention Code access to a subdivision of three or more lots should be a minimum of 20 feet in width. Considering there is only 18.3 feet of width available at the narrowest point, it appears the granting of this variance may be in conflict with the general requirements of the North Carolina Fire Prevention Code. Please see the applicant's attached request for their reasoning for approval of this variance.

Variance Requirements

In order to approve a variance request for a planned unit development, the Board of Commissioners must make the following findings. Additionally, in granting a variance the Board of Commissioners may attach additional conditions or requirements that will, in its judgment, secure the objective of the standards or requirements so varied or modified. The proposed variance:

1. Will not endanger the public health or safety;
2. Will not injure the value of adjoining or abutting property;
3. Will be in harmony with the area in which it is located;

4. Will be in conformity with the Land Use Plan, Thoroughfare Plan, or other plan officially adopted by the board; and,
5. Will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate. Such facilities must be in place or programmed to be in place within two years after the initial approval of the sketch plan.

Chairman Etheridge opened the public hearing.

Mark Bissell, Engineer, stated that joint access for lots would be on the interior streets, not on NC 12.

Jim Bickford, supports access.

Dan Hunt, VOH, thanked the County and developer for working out the access issue.

There being no further comments, Chairman Etheridge closed the public hearing.

Commissioner Aydlett moved to grant variance, Plan B with findings of fact. Commissioner O'Neal seconded the motion. Motion carried

Public Hearing and Action PB 09-03 Wild Horse Adventure Tours: Request for a Special Use Permit for outdoor recreation. The property is located at 600 Currituck Club Drive, Corolla, Tax Map 126, Parcel 3D, Poplar Branch Township.

Continued

Resolution amending a resolution declaring its intention to consider the permanent closing a portion of Shark Lane, Shad Lane and Rock Lane

Commissioner Aydlett moved to approve. Commissioner O'Neal seconded the motion. Motion carried.

NORTH CAROLINA

CURRITUCK COUNTY

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE COUNTY OF CURRITUCK AMENDING A RESOLUTION DECLARING ITS INTENTION TO CONSIDER THE PERMANENT CLOSING OF A PORTION OF ROCK LANE IN FRUITVILLE TOWNSHIP

WHEREAS, a preliminary resolution declaring the intent of the Currituck County Board of Commissioners to close a portion of Rock Lane in Fruitville Township, more fully described below, was adopted at a regular meeting of the Currituck County Board of Commissioners on August 4, 2008 and a public hearing on the question was called for 7:00 P.M. on September 2, 2008 in the Historic Currituck Courthouse for the purpose of hearing objections to the closing of a portion of said street; and

WHEREAS, notice of such public hearing has been published once a week for three successive weeks in a newspaper published and having a general circulation in Currituck County, North Carolina and a notice of the closing and the public hearing has been prominently posted in at least two places along the portion of Rock Lane proposed for closure and abandonment; and

WHEREAS, the public hearing has been conducted at 7:00 P.M. on September 2, 2008 in the Historic Currituck Courthouse, and said public hearing was conducted for the purpose of hearing objections to the closing of the said portion of Rock Lane in Fruitville Township, at which time all parties and persons interested were given an opportunity to be heard; and

WHEREAS, the Currituck County Board of Commissioners, after considering all matters has determined that the closing of the hereinafter described portion of Rock Lane in Fruitville Township would not be detrimental to the public interest or to any individual property rights and further the Currituck County Board of Commissioners is satisfied that closing the hereinafter described portion of Rock Lane is not contrary to the public interest and no individual owning property in the vicinity of said portion of Rock Lane to be closed or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to their property;

NOW THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. The Currituck County Board of Commissioners hereby declares the hereinafter described portion of Rock Lane located in Fruitville Township, Currituck County, North Carolina to be permanently closed and abandoned, and that the right, title and interest in the hereinafter described portion of Rock Lane be vested in the owners of the parcel of land adjoining said portion of Rock Lane which is hereby closed and abandoned, said portion of Rock Lane, which is hereby declared closed and abandoned being more particularly described as follows:

Rock Lane

Being a certain tract of land lying and situated in Fruitville Township, Currituck County, North Carolina and being further described as follows:

BEGINNING at a point situated at the northwest corner of Carova Beach Business Area, Lot A, Section 2, Carova Beach Subdivision recorded in Deed Book 115, Page 453 and Map Book 2, Page 125 of the Currituck Public Registry and also being located in the southwest corner of the intersection of Sandfiddler Road, a 60 foot right-of-way, and Rock Lane where Rock Lane becomes a 40 foot right-of-way; thence from the point of beginning North 01°45'00" West 20.00 feet to a point, cornering; thence North 88°15'00" East approximately 536.95 feet to a point, the Mean High Water Line of the Atlantic Ocean as observed on February 14, 2008; thence running with the Mean High Water Line of the Atlantic Ocean South 00°43'42" East approximately 20.01 feet to a point located in the southern right-of-way line of Rock Lane, said point also being on the northern boundary line of Carova Beach Business Area, Lot A, Section 2, Carova Beach Subdivision recorded in Deed Book 115, Page 453 and Map Book 2, Page 125 of the Currituck Public Registry; thence from the Mean High Water Line of the Atlantic Ocean and running with the southern right-of-way line of Rock Lane and the aforementioned Carova Beach Business Area, Lot A, Section 2, Carova Beach Subdivision South 88°15'00" West approximately 536.24 feet to a point located at the intersection of the southern right-of-way line of Rock Lane and the eastern right-of-way of Sandfiddler Road said point being the point and place of beginning.

Section 2. This resolution shall be effective on the date and at the time a final plat for that subdivision application dated August 21, 2008 entitled in part "Carova Beach Business Block, Section 2, Proposed Open Space Subdivision" is filed for record in the Currituck County Registry and on that date and at that time

the Clerk to the Board of Commissioners shall record a certified copy of this resolution in the Currituck County Registry.

Section 3. This resolution supersedes and replaces the resolution pertaining to Rock Lane adopted on September 2, 2008.

NORTH CAROLINA

CURRITUCK COUNTY

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE COUNTY OF CURRITUCK AMENDING A RESOLUTION DECLARING ITS INTENTION TO CONSIDER THE PERMANENT CLOSING OF A PORTION OF SHARK LANE IN FRUITVILLE TOWNSHIP

WHEREAS, a preliminary resolution declaring the intent of the Currituck County Board of Commissioners to close a portion of Shark Lane in Fruitville Township, more fully described below, was adopted at a regular meeting of the Currituck County Board of Commissioners on August 4, 2008 and a public hearing on the question was called for 7:00 P.M. on September 2, 2008 in the Historic Currituck Courthouse for the purpose of hearing objections to the closing of a portion of said street; and

WHEREAS, notice of such public hearing has been published once a week for three successive weeks in a newspaper published and having a general circulation in Currituck County, North Carolina and a notice of the closing and the public hearing has been prominently posted in at least two places along the portion of Shark Lane proposed for closure and abandonment; and

WHEREAS, the public hearing has been conducted at 7:00 P.M. on September 2, 2008 in the Historic Currituck Courthouse, and said public hearing was conducted for the purpose of hearing objections to the closing of the said portion of Shark Lane in Fruitville Township, at which time all parties and persons interested were given an opportunity to be heard; and

WHEREAS, the Currituck County Board of Commissioners, after considering all matters has determined that the closing of the hereinafter described portion of Shark Lane

in Fruitville Township would not be detrimental to the public interest or to any individual property rights and further the Currituck County Board of Commissioners is satisfied that closing the hereinafter described portion of Shark Lane is not contrary to the public interest and no individual owning property in the vicinity of said portion of Shark Lane to be closed or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to their property.

NOW THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. The Currituck County Board of Commissioners hereby declares the hereinafter described portion of Shark Lane located in Fruitville Township, Currituck County, North Carolina to be permanently closed and abandoned, and that the right, title and interest in the hereinafter described portion of Shark Lane be vested in the owner of the parcel of land adjoining said portion of Shark Lane which is hereby closed and abandoned, said portion of Shark Lane, which is hereby declared closed and abandoned being more particularly described as follows:

Shark Lane

Being a certain tract of land lying and situated in Fruitville Township, Currituck County, North Carolina and being further described as follows:

BEGINNING at a set iron rod situated in the northwest corner of Business Area A, Section 5, Carova Beach Subdivision recorded in Deed Book 353, Page 652 and Map Book 2, Page 139 of the Currituck County Registry, said point also being located in the eastern right-of-way of Sandfiddler Road, thence from the point of beginning North 01° 45'00" West 10.00 feet to a point, cornering; thence North 88°15'00" East approximately 639.62 feet to a point, the Mean High Water Line of the Atlantic Ocean as observed on February 14, 2008, cornering; thence running with the aforementioned Mean High Water Line South 01°49'58" East 10.00 feet to a point situated in the northern line of Business Area A, Section 5, Carova Beach Subdivision recorded in Deed Book 353, Page 652 and Map Book 2, Page 139 of the Currituck County Registry, cornering; thence leaving the Mean High Water Line of the Atlantic Ocean South 88°15'00" West approximately 639.65 feet to a set iron rod located in the eastern right-of-way of Sandfiddler Road, the place and point of beginning containing 6,396 square feet more or less.

Said parcel of land being the southern 10' feet of the 20' public pedestrian beach access extending from the east right of way line of Sandfiddler Road to the Mean High Water Line of the Atlantic Ocean.

Section 2. This resolution shall be effective on the date and at the time a final plat for that subdivision application dated August 21, 2008 entitled in part "Carova Beach Business Block, Section 5, Proposed Open Space Subdivision" is filed for record in the Currituck County Registry and on that date and at that time the Clerk to the Board of Commissioners shall record a certified copy of this resolution in the Currituck County Registry.

Section 3. This resolution supersedes and replaces the resolution pertaining to Shark Lane and adopted on September 2, 2008.

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE COUNTY OF CURRITUCK AMENDING A RESOLUTION DECLARING ITS INTENTION TO CONSIDER THE PERMANENT CLOSING OF A PORTION OF SHAD LANE IN FRUITVILLE TOWNSHIP

WHEREAS, a preliminary resolution declaring the intent of the Currituck County Board of Commissioners to close a portion of Shad Lane in Fruitville Township, more fully described below, was adopted at a regular meeting of the Currituck County Board of Commissioners on August 4, 2008 and a public hearing on the question was called for 7:00 P.M. on September 2, 2008 in the Historic Currituck Courthouse for the purpose of hearing objections to the closing of a portion of said street; and

WHEREAS, notice of such public hearing has been published once a week for three successive weeks in a newspaper published and having a general circulation in Currituck County, North Carolina and a notice of the closing and the public hearing has been prominently posted in at least two places along the portion of Shad Lane proposed for closure and abandonment; and

WHEREAS, the public hearing has been conducted at 7:00 P.M. on September 2, 2008 in the Historic Currituck Courthouse, and said public hearing was conducted for the purpose of hearing objections to the closing of the said portion of Shad Lane in Fruitville

Township, at which time all parties and persons interested were given an opportunity to be heard; and

WHEREAS, the Currituck County Board of Commissioners, after considering all matters has determined that the closing of the hereinafter described portion of Shad Lane in Fruitville Township would not be detrimental to the public interest or to any individual property rights and further the Currituck County Board of Commissioners is satisfied that closing the hereinafter described portion of Shad Lane is not contrary to the public interest and no individual owning property in the vicinity of said portion of Shad Lane to be closed or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to their property;

NOW THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. The Currituck County Board of Commissioners hereby declares the hereinafter described portion of Shad Lane located in Fruitville Township, Currituck County, North Carolina to be permanently closed and abandoned, and that the right, title and interest in the hereinafter described portion of Shad Lane be vested in the owners of the land adjoining said portion of Shad Lane which is hereby closed and abandoned, said portion of Shad Lane, which is hereby declared closed and abandoned being more particularly described as follows:

Shad Lane

Being a certain tract of land lying and situated in Fruitville Township, Currituck County, North Carolina and being further described as follows:

BEGINNING at a point situated on the southwest boundary of Business Area A, Section 5, Carova Beach Subdivision recorded in Deed Book 115, Page 453 and Map Book 2, Page 125 of the Currituck Public Registry and also being situated on the northeast corner of the intersection of Sandfiddler Road, a 60' public right-of-way and Shad Lane, a 60' public right-of-way; thence from the point of beginning along the eastern right-of-way line of Sandfiddler Road South 01°45'00" East approximately 70.00 feet to a point, cornering; thence North 88°15'00" East approximately 531.51 feet to a point, the Mean High Water Line of the Atlantic Ocean as observed on February 14, 2008; thence running with the Mean High Water Line of the Atlantic Ocean North 01°45'00" West 30.00 feet

to a point situated on the northern right of way line of the aforementioned Shad Lane, said point also being on the southern boundary of Business Area A, Section 5, Carova Beach Subdivision recorded in Deed Book 115, Page 453 and Map Book 2, Page 125 of the Currituck Public Registry; thence leaving the High Water Line of the Atlantic Ocean and running along the northern right-of-way line of the aforementioned Shad Lane and the southern line of the aforementioned Business Area A, Section 5, Carova Beach Subdivision South $88^{\circ}15'00''$ West approximately 491.51 feet to a point; thence North $43^{\circ}15'00''$ East 56.57 feet to a point, the point and place of beginning.

Said parcel of land being a portion of Shad Lane, a 60' public right of way including the intersection triangle with Sandfiddler Road extending from the east right of way of Sandfiddler Road to the Mean High Water Line of the Atlantic Ocean.

Section 2. This resolution shall be effective on the date and at the time a final plat for that subdivision application dated August 21, 2008 entitled in part "Carova Beach Business Block, Section 2, Proposed Open Space Subdivision" is filed for record in the Currituck County Registry and on that date and at that time the Clerk to the Board of Commissioners shall record a certified copy of this resolution in the Currituck County Registry.

Section 3. This resolution supersedes and replaces the resolution pertaining to Shad Lane and adopted on September 2, 2008.

Appointment to Senior Citizens Advisory Board

Commissioner O'Neal moved to appoint Peggy Stewart.
Commissioner Taylor seconded the motion. Motion carried.

Appointments to Planning Board

Commissioner Nelms nominated Bren Robbins. Commissioner Gregory nominated Fannie Newbern. Commissioner O'Neal seconded the nominations. They were appointed by acclamation.

Appointment to Stormwater Advisory Board

Commissioner Aydlett moved to appoint Mike Cherry to fill unexpired term of Don Cheek. Commissioner O'Neal seconded the motion. Motion carried.

Appointment to Airport Advisory Board

Commissioner Rorer moved to appoint John Snowden.
Commissioner Aydlett seconded the motion. Motion carried
with Commissioner Gregory and Nelms voting no.

Commissioner O'Neal moved to appoint Marion Gilbert.
Commissioner Aydlett seconded the motion. Motion carried.

Commissioner Taylor moved to appoint Denise Hall.
Commissioner Gregory seconded the motion. Motion carried.

Appointments to Recreation Advisory Board

Commissioner Aydlett nominated Donna McCloud. Commissioner Rorer nominated Horace Bell. Commissioner Nelms nominated Denise Fallon. Chairman Etheridge nominated Sam Casey. Commissioner Taylor nominated Laurie Peters. Commissioner Aydlett seconded these nominations. They were appointed by acclamation.

Appointments to Economic Development Board

Commissioner Rorer nominated David Palmer. Chairman Etheridge nominated Greg Wirth. Commissioner Taylor seconded the nominations. Motion was approved with Commissioner Nelms voting no.

Appointments to Tourism Advisory Board

Commissioner Aydlett moved to appoint Katrina Rainey to replace Don Austin. Commissioner Rorer seconded the motion. Motion carried.

Reappoint Members of Farmland Preservation Agricultural Advisory Board

Commissioner Nelms moved to reappoint Martin Jarvis, Sidney Garrett, Jerry Wright, Wade Morgan, and Harvey Roberts. Commissioner O'Neal seconded the motion. Motion carried.

Consent Agenda:

1. Budget Amendments
2. Corolla Volunteer Fire Department - Request to substitute approved Capital Outlay
3. Charge to Tax Collector Levy on Motor Vehicles for October Renewals
4. Approval of January 5, 2009, Minutes
5. Resolution Opposing Insurance Rate Increase
6. Resolution Supporting Repairs to Long Lane, Knotts Island
7. Petition to NCDOT for Road Addition of Herman's Court, Moyock

Commissioner Aydlett moved to approve. Commissioner Gregory seconded the motion. Motion carried.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-533601	System Supplies	\$ 4,000	
60808-545001	Contracted Services		\$ 4,000
		\$ 4,000.00	\$ 4,000.00

Explanation: Ocean Sands Water & Sewer District (60808) - Transfer funds due to increased costs of supplies.

Net Budget Effect: Ocean Sands Water and Sewer District Fund (60) - No change.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10640-526000	Advertising	\$ 271	
10640-532004	Supplies - Home Economics	\$ 4,200	
10640-532000	Supplies		\$ 271
10330-449900	Miscellaneous Grants		\$ 4,200
		\$ 4,471	\$ 4,471

Explanation: Cooperative Extension (10640) - To transfer funds for advertising and to record SHIIP grant from NC Dept of Insurance.

Net Budget Effect: Operating Fund (10) - No change.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10510-590000	Capital Outlay	\$ 4,000	
10510-532000	Supplies		\$ 4,000
		\$ 4,000	\$ 4,000

Explanation: Sheriff (10510) - To transfer funds to purchase shotguns for new officers.
Net Budget Effect: Operating Fund (10) - No change.

Effect:

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50790-596100	Professional Services	\$ 24,481	
50790-588000	Contingency		\$ 24,481
		\$ 24,481	\$ 24,481

Explanation: Moyock Library (50640) - To transfer funds to adjust The Design Collaborative professional services after library construction contracts were approved.

Net Budget Effect:

County Governmental Construction Fund (50) - No change.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10430-514801	Fees Paid to Precinct Officials	\$ 5,662	
10430-521000	Rent	\$ 166	
10430-532100	Ballot programs & Imprint		\$ 1,314
10430-545000	Contract Services		\$ 4,514
		\$ 5,828	\$ 5,828

Explanation: Elections (10430) - To transfer funds cover costs of the November election. Contract services includes maintenance on election equipment that will be covered by the State.

Net Budget Effect:

Operating fund (10) - No change.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10760-585000	DSS Donations	\$ 2,473	
10380-487000	DSS Donations		\$ 2,473
		\$ 2,473	\$ 2,473

Explanation: Social Services County Assistance (10760) - To increase appropriations to record additional donations collected for Social Services.

Net Budget

Operating fund (10) - Increased by \$2,473.

Effect:

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10760-532900	Foster Care Supplement	\$ 18,000	
10330-430200	Adoption Assistance		\$ 18,000
		\$ 18,000	\$ 18,000

Explanation: County Assistance (760) - Adjust line item to reflect additional Special Child Adoption funds received from the state.

Net Budget Effect: Operating Fund (10) - Increased by \$18,000.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10490-545003	Contract Services - Ct Facilities	\$ 2,510	
10330-424000	Officer Fees		\$ 2,510
		\$ 2,510	\$ 2,510

Explanation: Court Facility Fees (10490) - To increase appropriations due to increases in maintenance contract costs to maintain the Judicial Building for this fiscal year.

Net Budget Effect: Operating Fund (10) - Increased by \$2,510.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10750-557700	Crisis Intervention	\$ 17,316	
10390-499900	Fund Appropriated Balance	\$ 2,686	
10330-431000	DSS Administration - Rev.		\$ 20,002
		\$ 20,002	\$ 20,002

Explanation: Social Services Administration (750) - To adjust budgeted line items to State Funding Authorizations dated 1/14/2009.

Net Budget Effect: Operating Fund (10) - Increased by \$17,316.

**Resolution
Opposing Rate Increase
Requested by Insurance Companies**

WHEREAS, Currituck County, as well as other counties in Coastal North Carolina, is experiencing the hard economic times that are now gripping our nation; and

WHEREAS, insurance coverage is required in order to purchase a home or business and is vital to the recovery of our home construction industry and our economy; and

WHEREAS, any increase in the cost of insurance makes it more difficult for middle and low income families to purchase homes, start businesses and participate in and fuel our economic recovery; and

WHEREAS, given these difficult economic times and the severe negative impact an increase in the cost of insurance will have on our citizens and our economic recovery, and given the low claims history of Currituck County, the insurance industry's request for a rate increase should be denied.

NOW, THEREFORE, BE IT RESOLVED, that the Currituck County Board of Commissioners opposes the rate increase requested by the insurance industry for its customers in Currituck County and requests that the North Carolina Insurance Commission deny the insurance industry's request.

**RESOLUTION REQUESTING
SECONDARY ROAD IMPROVEMENT FUNDING**

WHEREAS, Long Lane, Knotts Island, is in need of repairs to bring the road to minimum NCDOT standards; and

WHEREAS the total estimated cost for the repairs is \$30,000;

NOW, THEREFORE, BE IT RESOLVED the Currituck County Board of Commissioners supports spending Secondary Road Improvement funds in the amount of \$30,000 for Long Lane, Knotts Island.

Commissioner's Report

Commissioner Taylor clarified that she was not asking for a tax increase for Fire and EMS.

Commissioner Aydlett commented that he did not appoint himself to the Whalehead Board.

Commissioner O'Neal requested a letter for audits from agencies to which the county provides funding.

Chairman Etheridge thanked staff for support during board retreat.

County Manager's Report

Mr. Scanlon stated that the OLF meeting had been rescheduled for February 28.

Adjourn

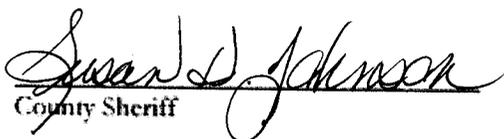
There being no further business, the meeting adjourned

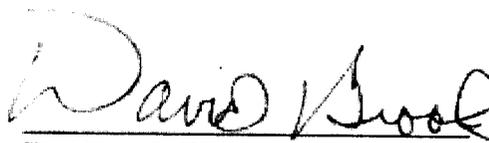
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Subject:
Author:
Keywords:
Comments:
Creation Date: 2/4/2009 12:55:00 PM
Change Number: 29
Last Saved On: 2/5/2009 3:56:00 PM
Last Saved By: Mary Gilbert
Total Editing Time: 300 Minutes
Last Printed On: 2/11/2009 3:52:00 PM
As of Last Complete Printing
Number of Pages: 19
Number of Words: 5,372 (approx.)
Number of Characters: 30,625 (approx.)

COUNTY SHERIFF'S OFFICE
Records Retention
and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapter 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

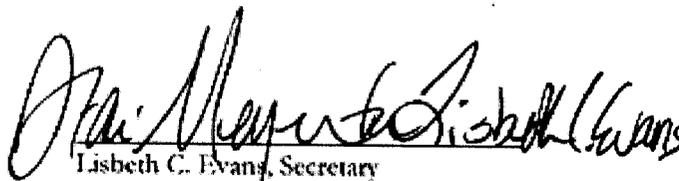
APPROVAL RECOMMENDED


County Sheriff


David Brook, Director
Division of Historical Resources

APPROVED

Chairman, Bd. County Commissioners


Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 10, 2008

County Name

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
10530-502100	Salaries - Overtime	\$	30,000		
10530-503500	Salaries - Temporary Services	\$	70,000		
10530-511000	Telephone & Postage	\$	3,000		
10530-532000	Supplies	\$	2,500		
10530-553000	Dues & Subscriptions	\$	500		
10530-502000	Salaries - Regular			\$	100,000
10530-554400	Volunteer Assistance			\$	3,000
10530-545000	Contract Services			\$	3,000
10541-531000	Gas, Oil, Tires	\$	1,500		
10541-553000	Dues & Subscriptions			\$	1,000
10541-536000	Uniforms			\$	500
		<u>\$</u>	<u>107,500</u>	<u>\$</u>	<u>107,500</u>

Explanation: Emergency Medical Services (10530); Fire Services (10541) - To transfer salary funds to overtime and temporary services due to position vacancies and operating transfers due to increased costs.

Net Budget Effect: Operating Fund (10) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
62828-516000	Maintenance and Repair	\$ 2,500	
62828-561000	Professional Services		\$ 2,500
		<u>\$ 2,500.00</u>	<u>\$ 2,500.00</u>

Explanation: Newtown Road Sewer (62828) - Three pumps have had to be replaced in the Newtown collection system this fiscal year.

Net Budget Effect: Newtown Road Sewer District (62) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
63838-545000	Contracted Services	\$ 3,000	
63380-481000	Investment Earnings		\$ 3,000
		<u>\$ 3,000</u>	<u>\$ 3,000</u>

Explanation: Solid Waste (63838) - NCDENR Transfer Station Operating Permit Fee due for Transfer Station Operating Permit 5-year renewal.

Net Budget Effect: Solid Waste Fund (63) - Increased by \$3,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-516000	Maintenance & Repair	\$ 10,142	
10510-590000	Capital Outlay	\$ 12,711	
10380-484001	Insurance Recovery		\$ 22,853
		<u>\$ 22,853</u>	<u>\$ 22,853</u>

Explanation: Sheriff (10510) - Increase budgeted line items for repairs and replacement for Sheriff vehicles that were damaged when involved in accidents this fiscal year.

Net Budget Effect: Operating Fund (10) - Increased by \$22,853.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	<u>Debit</u>	<u>Credit</u>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10750-511000	Telephone & Postage	\$ 2,000	
10750-531000	Gas, Oil, Etc	\$ 4,200	
10750-532001	Building Supplies	\$ 1,000	
10750-561000	Professional Services-Outside Legal Fees	\$ 60,000	
10752-519000	Medicaid Transportation	\$ 5,000	
10752-519303	St/Co Special Assistance	\$ 10,000	
10752-519005	State Foster Care & Boarding	\$ 10,000	
10752-519002	Medicaid Assistance		\$ 5,000
10752-519100	Title IV-E Foster Care		\$ 10,000
10560-519701	HCCBG-Access Services	\$ 12,312	
10560-545000	Contracted Services	\$ 57,566	
10330-432000	Administrative Aid	\$ 3,504	
10330-430600	Elderly & Disabled Transportation		\$ 44,626
10330-431200	IV-D Collections		\$ 1,069
10330-431300	NC Health Choice		\$ 3,500
10330-432200	HCCBG In Home		\$ 15,504
10340-450500	Administrative & Filing Fees		\$ 36,500
10390-499900	Fund Appropriated Balance		\$ 49,383
		\$ 165,582	\$ 165,582

Explanation: *Social Services Administration (750)* - Increased costs due to the higher volumn of clientele and out of town foster care placements. *PUBLIC ASSISTANCE (752)* - Increase in the Medicaid caseload, eligibility of St/Co Special Assistance clientele and the foster care currently is primarily State Foster Home children. *INTER-COUNTY TRANSPORTATION (560)* - Make adjustments to reflect the contracted amounts.

Net Budget Effect: Operating Fund (10) - Increased by \$147,078.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50790-545000	Contract Services	\$ 23,421	
50790-588000	Contingency		\$ 23,421
		<u>\$ 23,421</u>	<u>\$ 23,421</u>

Explanation: *Moyock Library Construction (50790) - To transfer funds from contingency for change order 1 for McKenzie Construction Company.*

Net Budget Effect: County Governmental Construction (50) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
55818-593006	Dist System - Tulls Creek Booster Stn	\$ 37,257	
55818-588003	Contingency - Distribution System		\$ 37,257
		<u>\$ 37,257</u>	<u>\$ 37,257</u>

Explanation: *Mainland Water Construction (55818)* - To transfer contingency funds for Dominion Power to install electrical service to the new Tulls Creek Booster Station.

Net Budget Effect: Mainland Water Construction (55) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50640-570004	Reimbursable Expenses	\$ 15,861	
50640-561004	Professional Services		\$ 15,861
		<u>\$ 15,861</u>	<u>\$ 15,861</u>

Explanation: *Cooperative Extension Building (50640)* - Transfer funds from professional services to purchase technology for Cooperative Extension building.

Net Budget Effect: County Governmental Construction (50) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50548-590000	Furnishings	\$ 267	
50548-588000	Contingency		\$ 267
		<u>\$ 267</u>	<u>\$ 267</u>

Explanation: *Knotts Island Fire Station (50548) - Transfer funds from contingency for furniture from Jess Crate Furniture Company.*

Net Budget Effect: County Governmental Construction (50) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10790 503000	Salaries--Part Time	\$ 4,451	
10790 545000	Contracted Services		\$ 4,451
		<u>\$ 4,451</u>	<u>\$ 4,451</u>

Explanation: *Library (10790) - Transfer funds from Part-time salaries to contracted services for a cleaning contract for the Barco Library until June 30, 2009.*

Net Budget Effect: Operating Fund (10) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 16th day of February 2009, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10550-503000	Salaries-Part Time	\$ 27,168	
10550-502000	Salaries-Regular		\$ 27,168
		<u>\$ 27,168</u>	<u>\$ 27,168</u>

Explanation: *Airport (10550)* - To transfer funds to reclassify personnel at the airport from one full-time and one part-time airport linemen to three part-time airport linemen.

Net Budget Effect: Operating Fund (10) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

CONTRACT CHANGE ORDER

**Mainland Water Treatment Plant Reverse Osmosis Expansion
Currituck County, North Carolina**

To: Crowder Construction
Company, Inc.
1111 Burma Drive
Apex, NC 27539

Date
Project No.
Contract No.
Change Order No.

February 2, 2009

NC706021.3000

-

2

You are hereby requested to comply with the following changes from the Contract Documents:			
Item Number	Description of Changed Quantities, Units, Unit Prices, Changes in Completion Schedule, etc.	Change in Contract Price	Change in Contract Time (Calendar Days)
(1)	(2)		(4)
1	Credit for Temporary Power to Distribution Building	(\$3,000.00)	
2	Sales Tax Allowance for Reverse Osmosis Equipment	\$6,000.00	
3	Design Wind Load Increase for Overhead Doors	\$4,797.00	
4	Credit for Change in Plant Electrical Disconnects	(\$1,163.00)	
5	RO System Spare Parts & Cancelled Plant Inspection	\$2,477.00	
6	Work Change Directive #6 Items	\$10,628.00	2
7	Work Change Directive #7 Items	\$4,917.00	1
8	Work Change Directive #8 Items	\$10,907.00	1
9	Work Change Directive #9 Items	\$12,145.00	2
Net Change in Contract due to this Change Order		\$47,708.00	6
Contract Summary			
Original Contract Amount		\$10,234,084.00	426
Added (Deducted) By Previous Change Order(s)		\$39,800.00	1
Subtotal		\$10,273,884.00	427
Added (Deducted) By This Change Order		\$47,708.00	6
Total Adjusted Contract		\$10,321,592.00	433
The Original Contract Substantial Completion Date is:			May 12, 2009
The Revised Substantial Completion Date based upon this and previous Change Orders is:			May 19, 2009
This document shall become an amendment to the Contract and all provisions of the contract shall apply hereto.			

Recommended By:

Daniel C. Williams

ARCADIS G&M of North Carolina, Inc.

Date: 2/2/2009

Accepted By:

Crowder Construction Company

Date: _____

Approved By:

Currituck County

Date: _____

DISTRIBUTION: (Original documents to be provided as follows:)

Currituck County
Crowder Construction Company

ARCADIS
Contractor's Surety

**CONTRACT CHANGE ORDER NO. 2
NARRATIVE**

Mainland Water Treatment Plant RO Expansion
Currituck County, North Carolina
ARCADIS Project No. NC706021.3000
Prepared by Dan Williams

Total Dollar Amount Requested by this Change Order: \$47,708.00

Total Time Extension Requested by this Change Order: 6 Calendar Days

New Substantial Completion Date Established by this Change Order: May 19, 2009

Item 1 – Credit for Temporary Power to Distribution Building

The Contract Documents required the Contractor to coordinate with Dominion Power to relocate the electrical service to the existing Distribution Building. Following this coordination, it was determined the cost to do this work was \$6,000. The Contract Documents did not require the Contractor to pay this amount, thus the County agreed to pay the \$6,000 amount. In exchange for this, the Contractor offered a credit of \$3,000 to the County to be used during the process of the project.

Item 2 - Sales Tax Allowance for Reverse Osmosis Equipment

To address a conflict in the Contract Documents, The County agreed to establish a new Sales Tax Allowance in the amount of \$6,000. This allowance would be used to pay sales taxes on the Reverse Osmosis Filtration System once the equipment vendor has paid the full \$7,000 that they have agreed to cover. Payment from the allowance would be approved upon receipt of invoices and sales tax reports from the Contractor.

Item 3 – Design Wind Load Increase for Overhead Doors

During review of the Pre-Engineered Metal Building submittal, it was determined the overhead coiling doors on each end of the building required a higher design wind load of 51 PSF, an increase from the originally specified design wind load of 20 PSF. As a portion of Work Change Directive #10 issued to Crowder Construction, the design wind load for the overhead door was increased as noted above. As a consequence of increasing the design wind load, the color choices for the overhead doors became limited. In an effort to keep the aesthetics of the building as originally planned, a powder coat paint system was proposed to be provided so the County had additional color choices to keep the aesthetics as planned. Crowder Construction has submitted a request for a contract change in the amount of \$4,797 .00 to complete the work as outlined in WCD #10 & as noted above. ARCADIS recommends approval of this item.

Ref: Change Proposal Request No. #009B dated December 5, 2008
Work Change Directive #10 dated November 21, 2008

Item 4 – Credit for Change in Plant Electrical Disconnects

During review of the Electrical Disconnects submittal, ARCADIS inquired with the County that the specified fused disconnects were acceptable. The County informed ARCADIS that fused disconnects were not preferred. As a portion of Work Change Directive #10 issued to Crowder Construction, ARCADIS requested a credit be provided to change the electrical disconnects from fused disconnects to non-fused disconnects. Crowder Construction has submitted a contract credit in the amount of \$1,163.00. ARCADIS recommends approval of this item.

Ref: Change Proposal Request No. 010 dated November 6, 2008
Work Change Directive #10 dated November 21, 2008

Item 5 – RO System Spare Parts & Cancelled Plant Inspection

The County requested spare parts to be provided by the Reverse Osmosis System vendor that were above and beyond what was specified in the Contract Documents. In addition, the Contract Documents required the Reverse Osmosis System Vendor to cover travel expenses for the County to inspect the RO equipment prior to its shipment to the site. However, due to the timing of when the skids would be ready for inspection, the County was unable to schedule this trip accordingly. Crowder Construction has submitted a request for a contract change in the amount of \$2,477 .00 to provide the requested spare parts. This request includes a credit for the unused equipment inspection trip. ARCADIS recommends approval of this item.

Ref: Change Proposal Request No. 019 dated December 18, 2008

Item 6 – Work Change Directive #6 Items

The following items were included in WCD #6 issued to Crowder Construction:

- The County requested a new ½" connection be added to allow the County to inject chlorine into the shallow raw water. This capability was available previously, but with the demolition of the existing chlorine gas system and the addition of the raw water tank, this connection was originally thought to not be needed.
- The County requested a conduit and wire be added between the new plant generator and remote alarm panels provided by the generator vendor and installed in the new treatment plant electrical room to allow the County to trouble shoot the plant generator from within the new treatment plant electrical room.
- The County fire marshal requested an addition to the fire alarm system be made to include the basement area of the High Service Pump Station. This addition included a manual alarm pull box, a smoke detector, an audible/visual notifier, tamper switches on the backflow preventer for the sprinkler system and associated conduit & wire.

Crowder Construction has submitted a request for a contract change in the amount of \$10,628 .00 to complete the items as noted above. ARCADIS recommends approval of this item.

Ref: Change Proposal Request No. 014 dated January 6, 2009
Work Change Directive #6 dated July 10, 2008

Item 7 – Work Change Directive #7 Items

The following items were included in WCD #7 issued to Crowder Construction:

- Modifications were required to be made to the plant electrical service, supplied by Dominion Power, to accommodate specific requirements dictated by Dominion Power that were unknown to ARCADIS at the time of design. The installation of a CT cabinet was required by Dominion Power for electrical service metering. The installation of this CT cabinet required an additional large wire junction box to be provided and installed to meet National Electric Code requirements.

Crowder Construction has submitted a request for a contract change in the amount of \$4,917.00 to complete the items as noted above. ARCADIS recommends approval of this item.

Ref: Change Proposal Request No. 015 dated January 6, 2009
Work Change Directive #7 dated July 31, 2008

Item 8 – Work Change Directive #8 Items

The following items were included in WCD #8 issued to Crowder Construction:

- The County requested a receptacle be installed adjacent to the storm water pond to accommodate power for a future aerator in the storm water pond. This required additional conduit and wire to provide this receptacle as requested.
- The County requested flow meters be provided on the Anti-Scalant feed system to provide a means to identify positive flow in the system.
- A P-trap was added to the drain line from the RO room to the sanitary sewer to prevent sewer gases from entering into the RO Room. The drain is anticipated to be full at all times, but in case of a plant shutdown, the P-trap was added as a precaution
- The County requested two walls within the Office portion of the new RO Building to have a gypsum board finish in lieu of the originally specified painted, exposed CMU block finish. This was done primarily to improve aesthetics and to match other wall finishes within the area.

Crowder Construction has submitted a request for a contract change in the amount of \$10,907.00 to complete the items noted above. ARCADIS recommends approval of this item.

Ref: Change Proposal Request No. 016 dated January 6, 2009
Work Change Directive #8 dated September 8, 2008

Item 9 – Work Change Directive #9 Items

The following items were included in WCD #9 issued to Crowder Construction:

- The County requested a new ½" sample line be added to allow the County to sample shallow raw water that had been treated with potassium permanganate prior to it being introduced into the existing filtration system. This sample line was routed to the lab in the new building.
- The County requested additional data ports and electrical outlets be provided in the office area to accommodate additional flexibility in the layout of office equipment, computers and printers.
- The County requested a conduit be run directly between the new Clerk's Office and the new telemetry antenna pole to allow the installation of the coax cable required to relocate the CB radio

system from the existing water department building adjacent to the old courthouse to the new treatment plant building.

- The County requested a conduit be run from the proposed underground electrical feeder system to the existing Distribution Building. This would allow the installation of fiber optics to put this building on the County's existing VOIP phone system.
- The County requested a payment collection box be installed in the wall of the new building to accept after hour payments of water bills.

Crowder Construction has submitted a request for a contract change in the amount of \$12,145.00 to complete the items noted above. ARCADIS recommends approval of this item.

Ref: Change Proposal Request No. 017 dated January 6, 2009
Work Change Directive #9 dated October 27, 2008

Item 3 Supporting Documentation

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION Date: 05-Dec-08

PROJECT TITLE: Mainland WTP RO Expansion PROJECT NO.: NC706021.3000

ENGINEER: ARCADIS G&M of North Carolina, Inc. CROWDER JOB NO.: 40207

DESCRIPTION: Overhead Doors Wind Load Upgrade and 20 Gauge Powder Coated Exterior CROWDER QUOTATION NO.: 009B

PRIME CONTRACTOR'S WORK				Revisions/Comments
1	Direct Material		\$3,407	
2	Sales Tax on Materials	6.75% of line 1	6.75% \$230	
3	Direct Labor		\$340	
4	Insurance, Taxes, and Fringe Benefits	50.98% of line 3	50.98% \$173	
5	Rental Equipment		\$0	
6	Sales Tax on Rental Equipment	6.75% of line 5	6.75% \$0	
7	Equipment Ownership and Operation Expenses		\$0	
8	SUBTOTAL (add lines 1-7)		\$4,151	

Prime Remarks:

The following items are specifically excluded - any items not specifically indicated in the breakdown of costs

SUB-CONTRACTOR'S WORK	Name of Subcontractor	Revisions/Comments
9 Subcontractor 1		
10 Subcontractor 2		
11 Subcontractor 3		
12 Subcontractor 4		
13 Subcontractor 5		
14. Total Subcontractor Amount from Breakdown	\$0	

Sub's Remarks:

SUMMARY				Revisions/Comments
15	Prime Contractor's Work (from line 8)		\$4,151	
16	Sub-contractor's Work (from line 16)		\$0	
17	SUBTOTAL (add lines 17 & 18)		\$4,151	
18	Contractor Fee on Sub-contractor	5.00% of line 16	5.00% \$0	
19	Contractor's Fee	15.00% of line 15	15.00% \$623	
20	SUBTOTAL (add lines 19-21)		\$4,773	
21	Prime Contractor's Bond Premium	0.49% of line 21	0.49% \$23	
22	TOTAL COST (Add Lines 22 & 23)		\$4,797	

Estimated time extension and justification:

Prime Contractor Name: Crowder Construction Company

Signature & Title of preparer: 
John C. Ivan, Project Manager

DATE: 05-Dec-08

Breakdown of Direct Costs
 PROJECT NO.: NC706021.3000

CROWDER JOB NO.: 40207
 CROWDER QUOTATION NO.: 009B

Date: 5-Dec-08

Item No.	Items of Work	QTY	UNIT	MATERIAL		LABOR		R=1 O=0	EQUIPMENT			Sub-Contractors
				Unit Cost	Total Cost	Unit Cost	Total cost		Days	Rate	Total	
A.	OH Door Revisions	1	LS	\$3,245.00	\$3,245.00							
	Wind Load Upgrade to 51 psf.											
B.	1 Safety & Health		LS									
	2 Project Vehicles		DY									
	3 Per Djem		DY									
	4 Small Tools (6% of tradesmen labor)	1	LS									
	5 Fuel & Lubricates (30% of Equipment)	1	LS									
	6 As-Built	1	LS									
	7 Daily Clean Up (5% of tradesmen labor)	1	LS									
	8 1-year warranty (5% of M,L,E,&S Cost)	1	LS	\$162.25	\$162.25							
C.	1 Project Manager	0.5	DY			\$440.00	\$220.00					
	2 Project Electrical Manager		DY									
	3 Project Superintendent		DY									
	4 Project Electrical Superintendent		DY									
	5 Project Mechanical Engineer		DY									
	6 Project Civil Engineer	0.5	DY			\$240.00	\$120.00					
	7 Project Electrical Engineer		DY									
	8 Project Safety Coordinator		DY									
	9 Project Co-Op Engineer		DY									
	10 Project Admin		DY									
	11 Quality Control Officer		DY									
	12 Surveyor		DY									
Totals:					\$3,407.25		\$340.00		\$0.00	\$0.00	\$0.00	\$0.00



WORK CHANGE DIRECTIVE No. 10

PROJECT: MAINLAND WATER TREATMENT PLANT RO EXPANSION

Date of Issuance: November 10, 2008

Effective Date: November 10, 2008

OWNER: CURRITUCK COUNTY, NC

CONTRACTOR: Crowder Construction Company

ENGINEER: ARCADIS G&M of North Carolina, Inc.

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the contract documents without change in the Contract Sum for Lump Sum Contracts or Unit Cost for Unit Cost Contracts or Contract Times. The Contractor shall indicate receipt of these instructions for minor changes to the Work as consistent with the Contract Documents and return a copy to the Engineer. If the Contractor decides that such a change entitles him to an increase in the Contract Price, a written request shall be made before commencing the work. (Ref. General Conditions Article 10)

Description:

- Reference Drawings W208 & W209: Replace previously issued version with attached versions.
- Reference Drawing A201: Revise metal stud layout in Corridor 109 as shown on the attached Figure #1.
- Reference Drawing A203: Revise casework elevations as shown on the attached Figure #2.
- Reference Drawing A216: Revise detail for corner at Column Lines B/9 as shown on the attached Figure #3.
- Reference Drawing P202: Revise location of eye wash shower in Caustic Storage Room as shown on attached Figure #4.
- Reference Drawings E203, E204 & E205: Replace all fusible disconnects shown with non-fusible disconnects. Ensure the breakers for each piece of equipment are of suitable size per NEC.
- Reference Section 08331-2.3-A, Overhead Coiling Doors: Revise "20 pounds per square foot" to "51 pounds per square foot".
- Reference the attached UL approved fire wall penetration detail C-AJ-2469 for penetrations made through firewalls with Sch. 80 PVC pipe, 6" or smaller.

Purpose of Work Change Directive:

- Drawings W208, W209 & Figure #4: Revised layout to provide for future chemical storage.
- Figures #1, #2 & #3: Addresses interference issues with tapered building columns.
- Drawings E203 thru E205: Disconnects revised per Owner's request.
- Section 08331: Revised to accommodate heavier wind loads.

Attachments: (List documents supporting change):

W208, Rev. 2; W209, Rev. 2; Figure #1, #2, #3 & #4, UL Detail C-AJ-2469

ISSUED BY:

Dan Williams

ENGINEER (Authorized Signature)

November 10, 2008

Date

ACKNOWLEDGED BY:

CONTRACTOR (Authorized Signature)

Date

Copies:

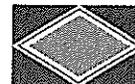
Eric Weatherly, Currituck County
Pat Irwin, Currituck County

ARCADIS Office Copy
ARCADIS Field Copy

11/10/2008

Item 4 Supporting Documentation

1111 Burma Drive
Apex, NC 27539
www.crowdercc.com



CROWDER CONSTRUCTION COMPANY
CIVIL & ENVIRONMENTAL DIVISION

(919) 367-2000 Phone
(919) 367-2096 Administrative Fax
(919) 367-2097 Estimating Fax
(919) 367-2098 Project Teams

November 06, 2008

ARCADIS G&M of North Carolina, Inc.
446 Maple Road
Maple, NC 27956

Attn: Daniel Williams

Re: Mainland Water Treatment Plant RO Expansion
Quotation #010 – Non-Fused Disconnects

Dear Mr. Williams,

In accordance with your request, Crowder Construction Company submits Quotation No. 010 for your consideration. The firm lump sum deduct amount of (\$1,163.00) is offered to perform the additional work described below.

The quotation includes changing all fused disconnects to non-fused disconnects. The scope of this proposal is only as listed herein. Any additional work required shall be subject to additional pricing.

Crowder has received acceptance of this credit from Currituck County via your email correspondence on October 28, 2008, and we are proceeding accordingly. We hereby state that no addition to the contract duration is required.

Crowder trusts that a formal Contract Change Order shall be issued.

Sincerely,
CROWDER CONSTRUCTION COMPANY


John C. Ivan
Project Manager



WORK CHANGE DIRECTIVE No. 10

PROJECT: MAINLAND WATER TREATMENT PLANT RO EXPANSION

Date of Issuance: November 10, 2008

Effective Date: November 10, 2008

OWNER: CURRITUCK COUNTY, NC

CONTRACTOR: Crowder Construction Company

ENGINEER: ARCADIS G&M of North Carolina, Inc.

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the contract documents without change in the Contract Sum for Lump Sum Contracts or Unit Cost for Unit Cost Contracts or Contract Times. The Contractor shall indicate receipt of these instructions for minor changes to the Work as consistent with the Contract Documents and return a copy to the Engineer. If the Contractor decides that such a change entitles him to an increase in the Contract Price, a written request shall be made before commencing the work. (Ref. General Conditions Article 10)

Description:

- Reference Drawings W208 & W209: Replace previously issued version with attached versions.
- Reference Drawing A201: Revise metal stud layout in Corridor 109 as shown on the attached Figure #1.
- Reference Drawing A203: Revise casework elevations as shown on the attached Figure #2.
- Reference Drawing A216: Revise detail for corner at Column Lines B/9 as shown on the attached Figure #3.
- Reference Drawing P202: Revise location of eye wash shower in Caustic Storage Room as shown on attached Figure #4.
- Reference Drawings E203, E204 & E205: Replace all fusible disconnects shown with non-fusible disconnects. Ensure the breakers for each piece of equipment are of suitable size per NEC.
- Reference Section 08331-2.3-A, Overhead Coiling Doors: Revise "20 pounds per square foot" to "51 pounds per square foot".
- Reference the attached UL approved fire wall penetration detail C-AJ-2469 for penetrations made through firewalls with Sch. 80 PVC pipe, 6" or smaller.

Purpose of Work Change Directive:

- Drawings W208, W209 & Figure #4: Revised layout to provide for future chemical storage.
- Figures #1, #2 & #3: Addresses interference issues with tapered building columns.
- Drawings E203 thru E205: Disconnects revised per Owner's request.
- Section 08331: Revised to accommodate heavier wind loads.

Attachments: (List documents supporting change):

W208, Rev. 2; W209, Rev. 2; Figure #1, #2, #3 & #4, UL Detail C-AJ-2469

ISSUED BY:

Dan Williams

ENGINEER (Authorized Signature)

November 10, 2008

Date

ACKNOWLEDGED BY:

CONTRACTOR (Authorized Signature)

Date

Copies:

Eric Weatherly, Currituck County
Pat Irwin, Currituck County

ARCADIS Office Copy
ARCADIS Field Copy

11/10/2008

Item 5 Supporting Documentation

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

Date: 18-Dec-08

PROJECT TITLE: Mainland WTP RO Expansion

PROJECT NO.: NC706021.3000

ENGINEER: ARCADIS G&M of North Carolina, Inc.

CROWDER JOB NO.: 40207

DESCRIPTION: Delete RO Skid Inspection, Add Spare Parts

CROWDER QUOTATION NO.: 019

PRIME CONTRACTOR'S WORK

Revisions/Comments

1. Direct Material			\$1,168		
2. Sales Tax on Materials	6.75%	6.75%	\$313		6.75% on spare parts
3. Direct Labor			\$220		
4. Insurance, Taxes, and Fringe Benefits	50.98% of line 3	50.98%	\$112		
5. Rental Equipment			\$0		
6. Sales Tax on Rental Equipment	6.75% of line 5	6.75%	\$0		
7. Equipment Ownership and Operation Expenses			\$0		
8. SUBTOTAL (add lines 1-7)			\$1,814		

Prime Remarks:

The following items are specifically excluded - any items not specifically indicated in the breakdown of costs.

SUB-CONTRACTOR'S WORK

Name of Subcontractor

Revisions/Comments

9 Subcontractor 1					
10 Subcontractor 2					
11 Subcontractor 3					
12 Subcontractor 4					
13 Subcontractor 5					
14. Total Subcontractor Amount from Breakdown			\$0		

Sub's Remarks:

SUMMARY

Revisions/Comments

15 Prime Contractor's Work (from line 8)			\$1,814		
16 Sub-contractor's Work (from line 16)			\$0		
17. SUBTOTAL (add lines 15 & 16)			\$1,814		
18 Contractor Fee on Sub-contractor	5.00% of line 16	5.00%	\$0		
19. Contractor's Fee	15.00%	15.00%	\$651		15% on add, 5% on deduct
20. SUBTOTAL (add lines 19-21)			\$2,465		
21. Prime Contractor's Bond Premium	0.49% of line 21	0.49%	\$12		
22. TOTAL COST (Add Lines 22 & 23)			\$2,477		

Estimated time extension and justification:

Prime Contractor Name: Crowder Construction Company

Signature & Title of preparer:


John C. Ivan, Project Manager

DATE:

18-Dec-08

Breakdown of Direct Costs
 PROJECT NO.: NC706021.3000

CROWDER JOB NO.: 40207
 CROWDER QUOTATION NO.: 019

Date: 18-Dec-08

Item No.	Items of Work	QTY	UNIT	MATERIAL		LABOR		R=1 O=0	EQUIPMENT		EQUIPMENT TOTALS		Sub-Contractors
				Unit Cost	Total Cost	Unit Cost	Total cost		Days	Rate	Total	Rented	
A.	MSI Changes												
	1 Add Spare Parts	1	LS	\$4,638.30	\$4,638.30		\$0.00						
	2 Delete Factory Inspection	-1	LS	\$3,470.00	(\$3,470.00)		\$0.00						
B.	1 Safety & Health		LS										
	2 Project Vehicles		DY										
	3 Per Diem		DY										
	4 Small Tools (6% of tradesmen labor)	1	LS	\$0.00	\$0.00								
	5 Fuel & Lubricates (30% of Equipment)	1	LS	\$0.00	\$0.00								
	6 As-Builts	1	LS										
	7 Daily Clean Up (5% of tradesmen labor)	1	LS				\$0.00						
	8 1-year warranty (5% of M,L,E,&S Cost)	1	LS				\$0.00				\$0.00	\$0.00	\$0.00
C.	1 Project Manager	0.5	DY				\$440.00						
	2 Project Electrical Manager		DY				\$440.00						
	3 Project Superintendent		DY				\$360.00						
	4 Project Electrical Superintendent		DY				\$360.00						
	5 Project Mechanical Engineer		DY				\$240.00						
	6 Project Civil Engineer		DY				\$240.00						
	7 Project Electrical Engineer		DY				\$240.00						
	8 Project Safety Coordinator		DY				\$280.00						
	9 Project Co-Op Engineer		DY				\$160.00						
	10 Project Admin		DY				\$200.00						
	11 Quality Control Officer		DY				\$160.00						
	12 Surveyor		DY				\$280.00						
Totals:					\$1,168.30		\$220.00				\$0.00	\$0.00	\$0.00

Currituck County Mainland RO Expansion Project - Spare Parts

I REQUIRED BY CONTRACT

Specification #11211 - Membrane Filtration System

A Cartridge Filters

- 1 Two spare sets of cartridge filter elements (WNC5A50P-08-25 / 40" / 5 micron)
 - 2 One installed set (93 x 2 vessels) for membrane feed vessels = 186
 - 3 Two spare sets of (186 x 2 vessels) for membrane feed vessels = 372
 - 4 One installed set (32 x 1 vessel) for cleaning system vessel = 32
 - 5 Two spare sets of (64 x 1 vessels) for cleaning system vessel = 64
- Total cartridge filter elements = 654 (44 boxes of 15/box = (660 delivered w/vessel shipment)

B ProTec Pressure Vessels

No spares required

C Membrane Feed Pumps

- 1 One Spare Mechanical Seal (delivered w/pumps)
- 2 Motor oil and grease (2 tubes drop-shipped to project site marked: "MSI - Pump Lubricants").

D RO Skids

- 1 Four (4) spare 3" rupture disks (will be coming with the RO skids)

Specification #17020, PLC Panel Design and Programming

E PLC Panel

- 1 Spare I/O and space (will be coming with the Panel)

II REQUESTED IN ADDITION

F Cartridge Filters (requested spare parts)

Part Number	Description	Quantity	Unit Cost	
5315-4193-B8M	Swing Bolt Assembly	0	367.05	
4151-1541-Buna	O-Ring	1	49.56	\$49.56
2880-5015-3	Hinge Pin	0	No pricing	
2880-5015-4	Carter Pin	0	No pricing	

In place of the hinge pin and cotter pin... FilTrek offers:

5315-4193-1	Swing Bolt	3	205.92	\$617.76
5315-4193-4	Hex Bolt	1	47.28	\$47.28
5315-4193-5	Hex Nut	1	9.03	\$9.03
5315-4193-6	Washer	1	9.00	\$9.00
5315-4193-7	Xylan Coated Hex Nut (optional)	1	35.67	\$35.67

G ProTec Pressure Vessels (requested spare parts)

Part Number	Description	Quantity	Unit Cost	
2080096	Head Assembly (600 psi, 1 1/4" Vic)	3	600.00	\$1,800.00
2080147	Head Assembly (600 psi, 1" NTPF)	3	600.00	\$1,800.00
4080165-1	Thrust Cone	3	90.00	\$270.00

\$4,638.30

Item 6 Supporting Documentation

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

Date: 06-Jan-09

PROJECT TITLE: Mainland WTP RO Expansion

PROJECT NO.: NC706021.3000

ENGINEER: ARCADIS G&M of North Carolina, Inc.

CROWDER JOB NO.: 40207

DESCRIPTION: WCD #6 - Various Modifications

CROWDER QUOTATION NO.: 014 rev. 3

PRIME CONTRACTOR'S WORK

Revisions/Comments

1. Direct Material			\$1,913	
2. Sales Tax on Materials	6.75% of line 1	6.75%	\$129	
3. Direct Labor			\$3,704	
4. Insurance, Taxes, and Fringe Benefits	50.98% of line 3	50.98%	\$1,888	
5. Rental Equipment			\$131	
6. Sales Tax on Rental Equipment	6.75% of line 5	6.75%	\$9	
7. Equipment Ownership and Operation Expenses			\$0	
8. SUBTOTAL (add lines 1-7)			\$7,774	

Prime Remarks:

The following items are specifically excluded - any items not specifically indicated in the breakdown of costs

SUB-CONTRACTOR'S WORK

Name of Subcontractor

Revisions/Comments

9 Subcontractor 1	Simplex Grinnell	
10. Subcontractor 2		
11. Subcontractor 3		
12. Subcontractor 4		
13. Subcontractor 5		
14. Total Subcontractor Amount from Breakdown		\$1,558

Sub's Remarks:

SUMMARY

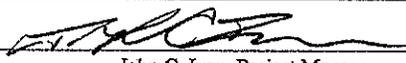
Revisions/Comments

15. Prime Contractor's Work (from line 8)			\$7,774	
16 Sub-contractor's Work (from line 16)			\$1,558	
17. SUBTOTAL (add lines 17 & 18)			\$9,332	
18. Contractor Fee on Sub-contractor	5.00% of line 16	5.00%	\$78	
19 Contractor's Fee	15.00% of line 15	15.00%	\$1,166	
20 SUBTOTAL (add lines 19-21)			\$10,576	
21. Prime Contractor's Bond Premium	0.49% of line 21	0.49%	\$52	
22. TOTAL COST (Add Lines 22 & 23)			\$10,628	

Estimated time extension and justification:

2 Calendar Days

Prime Contractor Name: Crowder Construction Company

Signature & Title of preparer: 
John C. Ivan, Project Manager

DATE: 06-Jan-09

Item No.	Items of Work	QTY	UNIT	MATERIAL		LABOR		R=1 O=0	EQUIPMENT		EQUIPMENT TOTALS		Sub-Contractors
				Unit Cost	Total Cost	Unit Cost	Total Cost		Days	Rate	Total	Rented	
A.	Add Valve Extensions	0	EA										
	1 Request resubmtd by Owner/Engineer												
B.	Add 8-Channel Dialer	1	LS	\$0.00	\$0.00								
	1 8-Channel Dialer												
C.	I/O Relocate	1	LS	\$0.00	\$0.00								
	1 No Cost Change												
D.	Yard Pipe Sample Line Addition	1	LS	\$0.00	\$0.00								
	1 Scope of change revised in WCD #9 see quote #017												
E.	Spare 1/2 SA Line Addition	1	LS	\$81.54	\$81.54	\$81.00	\$81.00	1	1.00	\$125.00	\$125.00	\$0.00	
	1 1/2" Sch. 80 PVC Pipe and fittings												
F.	1/2" SA Filter Influent Relocate	1	LS	\$0.00	\$0.00								
	1 No Cost Change												
G.	2" NPW & 2" Fill Relocate	1	LS	\$0.00	\$0.00								
	1 No Cost Change												
H.	Cable & Conduit Add Between ATS & Gen.												
	1 1" GRC conduit	30	LF	\$1.75	\$52.50	\$1.80	\$54.00						
	2 1" GRC conduit fittings and straps	1	LS	\$35.00	\$35.00	\$15.00	\$15.00						
	3 Belden # 3082A DeviceNet Thick Cable	500	LF	\$2.00525	\$1,002.63	\$0.30	\$150.00						
I.	HSPS Basement Fire Alarm Additions												
	1 SimplexGrinnell fire alarm device add	1	LS										
	2 3/4" GRC conduit	60	LF	\$1.35	\$81.00	\$2.70	\$162.00						
	3 3/4" GRC conduit straps	10	EA	\$2.00	\$20.00	\$13.50	\$135.00						
	4 3/4" 1" condulets	4	EA	\$15.00	\$60.00	\$45.00	\$180.00						
	5 3/4" FD boxes	5	EA	\$25.00	\$125.00	\$31.50	\$157.50						
	6 3/4" EMT conduit	140	LF	\$0.50	\$70.00	\$2.25	\$315.00						
	7 3/4" EMT connectors	6	EA	\$0.75	\$4.50	\$6.30	\$37.80						
	8 3/4" EMT couplings	14	EA	\$0.70	\$9.80	\$13.50	\$189.00						
	9 3/4" EMT straps	20	EA	\$1.80	\$36.00	\$13.50	\$270.00						
	10 # 14 THHN stranded cu. Wire	800	LF	\$0.10	\$80.00	\$0.23	\$180.00						
	11 Install fire alarm devices	5	EA			\$30.00	\$150.00						
	12 4" sq. box, support & cover	2	EA	\$3.00	\$6.00	\$18.00	\$36.00						

Breakdown of Direct Costs
PROJECT NO.: NC706021.3000

CROWDER JOB NO.: 40207
CROWDER QUOTATION NO.: 014 rev. 3

Date: 6-Jan-09

Item No.	Items of Work	QTY	UNIT	MATERIAL		LABOR		R=1 O=0	EQUIPMENT		EQUIPMENT TOTALS		Sub-Contractors
				Unit Cost	Total Cost	Unit Cost	Total cost		Days	Rate	Total	Rented	
J.	1 Safety & Health	1	LS										
	2 Project Vehicles		DY										
	3 Per Diem		DY										
	4 Small Tools (6% of tradesmen labor)	1	LS	\$126.74	\$126.74								
	5 Fuel & Lubricates (30% of Equipment)	1	LS	\$39.38	\$39.38								
	6 As-Builts	1	LS			\$240.00	\$240.00						
	7 Daily Clean Up (5% of tradesmen labor)	1	LS			\$105.62	\$105.62						
	8 1-year warranty (5% of M.L.E.&S Cost)	1	LS	\$83.20	\$83.20	\$105.62	\$105.62			\$6.25	\$6.25	\$0.00	\$74.20
K.	1 Project Manager	0.5	DY			\$440.00	\$220.00						
	2 Project Electrical Manager	0.5	DY			\$440.00	\$220.00						
	3 Project Superintendent	0.5	DY			\$360.00	\$180.00						
	4 Project Electrical Superintendent	0.5	DY			\$360.00	\$180.00						
	5 Project Mechanical Engineer	0.5	DY			\$240.00	\$120.00						
	6 Project Civil Engineer		DY										
	7 Project Electrical Engineer	0.5	DY			\$240.00	\$120.00						
	8 Project Safety Coordinator		DY										
	9 Project Co-Op Engineer		DY										
	10 Project Admn	0.5	DY			\$200.00	\$100.00						
	11 Quality Control Officer		DY										
	12 Surveyor		DY										
Totals:					\$1,913.27		\$3,703.53			\$131.25	\$131.25	\$0.00	\$1,558.20



WORK CHANGE DIRECTIVE No. 6

PROJECT: MAINLAND WATER TREATMENT PLANT RO EXPANSION

Date of Issuance: July 10, 2008

Effective Date: July 10, 2008

OWNER: CURRITUCK COUNTY, NC

CONTRACTOR: Crowder Construction Company

ENGINEER: ARCADIS G&M of North Carolina, Inc.

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the contract documents without change in the Contract Sum for Lump Sum Contracts or Unit Cost for Unit Cost Contracts or Contract Times. The Contractor shall indicate receipt of these instructions for minor changes to the Work as consistent with the Contract Documents and return a copy to the Engineer. If the Contractor decides that such a change entitles him to an increase in the Contract Price, a written request shall be made before commencing the work. (Ref. General Conditions Article 10)

Description:

- Specification Section 13520 – 2.1-E-3: Add the following: "Valve extensions are to be provided on valves where the operating nut is more than six feet below finish grade".
- Specification Section 17010 – Add the following: Provide an 8 channel dialer to notify plant staff via preprogrammed telephone numbers of preset alarm conditions as chosen by the Owner.
- Specification Section 17020 – Relocate I/O from PLC-203 to PLC-101 as noted on the attached sheet.
- C107 – Modify sample lines and the hypochlorite line as shown on the attached Figure #1.
- W202 – Provide a spare ½" SA line from the RO trench to the sample sink (Similar to Keynote 12). Cap end of spare line in trench.
- W206/W207-Delete ½" SA (FW) tapped on HSPS discharge header in basement from contract requirements. Replace with ½" SA (FI-Filter Influent) as shown on C107 noted above, routed to sample sink. See attached Figure #2.
- W208 – Route 2" NPW & 2" Fill from the top of the Caustic tank down the side of the tank to the floor in lieu of routing from tank top to wall, and then down to the floor as shown on plan.
- E201 – Provide a manufacturer's recommended cable and a 1" conduit between the generator control panel and the ATS for installation of the specified remote annunciator panel.
- E219 – Incorporate the Basement Fire Alarm Plan as shown on the attached Figure #3 into the Contract.

Purpose of Work Change Directive:

Varies

Attachments: (List documents supporting change):

Figures #1, #2 & #3, Additional PLC-101 I/O

ISSUED BY:

Dan Williams

ENGINEER (Authorized Signature)

July 10, 2008

Date

ACKNOWLEDGED BY:

CONTRACTOR (Authorized Signature)

Date

Copies:

Eric Weatherly, Currituck County
Pat Irwin, Currituck County

ARCADIS Office Copy
ARCADIS Field Copy

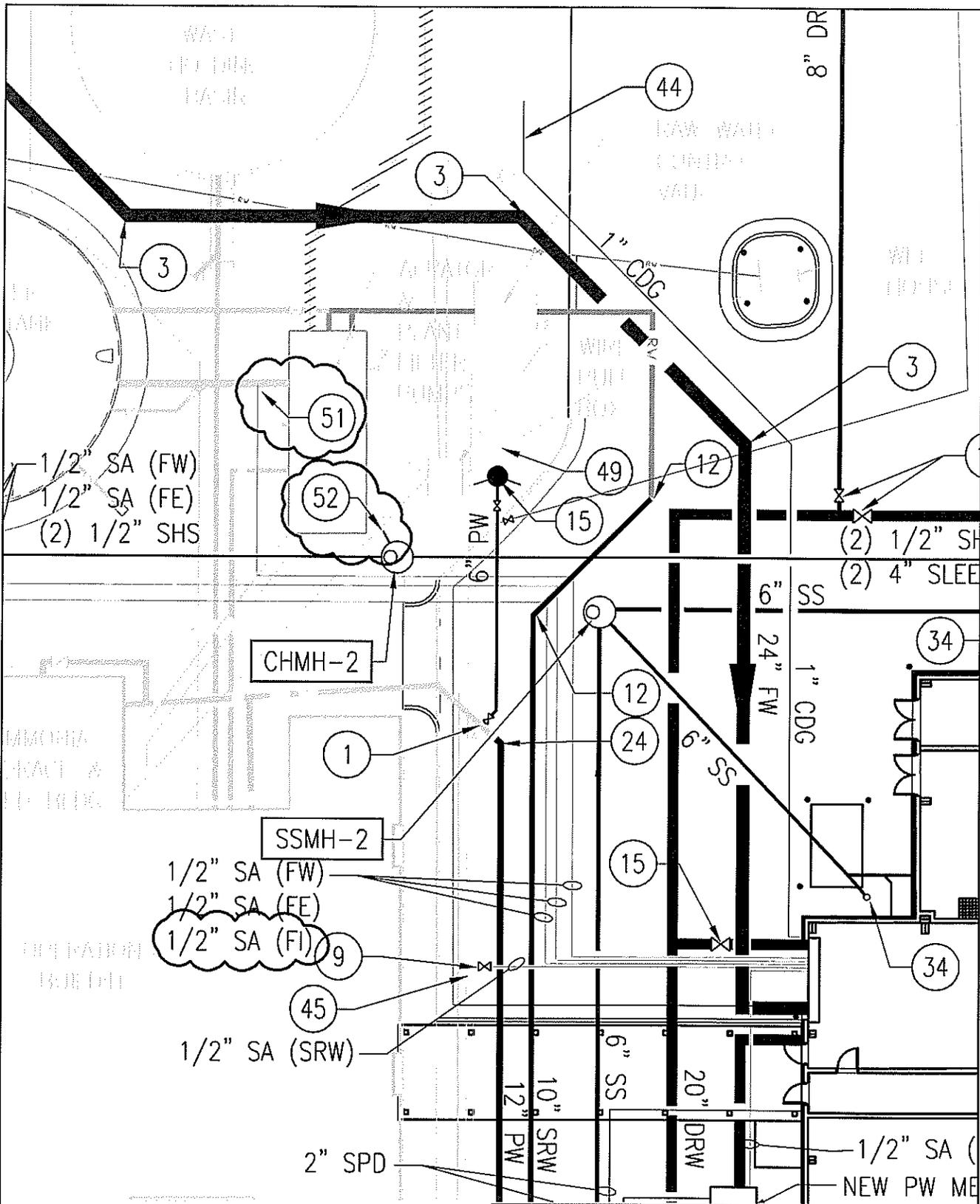
CURRITUCK COUNTY, NORTH CAROLINA
Mainland Water Treatment Plant RO Expansion
ARCADIS G&M of North Carolina, Inc.
Project No. NC706021.2000

WORK CHANGE DIRECTIVE

7/10/2008

Date/Time : Thu, 10 Jul 2008 - 4:16pm
 Path/Name : C:\p-draw\WMA\106021-Mainland\WP\3000-Construction\Water Treatment Plant\Record Drawings\WMA\C107-PROPOSED SITE PIPING PLAN.dwg

Lead Version : R17.0s (LUS Tech)
 User Name : dwilliams



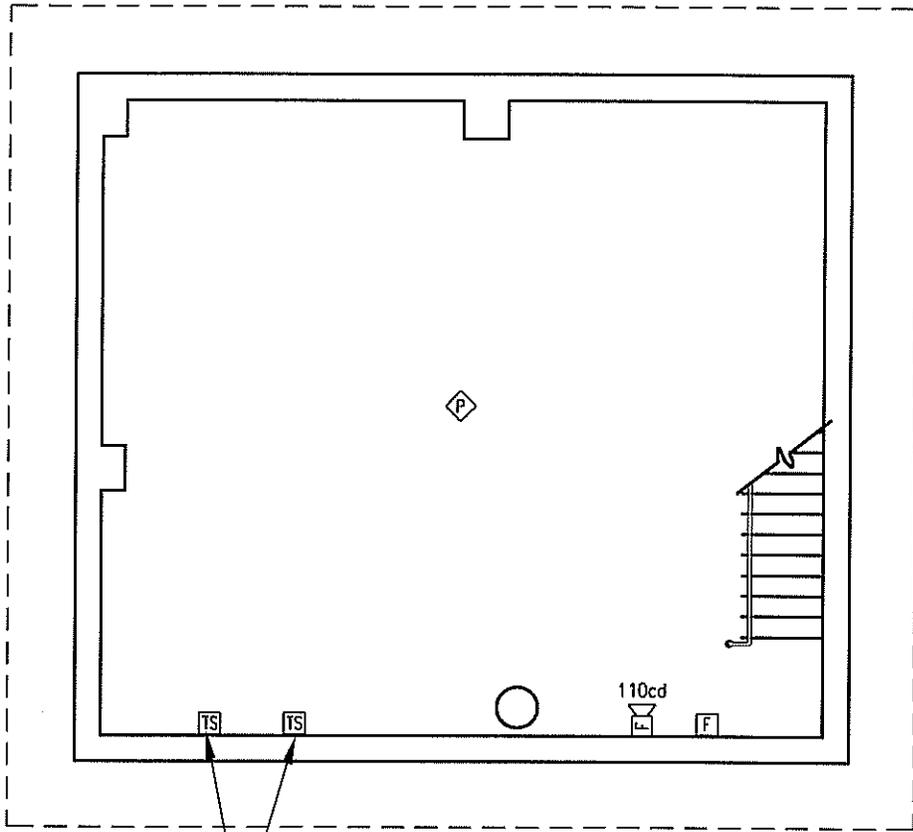
1 SITE PIPING PLAN
 W107 SCALE: 1" = 20'

ADDITIONAL KEYNOTES:
 51. CONNECT 1/2" SA TO EXISTING SAMPLE LOCATION.
 52. PROVIDE CONNECTION BETWEEN SHS LINE IN MH AND EXISTING CHLORINE LINE. CAP EXISTING LINE.

MAINLAND WATER TREATMENT PLANT REVERSE OSMOSIS EXPANSION CURRITUCK COUNTY NORTH CAROLINA		WORK CHANGE DIRECTIVE #6 DATE: 10 JUL 08	
 <small>ARCADIS G&M of North Carolina, Inc. 801 Corporate Center Drive, Suite 300 Raleigh, NC 27607 Tel: 919-854-1282 Fax: 919-854-5448</small>		PROJECT NUMBER NC706021.3000	FIGURE NUMBER 1

Date/Time : Thu, 10 Jul 2008 - 4:17pm
 Path/Name : C:\0-Draw\WHA\050521-Mainline\MP\3000-Construction\Water Treatment Plant\Record Drawings\ELE\E219 - Fire Alarm Plan.dwg

Acad Version : R17.0s (LMS Tech)
 User Name : cwhilsons



TAMPER SWITCHES ON
BACK FLOW PREVENTER

2 BASEMENT FIRE ALARM PLAN
E219 NO SCALE

MAINLAND WATER TREATMENT PLANT REVERSE OSMOSIS EXPANSION CURRITUCK COUNTY NORTH CAROLINA		WORK CHANGE DIRECTIVE #6 DATE: 10 JUL 08	
 ARCADIS Global of North Carolina, Inc. 801 Corporate Center Drive, Suite 300 Raleigh, NC 27607 Tel: 919-354-1282 Fax: 919-354-5448		PROJECT NUMBER NC706021.3000	FIGURE NUMBER 3

Item 7 Supporting Documentation

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

Date: 06-Jan-09

PROJECT TITLE: Mainland WTP RO Expansion

PROJECT NO.: NC706021.3000

ENGINEER: ARCADIS G&M of North Carolina, Inc.

CROWDER JOB NO.: 40207

DESCRIPTION: WCD #7 - Structural/Electrical Modifications

CROWDER QUOTATION NO.: 015 rev. 2

PRIME CONTRACTOR'S WORK

Revisions/Comments

1. Direct Material			(\$4,909)		
2. Sales Tax on Materials	6.75% of line 1	6.75%	(\$331)		
3. Direct Labor			\$5,035		
4. Insurance, Taxes, and Fringe Benefits	50.98% of line 3	50.98%	\$2,567		
5. Rental Equipment			\$0		
6. Sales Tax on Rental Equipment	6.75% of line 5	6.75%	\$0		
7. Equipment Ownership and Operation Expenses			\$0		
8. SUBTOTAL (add lines 1-7)				\$2,362	

Prime Remarks:

The following items are specifically excluded - any items not specifically indicated in the breakdown of costs

SUB-CONTRACTOR'S WORK

Name of Subcontractor

Revisions/Comments

9. Subcontractor 1					
10. Subcontractor 2					
11. Subcontractor 3					
12. Subcontractor 4					
13. Subcontractor 5					
14. Total Subcontractor Amount from Breakdown				\$0	

Sub's Remarks:

SUMMARY

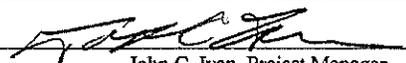
Revisions/Comments

15. Prime Contractor's Work (from line 8)			\$2,362		
16. Sub-contractor's Work (from line 16)			\$0		
17. SUBTOTAL (add lines 17 & 18)				\$2,362	
18. Contractor Fee on Sub-contractor	5.00% of line 16	5.00%	\$0		
19. Contractor's Fee	15.00% of line 15	15.00%	\$2,531		5% on credits
20. SUBTOTAL (add lines 19-21)				\$4,893	
21. Prime Contractor's Bond Premium	0.49% of line 21	0.49%	\$24		
22. TOTAL COST (Add Lines 22 & 23)				\$4,917	

Estimated time extension and justification:

3 Calendar Days

Prime Contractor Name: Crowder Construction Company

Signature & Title of preparer: 
John C. Ivan, Project Manager

DATE: 06-Jan-09

Item No.	Items of Work	QTY	UNIT	MATERIAL		LABOR		R=1 O=0	EQUIPMENT			Sub-Contractors
				Unit Cost	Total Cost	Unit Cost	Total cost		Days	Rate	Total	
A.	Electrical Modifications Additional Work											
	1 6" PVC 90's (provided by Dominion)	2	EA	\$0.00	\$0.00	\$50.00	\$100.00					
	2 4" PVC 90's	14	EA	\$9.18	\$128.52	\$37.50	\$525.00					
	3 4" PVC	210	EA	\$1.25	\$262.50	\$1.31	\$275.63					
	4 # 600 THWN copper	720	FT	\$10.00	\$7,200.00	\$1.10	\$792.00					
	5 # 1/0 THWN copper	240	FT	\$1.23	\$294.56	\$0.55	\$132.00					
	6 3/8" x 78" x 16" Nema 3R galvanized	1	EA	\$1,410.00	\$1,410.00	\$200.00	\$200.00					
	7 4" GRC	70	FT	\$11.74	\$821.80	\$11.25	\$787.50					
	8 4" meyers hub	21	EA	\$26.86	\$564.06	\$50.00	\$1,050.00					
	9 6" meyers hub (FBO - Dominion)	2	EA	\$0.00	\$0.00	\$67.50	\$135.00					
	10 strut & hardware	1	LT	\$75.00	\$75.00	\$100.00	\$100.00					
B.	Electrical Modifications Deducit Work											
	1 4" PVC 90's	-14	EA	\$9.18	(\$128.52)	\$37.50	(\$525.00)					
	2 4" PVC	-490	EA	\$1.25	(\$612.50)	\$1.31	(\$643.13)					
	3 # 600 THWN copper	-1440	FT	\$10.00	(\$14,400.00)	\$1.10	(\$1,584.00)					
	4 # 1/0 THWN copper	-480	FT	\$1.23	(\$589.13)	\$0.55	(\$264.00)					
C.	1 Safety & Health		LS									
	2 Project Vehicles		DY									
	3 Per Diem		DY									
	4 Small Tools (6% of tradesmen labor)	1	LS	\$64.86	\$64.86							
	5 Fuel & Lubricates (30% of Equipment)	1	LS									
	6 As-Built	1	LS			\$120.00	\$120.00					
	7 Daily Clean Up (5% of tradesmen labor)	1	LS			\$54.05	\$54.05					
D.	1 Project Manager	2	DY			\$440.00	\$880.00					
	2 Project Electrical Manager	1	DY			\$440.00	\$440.00					
	3 Project Superintendent	2	DY			\$360.00	\$720.00					
	4 Project Electrical Superintendent	1	DY			\$360.00	\$360.00					
	5 Project Mechanical Engineer		DY									
	6 Project Civil Engineer	2	DY			\$240.00	\$480.00					
	7 Project Electrical Engineer	1	DY			\$240.00	\$240.00					
	8 Project Safety Coordinator		DY									
	9 Project Co-Op Engineer		DY									
	10 Project Admn	0.5	DY			\$200.00	\$100.00					
	11 Quality Control Officer		DY									
	12 Surveyor	2	DY			\$280.00	\$560.00					
Totals:					(\$4,908.85)		\$5,035.05		\$0.00	\$0.00	\$0.00	\$0.00



WORK CHANGE DIRECTIVE No. 7

PROJECT: MAINLAND WATER TREATMENT PLANT RO EXPANSION

Date of Issuance: July 31, 2008

Effective Date: July 31, 2008

OWNER: CURRITUCK COUNTY, NC

CONTRACTOR: Crowder Construction Company

ENGINEER: ARCADIS G&M of North Carolina, Inc.

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the contract documents without change in the Contract Sum for Lump Sum Contracts or Unit Cost for Unit Cost Contracts or Contract Times. The Contractor shall indicate receipt of these instructions for minor changes to the Work as consistent with the Contract Documents and return a copy to the Engineer. If the Contractor decides that such a change entitles him to an increase in the Contract Price, a written request shall be made before commencing the work. (Ref. General Conditions Article 10)

Description:

- S202 – Revised drawing.
S203 – Revised drawing.
S204 – Revised drawing.
See attached Figure #1 and incorporate in contract documents.
See attached Figure #2 and incorporate into contract documents.

Purpose of Work Change Directive:

- S202 – Revised to clarify dimensions of column lines between Contract Drawings & Pre-Engineered Metal Building Shop Drawings.
S203 – Revised to clarify dimensions of column lines between Contract Drawings & Pre-Engineered Metal Building Shop Drawings.
S204 – Revised to clarify dimensions of column lines between Contract Drawings & Pre-Engineered Metal Building Shop Drawings. Provided additional information regarding pier requirements as noted on details 4 & 5.
Figure #1 – Change in electrical service requirements to conform with requirements of Dominion Power.
Figure #2 – Relocation of electric utility transformer due to excessive size.

Attachments: (List documents supporting change):

S202, Rev. 3, S203; Rev. 3, S204; Rev 3; Figures #1 & #2

ISSUED BY:

Dan Williams

ENGINEER (Authorized Signature)

July 31, 2008

Date

ACKNOWLEDGED BY:

CONTRACTOR (Authorized Signature)

Date

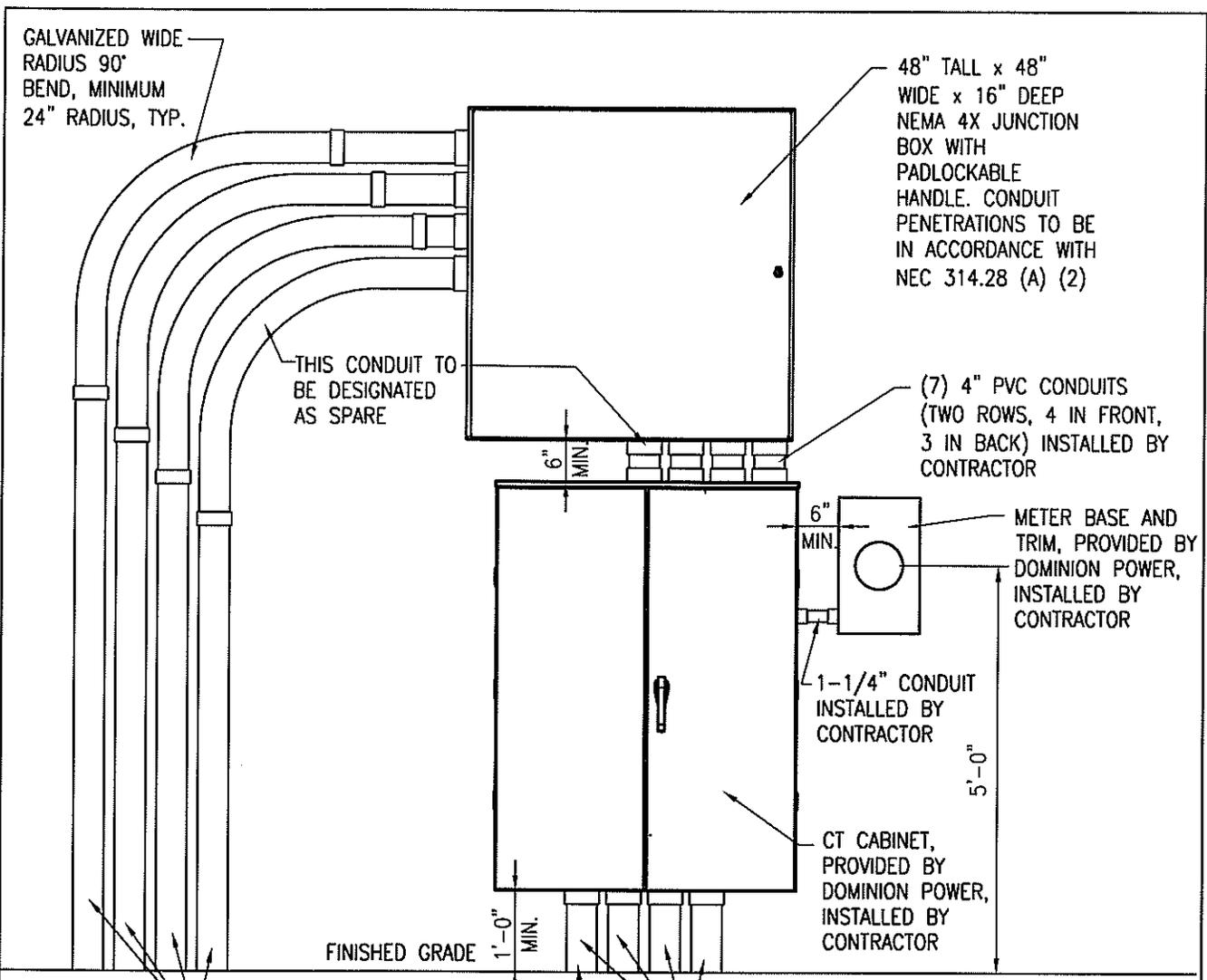
Copies:

Eric Weatherly, Currituck County

Pat Irwin, Currituck County

ARCADIS Office Copy

ARCADIS Field Copy



GALVANIZED WIDE RADIUS 90° BEND, MINIMUM 24" RADIUS, TYP.

48" TALL x 48" WIDE x 16" DEEP NEMA 4X JUNCTION BOX WITH PADLOCKABLE HANDLE. CONDUIT PENETRATIONS TO BE IN ACCORDANCE WITH NEC 314.28 (A) (2)

THIS CONDUIT TO BE DESIGNATED AS SPARE

(7) 4" PVC CONDUITS (TWO ROWS, 4 IN FRONT, 3 IN BACK) INSTALLED BY CONTRACTOR

METER BASE AND TRIM, PROVIDED BY DOMINION POWER, INSTALLED BY CONTRACTOR

6" MIN.
6" MIN.
1-1/4" CONDUIT INSTALLED BY CONTRACTOR

CT CABINET, PROVIDED BY DOMINION POWER, INSTALLED BY CONTRACTOR

FINISHED GRADE

(7) 4" CONDUITS (TWO ROWS, 4 IN FRONT, 3 IN BACK) INSTALLED BY CONTRACTOR AND ROUTED TO ATS.

(7) 4" CONDUITS (TWO ROWS, 4 IN FRONT, 3 IN BACK) PROVIDED BY DOMINION POWER, INSTALLED BY CONTRACTOR. ROUTE TO UTILITY TRANSFORMER SECONDARY SIDE.

THIS CONDUIT TO BE DESIGNATED AS SPARE

NOTES:

1. HORIZONTAL LOCATION OF CT CABINET ON BUILDING WALL TO BE FIELD DETERMINED BASED ON LOCATION OF ADJACENT ELECTRICAL MANHOLE AND THE STUB UP LOCATION IN THE ATS.
2. CONDUITS TO BE RIGID GALVANIZED ABOVE GRADE & PVC BELOW GRADE.
3. INSTALLATION OF CT CABINET, CONDUITS, WIRING, ETC. TO CONFORM TO REQUIREMENTS OF DOMINION BLUE BOOK, 2007 EDITION

1 CT CABINET ELEVATION
NO SCALE

ISSUED FOR REVIEW ONLY

MAINLAND WATER TREATMENT PLANT REVERSE OSMOSIS EXPANSION CURRITUCK COUNTY NORTH CAROLINA	WORK CHANGE DIRECTIVE #7 DATE: 30 JULY 08	
	PROJECT NUMBER NC706021.3000	FIGURE NUMBER 1



Date\Time : Wed, 30 Jul 2008 - 4:38pm
 Path\Name : c:\Documents and Settings\aribon\My Documents\CT Cabinet Elevation.dwg

Acad Version : R17.0s (LMS Tech)
 User Name : aribon

Item 8 Supporting Documentation

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

Date: 06-Jan-09

PROJECT TITLE: Mainland WTP RO Expansion

PROJECT NO.: NC706021.3000

ENGINEER: ARCADIS G&M of North Carolina, Inc.

CROWDER JOB NO.: 40207

DESCRIPTION: WCD #8 - Various

CROWDER QUOTATION NO.: 016 rev. 3

PRIME CONTRACTOR'S WORK

Revisions/Comments

1. Direct Material			\$1,056	
2. Sales Tax on Materials	6.75% of line 1	6.75%	\$71	
3. Direct Labor			\$4,119	
4. Insurance, Taxes, and Fringe Benefits	50.98% of line 3	50.98%	\$2,100	
5. Rental Equipment			\$0	
6. Sales Tax on Rental Equipment	6.75% of line 5	6.75%	\$0	
7. Equipment Ownership and Operation Expenses			\$194	
8. SUBTOTAL (add lines 1-7)			\$7,540	

Prime Remarks:

The following items are specifically excluded - any items not specifically indicated in the breakdown of costs

SUB-CONTRACTOR'S WORK

Name of Subcontractor

Revisions/Comments

9. Subcontractor 1	Tidewater Commercial	
10. Subcontractor 2		
11. Subcontractor 3		
12. Subcontractor 4		
13. Subcontractor 5		
14. Total Subcontractor Amount from Breakdown		\$2,079

Sub's Remarks:

SUMMARY

Revisions/Comments

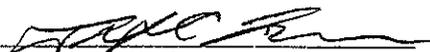
15. Prime Contractor's Work (from line 8)			\$7,540	
16. Sub-contractor's Work (from line 16)			\$2,079	
17. SUBTOTAL (add lines 15 & 16)			\$9,619	
18. Contractor Fee on Sub-contractor	5.00% of line 16	5.00%	\$104	
19. Contractor's Fee	15.00% of line 15	15.00%	\$1,131	
20. SUBTOTAL (add lines 17-19)			\$10,854	
21. Prime Contractor's Bond Premium	0.49% of line 21	0.49%	\$53	
22. TOTAL COST (Add Lines 20 & 21)			\$10,907	

Estimated time extension and justification:

Five (5) Calendar Days

Prime Contractor Name: Crowder Construction Company

Signature & Title of preparer:


John C. Ivan, Project Manager

DATE:

06-Jan-09

Item No.	Items of Work	QTY	UNIT	MATERIAL		LABOR		R=1 O=0	EQUIPMENT			Sub-Contractors
				Unit Cost	Total Cost	Unit Cost	Total cost		Days	Rate	Total	
A.	GFCI Receptacle	90		\$0.35	\$31.50	\$2.40	\$216.00					
	1 1" PVC conduit	20		\$5.00	\$100.00	\$8.25	\$165.00					
	3 1" PVC female adapter	2		\$0.35	\$0.70	\$7.50	\$15.00					
	4 IG Ocal FS box	1		\$50.00	\$50.00	\$30.00	\$30.00					
	5 IG Ocal FS box WP GFCI cover	1		\$25.00	\$25.00	\$15.00	\$15.00					
	6 20 GFCI receptacle	1		\$20.00	\$20.00	\$10.00	\$10.00					
	7 #12 THHN stranded copper wire	1500		\$0.125	\$187.50	\$0.30	\$450.00					
	8 excavation and backfill	90				\$1.86	\$167.40	0.50	\$370.00	\$185.00	\$0.00	\$185.00
B.	Light Rub Concrete for Improved Finish Paint											
	1 Labor	1	LS			\$1,042.50	\$1,042.50					
C.	Anti Scalant Flow Meter Addition											
	1 (2) Kobold Flow Meters	1	LS	\$278.00	\$278.00	\$180.00	\$180.00					
	*Excludes Calibration											
D.	SST Spool Piece Addition											
	1 8" x 1'-0" Sch. 10 316SST Spool	0	EA									
	Request resubmited by Owner/Engineer											
E.	6" P-Trap @ 6" Drain Addition											
	1 6" Sch. 80 PVC 90s	4	EA	\$30.09	\$120.36	\$27.00	\$108.00					\$1,980.00
F.	Day Tank Fill Modifications											
	1 Request resubmited by Owner/Engineer	0	EA									
G.	Revise Wall Finish											
	1 Add Gypsum Wallboard	1	LS									
H.	12" Gate Valve Additions											
	1 Request resubmited by Owner/Engineer	0	EA									
I.	M201 Revision											
	1 No cost change	1	LS	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
J.	1 Safety & Health		LS									
	2 Project Vehicles		DY									
	3 Per Diem		DY									
	4 Small Tools (6% of tradesmen labor)	1	LS	\$143.93	\$143.93							
	5 Fuel & Lubricates (30% of Equipment)	1	LS	\$58.28	\$58.28							
	6 As-Builts	1	LS			\$240.00	\$240.00					
	7 Daily Clean Up (5% of tradesmen labor)	1	LS			\$119.95	\$119.95					
	8 1-year warranty (5% of M.L.E.&S Cost)	1	LS	\$40.65	\$40.65	\$119.95	\$119.95			\$9.25	\$0.00	\$9.25

Breakdown of Direct Costs
 PROJECT NO.: NC706021.3000

CROWDER JOB NO.: 40207

Date: 6-Jan-09

CROWDER QUOTATION NO.: 016 rev. 3

Item No.	Items of Work	QTY	UNIT	MATERIAL		LABOR		R=1 O=0	EQUIPMENT			Sub-Contractors	
				Unit Cost	Total Cost	Unit Cost	Total cost		Days	Rate	Total		Rented
K. 1	Project Manager	1	DY			\$440.00	\$440.00						
2	Project Electrical Manager	0.5	DY			\$440.00	\$220.00						
3	Project Superintendent	0.5	DY			\$360.00	\$180.00						
4	Project Electrical Superintendent	0.5	DY			\$360.00	\$180.00						
5	Project Mechanical Engineer	0.5	DY			\$240.00	\$120.00						
6	Project Civil Engineer	0	DY			\$240.00	\$0.00						
7	Project Electrical Engineer	0	DY			\$240.00	\$0.00						
8	Project Safety Coordinator		DY										
9	Project Co-Op Engineer		DY										
10	Project Admn	0.5	DY			\$200.00	\$100.00						
11	Quality Control Officer		DY										
12	Surveyor		DY										
Totals:					\$1,055.92		\$4,118.79		\$194.25	\$0.00	\$194.25	\$2,079.00	



WORK CHANGE DIRECTIVE No. 8

PROJECT: MAINLAND WATER TREATMENT PLANT RO EXPANSION

Date of Issuance: September 8, 2008

Effective Date: September 8, 2008

OWNER: CURRITUCK COUNTY, NC

CONTRACTOR: Crowder Construction Company

ENGINEER: ARCADIS G&M of North Carolina, Inc.

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the contract documents without change in the Contract Sum for Lump Sum Contracts or Unit Cost for Unit Cost Contracts or Contract Times. The Contractor shall indicate receipt of these instructions for minor changes to the Work as consistent with the Contract Documents and return a copy to the Engineer. If the Contractor decides that such a change entitles him to an increase in the Contract Price, a written request shall be made before commencing the work. (Ref. General Conditions Article 10)

Description:

- Provide 2#12, #12G wire in existing 2" conduit designated as spare from LP in the Electrical Room to HH9 adjacent to the Sanitary Sewer Lift Station. Install 2#12, #12G wire in new 1" conduit from HH9 to a waterproof, GFCI receptacle to be installed at the SE corner of the storm water pond. Coordinate final location of receptacle with Engineer.
- Revise wall and ceiling finish schedule as indicated on A213 for the HSPS from EP-Epoxy Paint to Rubbed Form Finish as described in Section 03300-3.11-C.
- Provide two (2) flow meters for installation on the anti-scalant feed lines in the Anti-Scalant Feed Room. Flow meters are to be KSK-2015GT1000 as manufactured by Kobold Instruments, Inc. See attached data sheet.
- Provide a 1'-0" long, Victaulic Grooved End by Flanged End Sch. 10 SS spool piece. Spool to be manufactured in accordance to specifications for all stainless steel piping within the plant site. Turn spool over to Owner.
- Install a P-trap on the 6" DR line extending from the RO Building trench to SSMH-3. P-Trap to be installed outside the building footprint.
- Reference Drawings W208 & W209: Revise the fill connection points for day tanks CDT-221 & CDT-231 from top fill to bottom fill, 6" from the bottom of the tank. Install valves and day tank bypass piping as shown on the attached Figures #1 thru #4. This change has been coordinated by ARCADIS with the tank vendor via telephone on 08/28/08.
- Reference drawings A208, A209 & A210. All areas noted as "Grout Solid" behind building brick are to be rigid insulation. Grout solid support blocks for brick below grade.
- Reference Drawings E203 & E204, Specification Sections 16471, 16474 & 16482: Increase the Minimum Integrated Short Circuit Rating for the Main Switchboard, Motor Control Center #1 and Power Panelboard # 1 from 65,000 AIC to 100,000 AIC.
- Reference Drawing E203: Delete the (3) three 400 amp breakers from the Main Switchboard shown for future RO Feed pumps MFP-207 thru MFP-209. Provide a credit to the Owner for the deletion of these breakers.
- Reference Drawing E205: Delete the (7) seven 15 amp breakers from Power Panelboard 2B shown for future motorized butterfly valves BFV-215 thru BFV-221. Provide a credit to the Owner for the deletion of these breakers.
- Per the Instrumentation Coordination meeting conducted on June 19, 2008, the following changes are to be made:
 1. Reference Drawing E203. Replace the two 150 AT/ 225 AF breakers shown to feed the RO Cleaning Recirc Pump MCP-211 and RO Cleaning Tank Heater HTR-211 in the Main Switchboard with one 225 AT/ 225 AF breaker for the RO Cleaning System.
 2. Reference Drawing E204: Add a Size 1 starter bucket to the MCC for Sodium Hypochlorite Pump CTP-221 with controls as shown in detail 3/ E209.
 3. Reference Drawing E204: Add a Size 1 starter bucket to the MCC for Caustic Pump CTP-231 with controls as shown in detail 3/E209.
 4. Reference Drawing E205: Replace (14) fourteen 15 AT/30 AF breakers shown to feed the motorized butterfly valves in the RO Room in Power Panel 2B with one 100 AT/100 AF breaker to feed new Power Panelboard RO MBV.

9/8/2008

- 5. Provide new Power Panelboard RO MBV with the following requirements: 100 amp, MCB, 480 volt, 3 phase, 3 wire, Nema 4X enclosure, provided with ten 20amp/3 pole branch breakers installed in the RO Room. Location of panel in RO Room to be confirmed with the Engineer prior to installation.
- Reference Drawing A201: Revise the wall finish for the east and west walls of the Electrical Room from Diamond Note 5 to Diamond Note 4. Revise the wall finish on the north wall of the Electrical Room from Diamond Note 7 to Diamond Note 6.
- Reference Drawing A201: Revise the east/west dimension across the HSPS Room from 22' 4-3/8" to 22' 6-5/8". Revise the east/west dimension across Corridor 124 from 6'-0" to 5' 9-3/4".
- Provide a 12" gate valve with cast iron valve box on the existing 12" FW line feeding the existing 1.33 MG clearwell as shown in the attached Figure #5.
- Reference Drawing M201: Replace the existing M201 with the revised version attached.

Purpose of Work Change Directive:

- Varies.

Attachments: (List documents supporting change):

Revised M201, Figures #1, #2, #3, #4 & #5. Kobold Data Sheet

ISSUED BY:

Dan Williams

ENGINEER (Authorized Signature)

Sept. 8, 2008

Date

ACKNOWLEDGED BY:

CONTRACTOR (Authorized Signature)

Date

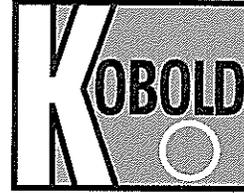
Copies:

Eric Weatherly, Currituck County
Pat Irwin, Currituck County

ARCADIS Office Copy
ARCADIS Field Copy

9/8/2008

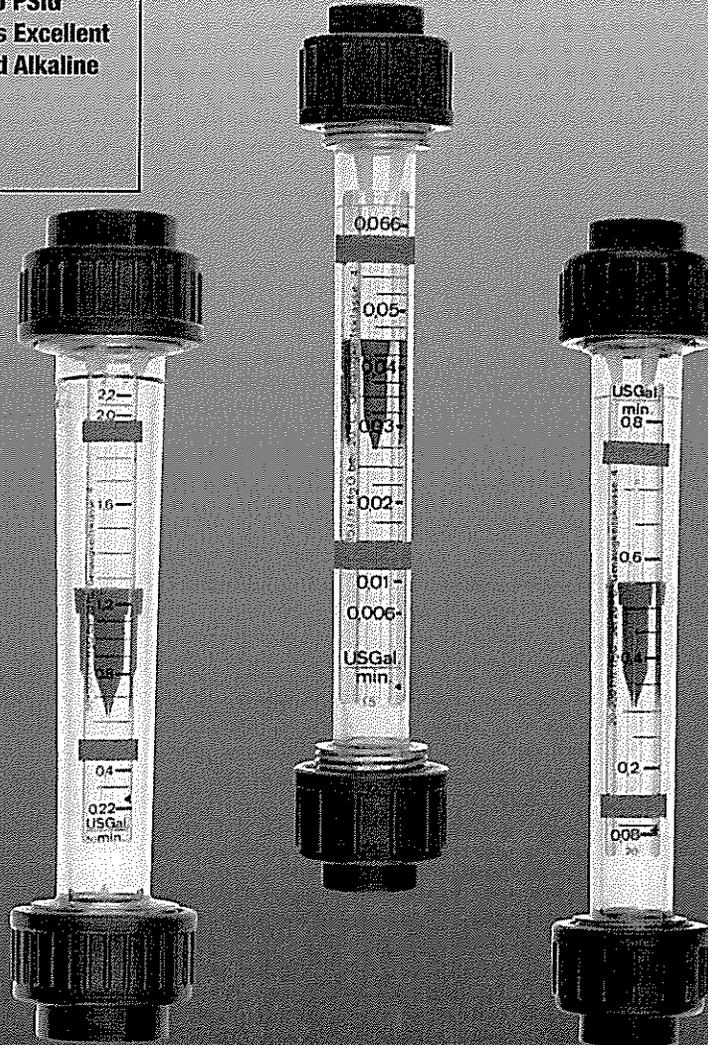
**KSK
PLASTIC FLOWMETER AND SWITCH**



Flow
Pressure
Level
Temperature
measurement
monitoring
control

- Accuracy: $\pm 4\%$ of Full Scale
- Shock and Corrosion Proof
- Maximum Pressure 145 PSIG
- Polysulfone Version has Excellent Resistance to Acids and Alkaline Solutions
- Compact Design

S1



USA

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E-mail: info@koboldusa.com



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E-mail: kobold@kobold.ca

Visit KOBOLD Online at
www.kobold.com

Model:
KSK

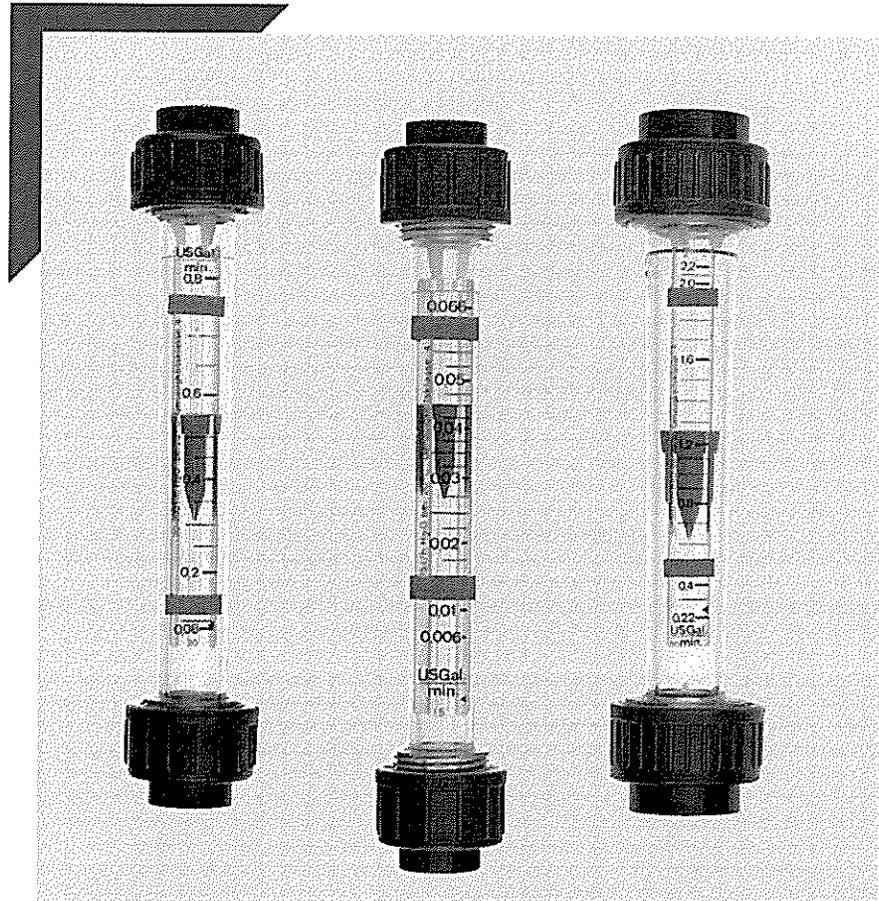


Features

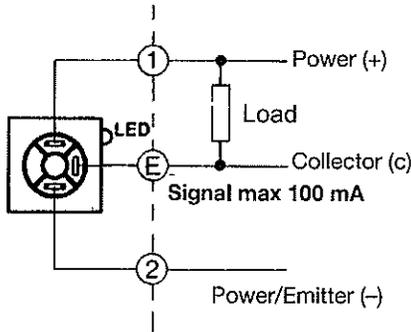
- Accuracy: $\pm 4\%$ of Full Scale
- Shock and Corrosion Proof
- Maximum Pressure 145 PSIG
- All Plastic Wetted Parts for Excellent Resistance to Acids and Alkaline Solutions
- Compact Design

The KOBOLD KSK plastic flowmeters/ flow switches operate on the basis of the well known variable area principle. The medium flows upward through a conically widening plastic measuring tube. The float is lifted by the flowing medium and indicates the instantaneous flow rate on the scale attached to the flowmeter. The KSK series is all plastic with bodies made of nylon Polysulfone or PVDF to handle aggressive media.

For the control of flow setpoints, a bistable switch can be provided for the instrument. Reed contacts or transistor switches are available and can be used to monitor and alarm on an upset flow condition. The transistor switch has an LED on the contact housing to indicate switching status.



Transistor Switch



Specifications

- Accuracy:** $\pm 4\%$ full scale
Flow Media: air or water and other liquids
Mounting: vertical, flow up
Max. Temperature:
 PVDF: 250°F
 Trogamid: 140°F
 Polysulfone: 140°F w/ PVC Fittings
 180°F w/ Polypro, brass & SS fittings

- Max. Pressure:** 145 PSIG
Materials
Measuring Tube: Polysulfone, Trogamid-T or PVDF
Float: PVDF
O-Rings: EPDM
Connection with Capnut: per ordering code

- Switch Specifications**
NPN Transistor: Hall-Sensor, bistable NPN open collector
Operating Voltage: 9-24 VDC
Operating Current: Max. 100 mA
Ambient Temp: 130°F max.
Hysteresis: <0.24"
Output Signal: LED lights w/ flow above setpoint

- Reed Switch:** SPST N/O or N/C based on order code
Electrical Ratings: Max. 230 VAC, 12w, 0.5A
Ambient Temp: Max. 130°F
Protection: NEMA 4X/IP65

Measuring Scales

Measuring scales are available for water and air. Compressed air scales are available in SCFM, calibrated for direct readings at operating pressures from zero to 145 PSIG. The compressed air scale table shows the available ranges and calibration pressures for each meter size.

KSK - Plastic Flowmeter and Switch



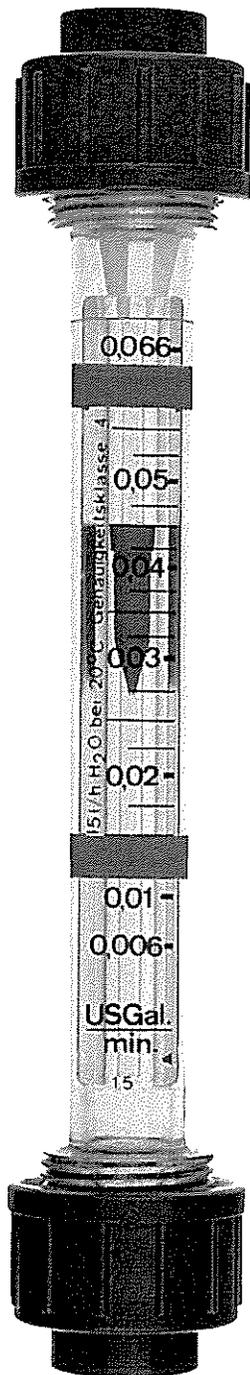
Compressed Air Scales

Model	SCFM (0 PSIG)	SCFM (15 PSIG)	SCFM (30 PSIG)	SCFM (45 PSIG)	SCFM (60 PSIG)	SCFM (75 PSIG)	SCFM (85 PSIG)	SCFM (100 PSIG)	SCFM (115 PSIG)	SCFM (130 PSIG)	SCFM (145 PSIG)
KSK-.15	0.06-0.27	0.12-0.35	0.12-0.44	0.12-0.5	0.18-0.6	0.18-0.65	0.18-0.7	0.24-0.77	0.24-0.8	0.24-0.83	0.24-0.9
KSK-.25	0.12-0.65	0.15-0.9	0.18-1.1	0.18-1.3	0.24-1.5	0.30-1.6	0.30-1.7	0.30-1.8	0.35-2.0	0.35-2.1	0.60-2.1
KSK-.50	0.24-1.2	0.30-1.7	0.35-2.0	0.40-2.4	0.47-2.7	0.53-3.0	0.60-3.2	0.60-3.4	0.60-3.5	0.75-3.8	0.90-4.1
KSK-.80	0.30-1.8	0.40-2.5	0.40-3.3	0.60-3.8	0.60-3.9	0.60-4.0	1.0-5.0	0.90-5.3	0.90-5.6	0.90-6.0	0.90-6.2
KSK-100	0.40-2.1	0.60-3.0	0.70-3.5	0.90-4.1	1.0-4.7	1.2-5.3	1.2-5.6	1.2-6.0	1.5-6.2	1.5-6.5	1.5-7.0
KSK-150	0.60-3.5	0.90-4.4	1.2-5.3	1.2-7.0	1.5-7.7	1.5-8.3	1.8-8.9	1.8-9.4	1.8-10.0	2.1-10.1	2.1-11.5
KSK-200	0.90-10.3	1.5-6.0	1.8-7.7	2.1-8.6	2.4-10.0	2.7-11.2	3.0-11.8	3.0-13.3	3.5-13.6	3.5-14.2	3.5-14.8
KSK-300	0.60-6.0	0.90-8.3	1.2-10.0	1.5-11.8	1.8-13.6	1.8-14.2	2.1-14.8	2.1-16.2	2.1-17.7	2.4-18.3	2.4-18.9
KSK-500	1.2-10.0	1.8-14.2	2.4-16.5	2.4-19.0	3.0-21.2	3.0-23.6	3.5-24.8	3.5-26.6	3.5-28.3	4.1-30.0	4.1-33.0
KSK-999	3.5-18.3	4.7-26.0	6.0-32.0	7.1-36.6	7.1-41.0	8.9-44.3	8.9-47.2	8.9-53.1	8.9-56.0	8.9-59.0	11.8-62.0

S1

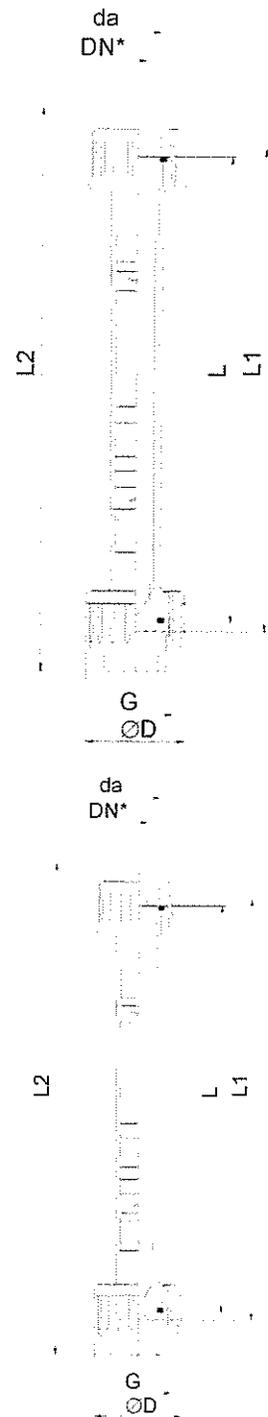
Order Numbers for Standard Types

Range Water GPM	Max. Press. Drop PSI	Material			Measuring Scale	Fittings	Switch Option
		Trogamid	Polysulfone	PVDF			
0.006-0.05	0.07	KSK-1015...	KSK-2015	KSK-3015	Water Scale G=GPM water H=LPH water M=LPM water Air Scales (see Table)	For KSK-K015 to X100 P10=Polypro, 3/8" NPT Female K10=PVC, 3/8" Glue Socket T10=PVC, 3/8" NPT Female V16=PVDF Butt Weld 16mm O.D.	
0.01-0.10	0.07	KSK-1025...	KSK-2025	KSK-3025			
0.02-0.20	0.07	KSK-1050...	KSK-2050	KSK-3050			
0.04-0.44	0.07	KSK-1100...	KSK-2100	KSK-3100			
0.035-0.35	0.07	KSK-1080	KSK-2080	KSK-3080	0S= 0 PSIG 1S=15 PSIG 2S=30 PSIG 3S=45 PSIG 4S=60 PSIG 5S=75 PSIG 6S= 85 PSIG 7S=100 PSIG 8S=115 PSIG 9S=130 PSIG Z=145 PSIG	For KSK-K080 to X200 P15=Polypro, 1/2" NPT Female K15=PVC 1/2" Glue Socket T15=PVC 1/2" NPT Female V15=PVDF, 1/2" Butt Weld IN1=Brass, 1/2" NPT Female AN1=Brass, 1/2" NPT Male AN3=316 SS, 3/4" NPT Male IN2=316 SS, 1/2" NPT Female AN2=316SS, 1/2" NPT Male	00=Without Switch S0=1N/O Reed Sw. SS=2N/O Reed Sw. C0=1N/C Reed Sw. CC=2N/C Reed Sw. EO=1NPN Switch EE=2NPN Switches
0.06-0.66	0.07	KSK-1150	KSK-2150	KSK-3150			
0.08-0.8	0.07	KSK-1200	KSK-2200	KSK-3200			
0.13-1.3	0.12	KSK-1300	KSK-2300	KSK-3300			
0.22-2.2	0.12	KSK-1500	KSK-2500	KSK-3500			
0.44-4.4	0.12	KSK-1999	KSK-2999	KSK-3999			



Dimensions (with PVC Glue Socket, Female NPT and PVDF Butt Weld)					
Model	DN	da	L	L1	L2
KSK..015..	3/8"	1/2"	6.5	6.7	7.8
KSK..025..	3/8"	1/2"	6.5	6.7	7.8
KSK..050..	3/8"	1/2"	6.5	6.7	7.8
KSK..080..	1/2"	3/4"	7.3	7.5	8.8
KSK..100..	3/8"	1/2"	6.5	6.7	6.5
KSK..150..	1/2"	3/4"	7.3	7.5	8.8
KSK..200..	1/2"	3/4"	7.3	7.5	8.8
KSK..300..	1"	1-1/4"	7.9	8.1	9.8
KSK..500..	1"	1-1/4"	7.9	8.1	9.8
KSK..999..	1"	1-1/4"	7.9	8.1	9.8

Dimensions (with Special Thread Fittings in Brass or Stainless Steel)					
Model	L	L2	Female	Male	SW
KSK..015..	6.5	-	-	-	-
KSK..025..	6.5	-	-	-	-
KSK..050..	6.5	-	-	-	-
KSK..080..	7.3	9.6	1/2" NPT	1/2" or 3/4" NPT	36 mm
KSK..100..	6.5	-	-	-	-
KSK..150..	7.3	9.6	1/2" NPT	1/2" or 3/4" NPT	36 mm
KSK..200..	7.3	9.6	1/2" NPT	1/2" or 3/4" NPT	36 mm
KSK..300..	7.9	-	-	-	-
KSK..500..	7.9	-	-	-	-
KSK..999..	7.9	-	-	-	-



Item 9 Supporting Documentation

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION Date: 06-Jan-09

PROJECT TITLE: Mainland WTP RO Expansion PROJECT NO.: NC706021.3000

ENGINEER: ARCADIS G&M of North Carolina, Inc. CROWDER JOB NO.: 40207

DESCRIPTION: WCD #9 - Various CROWDER QUOTATION NO.: 017 rev. 2

PRIME CONTRACTOR'S WORK				Revisions/Comments
1	Direct Material		\$1,485	
2	Sales Tax on Materials	6.75% of line 1	6.75% \$100	
3	Direct Labor		\$5,447	
4	Insurance, Taxes, and Fringe Benefits	50.98% of line 3	50.98% \$2,777	
5	Rental Equipment		\$656	
6	Sales Tax on Rental Equipment	6.75% of line 5	6.75% \$44	
7	Equipment Ownership and Operation Expenses		\$0	
8	SUBTOTAL (add lines 1-7)		\$10,509	

Prime Remarks:
The following items are specifically excluded - any items not specifically indicated in the breakdown of costs

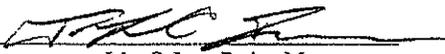
SUB-CONTRACTOR'S WORK		Name of Subcontractor	Revisions/Comments
9	Subcontractor 1	Aquatic Resource Management	
10	Subcontractor 2		
11	Subcontractor 3		
12	Subcontractor 4		
13	Subcontractor 5		
14	Total Subcontractor Amount from Breakdown		\$0

Sub's Remarks:
Proposal is contingent upon subcontractor meeting Crowder's subcontractor prequalification requirements and acceptable insurance limits

SUMMARY				Revisions/Comments
15	Prime Contractor's Work (from line 8)		\$10,509	
16	Sub-contractor's Work (from line 16)		\$0	
17	SUBTOTAL (add lines 15 & 16)		\$10,509	
18	Contractor Fee on Sub-contractor	5.00% of line 16	5.00% \$0	
19	Contractor's Fee	15.00% of line 15	15.00% \$1,576	
20	SUBTOTAL (add lines 19-21)		\$12,086	
21	Prime Contractor's Bond Premium	0.49% of line 21	0.49% \$59	
22	TOTAL COST (Add Lines 22 & 23)		\$12,145	

Estimated time extension and justification:
Three (3) calendar days, contingent upon availability of aerator and subcontractor schedule

Prime Contractor Name: Crowder Construction Company

Signature & Title of preparer:  DATE: 06-Jan-09
John C. Ivan, Project Manager

Item No.	Items of Work	MATERIAL		LABOR		EQUIPMENT		EQUIPMENT TOTALS		Sub-Contractors			
		QTY	UNIT	Unit Cost	Total Cost	Unit Cost	Total cost	R=1 O=0	Days		Rate	Total	Rented
A.	Filter Influent SA line Modification												
	1 1/2" Sch. 80 PVC Pipe and fittings	1	LS	\$81.54	\$81.54	\$81.00	\$81.00	1	1.00	\$125.00	\$125.00	\$0.00	\$0.00
B.	Architectural Drawing Changes												
	1 No cost change	1	LS	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
	Note: Metal studs to be 25 Gauge per approved submittal, not 16 Gauge as shown on WCD#9												
C.	Window F Move												
	1 No cost change	1	LS	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
D.	Drawing I/S203 Change												
	1 No cost change	1	LS	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
E.	Add Trap Primers to FD-2s												
	1 Addressed in Quote #004												
F.	AHU Disconnect Rating change to 125V												
	1 No cost change.	1	LS	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
G.	Electrical Receipt/Data Port Layout												
	1 3/4" EMT conduit	240	FT	\$0.450	\$108.00	\$1.80	\$432.00						
	2 3/4" EMT connectors	32	EA	\$0.750	\$24.00	\$4.50	\$144.00						
	3 3/4" EMT couplings	24	EA	\$0.750	\$18.00	\$2.10	\$50.40						
	4 3/4" EMT straps	30	EA	\$0.650	\$19.50	\$1.50	\$45.00						
	5 4" sq. boxes	16	EA	\$3.500	\$56.00	\$10.50	\$168.00						
	6 4" sq. 1G rings	16	EA	\$1.500	\$24.00	\$6.00	\$96.00						
	7 telephone cover plates	9	EA	\$2.500	\$22.50	\$3.00	\$27.00						
	8 receptacle cover plates	7	EA	\$2.500	\$17.50	\$3.00	\$21.00						
	9 #12 THHN Stranded copper wire	350	FT	\$0.125	\$43.75	\$0.30	\$105.00						
H.	2" Conduit from HH-3 to Distribution Bldg.												
	1 2" PVC conduit	300	FT	\$0.650	\$195.00	\$3.60	\$1,080.00						
	2 2" PVC female adapters	4	EA	\$0.850	\$3.40	\$13.50	\$54.00						
	3 2" Ocal 90's	4	EA	\$35.000	\$140.00	\$45.00	\$180.00						
	4 trenching	100	FT			\$4.50	\$450.00	1	1.00	\$375.00	\$375.00	\$0.00	\$0.00
	5 backfilling and tamping	100	FT			\$4.50	\$450.00	1	1.00	\$125.00	\$125.00	\$0.00	\$0.00
	6 pull string	320	FT	\$0.020	\$6.40	\$0.30	\$96.00						
I.	2" Conduit from Telemetry Pole to Clerks Office												
	1 Included in item H above.												
J.	Add Aerator in Stormwater Pond												
	1 Provide and install by Aquatic Resource Mgmt	0	EA										
	Request rescinded by Owner/Engineer												

Breakdown of Direct Costs
 PROJECT NO.: NC706021.3000

CROWDER JOB NO.: 40207
 CROWDER QUOTATION NO.: 017 rev. 2

Date: 6-Jan-09

Item No.	Items of Work	QTY	UNIT	MATERIAL		LABOR		R=1 O=0	EQUIPMENT		EQUIPMENT TOTALS		Sub-Contractors
				Unit Cost	Total Cost	Unit Cost	Total cost		Days	Rate	Total	Rented	
K.	Payment Drop Box												
	1 Mail drop box with receptacle	1	LS	\$264.50	\$264.50	\$72.00	\$72.00						
D.	1 Safety & Health	1	LS										
	2 Project Vehicles		DY										
	3 Per Diem		DY										
	4 Small Tools (6% of tradesmen labor)	1	LS	\$213.08	\$213.08								
	5 Fuel & Lubricates (30% of Equipment)	1	LS	\$196.88	\$196.88								
	6 As-Builts	1	LS			\$120.00	\$120.00						
	7 Daily Clean Up (5% of tradesmen labor)	1	LS			\$177.57	\$177.57						
	8 1-year warranty (5% of M.L.E.&S Cost)	1	LS	\$51.20	\$51.20	\$177.57	\$177.57				\$31.25	\$31.25	\$0.00
E.	1 Project Manager	0.5	DY			\$440.00	\$220.00						
	2 Project Electrical Manager	1	DY			\$440.00	\$440.00						
	3 Project Superintendent	0.5	DY			\$360.00	\$180.00						
	4 Project Electrical Superintendent	1	DY			\$360.00	\$360.00						
	5 Project Mechanical Engineer	0.5	DY			\$240.00	\$120.00						
	6 Project Civil Engineer		DY			\$240.00	\$0.00						
	7 Project Electrical Engineer		DY			\$240.00	\$0.00						
	8 Project Safety Coordinator		DY			\$280.00	\$0.00						
	9 Project Co-Op Engineer		DY			\$160.00	\$0.00						
	10 Project Admn	0.5	DY			\$200.00	\$100.00						
	11 Quality Control Officer		DY			\$360.00	\$0.00						
	12 Surveyor		DY			\$280.00	\$0.00						
				Totals:		\$1,485.25		\$5,446.54		\$656.25		\$656.25	\$0.00



WORK CHANGE DIRECTIVE No. 9-Revised

PROJECT: MAINLAND WATER TREATMENT PLANT RO EXPANSION

Date of Issuance: October 27, 2008

Effective Date: October 27, 2008

OWNER: CURRITUCK COUNTY, NC

CONTRACTOR: Crowder Construction Company

ENGINEER: ARCADIS G&M of North Carolina, Inc.

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the contract documents without change in the Contract Sum for Lump Sum Contracts or Unit Cost for Unit Cost Contracts or Contract Times. The Contractor shall indicate receipt of these instructions for minor changes to the Work as consistent with the Contract Documents and return a copy to the Engineer. If the Contractor decides that such a change entitles him to an increase in the Contract Price, a written request shall be made before commencing the work. (Ref. General Conditions Article 10)

Description:

- Reference Drawing C107: Delete Keynote 51 as noted on Figure #1 issued with WCD #6. Modify the FI (Filter Influent) sample line connection as shown on the attached Figure #1.
- Reference Drawings A201, A203, A208, A209, A210 & A216: Replace previously issued version with attached versions.
- Reference Drawing A212: Revise the installation height of Window Type "F" from 3'-0" AFF to 3'-8" AFF.
- Reference Drawing S203: Replace Foundation Plan (1/S203) with updated version as shown on attached Figure #2.
- Reference Drawing P202: Provide trap primers for all FD-2 floor drains as shown on P202.
- Reference Drawing E203: Revise the fuse rating for the disconnect at AHU-1 from 110 to 125 to coincide with AHU-1 shop drawing.
- Reference Drawing E217: Revise the receptacle/data port layout for Rooms 100, 102, 103, 104, 105 & 111 as shown on the attached Figure #3.
- Reference Site Duct Bank Layout: Install a 2" conduit with pull string from HH-3 to the existing office in the Distribution Bldg.
- Reference Site Duct Bank Layout: Install a 2" conduit with pull string from the Telemetry Antenna Pole directly to the Clerk's Office (Room 100). Terminate the 2" conduit in the Clerk's Office adjacent to building Column A/12.
- Contractor to provide a floating aerator in the Storm Water Detention Pond as selected by the Owner. See the attached data sheets and quote for aerator chosen by Owner.
- Provide and install a payment drop box as shown on the attached data sheet. Requested colors, styles and options are surrounded by a box. Payment drop box to be installed in the east wall of the Clerk's office (Room 100). Location to be confirmed with the Engineer prior to installation.

Purpose of Work Change Directive:

- Varies

Attachments: (List documents supporting change):

A201, Rev. 4; A203, Rev. 2; A208, Rev. 2; A209, Rev. 2; A210, Rev. 2; A216, Rev. 2, Figures #1, #2 & #3, Floating Aerator Data Sheets & Quote, Mailboxes.com Mail Drop/Receptacle Data Sheets.

ISSUED BY:

Dan Williams

ENGINEER (Authorized Signature)

October 27, 2008

Date

ACKNOWLEDGED BY:

CONTRACTOR (Authorized Signature)

Date

Copies:

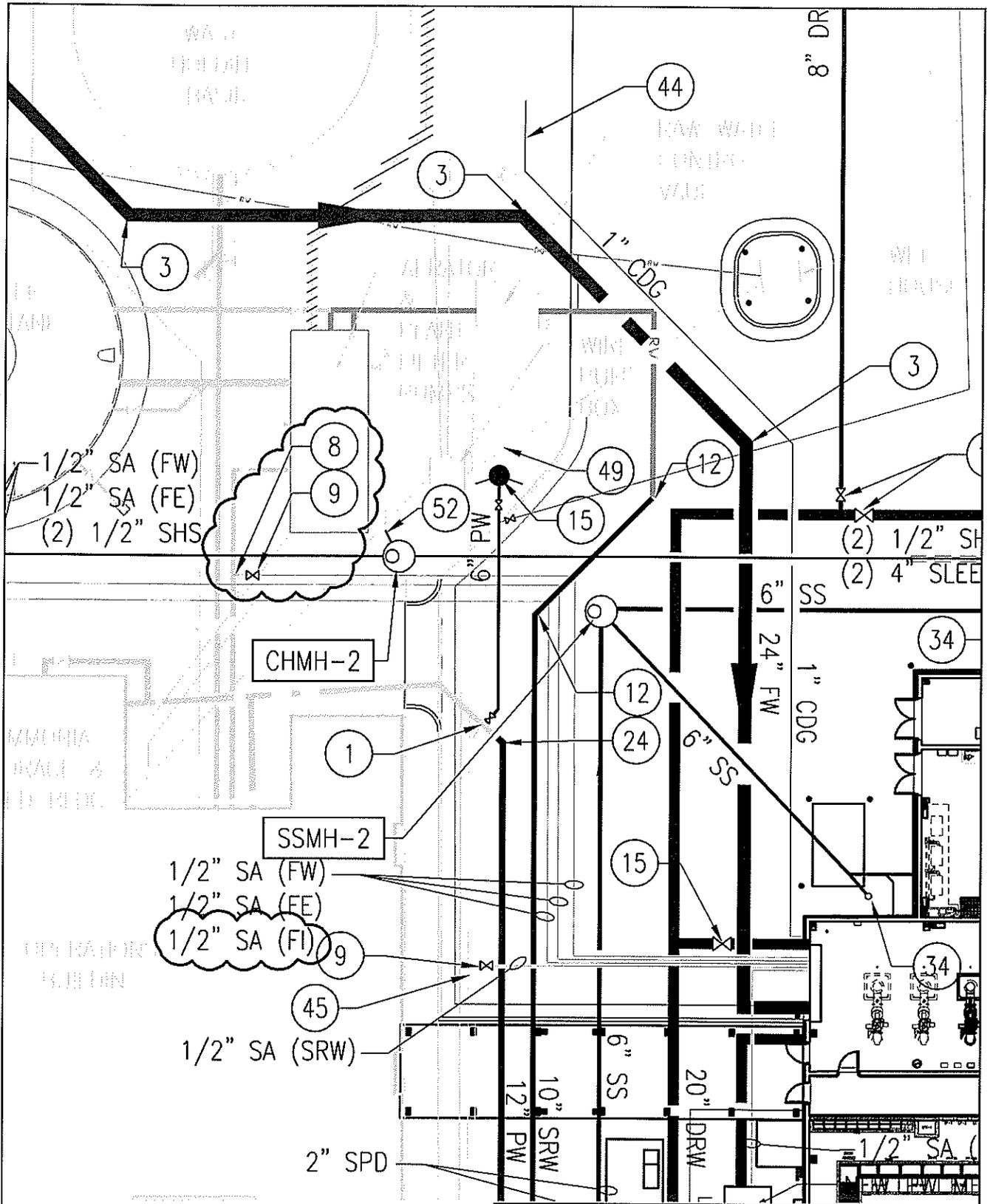
Eric Weatherly, Currituck County
Pat Irwin, Currituck County

ARCADIS Office Copy
ARCADIS Field Copy

10/27/2008

Date/Time : Thu, 23 Oct 2008 - 5:19:40 PM
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Acad Version : R17.0a (ANSI Text)
 User Name : delliams

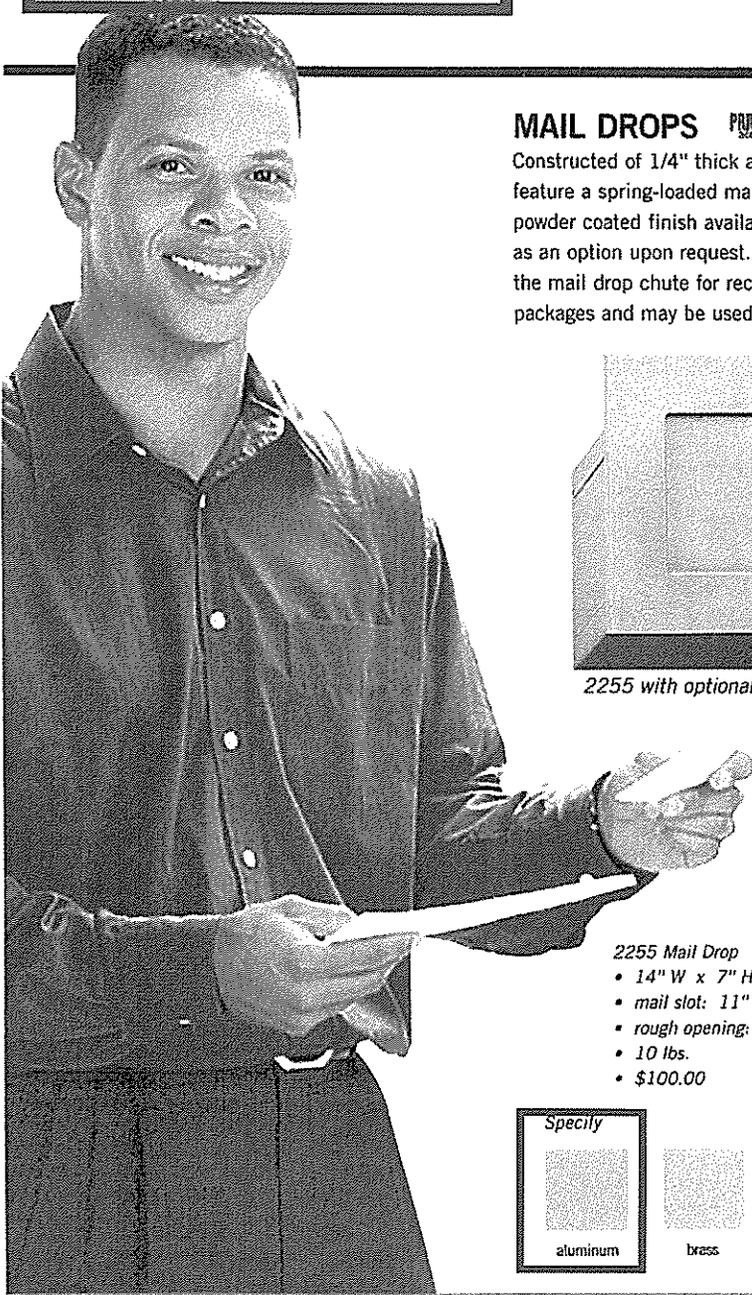
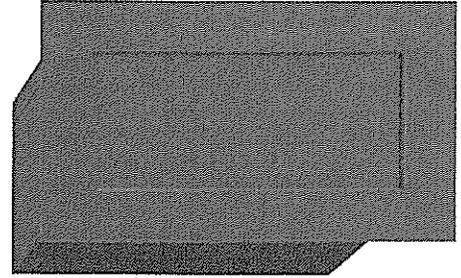
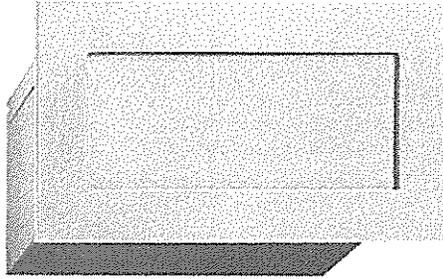
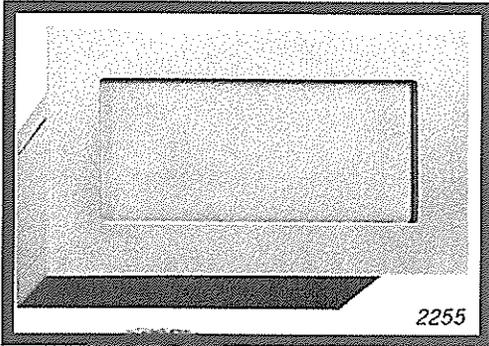


1 SITE PIPING PLAN
 W107 SCALE: 1" = 20'

MAINLAND WATER TREATMENT PLANT REVERSE OSMOSIS EXPANSION CURRITUCK COUNTY NORTH CAROLINA		WORK CHANGE DIRECTIVE #9 DATE: 23 OCT 08	
		PROJECT NUMBER NC706021.3000	FIGURE NUMBER 1
<small> ARCADIS CAN of North Carolina, Inc. 301 Corporate Center Drive, Suite 300 Raleigh, NC 27607 Tel: 919-854-1282 Fax: 919-854-5440 </small>			

Mail Drops / Receptacles

visit us at:
www.mailboxes.com



MAIL DROPS PRIVATE

Constructed of 1/4" thick aluminum plate and 20 gauge steel, Salsbury recessed mounted mail drops feature a spring-loaded mail flap and an adjustable mail flap stop. Mail drops also feature a durable powder coated finish available in five (5) contemporary colors. Custom engraving (#2266) is available as an option upon request. An optional receptacle (#2255 - see page 31 - order separately) aligns with the mail drop chute for receipt of deliveries. Mail drops are ideal for collecting documents and small packages and may be used for U.S.P.S. residential door mail delivery.



2255 with optional custom black filled engraving (#2266) displayed

CUSTOM ENGRAVING (OPTION - #2266)

Custom engraving (specify regular or black filled) is available as an option upon request.

Examples are: MAIL PAYMENTS, OUTGOING MAIL, LETTERS, KEYS, SUGGESTION BOX, OFFICE, RENT DROP or as specified. \$20.00

MAIL SLOT (STANDARD)

Mail drops feature an 11" W x 4" H mail slot.

CHUTE (STANDARD)

Attached to each mail drop is a 11-3/4" W x 5" H x 6-1/4" D chute angled at 25°.

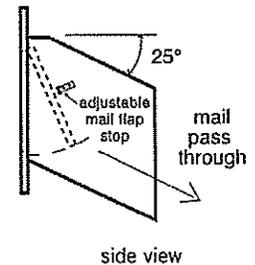
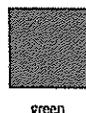
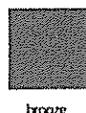
ADJUSTABLE MAIL FLAP STOP (STANDARD)

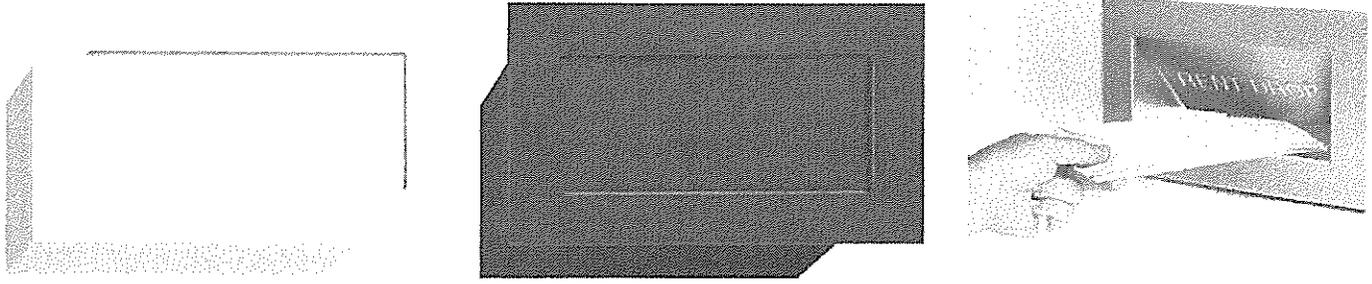
Attached to the inside of each mail drop chute is an adjustable mail flap stop that can limit the size of the mail flap opening.

2255 Mail Drop

- 14" W x 7" H x 6" D
- mail slot: 11" W x 4" H
- rough opening: 12-1/4" W x 5-1/2" H
- 10 lbs.
- \$100.00

custom
Numbers & Letters are \$20.00





#2255 with optional custom regular engraving (#2266) displayed

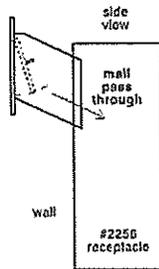
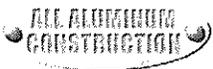
RECEPTACLES PRIVATE ACCESS

Made of sheet and extruded aluminum, Salsbury receptacles have a 12" W x 6" H rear opening which aligns with mail drops (#2255 - see page 30 - order separately). The doors are constructed of heavy duty 1/4" thick aluminum plate and are accessed from the front. Receptacles include a lock with two (2) keys and feature a durable powder coated finish available in five (5) contemporary colors. Custom engraving (#2266), plexiglass windows (#2273) and thumb latches (#2288) are available as options upon request.

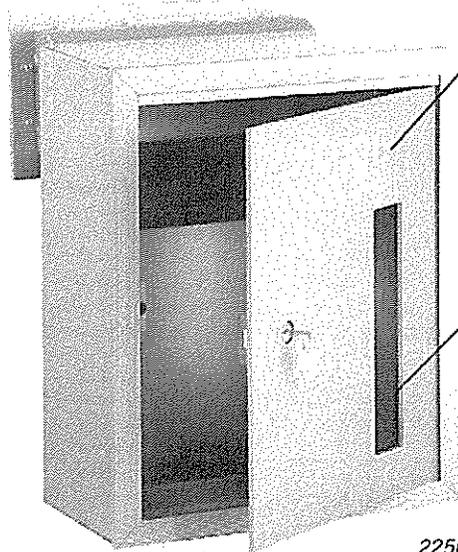
- 2256 Receptacle**
- 15" W x 19" H x 7-1/2" D
 - rear opening: 12" W x 6" H
 - 20 lbs.
 - \$125.00

Specify • Aluminum

- Brass
- Bronze
- Ivory
- Green



order mail drops and receptacles separately



2256 Receptacle with mail drop (#2255) displayed

CUSTOM ENGRAVING
(OPTION - #2266)

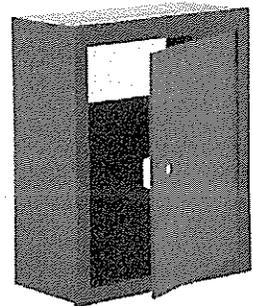
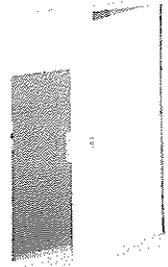
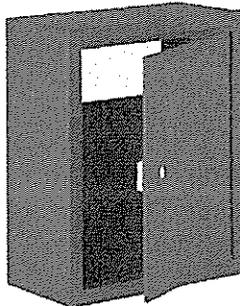
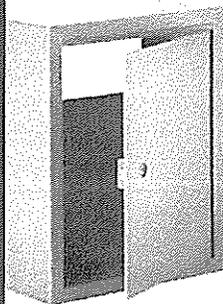
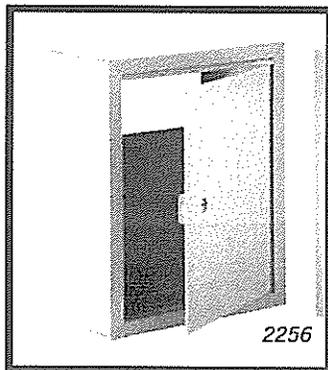
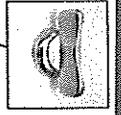
Custom engraving (specify regular or black filled) is available as an option upon request. Examples are: OUTGOING MAIL, MAIL, PAYMENTS, LETTERS, KEYS, SUGGESTION BOX, OFFICE, RENT DROP or as specified. \$20.00

PLEXIGLASS WINDOW
(OPTION - #2273)

A 2" W x 10" H plexiglass window is available as an option upon request. \$25.00

THUMB LATCH
(OPTION - #2288)

A non-locking thumb latch is available as an option upon request. \$10.00



Change Order

The Design Collaborative, Architects

Moyock Public Library

XXX Street
Moyock, North Carolina

07-005

Construction

Contract For
Contract Date
Notice to Proceed Date

September 2, 2008

Date **February 3, 2009**

CHANGE ORDER CO-001

Item 1

To **McKenzie Construction Corporation**
400 S. Road Street, Suite B-1
Elizabeth City, NC 27909

The Contract is changed as follows:

<u>Item 1</u>	COP#1 – October 10, 2008 – Septic Field Material	\$1,200.00	0 days
<u>Item 2</u>	COP# 2R2- January 29,2009 – Pond plants	\$5,835.00	0 days
<u>Item 3</u>	COP#4 – October 22, 2008 – Add Floor Drain	\$490.00	0 days
<u>Item 4</u>	COP#5 – November 21, 2008 – New Truss Connections	\$3,185.00	0 days
<u>Item 5</u>	COP#6R – January 16, 2009 – Plumbing and HVAC	\$437.00	0 days
<u>Item 6</u>	COP#7 – January 2, 2009 – Metering faucets	\$725.00	0 days
<u>Item 7</u>	COP#9 – February 2, 2009 – Site lighting sleeves and sign lights	\$4,550.00	0 days
<u>Item 8</u>	COP#10R – February 3, 2009 – Fire blocking and roof perimeter blocking	\$6,999.00	0 days
TOTAL THIS CHANGE ORDER.....		\$23,421.00	0 days

Not valid until signed by the Owner, Architect and Contractor

Original Contract Sum.....	\$1,588,509.00
Net change by previously authorized Change Orders.....	\$0.00
Contract Sum prior to this Change Order.....	\$1,588,509.00
Contract Sum will be increased by this Change Order by.....	\$23,421.00
The new Contract Sum including this Change Order will be.....	\$1,611,930.00

The date of Substantial Completion prior to this Change Order.....
 The Contract Time will be unchanged by this Change Order by..... Zero (0) days
 The new date of Substantial Completion including this Change Order will be..... September 2, 2009

NOTE: This summary does not reflect changes in the Contract Sum or Contract Time that have been authorized by Construction Change Directive.

The Design Collaborative

230 North Lynnhaven Road
Virginia Beach VA 23452-0917

McKenzie Construction Corporation

400 S. Road Street, Suite B-1
Elizabeth City, NC 27909

Currituck County

P O Box 39
Currituck, NC 27929

ARCHITECT

Signature
Edward G. Lazarus, AIA

Printed Name
Architect

Title
February 3, 2009

Date

CONTRACTOR

Signature
Robert H. Norton

Printed Name
SVP

Title
Date
2/4/2009

OWNER

Signature

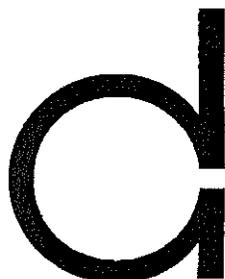
Printed Name

Title

Date

February 4, 2009

Daniel F. Scanlon, II
County Manager
P. O. Box 39
Currituck, NC 27929



**THE DESIGN
COLLABORATIVE**

LIBRARY PLANNERS
LIBRARY CONSULTANTS
LIBRARY ARCHITECTS

230 N. Lynnhaven Road
Virginia Beach, VA 23462-7522

www.designcollaborative.cc

email: architects@

designcollaborative.cc

Phone: (757) 340-4272

Fax: (757) 463-9123

Richard J. Fitts, AIA

Edward G. Lazaron, AIA

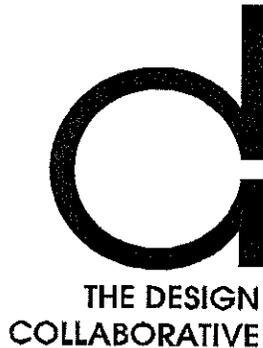
RE: Change Order #1
Moyock Library
Currituck County, North Carolina
TDC Project No. 07-005

Dear Mr. Scanlon,

Below are explanations of the proposed changes to be included in Change Order No. 1 for the Moyock Public Library.

- Item 1 – COP#1 – Septic Field Material - Preliminary design of the Drainage Field was used for bidding. The final, approved design was modified to include additional sand fill to comply with review comments from the health department based on soil conditions.
- Item 2 – COP#2R2 – Pond Plants – These plants were added to comply with site plan review comments received from DENR for water quality at the detention pond after bidding.
- Item 3 – COP#4 – Add Floor Drain – Did not show floor drains in the Janitor's Closet. It was suggested, prior to pouring the floor slab, that a drain be added in case the Janitor's sink overflows. The drain was added.
- Item 4 – COP#5 – New Truss Connections – During the design, the structural engineer calculates the wind pressures on the building and the uplift reactions and provides anchorage based on that analysis for bidding purposes. Once the detailed calculations are prepared by the truss fabricator, the engineer compares those to their calculated reactions. In most cases the anchorage provided for bidding is sufficient. In this case the anchorage was required to be increased. The only way to avoid this is to have the trusses designed by the fabricator in advance, however the fabricators are typically not willing to design the truss system unless they are able to also furnish the trusses. On a public project that is not allowed. The anchorage provided is something that would have been required on the project had the trusses reactions been provided during design and is not a result of the contractor's error or choice of fabricator.
- Item 5 – COP#6R – Plumbing and HVAC – A backflow preventer, as required by code, was added to the water line for the icemaker in the refrigerator in the Staff Lounge. This also includes minor modifications to six (6) air intake ducts.

Daniel F. Scanlon, II
February 4, 2009
Page 2



- Item 6 – CPO#7 – Metering Faucets – The hand sink faucets, at 3 locations, specified in bid documents required additional tempering valves to meet code. Changing to metering faucets complies with code and is less expensive than adding the tempering valves.
- Item 7 – COP#9 – Site Lighting Sleeves and Sign lights – Bid documents include site lighting to be provided and installed by Dominion Power, not the General Contractor. The light pole layout requires underground conduit to allow wiring to connect from pole to pole. This conduit is now to be installed by the General Contractor prior to installation of the poles because it runs mostly under areas to be paved. Two ground mounted lights are being added to better illuminate the library identification sign at the driveway entry.
- Item 8 – Fire Blocking and Roof Perimeter Blocking – The fire blocking was added to comply with Plan Review comments received after bidding and is required by Code. The roof perimeter blocking was added to comply with roof sheathing nailing requirements identified by the building inspector and structural engineer of record.

Please let me know if you have any questions regarding these explanations.

Yours very truly,
THE DESIGN COLLABORATIVE



Edward G. Lazonon, AIA
Principal

400 South Road St., B-1
Elizabeth City, NC 27909
Phone (252) 335-9100
Fax (252) 335-9700
Email mnorton@mckenzie-construction.com



FAX

TO:	Edward Lazaron	FAX:	757-463-9123
COMPANY:	M.B. Kahn	FROM:	Matt Norton
DATE:	October 10, 2008	PAGES:	
RE:	Moyock Public Library	CC:	Randy Emmitt Angela Wood Carol Heischober

Urgent For Review Comment Reply

Change Order Proposal (COP) #1

Please reference the attached **COP #1** regarding additional material for the septic field. Note the cost increase is due to new drawings issued after bid set.

Please review and forward a contract modification for this additional work.

Sincerely,

Matt Norton
Project Manager

CONTRACT TITLE: **Moyock Public Library** PROJECT NO: **MK-430**

Owner **Currituck County**

DESCRIPTION: **Change Order Request # 1**
Septic Field

				Revisions/Comments
1	Direct Materials		0.00	
2	Sales Tax on Materials	6.8 % of line 1	6.75%	0.00
3	Direct Labor		0.00	
4	Insurance, Taxes, and Fringe Benefits	24 % of line 3	24.00%	0.00
5	Rental Equipment		0.00	
6	Sales Tax on Rental Equipment	6.8 % of line 5	6.75%	0.00
7	Equipment Ownership and Operating Expenses			
8	SUBTOTAL (add lines 1 - 7)			0.00
9	Extended Performance	0		
10	SUBTOTAL (Add Lines 8 & 9)			0.00

Prime Remarks:

SUB-CONTRACTOR'S WORK

11	Direct Materials		0.00	
12	Sales Tax on Materials	6.5 % of line 12	6.75%	0.00
13	Direct Labor		0.00	
14	Insurance, Taxes, and Fringe Benefits	24 % of line 13	24.00%	0.00
15	Rental Equipment		0.00	
16	Sales Tax on Rental Equipment	6.5 % of line 15	6.75%	0.00
17	Equipment Ownership and Operating Expenses		0.00	
18	SUBTOTAL (add lines 11 - 17)			0.00
19	Field Overhead	0 % of line 18	0.00%	0.00
20	SUBTOTAL (add lines 18 & 19)		0.00	0.00
21	Home Office Overhead	10 % of line 20	10.00%	0.00
22	Profit	5 % of line 20	5.00%	0.00
23	SUBTOTAL (Add Lines 20 - 22)			See Attached

Sub's Remarks:

SUMMARY

24	Prime Contractor's Work (from line 10)		0.00	
25	Sub-contractor's Work (from line 23)		0.00	
26	SUBTOTAL (add lines 24 & 25)			0.00
27	Prime Overhead & Profit on sub-contractor	10 % of line 25	10.00%	0.00
28	Prime's Home Office Overhead/Profit	15 % of line 24	15.00%	0.00
29	SUBTOTAL (add lines 26 - 29)			0.00
30	Prime Contractor's Bond Premium & Ins.	1 % of line 50	1.00%	0.00
31	TOTAL (Add Lines 29 & 30)			1,200.00

STEVENSON SAND

SAND • TOPSOIL • ROCK

GRADING • SITE WORK
SEPTIC SYSTEMS • LOT CLEARING



1924 Peartree Rd.
Elizabeth City, NC 27909
(252) 338-3004
Fax (252) 338-5042



License # 65348

10/8/2008

TO: McKenzie Construction Corporation

RE: Change order proposals for Moyock Library

Change Order Proposal # 1

Revised drawing C4.1 dated 7/21/08 requires additional material for the septic field.

Septic sand in place, 80 cubic yards @ \$12.50 per cubic yard = \$ 1000.00

Note: Plans require 6" of topsoil, suitable topsoil from site will be used, any additional topsoil required to be brought in will be at \$22 per cubic yard.

Change Order Proposal # 2

Revised landscape drawings L1.1, L1.2 and L1.3 date 7/21/08 requires additional landscaping.

Pond plants	\$ 8082.36
Other plants	12268.00
Mulch	594.00
Fuel	300.00
Equipment	500.00
Staking materials	3360.00
Labor	9800.00
Overhead	<u>5235.65</u>
Subtotal	\$ 40140.01
Tax	<u>1694.54</u>
Total	\$ 41834.55

Change Order Proposal # 3

Revised drawings C3.1 and C3.2 states "Excess suitable material is to be graded over N.E. portion of site. Unsuitable material shall be disposed of in BMP or offsite in a lawful manner." Note to date, not suitable material was found in the pond excavation. Unsuitable material will exceed the limits of the stockpile area, thus requiring offsite removal of unsuitable material.

400 South Road St., B-1
Elizabeth City, NC 27909
Phone (252) 335-9100
Fax (252) 335-9700
Email mnorton@mckenzie-construction.com



FAX

TO: Edward Lazaron
FAX: 757-463-9123

COMPANY: M.B. Kahn
FROM: Matt Norton

DATE: February 3, 2009
PAGES:

RE: Moyock Public Library
CC: Randy Emmitt
Olga Kulynenko
Jen Stringer

Urgent For Review Comment Reply

Change Order Proposal (COP) #2R2

Please reference the attached **COP #2R2** regarding additional pond plants as shown on revised drawings. Note the cost increase is due to new drawings issued after bid the set.

Please review and forward a contract modification for this additional work.

Sincerely,

Matthew W. Norton
Project Manager

CONTRACT TITLE: **Moyock Public Library** PROJECT NO: **MK-430**

Owner **Currituck County**

DESCRIPTION: **Change Order Request # 2R2
Additional Pond Plants**

				Revisions/Comments
1 Direct Materials			0.00	/
2 Sales Tax on Materials	6.8 % of line 1	6.75%	0.00	
3 Direct Labor			0.00	
4 Insurance, Taxes, and Fringe Benefits	24 % of line 3	24.00%	0.00	
5 Rental Equipment			0.00	
6 Sales Tax on Rental Equipment	6.8 % of line 5	6.75%	0.00	
7 Equipment Ownership and Operating Expenses				
8 SUBTOTAL (add lines 1 - 7)			0.00	
9 Extended Performance	0			
10 SUBTOTAL (Add Lines 8 & 9)			0.00	

Prime Remarks: **SUB-CONTRACTOR'S WORK**

11 Direct Materials			0.00	
12 Sales Tax on Materials	6.5 % of line 12	6.75%	0.00	
13 Direct Labor			0.00	
14 Insurance, Taxes, and Fringe Benefits	24 % of line 13	24.00%	0.00	
15 Rental Equipment			0.00	
16 Sales Tax on Rental Equipment	6.5 % of line 15	6.75%	0.00	
17 Equipment Ownership and Operating Expenses			0.00	
18 SUBTOTAL (add lines 11 - 17)			0.00	
19 Field Overhead	0 % of line 18	0.00%	0.00	
20 SUBTOTAL (add lines 18 & 19)			0.00	
21 Home Office Overhead	10 % of line 20	10.00%	0.00	
22 Profit	5 % of line 20	5.00%	0.00	
23 SUBTOTAL (Add Lines 20 - 22)			5,252.47	See Attached

Sub's Remarks:

SUMMARY

24 Prime Contractor's Work (from line 10)			0.00	
25 Sub-contractor's Work (from line 23)			5,252.47	
26 SUBTOTAL (add lines 24 & 25)			5,252.47	
27 Prime Overhead & Profit on sub-contractor	10 % of line 25	10.00%	525.25	
28 Prime's Home Office Overhead/Profit	15 % of line 24	15.00%	0.00	
29 SUBTOTAL (add lines 26 - 29)			5,777.72	
30 Prime Contractor's Bond Premium & Ins.	1 % of line 50	1.00%	57.78	
31 TOTAL (Add Lines 29 & 30)			5,835.00	

Prime Contractor name: **McKenzie Construction Corporation**
 Sub-contractor name: **Stevenson Sand Company**

Signature & Title of preparer: **Matt Norton, Project Manager** Date: **January 29, 2009**

Moyock Public Library

McKenzie Construction Corporation

Change Order Request # 2R2

BREAKDOWN OF DIRECT COSTS PROJECT NO:

Date: 29-Jan-09

ITEMS OF WORK FOR	QTY	UNIT	MATERIAL		LABOR		R	EQUIPMENT		
			Unit cost	Total Cost	Unit Cost	Total Cost		O	Days	Rate
Prime Contractor				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
DIRECT Prime Contractor's TOTALS				0.00		0.00				
							R	Total (Rental)		0.00
							O	Total (Owned)		0.00

ITEMS OF WORK FOR	QTY	UNIT	MATERIAL		LABOR		R	EQUIPMENT		
			Unit cost	Total Cost	Unit Cost	Total Cost		O	Days	Rate
Sub-Contractor										
Stevenson Sand Co.	1	LS		5,252.47						
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
DIRECT Sub-contractor's TOTALS				5,252.47		0.00	R	Total (Rental)		0.00
							O	Total (Owned)		0.00
								Other		0.00

STEVENSON SAND

SAND · TOPSOIL · ROCK
GRADING · SITE WORK
SEPTIC SYSTEMS · LOT CLEARING



1924 Peartree Rd.
Elizabeth City, NC 27909
(252) 338-3004
Fax (252) 338-5042



License # 65348

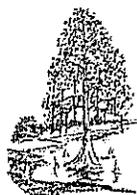
1/29/2009

TO: McKenzie Construction Corporation
c/o Matt Norton

RE: Additional pond plants cost

The cost of the additional pond plants required is as follows:

\$ 4886.02	Cost for additional pond plants per Kenyon Bailey
<u>366.45</u>	Our mark-up
\$ 5252.47	Additional cost for pond plants



Kenyon Bailey Supply, Inc.

407 McArthur Drive
Elizabeth City, North Carolina 27909
(252) 335-5882
(252) 335-2438 Fax

Home & Garden Supplies
Nursery
Landscape Design & Installation

**Moyock Library
Pond Price
January 28, 2009**

Materials and Labor per plants and specs.:

Total \$4,886.02

N.C. Registered Landscape Contractor

400 South Road St., B-1
Elizabeth City, NC 27909
Phone (252) 335-9100
Fax (252) 335-9700
Email mnorton@mckenzie-construction.com



FAX

TO:	Edward Lazaron	FAX:	757-463-9123
COMPANY:	M.B. Kahn	FROM:	Matt Norton
DATE:	October 22, 2008	PAGES:	Randy Emmitt Angela Wood
RE:	Moyock Public Library	CC:	

Urgent For Review Comment Reply

Change Order Proposal (COP) #4

Please reference the attached **COP #4** regarding the addition of a floor drain in the Janitors Closet #116.

Please review and forward a contract modification for this additional work.

Sincerely,

Matt Norton
Project Manager

CONTRACT TITLE: **Moyock Public Library** PROJECT NO: **MK-430**

Owner
Currituck County

DESCRIPTION: **Change Order Request # 4
Floor Drain Add In Room 116**

			Revisions/Comments	
1	Direct Materials		0.00	
2	Sales Tax on Materials	6.8 % of line 1	6.75%	0.00
3	Direct Labor		0.00	
4	Insurance, Taxes, and Fringe Benefits	24 % of line 3	24.00%	0.00
5	Rental Equipment		0.00	
6	Sales Tax on Rental Equipment	6.8 % of line 5	6.75%	0.00
7	Equipment Ownership and Operating Expenses			
8	SUBTOTAL (add lines 1 - 7)			0.00
9	Extended Performance	0		
10	SUBTOTAL (Add Lines 8 & 9)			0.00

Prime Remarks:

SUB-CONTRACTOR'S WORK

11	Direct Materials		0.00	
12	Sales Tax on Materials	6.5 % of line 12	6.75%	0.00
13	Direct Labor		0.00	
14	Insurance, Taxes, and Fringe Benefits	24 % of line 13	24.00%	0.00
15	Rental Equipment		0.00	
16	Sales Tax on Rental Equipment	6.5 % of line 15	6.75%	0.00
17	Equipment Ownership and Operating Expenses		0.00	
18	SUBTOTAL (add lines 11 - 17)			0.00
19	Field Overhead	0 % of line 18	0.00%	0.00
20	SUBTOTAL (add lines 18 & 19)		0.00	0.00
21	Home Office Overhead	10 % of line 20	10.00%	0.00
22	Profit	5 % of line 20	5.00%	0.00
23	SUBTOTAL (Add Lines 20 - 22)			440.69 See Attached

Sub's Remarks:

SUMMARY

24	Prime Contractor's Work (from line 10)		0.00	
25	Sub-contractor's Work (from line 23)		440.69	
26	SUBTOTAL (add lines 24 & 25)			440.69
27	Prime Overhead & Profit on sub-contractor	10 % of line 25	10.00%	44.07
28	Prime's Home Office Overhead/Profit	15 % of line 24	15.00%	0.00
29	SUBTOTAL (add lines 26 - 29)			484.76
30	Prime Contractor's Bond Premium & Ins.	1 % of line 50	1.00%	4.85
31	TOTAL (Add Lines 29 & 30)			490.00



CB PLUMBING & MECHANICAL, INC.

210 MADDREY DRIVE - CAMDEN, NORTH CAROLINA 27921
PHONE 252-338-6221 - FAX 252-338-1609 - Email: cbplumbing@aol.com

October 22, 2008

To: McKenzie Construction Corp.
Mr. Matt Norton
1711 Mediterranean Avenue
Virginia Beach, VA 23451

Project: North Elementary School
Moyock, North Carolina

RFP #1 Add Drain to Rm 116

As per request your request, the following are the added cost(s) for:

An added cost to add one 3" floor drain in the Janitors Closet #116.

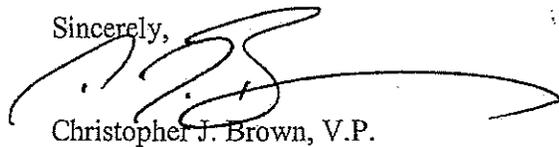
Total Add to Original Contract Amount: \$ 440.69

Price Breakdown Sheet Attached.

An approved change order, including this document, is required in order for the changes listed above to be executed.

If you have any questions, please contact this office.

Sincerely,



Christopher J. Brown, V.P.

Price Valid for 30 days from above date.

400 South Road St., B-1
Elizabeth City, NC 27909
Phone (252) 335-9100
Fax (252) 335-9700
Email mnorton@mckenzie-construction.com



FAX

TO:	Edward Lazon	FAX:	757-463-9123
COMPANY:	M.B. Kahn	FROM:	Matt Norton
DATE:	November 21, 2008	PAGES:	
RE:	Moyock Public Library	CC:	Randy Emmitt Olga Kulynenko

Urgent For Review Comment Reply

Change Order Proposal (COP) #5

Please reference the attached **COP #5** regarding new truss connections associated with sketches SKS 010, 011 & 012.

Please review and forward a contract modification for this additional work.

Sincerely,

Matthew W. Norton
Project Manager

CONTRACT TITLE: Moyock Public Library	PROJECT NO: MK-430
---	------------------------------

Owner
Currituck County

DESCRIPTION:	Change Order Request # 5 Incorporate Skecthes SKS 010, 011 & 012
--------------	---

				Revisions/Comments
1 Direct Materials			0.00	
2 Sales Tax on Materials	6.8 % of line 1	6.75%	0.00	
3 Direct Labor			0.00	
4 Insurance, Taxes, and Fringe Benefits	24 % of line 3	24.00%	0.00	
5 Rental Equipment			0.00	
6 Sales Tax on Rental Equipment	6.8 % of line 5	6.75%	0.00	
7 Equipment Ownership and Operating Expenses				
8 SUBTOTAL (add lines 1 - 7)			0.00	
9 Extended Performance	0			
10 SUBTOTAL (Add Lines 8 & 9)			0.00	

Prime Remarks:

SUB-CONTRACTOR'S WORK

11 Direct Materials			0.00	
12 Sales Tax on Materials	6.5 % of line 12	6.75%	0.00	
13 Direct Labor			0.00	
14 Insurance, Taxes, and Fringe Benefits	24 % of line 13	24.00%	0.00	
15 Rental Equipment			0.00	
16 Sales Tax on Rental Equipment	6.5 % of line 15	6.75%	0.00	
17 Equipment Ownership and Operating Expenses			0.00	
18 SUBTOTAL (add lines 11 - 17)			0.00	
19 Field Overhead	0 % of line 18	0.00%	0.00	
20 SUBTOTAL (add lines 18 & 19)			0.00	0.00
21 Home Office Overhead	10 % of line 20	10.00%	0.00	
22 Profit	5 % of line 20	5.00%	0.00	
23 SUBTOTAL (Add Lines 20 - 22)			2,867.20	See Attached

Sub's Remarks:

SUMMARY

24 Prime Contractor's Work (from line 10)			0.00	
25 Sub-contractor's Work (from line 23)			2,867.20	
26 SUBTOTAL (add lines 24 & 25)			2,867.20	
27 Prime Overhead & Profit on sub-contractor	10 % of line 25	10.00%	286.72	
28 Prime's Home Office Overhead/Profit	15 % of line 24	15.00%	0.00	
29 SUBTOTAL (add lines 26 - 29)			3,153.92	
30 Prime Contractor's Bond Premium & Ins.	1 % of line 50	1.00%	31.54	
31 TOTAL (Add Lines 29 & 30)			3,185.00	

Contractor's Resource Connection, LLC
400 South Road St., Suite B-1
Elizabeth City, NC 27909

Phone: 252-335-4598
Fax: 252-335-2816

November 21, 2008

To: McKenzie Construction Corp.
Matt Norton
400 S. Road Street, Suite B-1
Elizabeth City, NC 27909

Project: Moyock Public Library
Moyock, North Carolina

RFP #1 Truss Work & Anchors

Per sketches SKS-010 and SKS-011, the following labor and material will be required:

Added cost for RFP#1: \$1,067.20

Cost breakdown of the above cost:

Labor:	\$ 480.00
Materials: (tax & shipping included):	
(40) 2x4x8 studs	128.00
(20) T-2 anchors	320.00
<i>Subtotal:</i>	\$ 928.00
Profit/Overhead: 15%	139.20
<i>Total added cost:</i>	\$ 1,067.20

Sincerely,

Kathy Harris
President

Price valid for 30 days from above date

RICKY'S WELDING, INC.

899 Sandy Hook Road
 Shiloh, NC 27974
 252-336-4437 phone * 252-336-4160 fax

Quote

Date	Estimate #
11/13/2008	864

Customer
McKenzie Construction 1711 Mediterranean Ave. Virginia Beach Va. 23451 ATTN :Matt

Terms	Respond By	Rep
Net 30	12/13/2008	

Item	Description	Total
0014	Moyock Lib Install hold down anchors at T-2 Trusses . 20 brackets required .	400.00

<i>We appreciate your business !!!</i>	Total	\$400.00
--	--------------	----------

E-mail	Web Site
rwinc@inteliport.com	www.rickyswelding.com

RICKY'S WELDING, INC.

899 Sandy Hook Road
 Shiloh, NC 27974
 252-336-4437 phone * 252-336-4160 fax

Quote

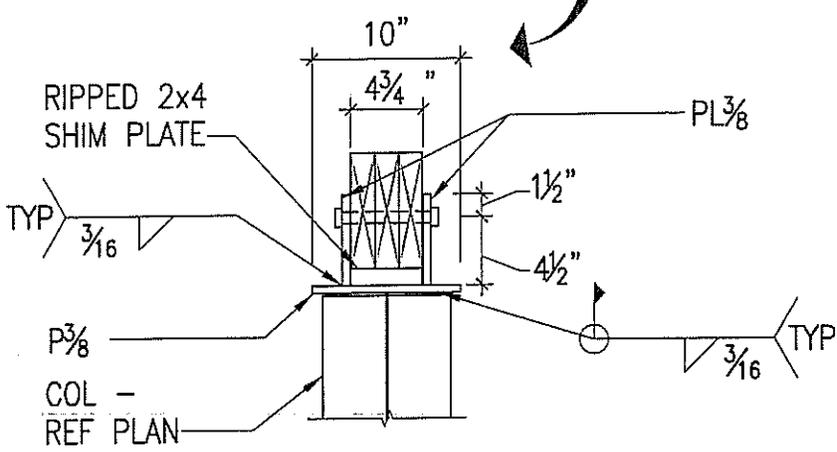
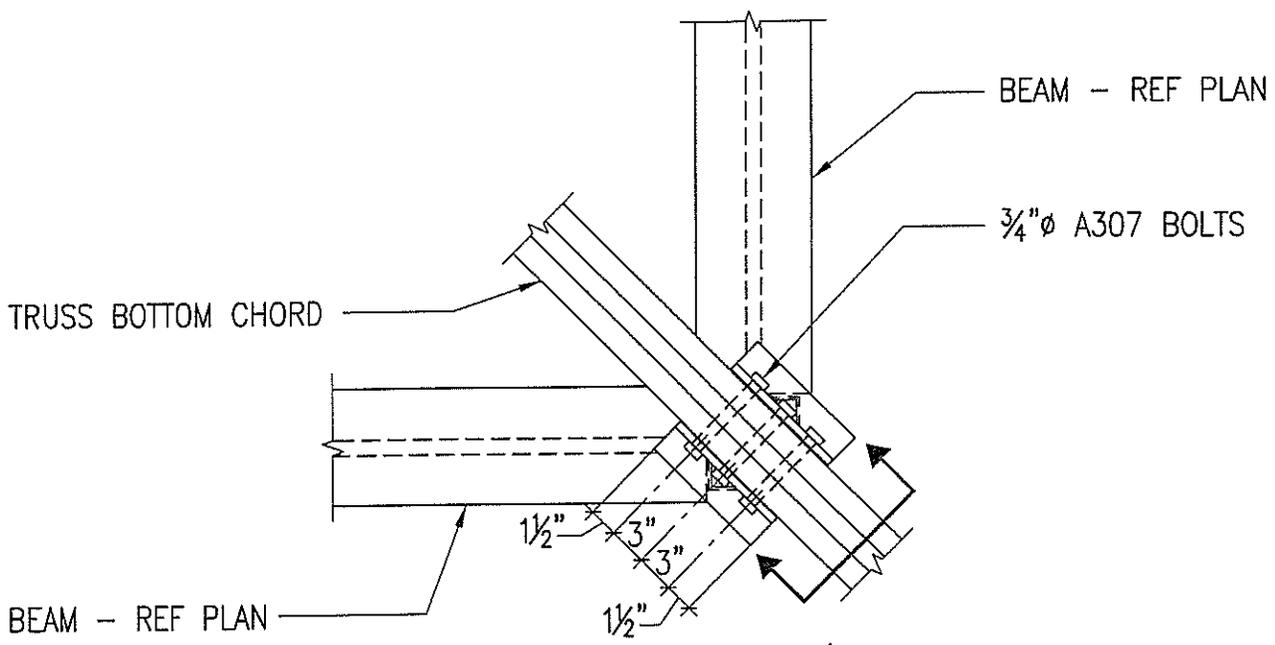
Date	Estimate #
11/13/2008	865

Customer
McKenzie Construction 1711 Mediterranean Ave. Virginia Beach Va. 23451 ATTN :Matt

Terms	Respond By	Rep
Net 30	12/13/2008	

Item	Description	Total
0014	Moyock Library Build and prime 4 - sets of hip truss connections to HSS columns . Furnish 3/4 A307 bolts and nuts .	1,400.00
<i>We appreciate your business !!!</i>		Total \$1,400.00

E-mail	Web Site
rwinc@inteliport.com	www.rickyswelding.com



NOTE: INTERSECTING BEAMS NOT SHOWN FOR CLARITY

HIP TRUSS CONNECTION TO HSS COLUMN DETAIL

1" = 1'-0"

STROUD, PENCE & ASSOCIATES, LTI
Structural Engineers
6632 POLICE DR. SUITE 200 VIRGINIA BEACH, VIRGINIA
Ph. (757) 671-8826 Fax. (757) 671-8832

THE DESIGN COLLABORATIVE
Architects

PROJECT	MOYOCK PUBLIC LIBRARY	PROJECT NO.	07-005
	CURRITUCK COUNTY NORTH CAROLINA	DATE	11/18/08
SHEET	HIP TRUSS CONNECTION TO HSS COLUMN DETAIL	DRAWING	
		SKS-010	

NORTH CAROLINA
PROFESSIONAL ENGINEER
SEAL
021519
07-27-08
DAVID W. MYKINS

Copyright The Design Collaborative
230 N. Lynnhaven Road Virginia Beach, VA. 23452-7522 757-340-4272
127

400 South Road St., B-1
Elizabeth City, NC 27909
Phone (252) 335-9100
Fax (252) 335-9700
Email mnorton@mckenzie-construction.com



FAX

TO:	Edward Lazon	FAX:	757-463-9123
COMPANY:	The Design Collaborative	FROM:	Matt Norton
DATE:	January 16, 2009	PAGES:	
RE:	Moyock Public Library	CC:	Randy Emmitt Olga Kulynenko

Urgent For Review Comment Reply

Change Order Proposal (COP) #6R

Please reference the attached **COP #6** regarding changes to Plumbing and HVAC as outlined in AC-001. Note these changes were made after the job was bid.

Please review and forward a contract modification for this additional work.

Sincerely,

Matthew W. Norton
Project Manager

Moyock Public Library

McKenzie Construction Corporation

Change Order Request # 6R

BREAKDOWN OF DIRECT COSTS PROJECT NO:

Date: 16-Jan-09

ITEMS OF WORK FOR	QTY	UNIT	MATERIAL		LABOR		R	EQUIPMENT		
			Unit cost	Total Cost	Unit Cost	Total Cost		O	Days	Rate
Prime Contractor				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
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				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
DIRECT Prime Contractor's TOTALS				0.00		0.00				
								R	Total (Rental)	0.00
								O	Total (Owned)	0.00

ITEMS OF WORK FOR	QTY	UNIT	MATERIAL		LABOR		R	EQUIPMENT		
			Unit cost	Total Cost	Unit Cost	Total Cost		O	Days	Rate
Sub-Contractor										
CB Plumbing & Mechanical	1	LS								
RFP #2				142.95		0.00				0.00
RFP#3				250.70		0.00				0.00
						0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
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				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
DIRECT Sub-contractor's TOTALS				393.65		0.00				
								R	Total (Rental)	0.00
								O	Total (Owned)	0.00
									Other	0.00



CB PLUMBING & MECHANICAL, INC.

210 MADDREY DRIVE - CAMDEN, NORTH CAROLINA 27921
PHONE 252-338-6221 - FAX 252-338-1609 - Email: cbplumbing@aol.com

November 25, 2008

To: McKenzie Construction Corp.
Mr. Matt Norton
1711 Mediterranean Avenue
Virginia Beach, VA 23451

Project: Moyock Public Library
Moyock, North Carolina

RFP #2 Add Backflow Device to Icemaker Connection

As per Architect's Clarification AC-001 dated July 24, 2008, the following are the added cost(s) for:

An added cost to add one backflow preventer device, Watts Series N9 Dual Check Vacuum Breaker, in-line from the icemaker box to the refrigerator.

Total Add to Original Contract Amount: \$ 142.95

Price Breakdown Sheet Attached:

**Submittal data of the Watts N9 Dual Check is included for approval with this RFP.

An approved change order, including this document, is required in order for the changes listed above to be executed.

If you have any questions, please contact this office.

Sincerely,

Christopher J. Brown, V.P.

Price Valid for 30 days from above date.

For Non-Health Hazard Applications

Job Name Mayock Library
 Job Location Mayock, Nc
 Engineer _____
 Approval _____

Contractor _____
 Approval _____
 Contractor's P.O. No. _____
 Representative _____

Series N9
Dual Check Vacuum Breakers
for In-Line Applications

Size 1/4" and 3/8" (8 and 10mm)

Series N9 Dual Check Vacuum Breakers for In-Line Applications are used for continuous pressure, non-health hazard, applications. These valves have NPT female inlet and outlet connection and brass body construction.



N9

Models

N9C – same as N9 except comes with chrome body

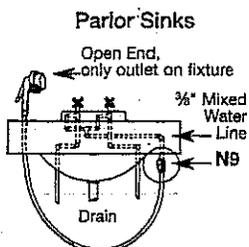
Pressure-Temperature

Temperature Range: 33°F – 140°F (5°C – 60°C)

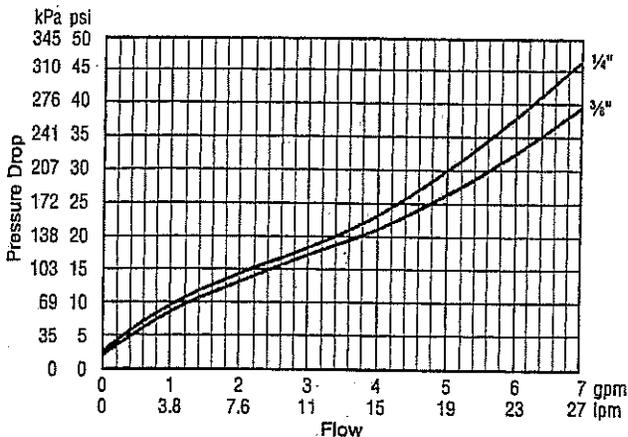
Maximum Working Pressure: 125psi (8.6 bars)

Applications

Series N9 should be installed on each parlor sink where a hose is attached. This series is for use on continuous pressure applications.

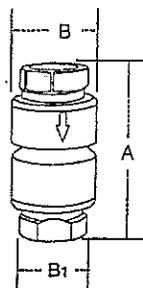


Capacity



Dimensions — Weights

MODEL	SIZE (DN)		DIMENSIONS						WEIGHT	
	in.	mm	A		B		B1		lbs.	kgs.
N9C	1/4	6	2 3/8	60	1 1/4	32	1	25	.38	.17
N9C	3/8	10	2 3/8	60	1 1/4	32	1	25	.38	.17
N9	1/4	6	2 3/8	60	1 1/4	32	1	25	.38	.17
N9	3/8	10	2 3/8	60	1 1/4	32	1	25	.38	.17



Standards
 CSA B64.8

USA: 815 Chestnut St., No. Andover, MA 01845-6098; www.wattsreg.com
 Canada: 5435 North Service Rd., Burlington, ONT L7L 5H7; www.wattsoda.com



Watts product specifications in U.S. customary units and metric are approximate and are provided for reference only. For precise measurements, please contact Watts Technical Service. Watts reserves the right to change or modify product design, construction, specifications, or materials without prior notice and without incurring any obligation to make such changes and modifications on Watts products previously or subsequently sold.



CB PLUMBING & MECHANICAL, INC.

210 MADDREY DRIVE - CAMDEN, NORTH CAROLINA 27921
PHONE 252-338-6221 - FAX 252-338-1609 - Email: cbplumbing@aol.com

November 25, 2008

To: McKenzie Construction Corp.
Mr. Matt Norton
1711 Mediterranean Avenue
Virginia Beach, VA 23451

Project: Moyock Public Library
Moyock, North Carolina

RFP #3 ADD to Extend Ductwork in Soffits

As per Architect's Clarification AC-001 dated July 24, 2008 and revised drawing M1.01 note 3, the following are the added cost(s) for:

An added cost to extend ductwork to soffits as per revised drawing M1.01 note 3.

Total Add to Original Contract Amount: \$ 250.70

Price Breakdown Sheet Attached:

An approved change order, including this document, is required in order for the changes listed above to be executed.

If you have any questions, please contact this office.

Sincerely,


Christopher J. Brown, V.P.

Price Valid for 30 days from above date.

ESTIMATE FOR CHANGE ORDER (Less than \$100,000)

NAVFAC 4330/43 (8/88)

Contract:

Date: 11/13/2008

CONTRACT TITLE: Moyock Library

ROICC OFFICE:

CHANGE ORDER PROPOSAL NUMBER: PC- 02

CHANGE DESCRIPTION:

	PRIME CONTRACTORS WORK			Comments
1 Direct Labor				
2 Insurance, Taxes, and Fringe Benefits on Direct Labor	28.00%			
3 Direct Materials				
4 Sales Tax on Materials	5.00%			
5 Rental Equipment				
6 Sales Tax on Rental Equipment	5.50%			
7 Equipment Ownership and Operating Expenses				
8 SUBTOTAL (add lines 1-7)				
9 Field Overhead	10.00%			
10 SUBTOTAL (add lines 8&9)				

Remarks:

	SUBCONTRACTORS WORK			Comments
11 Direct Labor		\$73		
12 Insurance, Taxes, and Fringe Benefits on Direct Labor	29.00%	\$21		
13 Direct Materials		\$83		
14 Sales Tax on Materials	5.00%	\$4		
15 Rental Equipment		\$0		
16 Sales Tax on Rental Equipment	5.50%	\$0		
17 Equipment Ownership and Operating Expenses				
18 SUBTOTAL (add lines 11-17)			\$180	
19 Field Overhead	10.00%	\$18		
20 SUBTOTAL (add lines 18&19)			\$198	
21 Home Office Overhead	3.00%	\$6		
22 Profit	7.00%	\$14		
23 SUBTOTAL (add lines 20-22)			\$218	

Remarks: See Attached Breakdown

Add for soffitt duct

	SUMMARY			Comments
24 Prime Contractors Work (from line 10)				
25 Sub-contractor's Work (from line 23)				
26 SUBTOTAL (add lines 24 & 25)				
27 Prime Overhead on Sub-contractor	5.00%			
28 Prime's Home Office Overhead	3.00%			
29 Prime's Profit	7.00%			
30 SUBTOTAL (add lines 26-29)				
31 Prime Contractor's Bond Premium	0.70%			
32 TOTAL COST (add lines 30 & 31)				

Estimated Time Extension and Justification:

Calendar Days

Prime Contractor's Name:

Sub-contractor's name: Custom Metal & Welding Works, Inc.

Signature and Title of Preparer:

400 South Road St., B-1
Elizabeth City, NC 27909
Phone (252) 335-9100
Fax (252) 335-9700
Email mnorton@mckenzie-construction.com



FAX

TO: Edward Lazonon

FAX: 757-463-9123

COMPANY: The Design Collaborative

FROM: Matt Norton

DATE: January 16, 2009

PAGES:

RE: Moyock Public Library

Randy Emmitt
Olga Kulynenko

Urgent

For Review

Comment

Reply

Change Order Proposal (COP) #7

Please reference the attached **COP #7** regarding changes to Plumbing as outlined in RFI #12.

Please review and forward a contract modification for this additional work. This proposal is valid for 30 days.

Sincerely,

Matthew W. Norton
Project Manager

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

DATE January 2, 2009

CONTRACT TITLE: **Moyock Public Library** PROJECT NO: **MK-430**

Owner **Currituck County**

DESCRIPTION: **Change Order Request # 7**
Change P3 & P4 Faucets to Metering Types According to RFI#12

			Revisions/Comments	
1	Direct Materials			0.00
2	Sales Tax on Materials	6.8 % of line 1	6.75%	0.00
3	Direct Labor			0.00
4	Insurance, Taxes, and Fringe Benefits	24 % of line 3	24.00%	0.00
5	Rental Equipment			0.00
6	Sales Tax on Rental Equipment	6.8 % of line 5	6.75%	0.00
7	Equipment Ownership and Operating Expenses			
8	SUBTOTAL (add lines 1 - 7)			0.00
9	Extended Performance	0		
10	SUBTOTAL (Add Lines 8 & 9)			0.00

Prime Remarks:

SUB-CONTRACTOR'S WORK

11	Direct Materials			0.00
12	Sales Tax on Materials	6.5 % of line 12	6.75%	0.00
13	Direct Labor			0.00
14	Insurance, Taxes, and Fringe Benefits	24 % of line 13	24.00%	0.00
15	Rental Equipment			0.00
16	Sales Tax on Rental Equipment	6.5 % of line 15	6.75%	0.00
17	Equipment Ownership and Operating Expenses			0.00
18	SUBTOTAL (add lines 11 - 17)			0.00
19	Field Overhead	0 % of line 18	0.00%	0.00
20	SUBTOTAL (add lines 18 & 19)			0.00
21	Home Office Overhead	10 % of line 20	10.00%	0.00
22	Profit	5 % of line 20	5.00%	0.00
23	SUBTOTAL (Add Lines 20 - 22)			652.68

Sub's Remarks: See Attached

SUMMARY

24	Prime Contractor's Work (from line 10)			0.00
25	Sub-contractor's Work (from line 23)			652.68
26	SUBTOTAL (add lines 24 & 25)			652.68
27	Prime Overhead & Profit on sub-contractor	10 % of line 25	10.00%	65.27
28	Prime's Home Office Overhead/Profit	15 % of line 24	15.00%	0.00
29	SUBTOTAL (add lines 26 - 29)			717.95
30	Prime Contractor's Bond Premium & Ins.	1 % of line 50	1.00%	7.18
31	TOTAL (Add Lines 29 & 30)			725.00



CB PLUMBING & MECHANICAL, INC.

210 MADDREY DRIVE - CAMDEN, NORTH CAROLINA 27921
PHONE 252-338-6221 - FAX 252-338-1609 - Email: cbplumbing@aol.com

December 30, 2008

To: McKenzie Construction Corp.
Mr. Matt Norton
1711 Mediterranean Avenue
Virginia Beach, VA 23451

Project: Moyock Public Library
Moyock, North Carolina

Change Order RFP #6 Change P-3 & P-4 Faucets to Metering Type

As per your request the following are the added cost(s) for:

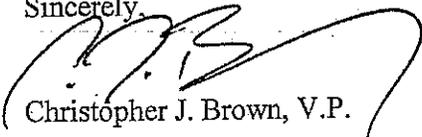
An added cost to change P-3 & P-4 faucets to Delta D86T1153 Metering Type Faucets as per revised RFI #12 dated 12-22-08.

Total Add to Original Contract Amount: \$ 652.68

Price Breakdown Sheet Attached:

If you have any questions, please contact this office.

Sincerely,


Christopher J. Brown, V.P.

Price Valid for 30 days from above date.

400 South Road St., B-1
Elizabeth City, NC 27909
Phone (252) 335-9100
Fax (252) 335-9700
Email mnorton@mckenzie-construction.com



FAX

TO:	Edward Lazaron	FAX:	757-463-9123
COMPANY:	The Design Collaborative	FROM:	Matt Norton
DATE:	February 2, 2009	PAGES:	
RE:	Moyock Public Library	CC:	Randy Emmitt Olga Kulynenko

Urgent For Review Comment Reply

Change Order Proposal (COP) #9

Please reference the attached **COP #8** regarding site lighting sleeves and floodlights for the monument sign.

Please review and forward a contract modification for this additional work. This proposal is valid for 30 days.

Sincerely,

Matthew W. Norton
Project Manager

CONTRACT TITLE:
Moyock Public Library

PROJECT NO:
MK-430

Owner
Currituck County

DESCRIPTION: **Change Order Request # 9**
Site lighting sleeves and two flood lights.

				Revisions/Comments
1 Direct Materials			0.00	/
2 Sales Tax on Materials	6.8 % of line 1	6.75%	0.00	
3 Direct Labor			0.00	
4 Insurance, Taxes, and Fringe Benefits	24 % of line 3	24.00%	0.00	
5 Rental Equipment			0.00	
6 Sales Tax on Rental Equipment	6.8 % of line 5	6.75%	0.00	
7 Equipment Ownership and Operating Expenses				
8 SUBTOTAL (add lines 1 - 7)			0.00	
9 Extended Performance	0			
10 SUBTOTAL (Add Lines 8 & 9)			0.00	

Prime Remarks:

SUB-CONTRACTOR'S WORK

11 Direct Materials			0.00	
12 Sales Tax on Materials	6.5 % of line 12	6.75%	0.00	
13 Direct Labor			0.00	
14 Insurance, Taxes, and Fringe Benefits	24 % of line 13	24.00%	0.00	
15 Rental Equipment			0.00	
16 Sales Tax on Rental Equipment	6.5 % of line 15	6.75%	0.00	
17 Equipment Ownership and Operating Expenses			0.00	
18 SUBTOTAL (add lines 11 - 17)			0.00	
19 Field Overhead	0 % of line 18	0.00%	0.00	
20 SUBTOTAL (add lines 18 & 19)			0.00	
21 Home Office Overhead	10 % of line 20	10.00%	0.00	
22 Profit	5 % of line 20	5.00%	0.00	
23 SUBTOTAL (Add Lines 20 - 22)			4,095.00	See Attached

Sub's Remarks:

SUMMARY

24 Prime Contractor's Work (from line 10)			0.00	
25 Sub-contractor's Work (from line 23)			4,095.00	
26 SUBTOTAL (add lines 24 & 25)			4,095.00	
27 Prime Overhead & Profit on sub-contractor	10 % of line 25	10.00%	409.50	
28 Prime's Home Office Overhead/Profit	15 % of line 24	15.00%	0.00	
29 SUBTOTAL (add lines 26 - 29)			4,504.50	
30 Prime Contractor's Bond Premium & Ins.	1 % of line 50	1.00%	45.05	
31 TOTAL (Add Lines 29 & 30)			4,550.00	

Prime Contractor name: **McKenzie Construction Corporation**
Sub-contractor name: **Beach Electric Service**

Signature & Title of preparer

Matt Norton, Project Manager

Date: **January 20, 2009**

Moyock Public Library

McKenzie Construction Corporation

Change Order Request # 9

BREAKDOWN OF DIRECT COSTS PROJECT NO:

Date: 20-Jan-09

ITEMS OF WORK FOR	QTY	UNIT	MATERIAL		LABOR		R O	EQUIPMENT		
			Unit cost	Total Cost	Unit Cost	Total Cost		Days	Rate	Total
Prime Contractor				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
DIRECT Prime Contractor's TOTALS				0.00		0.00				
							R	Total (Rental)		0.00
							O	Total (Owned)		0.00

ITEMS OF WORK FOR	QTY	UNIT	MATERIAL		LABOR		R O	EQUIPMENT		
			Unit cost	Total Cost	Unit Cost	Total Cost		Days	Rate	Total
Sub-Contractor										
Beach Electric Service	1	LS								
Sleeves				1,405.00		0.00				0.00
Flood Lights				2,690.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
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				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
DIRECT Sub-contractor's TOTALS				4,095.00		0.00				
							R	Total (Rental)		0.00
							O	Total (Owned)		0.00
								Other		0.00

400 South Road St., B-1
Elizabeth City, NC 27909
Phone (252) 335-9100
Fax (252) 335-9700
Email mnorton@mckenzie-construction.com



FAX

TO:	Edward Lazon	FAX:	757-463-9123
COMPANY:	The Design Collaborative	FROM:	Matt Norton
DATE:	February 3, 2009	PAGES:	
RE:	Moyock Public Library	CC:	Randy Emmitt Olga Kulynenko

Urgent For Review Comment Reply

Change Order Proposal (COP) #10 Revised

Please reference the attached **COP #10R** regarding the addition of fire blocking and perimeter roof blocking per Architectural Clarification AC-001, Building Inspectors and Structural Engineer.

Please review and forward a contract modification for this additional work. This proposal is valid for 30 days.

Sincerely,

Matthew W. Norton
Project Manager

CONTRACT TITLE: **Moyock Public Library** PROJECT NO: **MK-430**

Owner **Currituck County**

DESCRIPTION: **Change Order Request # 10 Revised**
Add Perimeter Roof Blocking and Fire Blocking Per AC-001 and Building Inspector

				Revisions/Comments
1 Direct Materials			0.00	/
2 Sales Tax on Materials	6.8 % of line 1	6.75%	0.00	
3 Direct Labor			0.00	
4 Insurance, Taxes, and Fringe Benefits	24 % of line 3	24.00%	0.00	
5 Rental Equipment			0.00	
6 Sales Tax on Rental Equipment	6.8 % of line 5	6.75%	0.00	
7 Equipment Ownership and Operating Expenses				
8 SUBTOTAL (add lines 1 - 7)			0.00	
9 Extended Performance	0			
10 SUBTOTAL (Add Lines 8 & 9)			0.00	

Prime Remarks:

SUB-CONTRACTOR'S WORK

11 Direct Materials			0.00	
12 Sales Tax on Materials	6.5 % of line 12	6.75%	0.00	
13 Direct Labor			0.00	
14 Insurance, Taxes, and Fringe Benefits	24 % of line 13	24.00%	0.00	
15 Rental Equipment			0.00	
16 Sales Tax on Rental Equipment	6.5 % of line 15	6.75%	0.00	
17 Equipment Ownership and Operating Expenses			0.00	
18 SUBTOTAL (add lines 11 - 17)			0.00	
19 Field Overhead	0 % of line 18	0.00%	0.00	
20 SUBTOTAL (add lines 18 & 19)			0.00	
21 Home Office Overhead	10 % of line 20	10.00%	0.00	
22 Profit	5 % of line 20	5.00%	0.00	
23 SUBTOTAL (Add Lines 20 - 22)			6,300.00	See Attached

Sub's Remarks:

SUMMARY

24 Prime Contractor's Work (from line 10)			0.00	
25 Sub-contractor's Work (from line 23)			6,300.00	
26 SUBTOTAL (add lines 24 & 25)			6,300.00	
27 Prime Overhead & Profit on sub-contractor	10 % of line 25	10.00%	630.00	
28 Prime's Home Office Overhead/Profit	15 % of line 24	15.00%	0.00	
29 SUBTOTAL (add lines 26 - 29)			6,930.00	
30 Prime Contractor's Bond Premium & Ins.	1 % of line 50	1.00%	69.30	
31 TOTAL (Add Lines 29 & 30)			6,999.00	

Prime Contractor name: **McKenzie Construction Corporation**
 Sub-contractor name: **Contractors Resource Connection, LLC**

Signature & Title of preparer: **Matt Norton, Project Manager** Date: **February 3, 2009**

Moyock Public Library

McKenzie Construction Corporation

Change Order Request # 10 Revised

BREAKDOWN OF DIRECT COSTS PROJECT NO:

Date: 3-Feb-09

ITEMS OF WORK FOR	QTY	UNIT	MATERIAL		LABOR		R	EQUIPMENT		
			Unit cost	Total Cost	Unit Cost	Total Cost		O	Days	Rate
Prime Contractor				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
DIRECT Prime Contractor's TOTALS				0.00		0.00				
							R	Total (Rental)		0.00
							O	Total (Owned)		0.00

ITEMS OF WORK FOR	QTY	UNIT	MATERIAL		LABOR		R	EQUIPMENT		
			Unit cost	Total Cost	Unit Cost	Total Cost		O	Days	Rate
Sub-Contractor										
Contractors Resource Connectio	1	LS		6,300.00						0.00
						0.00				0.00
						0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
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				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
				0.00		0.00				0.00
DIRECT Sub-contractor's TOTALS				6,300.00		0.00				
							R	Total (Rental)		0.00
							O	Total (Owned)		0.00
								Other		0.00

Contractor's Resource Connection, LLC
400 South Road St., Suite B-1
Elizabeth City, NC 27909

Phone: 252-335-4598
Fax: 252-335-2816

February 3, 2009

To: McKenzie Construction Corp.
Matt Norton
400 S. Road Street, Suite B-1
Elizabeth City, NC 27909

Project: Moyock Public Library
Moyock, North Carolina

RFP #2 Revised

Add Fire Blocking Per Architectural Clarification 001 & Building Inspector.
Add Perimeter Roof Blocking Per Structural Engineer & Building Inspector

Cost Per Sweets Unit Cost Guide 2009:

Labor & Materials:

Fire Blocking 1400 lnft @ 3.50	4,900.00
Perimeter Roof Blocking 400 lnft	1,400.00

Equipment:

Sky Jack Lift	0.00
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Total added cost: \$ 6,300.00

Sincerely,

Kathy Harris
President

Price valid for 30 days from above date

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: PLANNER I PLANNING DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs planning and research work in the county planning department. Work involves review of development plans, subdivision plans, and applications to ensure compliance with applicable county regulations, ordinances and policies; administering FEMA regulations and assisting with CRS program; explaining and interpreting ordinances as necessary; working with the general public to answer development related questions. Work also involves researching, compiling and analyzing data and preparing reports and cases for presentation to various Boards and other civic groups. Reports to the Planning Director or their designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in preparing various developmental plans and researching related factors.

Reviews applications for building permits and site plans from developers and the general public to ensure compliance with county ordinances and adopted plans; distributes copies of development proposals to various governmental agencies for review and comment.

Assists in review of applications for subdivisions; reviews for compliance with various regulations, ordinances and policies; interprets ordinances for contractors and the general public.

Researches deed/tax records to ensure property is compliance with county codes to issue permits.

Administers FEMA regulations including verifying flood certifications, identifying flood zones; educates public and staff on FEMA issues; interprets FEMA codes; assists with CRS program and monitors changes in FEMA regulations.

Assists in the preparation of various studies and reports in conjunction with requests for zone changes, special use permits, text amendments and other special projects.

Researches, writes and presents information to the Board of Adjustment for variances, conditional use permits and appeals.

Assists surveyors, engineers and the public with planning and zoning related development issues.

Conducts zoning and project inspections on site throughout the County.

Performs file maintenance, orders supplies, types letters and reports.

PLANNER I

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in planning, geography, or a related field, and one to two years of experience in rural or regional planning at the local government level; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisor.

Language Ability: Requires the ability to read a variety of reports, ordinances, maps, grant regulations, land use plan, invoices, correspondence, permits, etc. Requires the ability to prepare correspondence, reports, grant applications, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and mapping terminology.

PLANNER I

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, practices and objectives of rural, urban, and regional planning.

Considerable knowledge of governmental programs, laws, and services pertinent to the planning process.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

General knowledge of the current literature, trends and developments in the field of urban and rural planning.

Considerable knowledge of the geographical layout of the County and its socio-economic characteristics.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to use computer-aided mapping, drafting, word processing, spreadsheet and file maintenance programs.

Ability to read and interpret maps, surveys, and engineering drawings and plans.

Ability to review subdivision plans, site development plans and related drawings for compliance to applicable local regulations and ordinances.

Ability to effectively express ideas orally and in writing.

PLANNER I

Ability to exercise considerable tact and courtesy in frequent contacts with county, municipal, state and federal officials, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Filename: Planner I Job Description.doc
Directory: C:\DOCUME~1\gkeene\LOCALS~1\Temp
Template: C:\Documents and
Settings\gkeene\Application
Data\Microsoft\Templates\Normal.dot
Title: CURRITUCK COUNTY JOB DESCRIPTION
Subject:
Author: Currituck County
Keywords:
Comments:
Creation Date: 2/6/2009 3:56:00 PM
Change Number: 3
Last Saved On: 2/11/2009 3:52:00 PM
Last Saved By:
Total Editing Time: 0 Minutes
Last Printed On: 2/11/2009 3:52:00 PM
As of Last Complete Printing
Number of Pages: 4
Number of Words: 1,063 (approx.)
Number of Characters: 6,062 (approx.)

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: PLANNER II PLANNING DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs technical, administrative and professional work in assisting and coordinating the activities of the county planning department to ensure the orderly growth and efficient administration of county resources. Work involves review of development plans, subdivision plans, and applications to ensure compliance with applicable county regulations, ordinances and policies; administering the current planning process and coordinating Technical Review Committee meetings; preparing reports for presentation to various boards and commissions, staff, and civic groups; assisting with planning studies that support efforts to review, update, and implement the county's land use plan. Work also involves communicating with the general public and development community to answer development related questions. Reports to the Planning Director or their designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates the Development Review Process, including reviewing development proposals to ensure compliance with various codes, ordinances, and adopted plans; meeting with governmental agencies and the development community as required; scheduling and administering the Technical Review Committee submittal and meeting process.

Prepares case analyses and makes recommendations to the Planning Board for development plans, subdivisions, and zoning map amendments; reviews and prepares text amendments to the county's unified development ordinance.

Under supervision, assists or leads special projects or planning efforts as needed; coordinates county planning activities with affected municipal, state, federal and private agencies.

Reviews applications for building permits and site plans from developers and the general public to ensure compliance with county ordinances and adopted plans; distributes copies of development proposals to various governmental agencies for review and comment.

Administers FEMA regulations including verifying flood certifications, identifying flood zones and interpreting flood damage prevention codes. Responsible for maintenance of the CRS program and monitors changes in FEMA regulations.

Answers zoning and subdivision questions making interpretations concerning development regulations for the public, development community, or other organizations.

Familiarity with ArcMap or similar GIS software packages; ability to understand and interpret spatial data.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

PLANNER II

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelors degree in planning or related field, two to three years experience in rural or regional planning at the local government level, and Certified Zoning Official (CZO) or Certified Floodplain Manager (CFM) certification; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Coastal planning experience desired.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment and vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, maps, deeds, surveys, permits, etc. Requires the ability to prepare correspondence, reports, permits, forms, maps, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, legal and mapping terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

PLANNER II

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and objectives of rural, urban, and regional planning.

Considerable knowledge of governmental programs, laws, and services pertinent to the planning process.

Considerable knowledge of the current literature, trends and development in the field of rural and regional planning.

General knowledge of the environmental and socio-economic implications of the planning process

General knowledge of economics, sociology, public administration and quantitative methods and research techniques as related to planning.

General knowledge of the principles of public planning and citizen participation.

Ability to initiate and execute assignments under minimal supervision.

Ability to use computer-aided mapping, drafting, word processing, spreadsheet and file maintenance programs.

Ability to read and interpret maps, surveys, and engineering drawings and plans.

Ability to review subdivision plans, site development plans and related drawings for compliance to applicable local regulations and ordinances.

Ability to interpret and administer design and performance standards as related to development plan review, zoning administration, and other planning issues.

Ability to recommend alternative solutions for development or other planning issues according to provisions of the Unified Development Ordinance, Land Use Plan, or other policy directives.

Ability to write clearly; to organize and analyze information and perform planning research

PLANNER II

Ability to exercise considerable tact and courtesy in frequent contacts with county, municipal, state and federal officials, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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As of Last Complete Printing
Number of Pages: 4
Number of Words: 1,194 (approx.)
Number of Characters: 6,807 (approx.)

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: SENIOR PLANNER PLANNING DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical, administrative and professional work in directing, assisting and coordinating the activities of the county planning department to ensure the orderly growth and efficient administration of county resources. Work involves preparation of and ensuring compliance with land use ordinances such as those pertaining to subdivisions and zoning; participating in planning studies that support efforts to review, update, and implement the county's land use plan; performing various data collection, evaluation of existing conditions and trends, and policy analysis that support long range planning; assisting in the formulation, installation, modification and improvement of master and subsidiary plans for the county's physical, economical, and social development; preparing reports for presentation to various boards and commissions, staff, and civic groups; writing and filing grant applications and overseeing the implementation of grants. This position works both in a team environment and independently and requires close coordination with the director, county departments, other planning agencies, the development community, and general public. Reports to the Planning Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as a liaison to the County Manager, County Board of Commissioners, Planning Board, and other County officials; provides assistance to other county departments and public agencies involved in long-range planning.

Manages or leads special projects or planning efforts as needed; supervises employees as assigned; coordinates county planning activities with affected municipal, state, federal and private agencies.

Administers and prepares case analyses for zoning map amendments; reviews and prepares text amendments to the county's unified development ordinance.

Reviews and approves major and minor development plans and permit applications of developers and property owners to ensure compliance with various codes, ordinances, and adopted plans; reviews subdivisions and makes recommendations to the Planning Board.

Prepares and reviews contracts and agreements; drafts recommendations; prepares and presents various studies and reports.

Answers zoning and subdivision questions making interpretations concerning development regulations for the public or other organizations.

Writes grant applications and oversees implementation; recommends adjustments to applicable codes.

Familiarity with ArcMap or similar GIS software packages; ability to understand and interpret spatial data.

SENIOR PLANNER

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelors degree in planning or related field, three to five years experience in rural or regional planning at the local government level, and Certified Zoning Official (CZO) or Certified Floodplain Manager (CFM) certification; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Masters Degree, AICP certification, and coastal planning experience desired.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment and vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, maps, deeds, surveys, permits, etc. Requires the ability to prepare correspondence, reports, permits, forms, maps, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, legal and mapping terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of

SENIOR PLANNER

algebra, geometry, trigonometry, descriptive statistics, integral calculus, differential calculus and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and objectives of urban, rural, and regional planning.

Thorough knowledge of economics, sociology, public administration and quantitative methods and research techniques as related to planning.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of governmental programs, laws, grants and services pertinent to the planning process.

Considerable knowledge of the current literature, trends and development in the field of rural and regional planning.

Thorough knowledge of the principles of public planning and citizen participation.

Ability to initiate and execute assignments with minimal supervision.

Ability to manage well-balanced and inclusive planning projects.

Considerable experience in project management, including ability to work well in a team-focused environment and assume a leadership position.

Ability to plan, assign and direct the activities of a professional, technical and clerical staff.

Skills in the collection, analysis and presentation of technical data and planning recommendations.

SENIOR PLANNER

Ability to use computer-aided mapping, drafting, word processing, spreadsheet and file maintenance programs.

Ability to read and interpret maps, surveys, and engineering drawings and plans.

Ability to review subdivision plans, site development plans and related drawings for compliance to applicable local regulations and ordinances.

Working knowledge of the principles and practices of engineering and physical design as generally related to planning and development.

Ability to interpret and administer design and performance standards as related to development plan review, zoning administration, and other planning issues.

Ability to recommend alternative solutions for development or other planning issues according to provisions of the Unified Development Ordinance, Land Use Plan, or other policy directives.

Ability to write clearly; to organize and analyze information and perform planning research

Ability to explain planning theory, policy and practices to lay people individually or in groups.

Ability to exercise considerable tact and courtesy in frequent contacts with county, municipal, state and federal officials, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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Number of Words: 1,331 (approx.)
Number of Characters: 7,589 (approx.)

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 16th day of February 2009 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15442-526200	Promotional efforts	\$ 300,000	
15320-415000	Occupancy Tax		\$ 300,000
		<u>\$ 300,000</u>	<u>\$ 300,000</u>

Explanation: Tourism Promotion (15442) - To increase budgeted line items for immediate funds to promote the upcoming summer season.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$250,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 16th day of February 2009 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2009.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-590000	Capital Outlay	\$ 167,000	
15320-415000	Occupancy Tax		\$ 167,000
		<u>\$ 167,000</u>	<u>\$ 167,000</u>

Explanation: Tourism Related Expenditures (15447) - To increase appropriations for increase in construction cost of Moyock Welcome Center after bids, security system, changes to signage, and picnic and vending pavilions.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$167,000.

Minute Book # _____, Page # _____

Journal # _____

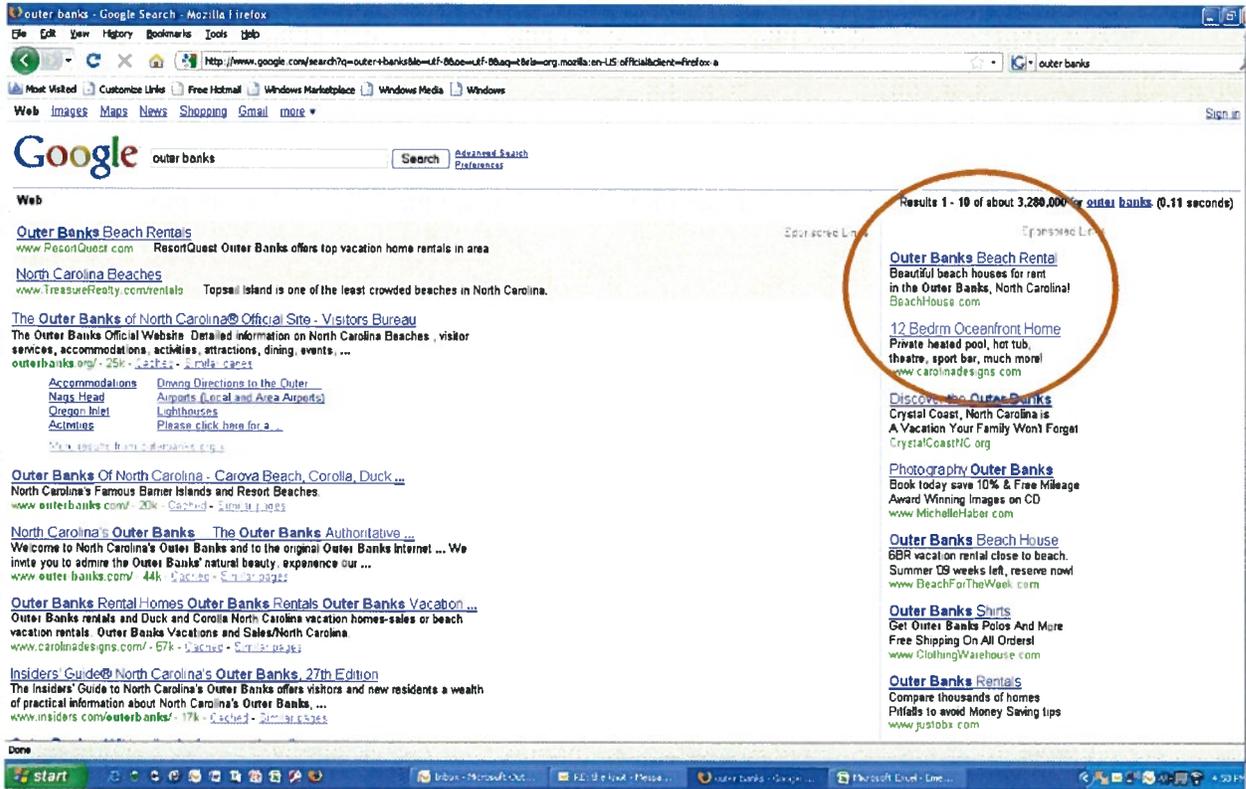
Clerk to the Board

Additional Tourism Funding

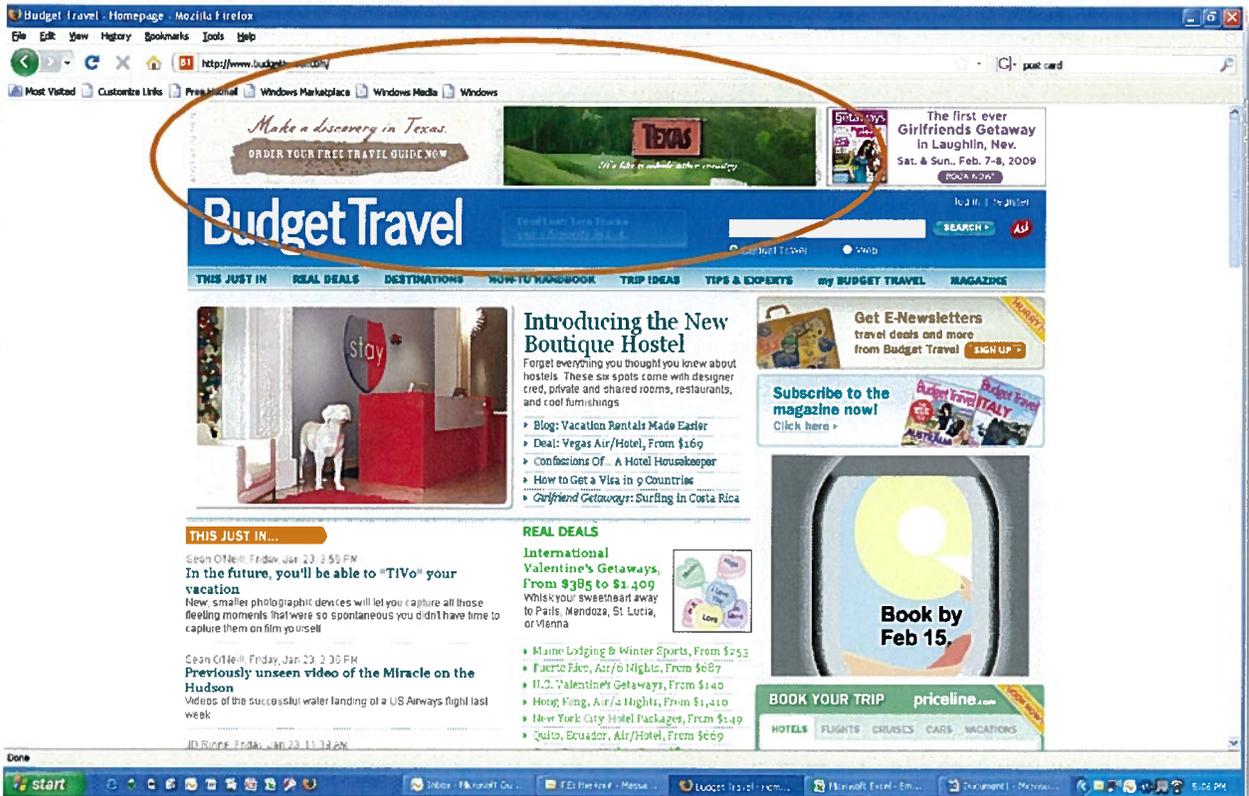
Promotion	Details	Breakdown	Costs
Pay-Per-Click - Global Phrases	Only pay for the phrases if "clicked." Phrases: Family/Beach Vacations, etc.	\$7,500 per month x 6 months	\$ 45,000.00
Pay-Per-Click - Local Phrases	Only pay for the phrases if "clicked." Phrases: Outer Banks, Local Attractions, etc.	\$5,833 per month x 6 months	\$ 35,000.00
E-Blasts - Currituck List	E-mails with special offers and discounts featuring Currituck Businesses	\$1,500 per month x 6 months	\$ 9,000.00
E-Blast - Publisher's Lists	E-mails featuring Currituck County and specials	Various Prices	\$ 60,000.00
Pay-Per-Click Ads	Only pay for the ads if "clicked." Ads featured on various websites for travel	Various Prices	\$ 50,000.00
Travel Directory Listings	Placement on top travel and directory web sites like: Expedia, Hotwire, Trip Advisor, etc.	Various Prices	\$ 35,000.00
Direct Mail	25,000 promotional postcards to targeted zip codes with HHI of \$75K and higher	\$1,300 for printing + \$7,500 for postage + \$2,000 for names	\$ 10,800.00
Newspaper Co-op	Co-op ads in newspapers in the Mid-Atlantic: DC, New York, Richmond, Raleigh, Charlotte, Cleveland, etc.	Various Prices	\$ 55,000.00
Grand Total			\$ 299,800.00

Prepared January 23, 2009

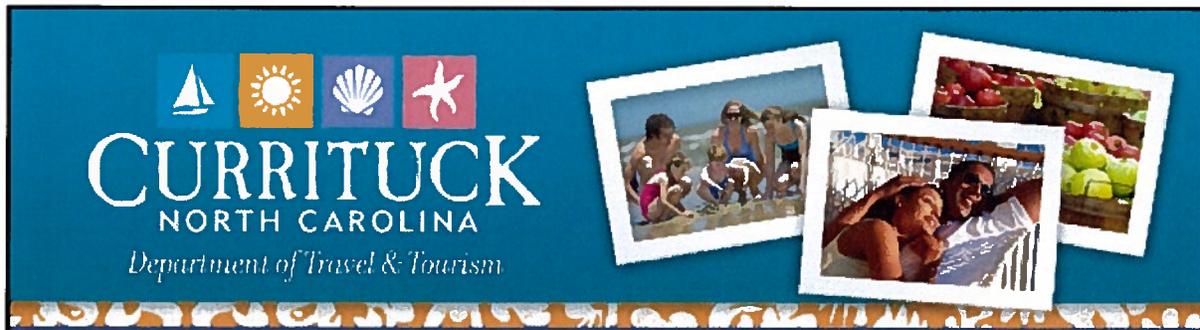
PAY-PER-CLICK - PHRASES



PAY-PER-CLICK - ADS



 send this to a friend



Early Reservation Specials - Currituck Outer Banks

JANUARY, 2009



Plan your Currituck Outer Banks escape. Now it's more affordable than ever!

Corolla is one of America's top coastal vacation destinations. Now with even more affordable rates, friends and families can discover the secret hundreds of thousands of visitors already know: Our unspoiled scenery, pristine beaches and one-of-a-kind attractions set the perfect scene for quality time with the people you care about.

Get your friends and family and take advantage of lower rates on accommodations. The math is easy. If a large beach house that sleeps 20 people rents for \$6,750 per week, it only costs **\$48.21 per person**, per night!

Amenities like gourmet kitchens, in-home

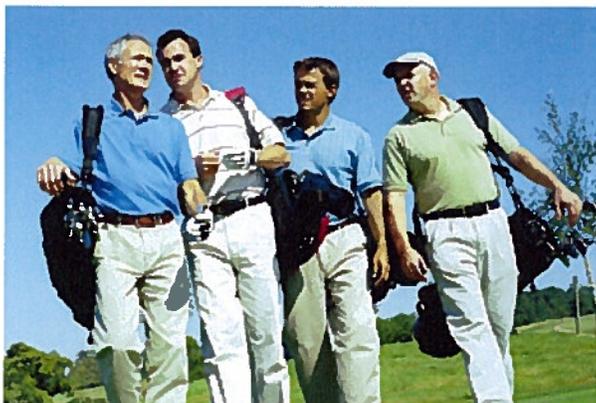
Easily browse **over 565 affordable vacation homes** in Corolla with **Twiddy & Company Realtors**. [Search Rentals](#)

Spring, summer and fall vacation rental **discounts now available** with **Brindley Beach Vacations**. [See Specials](#)

10% discounts or more! Best selection, fantastic vacation homes. Freestyle flexible stays with **Sun Realty**. [See Specials](#)

Book now and receive **15%-20% off** select vacation rental homes with **Seaside Vacations**. [See](#)

theaters and pools make these deals hard to pass up. Check out the [limited-time, deep discounts](#) our local travel partners are offering.



Play with the Pros at the North Carolina Open

The [45th North Carolina Open](#) will be held June 2-4, 2009 at [Kilmarlic Golf Club](#) in Harbinger on North Carolina's beautiful Outer Banks. Professionals and amateurs from both North Carolina and South Carolina will participate in the premier golf event of the year.

Kilmarlic's tour-quality course has hosted past champions such as North Carolina golf great E. Harvie Ward and current Senior Tour Player Bob Boyd. See how your game "stacks up" in a one-day Pro-Am on Monday, June 1, 2009 – or just come to watch.

And, don't forget the [seven other golf clubs](#) on the Currituck Outer Banks. Our year-round clubs offer affordable green fees on distinctive courses that challenge players of all skill levels.

[Specials](#)

Outer Banks Blue is offering **rate reductions and bonus packages** on select vacation homes. [See Specials](#)

Discounted rates starting at **10% off** offered on select vacation rental homes with **Paramount Destinations**. [See Specials](#)

Free Night with ResortQuest! Stay between now and April 1, 2009 and receive an additional night free when you pay for 3 or more nights. [See Specials](#)

Early booking discounts and "Mini-Stay" deals on select homes with **Kitty Dunes Realty**. [See Specials](#)

Win up to \$4,000, get 1 Night Stay Free, and more great deals with **Resort Realty!** [See Specials](#)

Save with **Mini-Vacations & 10%- 15% off** full weeks Through May 15 with **Atlantic Realty**. Limited free ECI available. [See Specials](#)

Free gifts and specials for select homes right now. Call today to take advantage at **Stan White Realty**. [See Specials](#)

Outer Banks Named Among the Best

by *Southern Living* Readers



The January edition of *Southern Living* confirms what Currituck residents and visitors already know.

Readers named the Outer Banks one of the South's ten best beaches in the magazine's [2009 Readers](#)

[Choice awards](#).

Thanks go out to our friends who voted. You spoke from the heart to share what a treasure the Currituck Outer Banks really are!

Early Payment Contest ends January 31st. Pay today and be entered to win! Contact **Carolina Designs Realty**. [See Specials](#)

Southern Shores Realty is already offering **discounts for select properties** for 2009. [See Specials](#)

Beach Realty offers a variety of weekly **rate reductions** as well as **added value discounts** on vacation rental homes. [See Specials](#)

Search for your **perfect Corolla vacation home** with **Corolla Classic Vacations**. [Search Rentals](#)

Is money tight? Take advantage of **Élan's** vacation payment plan. Call today! 866-760-3526

Stay at **Walnut Island Lodge**, located on the Currituck Sound, offering **off-season rates starting at \$38.00** for double occupancy. [Learn More](#)

Accommodations for the **budget-minded person** who does not want to pay the beach prices at the **Sea Oats Motel**. [Learn More](#)

Currituck County Department of Travel & Tourism
106 Caratoke Hwy. | Moyock, NC 27958 | 252-435-2947 | visitecurrituck.com

Additional Tourism Funding

Promotion	Details	Breakdown	Costs
Pay-Per-Click - Global Phrases	Only pay for the phrases if "clicked." Phrases: Family/Beach Vacations, etc.	\$7,500 per month x 6 months	\$ 45,000.00
Pay-Per-Click - Local Phrases	Only pay for the phrases if "clicked." Phrases: Outer Banks, Local Attractions, etc.	\$5,833 per month x 6 months	\$ 35,000.00
E-Blasts - Currituck List	E-mails with special offers and discounts featuring Currituck Businesses	\$1,500 per month x 6 months	\$ 9,000.00
E-Blast - Publisher's Lists	E-mails featuring Currituck County and specials	Various Prices	\$ 60,000.00
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Travel Directory Listings	Placement on top travel and directory web sites like: Expedia, Hotwire, Trip Advisor, etc.	Various Prices	\$ 35,000.00
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Newspaper Co-op	Co-op ads in newspapers in the Mid-Atlantic: DC, New York, Richmond, Raleigh, Charlotte, Cleveland, etc.	Various Prices	\$ 55,000.00
Grand Total			\$ 299,800.00

Prepared January 23, 2009