

COLUMBUS COUNTY BOARD OF COMMISSIONERS

**127 W. Webster St
Whiteville, NC 28472**

AGENDA

Monday, October 6, 2025

4:00 P.M. Coleman Tract Workshop

5:30 P.M. Closed Session

6:30 P.M. – Regular Session

- 1. Meeting Called to Order:** Chairman Lavern Coleman

RECESS REGULAR SESSION and enter into CLOSED SESSION in ACCORDANCE with N.C.G.S. § 143-318.11(A)(3) ATTORNEY-CLIENT PRIVILEGE, N.C.G.S. § 143-318.11(A)(4) ECONOMIC DEVELOPMENT, N.C.G.S. § 143-318.11(A)(5) REAL ESTATE, and N.C.G.S. § 143-318.11(A)(6) PERSONNEL.

- 2. Closed Session in Accordance with N.C.G.S. § 143-318.11(A)(3) Attorney-Client Privilege, N.C.G.S. § 143-318.11(A)(4) Economic Development, N.C.G.S. § 143-318.11(A)(5) Real Estate, and N.C.G.S. § 143-318.11(A)(6) Personnel.**

RECESS CLOSED SESSION and enter into REGULAR SESSION

GENERAL ACCOUNT:

Regular Session Resumes at 6:30 P.M.

- 1. Invocation:** Commissioner Brent Watts
- 2. Pledge of Allegiance:** Vice Chairman Chris Smith
- 3. Approval of Agenda**
- 4. Board Minutes Approval:**
 - a. September 15, 2025 Regular Session

Board Minutes Section

7. **Governing Body – Proclamation of Appreciation** - The Governing Body will recognize First Sergeant Mary Wilkins, Deputy Darryl Hooker, Deputy Phillip Britt, and Deputy Scott Kurtyka for saving a life on September 16th, 2025 at the Columbus County Courthouse.
8. **Governing Body** – Letter of Gratitude to City of Wilmington for Furniture Donation.
9. **Public Input**
10. **Opioid Settlement - Approval of the Amended FY26 Resolution to Reflect Funding for Marketing/Community Education and the Prevention Project for the School Systems:** Opioid Settlement Consultant Cynthia Wiford is requesting approval of the amended FY26 resolution to reflect the increased funding for Marketing, Community Education, and the Prevention Project for Columbus County and Whiteville City Schools. **(Eddie Madden will be available for any questions the commissioners may have.)** **Pages: 1-4**
11. **Attorney’s Office – Approval to Participate in the Ongoing Opioid Settlement:** Assistant County Attorney Misty Jorgensen is requesting approval to participate and sign all necessary documents associated with the secondary companies that have been recently added to the ongoing Opioid Settlement. **(Misty Jorgensen will be available for any questions the commissioners may have.)** **Pages: 5-6**
12. **Administration – Approval to Establish a Public Hearing Regarding the Amended Noise Ordinance:** Assistant County Attorney Misty Jorgensen is requesting approval to establish a public hearing on Monday, October 20, 2025 at 6:30 P.M., or as soon as can be heard regarding the amended noise ordinance. **(Misty Jorgensen will be available for any questions the commissioners may have.)** **Pages: 7-8.**
13. **Health Services – Approval of Salary Adjustments for Environmental Health:** Health Services Director Daniel Buck is requesting approval to reallocate in unused salary funds within the Health Services budget to increase compensation for current Environmental Health staff for retention purposes. **(Daniel Buck will be available for any questions the commissioners may have.)** **Pages: 9-10**
14. **Sheriff’s Office – Approval of Salary Adjustments:** Sheriff Bill Rogers is requesting approval to reallocate unused salary funds within the Sheriff’s Office budget to increase Deputies compensation for retention purposes. **(Robert Creech will be available for any questions the commissioners may have.)** **Pages: 11-12**
15. **Airport – Approval to Accept the State Aid and Safety Enhancement Grant and the Associated Grant Agreement:** Airport Director Phil Edwards is requesting approval to accept the State Aid and Safety Enhancement Grant allocation in the amount of \$160,167 and the associated grant agreement. **(Eddie Madden will be available for any questions the commissioners may have.)** **Pages: 13-25**

16. Whiteville City Schools – Approval of Additional Funding for Parking Lot Project:

Whiteville City Schools Superintendent Jonathan Williams is requesting approval for additional funds, in the amount of 7,823.17, for the Whiteville High School Parking Lot Project. The allocation will be from lottery funds. **(Jonathan Williams will be available for any questions the commissioners may have.)**

Pages: 26-27

17. Finance – Approval of the Second Reading the Amended Travel Policy: Finance

Director Heather Woody is requesting approval of the second reading of the amended Travel Policy to implement the minimum required miles as 50, a maximum cap of \$250 for room and board, and room sharing. **(Heather Woody will be available for any questions the commissioners may have.)**

Pages: 28-35

18. Finance – Approval of the Project Ordinances, Budget Amendments, and

Departmental Requisitions: Finance Director Heather Woody is requesting approval of the following project ordinances, budget amendments and departmental requisitions:

- a. WCS - Whiteville High School Parking Lot (\$7,824)
- b. EMS- Central Garage Storm Damaged Building (\$1,529)
- c. Finance - Potential Storm (\$262,896)
- d. Finance - Maintenance for Gym Equipment & AEDs (\$6,066)
- e. EMS (PSAP) Funds - New computers & Monitors (\$34,690)
- f. Departmental Requisitions

Pages: 36-51

19. Appointments/Re-Appointments/Replacements: Staff is requesting appointments, re-appointments or replacements to the following boards, committees and councils.

Legend: EB = **Entire Board**
Listed Zone # = **Individual Commissioner**

Zone I:	Barbara Featherson	Zone V:	Brent Watts
Zone II:	Chris Smith	Zone VI:	Ricky Bullard
Zone III:	Giles E. Byrd	Zone VII:	Scott Floyd
Zone IV:	Lavern Coleman		

COMMITTEE	DIST./ EB	PERSON(S)	EXP. DATE
Aging Advisory Council	II	VACANT	
Aging Advisory Council	VI	Mitch Nance (RESIGNED)	6/30/2025
Board of Health	IV	H.L. “Drew” Cox *needs to be an engineer (RESIGNED)	12/31/2026
Trillium Southern Regional Advisory Board	Com	Jerome McMillian	6/30/2025

RECESS REGULAR SESSION and enter into COLUMBUS COUNTY WATER and SEWER DISTRICTS I, II, III, IV and V BOARD MEETING

20. Water and Sewer Districts I, II, III, IV, and V Combination Minutes:

a. September 15, 2025 Regular Session

Board Minutes Section

**ADJOURN COMBINATION MEETING of COLUMBUS COUNTY WATER and SEWER
DISTRICTS I, II, III, IV AND V BOARD MEETING**

21. Comments: Commissioners and County Manager.

22. Adjournment

Request for Board Action/RFB Contract Control Form



Columbus County Clerk to the Board
127 W. Webster St.
Whiteville, NC 28472
Phone# 910-640-6640
jana.nealey@columbusco.org

Date of Request

9/28/2025

Board Meeting Date Requested

10/6/2025

Short Title

Amendment to Opioid Settlement Funding

Background

Upon review and request from the NC AG's office, the list of strategies was modified to simplify the County's accounting and reporting of outcomes and measures requiring a new amendment to be enacted by the County Board of Commissioners. Additionally, 2 line items were increased from the original budget for sfy26: Coordination of the project, Marketing/Community Education and the Prevention Project for the County and City of Whiteville School systems.

Specific Action Requested

Requesting approval of the amendment.

Supporting Backup Documents

25-26 Opioid Settlement Resolution DRAFT TO THE COUNTY
Amended to correct strategies and increase funding #3 9 29
25_OSTAT Feedback_2025-9-30.docx

Requested by

Cynthia Wiford, MRC

Department

Opioid Settlement Project

Title

Consultant for the Opioid Settlement Project

Email

cwiford@act-llc.org

Clerk Signature**Date Received**

**A RESOLUTION BY THE COUNTY OF Columbus
TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS**

WHEREAS Columbus County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids. Including settlements with drug distributors Cardinal, McKesson, and AmerisourceBergen, and the drug maker Johnson & Johnson and its subsidiary Janssen Pharmaceuticals;

WHEREAS the allocation, use, and reporting of funds stemming from these national settlement agreements and certain bankruptcy resolutions (“Opioid Settlement Funds”) are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation (“MOA”);

WHEREAS Columbus County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

WHEREAS section E.6 of the MOA states that, before spending opioid settlement funds, the local government’s governing body must adopt a resolution that:

- (i) indicates that it is an authorization for expenditure of opioid settlement funds; and,
- (ii) states the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy; and,
- (iii) states the amount dedicated to each strategy for a specific period of time.

NOW, THEREFORE BE IT RESOLVED, in alignment with the NC MOA, Columbus County authorizes the expenditure of opioid settlement funds and allows the County Manager to execute contracts as needed for the follows:

1. First strategy authorized

- a. COLLABORATIVE STRATEGIC PLANNING
- b. Exhibit A-1
- c. \$175,000
- d. July 1, 2025 through End date June 30, 2026
- e. Columbus County to update its strategic plan as required by the MOA, manage the opioid settlement process for the County and support grant writing efforts to leverage the opioid settlement funds to expand services if opportunities become available and coordinate implementation of the plan as needed.
- f. Provider: Columbus County contract with ACT Associates, LLC

2. Second strategy authorized

- a. HARM REDUCTION-NALOXONE DISTRIBUTION
- b. Exhibit B-H-1
- c. \$18,000
- d. July 1, 2025-June 30, 2026
- e. Columbus County provides Naloxone for its County and municipal first responders as needed.
- f. Provider: Columbus County.

3. Third strategy authorized

- a. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)
- b. Exhibit B: H-5
- c. \$15,000
- d. July 1, 2025 through June 30, 2026
- e. Software support for EMS database to track Opioid and other drug overdoses occurring in the County EMS system.
- f. Provider: Columbus County

4. Fourth strategy authorized

- a. SUPPORT PEOPLE IN TREATMENT AND RECOVERY
- b. Exhibit B: B-2
- c. \$289,080.00
- d. July 1, 2025 through June 30, 2026
- e. Contract with The Healing Place of New Hanover County to provide 4314 days of stabilization, short and long term rehabilitation to support Opioid/Other SUD or OUD/MH conditions for adults from Columbus County.
- f. Provider: The Healing Place of New Hanover County

5. **Fifth strategy authorized**
 - a. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
 - b. Exhibit B: C-16
 - c. \$91,500.00
 - d. July 1, 2025 through June 30, 2026
 - e. Provide 24/7 Crisis phone line and referral services.
 - f. Provider: Columbus County
6. **Sixth strategy authorized**
 - a. PREVENT MISUSE OF OPIOIDS
 - b. Exhibit B: G-9
 - c. \$30,000.00
 - d. July 1, 2025 through June 30, 2026
 - e. Provide LifeSkills EBP curricula, training/supports and evaluation to the Columbus County and Whiteville School Systems.
 - f. Provider: Botkin "Lifeskills Training" – Evidence Based Prevention curricula and Bruton Consulting Evaluation.
7. **Eighth strategy authorized-amended, amended-2**
 - a. SUPPORT TREATMENT AND RECOVERY COURTS THAT PROVIDE EVIDENCE BASED OPTIONS FOR PERSONS W OUD AND ANY CO-OCCURRING SUD.MH CONDITIONS.
 - b. B: D-3
 - c. \$373,500.00
 - d. July 1, 2025 through June 30, 2026
 - e. Provide funding for up to 1 year of operations for a Columbus County Recovery Court operating out of the District Court.
 - f. Provider: Columbus County.
8. **Tenth strategy authorized**
 - a. PREVENT MISUSE OF OPIOIDS
 - b. B: G-1
 - c. \$75,000.00
 - d. July 1, 2025-June 30, 2026
 - e. Develop and implement a comprehensive marketing plan to educate Columbus County residents on the harm of Opioid/Other Substance Use/MH conditions and local resources.
 - f. Provider; Columbus County via contract with Josh Fraimow, Indigo Media, Inc. and ACT Associates, LLC
9. **Eleventh strategy authorized**
 - a. SUPPORT PEOPLE IN TREATMENT AND RECOVERY
 - b. B: B-7
 - c. \$5000.00
 - d. July 1 2025- June 30, 2026
 - e. Provide to transport Columbus County residents to Jacksonville and Greenville for detoxification/stabilization services for conditions related to their opioid, dual diagnosis or other substance use issues requiring specialized assessment and stabilization.
 - f. Provider: Columbus County.
10. **Twelfth strategy authorized**
 - a. LEADERSHIP, PLANNING AND COORDINATION
 - b. B: J-4
 - c. \$75,000
 - d. July 1, 2025-June 30 , 2026.
 - e. This supports two part-time positions within the County Government: Grants Coordinator and Accounting Technician who account for the Opioid Settlement Funding and outcomes reporting requirements.
 - f. Provider: Columbus County.

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$1,192,080.00

Adopted this the 6th day of October, 2025.

Laverne Coleman, Chair

Columbus County Board of Commissioners

ATTEST:

Jana Nealey, Clerk to the Board

COUNTY SEAL

Request for Board Action/RFB Contract Control Form



Columbus County Clerk to the Board
127 W. Webster St.
Whiteville, NC 28472
Phone# 910-640-6640
jana.nealey@columbusco.org

Date of Request

9/23/2025

Board Meeting Date Requested

10/6/2025

Short Title

Attorney's Office - Approval to Participate in the New Opioid Settlement

Background

New participant forms are required for Columbus County to sign in order to continue to participate in the ongoing opioid settlement.

Specific Action Requested

Attorney's Office - Approval to Participate in the New Opioid Settlement

Supporting Backup Documents

Opioids-Implementation-Administrator-DocuSign-Instructions-for-Participation-Agreements-07.14.25.pdf

Requested by

Misty Jorgensen

Department

Attorney's Office

Title

Assist. County Attorney

Email

scott.dorman@columbusco.org

Clerk Signature**Date Received****Board Chair/County Manager****Approved by Board**

☐ Yes ☐ No ☐ Pending

Opioids: Implementation Administrator

Participation Agreements: DocuSign Instructions

Updated July 14, 2025

Settlement Participation forms for the Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus National Opioid Settlements will be issued by the Implementation Administrator, Rubris Inc, via DocuSign for all subdivisions and special districts within the settling states that are eligible to participate in these settlements.

Please add dse_na3@docusign.net and opioidsparticipation@rubris.com to your "safe" list, so emails do not go to spam / junk folders. Please monitor your email for the Participation Forms and instructions. The DocuSign email will have the following subject, sender, and recipients:

Item	Description
Subject	Action Required: New National Opioid Settlement – Participation Forms - CL-12345
Address of Sender	dse_na3@docusign.net
Sender	Opioids Implementation Administrator
Recipients	Subdivision and/or Attorney contacts who received settlement notice

All questions related to participation agreements should be sent to opioidsparticipation@rubris.com. If an email recipient responds to the email from DocuSign, their response will be sent to this email address. Rubris is monitoring and managing all requests to this email account.

Below are the instructions for reviewing and executing Participation Agreements via DocuSign, as well as printing and returning a signed Participation Agreement with a manual signature.

Steps for Reviewing and Executing Participation Agreements via DocuSign

Step	Comments
Step 1: Click on "Review Documents"	After clicking this button, a new browser window will open where you can begin the DocuSign process
Step 2: If you are the authorized signer, click on "Agree" and "Continue"	If you are not the authorized signer, click on "Other Options" and select "Assign to Someone Else" Instructions for "Assign to Someone Else" are outlined on page 7 of this document.
Step 3: Review the cover letter	
Step 4: Confirm the Governmental Entity Name and State are correct and enter the Governmental Entity Details in the box at the top of Page 1 of the Participation Agreement	Fields with a red outline are required
Step 5: Sign Each Participation Agreement	Signature, Name, and Title are required for each Participation Agreement; The date will auto populate by DocuSign

Request for Board Action/RFB Contract Control Form



Columbus County Clerk to the Board

127 W. Webster St.
Whiteville, NC 28472
Phone# 910-640-6640
jana.nealey@columbusco.org

Date of Request

10/2/2025

Board Meeting Date Requested

10/6/2025

Short Title

Administration – Approval to Establish a Public Hearing Regarding the Amended Noise Ordinance:

Background

Assistant County Attorney Misty Jorgensen is requesting approval to establish a public hearing on Monday, October 20, 2025 at 6:30 P.M., or as soon as can be heard regarding the amended noise ordinance.

Specific Action Requested

Assistant County Attorney Misty Jorgensen is requesting approval to establish a public hearing on Monday, October 20, 2025 at 6:30 P.M., or as soon as can be heard regarding the amended noise ordinance.

Supporting Backup Documents

Noise Amendment adding Section 1A.docx

Requested by

Misty Jorgensen

Department

Administration

Title

Assistant County Attorney

Email

mjorgensen@columbusco.org

Clerk Signature

Date Received

Board Chair/County Manager

Approved by Board

☐ Yes ☐ No ☐ Pending

Amendment adding Section 1A

Section 1A. Determination of Violation Without Decibel Measurement

It is not necessary for a noise to be measured in decibels to establish a violation of this ordinance. A violation may be determined based on the character, intensity, duration, repetition, or plainly audible nature of the sound, including whether the noise unreasonably disturbs, disrupts, injures, or endangers the comfort, health, safety, or welfare of others, as described in Section 1. The determination may be made by direct observation of a law enforcement officer, Noise Control Officer, or other official authorized to enforce this ordinance

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Phone# 910-640-6640
jana.nealey@columbusco.org

Date of Request

9/30/2025

Board Meeting Date Requested

10/6/2025

Short Title

Request for Reallocation of Unused Salary Funds (Environmental Health)

Background

We are losing highly educated EH staff to surrounding counties due to low pay. Using these funds that we have available in our budget would help bring us up closer to fair market salaries and retain highly trained staff.

Specific Action Requested

Requesting Board approval to reallocate a total of \$42,798.50 in unused salary funds to increase compensation for current Environmental Health staff. Request letter to Board attached.

Supporting Backup Documents

Environmental Health - Request for Reallocation of Unused Salary Funds 9.30.25.pdf

Requested by

Daniel Buck

Department

Public Health

Title

Public Health Director

Email

daniel.buck@columbusco.org

Clerk Signature**Date Received****Board Chair/County Manager****Approved by Board**

☐ Yes ☐ No ☐ Pending

Columbus County
HEALTH DEPARTMENT
DANIEL BUCK, MHA, BSPH, DIRECTOR



PO Box 810
Whiteville, NC 28472

304 Jefferson Street
Tele: 910-640-6615
Fax: 910-640-1088

09/30/2025

Columbus County Board of Commissioners

Environmental Health: Request for Reallocation of Unused Salary Funds

Dear Commissioners,

I respectfully request your approval to reallocate a total of **\$42,798.50** in unused salary funds to increase compensation for current Environmental Health staff. These funds have become available due to vacancies left by departing employees and are already budgeted. **This reallocation will not increase or change our overall departmental budget in any way.**

Our department continues to face a significant challenge in retaining qualified Environmental Health Specialists, largely due to our salaries being lower than those offered in surrounding counties. We are experiencing a revolving door of young graduates—after we invest substantial time and effort in training them, they often leave for better-paying opportunities elsewhere. This pattern places a continual strain on our workforce and erodes the value of our training investment.

If we lose any additional specialists, we risk falling behind in our ability to provide critical services, including septic and well permitting, as well as food and lodging inspections. These are essential functions that directly impact public health and safety in Columbus County.

Additionally, due to the lengthy process of hiring qualified replacements—often taking up to two years because of required state-level approvals—it is both practical and fiscally responsible to use these already-budgeted funds to retain the trained and experienced staff we currently have.

Thank you for your time and consideration of this request. Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Daniel Buck
Columbus County Public Health Director

Request for Board Action/RFB Contract Control Form



Columbus County Clerk to the Board

127 W. Webster St.
Whiteville, NC 28472
Phone# 910-640-6640
jana.nealey@columbusco.org

Date of Request

10/2/2025

Board Meeting Date Requested

10/6/2025

Short Title

Sheriff's Office -- Approval of Salary Adjustments:

Background

Sheriff Bill Rogers is requesting approval to reallocate unused salary funds within the Sheriff's Office budget to increase Deputies compensation for retention purposes.

Specific Action Requested

Sheriff Bill Rogers is requesting approval to reallocate unused salary funds within the Sheriff's Office budget to increase Deputies compensation for retention purposes.

To freeze several positions and reallocate funds to help retain deputies.

Moving Patrol deputies to \$ 48,000.00

Moving Detectives to \$58,000.00

Moving two Lieutenants to \$70,000.00

Supporting Backup Documents

Sheriff office.pdf

Requested by

Robert Creech

Department

Sheriff's Office

Title

Logistics

Email

jana.nealey@columbusco.org

Clerk Signature

Date Received

From: rcreech@columbussheriff.com
To: "Jana Nealey"
Subject: Reallocation of Salaries within current budget
Date: Thursday, October 2, 2025 9:40:29 AM

To freeze several positions and reallocate funds to help retain deputies.

Moving Patrol deputies to \$ 48,000.00

Moving Detectives to \$58,000.00

Moving two Lieutenants to \$70,000.00

Captain. Robert Creech

Logistics

Columbus County Sheriff's Office

Work (910) 642-6551 Ext 1107

Cell(910) 770-2127

rcreech@columbussheriff.com



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Columbus County Clerk to the Board
127 W. Webster St.
Whiteville, NC 28472
Phone# 910-640-6640
jana.nealey@columbusco.org

Date of Request

9/30/2025

Board Meeting Date Requested

10/6/2025

Short Title

Airport Grant Agreement
#36244.18.11.1

Background

Attached you will find a grant agreement between the NCDOT and Columbus County. This grant award is for \$ 160,167.00. This grant is to be used for WILDLIFE PERIMETER FENCE- PHASE II.

Specific Action Requested

Approve grant.
No local match to County.

Supporting Backup Documents

UNSIGNED AGREEMENT_CPC_36244.18.11.1_RFA 25903.pdf

Requested by

Phil Edwards

Department

Airport

Title

Airport Director

Email

pedwards@columbusco.org

Clerk Signature**Date Received****Board Chair/County Manager****Approved by Board**

☐ Yes ☐ No ☐ Pending



**DIVISION OF
AVIATION**

GRANT AGREEMENT

STATE AID TO AIRPORTS
BETWEEN

THE N. C. DEPARTMENT OF TRANSPORTATION,
AN AGENCY OF THE STATE OF NORTH CAROLINA

AND

COLUMBUS COUNTY

AIRPORT: **COLUMBUS COUNTY**
REGIONAL

PROJECT NO: **36244.18.11.1**

This Agreement is hereby made and entered into by and between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as "Department") and **COLUMBUS COUNTY**, the public agency owning the **COLUMBUS COUNTY REGIONAL AIRPORT** (hereinafter referred to as "Sponsor").

This agreement shall be effective on _____ and shall terminate on **MAY 15, 2027**, with the option to extend, if mutually agreed upon, through a written modification. Pre-award costs included on the Code and Category of Expenditure Section of the project's Request for Aid (RFA) Application are authorized.

WITNESSETH

WHEREAS, Chapter 63 of the North Carolina General Statutes authorizes the Department, subject to limitations and conditions stated therein, to provide State Aid in the forms of loans and grants to cities, counties and public airport authorities of North Carolina for the purpose of planning, acquiring and improving municipal, county and other publicly-owned or publicly controlled airport facilities, and to authorize related programs of aviation safety, education, promotion and long-range planning; and

WHEREAS, the Sponsor has made a formal application dated **SEPTEMBER 3, 2025**, to the Division of Aviation ("Division") for State Aid and Safety Enhancement Match funds for the **COLUMBUS COUNTY REGIONAL AIRPORT**; and

WHEREAS, a grant in the amount of **\$160,167** not to exceed **100 percent** of the final, eligible project costs of **\$160,167** subject to the conditions and limitations herein; and

WHEREAS, the Agreement of State Aid and Safety Enhancement Match funds will be used for the following approved project:

WILDLIFE PERIMETER FENCE – PHASE II (CON/CA/RPR)

WHEREAS, pursuant to NC GS 63-68 (2), the Division may, in its discretion, conduct safety projects or programs to improve the safety and planning of the air transportation system.

NOW THEREFORE, the Sponsor and the Division of Aviation (“Division”) do mutually hereby agree as follows:

1) Work performed under this Agreement shall conform to the approved project description. Any amendments to or modification of the scope and terms of this Agreement shall be in the form of a modified grant mutually executed by the Sponsor and the Department, except that an extension of time and/or a reallocation of funds within the approved budget may be granted by the Division by written notice to the Sponsor. Any changes to the scope, amount, or fees with this grant agreement without first consulting your Airport Project Manager could be found ineligible.

2) The Sponsor agrees to comply and assures the compliance by each of its third-party contractors and subrecipients at any tier, with the provisions of G.S. § 143-59.2, “Certain vendors prohibited from contracting with State.” G.S. § 133-32 and Executive Order 024 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this Agreement, you attest, for your entire organization and its employees or agents that you are not aware that any such gift has been offered, accepted or promised by any employees of your organization. This prohibition covers those vendors and contractors who:

- (1) have a contract with a governmental agency; or
- (2) have performed under such a contract within the past year; or
- (3) anticipate bidding on such a contract in the future.

3) The Sponsor certifies that it has adhered to all applicable laws, regulations, and procedures in the application for and the Sponsor's approval of the Agreement.

4) The Sponsor agrees to comply with the “Sponsor's Assurances” contained as a part of this Agreement. The Sponsor shall be liable to the Department for the return of all grant monies received in the event of a material breach of the Sponsor's Assurances or this Agreement.

5) The Sponsor agrees to adhere to the standards and procedures contained in the *North Carolina Airports Program Guidance Handbook*.

APPENDIX A6.4.1
TITLE VI LIST OF PERTINENT NONDISCRIMINATION ACTS AND AUTHORITIES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

APPENDIX A6.4.2
TITLE VI CLAUSES FOR COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX A6.4.3
TITLE VI CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of the Airport Improvement Program grant assurances.

NOW, THEREFORE, the Federal Aviation Administration as authorized by law and upon the condition that the *North Carolina Department of Transportation (NCDOT)* will accept title to the lands and maintain the project constructed thereon in accordance with the *North Carolina General Assembly*, for the (Airport Improvement Program or other program for which land is transferred), and the policies and procedures prescribed by the Federal Aviation Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *NCDOT* all the right, title and interest of the U.S. Department of Transportation/Federal Aviation Administration in and to said lands described in **(Exhibit A attached hereto or other exhibit describing the transferred property)** and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the *North Carolina Department of Transportation (NCDOT)* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *NCDOT*, its successors and assigns.

The *NCDOT*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the *NCDOT* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX A6.4.4

TITLE VI CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the *North Carolina Department of Transportation (NCDOT)* pursuant to the provisions of the Standard Title VI/Nondiscrimination Assurances.

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the List of Discrimination Acts and Authorities.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above nondiscrimination covenants, the *NCDOT* will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above nondiscrimination covenants, the *NCDOT* will there upon revert to and vest in and become the absolute property of the *NCDOT* and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX A6.4.5

TITLE VI CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the *North Carolina Department of Transportation (NCDOT)* pursuant to the provisions of the Airport Improvement Program grant assurances.

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the List of Discrimination Acts and Authorities.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above nondiscrimination covenants, the *NCDOT* will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above nondiscrimination covenants, the *NCDOT* will there upon revert to and vest in and become the absolute property of the *NCDOT* and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

THE PARTIES BY LEGALLY BINDING SIGNATURE BELOW HEREBY EXECUTE THIS GRANT AGREEMENT
THE DAY AND YEAR FIRST WRITTEN BELOW:

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:

BY: _____
Deputy Secretary for Multi-Modal Transportation or Designee

DATE: _____

AUTHORIZED SIGNATURE FOR SPONSOR

(Approving Authority Board Member or Local Governing Official):

SIGNED: _____

TITLE: _____

DATE: _____

AUTHORIZED SIGNATURE FOR CO-SPONSOR (if Required)

(Approving Authority Board Member or Local Governing Official):

SIGNED: _____

TITLE: _____

DATE: _____

SECTION A: SPONSOR'S ASSURANCES: GENERAL CONDITIONS

A-1. The Sponsor certifies that it holds fee simple title to the property on which this project is to be constructed. In the event any work is proposed on property which has an easement or lease in the Sponsor's name, the Sponsor agrees that it will comply with the Division's conditions and receive written approval prior to any construction on such lease or easements. This condition does not apply to planning projects.

A-2. The Sponsor agrees to operate the Airport for the use and benefit of the general public and shall not deny reasonable access to public facilities by the general public per G.S. § 63-65.

A-3. The Sponsor agrees to operate, maintain, and control the Airport in a safe and serviceable condition for a minimum of twenty (20) years following the date of this Agreement and shall immediately undertake, or cause to be undertaken, such action to correct safety deficiencies as may be brought to its attention by the Department.

A-4. The Sponsor agrees that any land purchased, facilities constructed, or equipment acquired under this Agreement shall not be sold, swapped, leased, or otherwise transferred from the control of the Sponsor without written approval of the Department.

A-5. The Sponsor agrees that the state share of any land purchased, facilities constructed, or equipment acquired under this Agreement shall be credited to the Department in a manner acceptable to the Department in the event such land, facilities, or equipment are subsequently disposed of through sale or lease.

A-6. Insofar as it is within its power and reasonable, the Sponsor shall, either by the acquisition and retention of property interest, in fee or easement, or by appropriate local zoning action, prevent the construction of any object which may constitute an obstruction to air navigation under the appropriate category of Federal Air Regulation Part 77, 14 CFR 77.

A-7. Insofar as it is within its power and reasonable, the Sponsor shall restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and taking off of aircraft, and the noise produced by such operations by adoption of zoning laws, by acquisition and the retention of property interest, in fee or easement.

A-8. Terminal building spaces constructed under this Agreement shall be for the use of the general public. The Sponsor agrees that it will not use any space so constructed for private use, or charge fees for the use of such space, without the written approval of the Division.

SECTION B: SPONSOR'S ASSURANCES: PROJECT ADMINISTRATION

B-1. It is the policy of this State to encourage and promote participation by the Disadvantaged Business Enterprise Program (MBE and WBE) in contracts let by the Department pursuant to G.S. § 136-28.4 for the planning, design, preconstruction, construction, alteration, or maintenance of State transportation infrastructure construction and in the procurement of materials for these projects. All State agencies, institutions, and political subdivisions shall cooperate with the Department of Transportation and among themselves in all efforts to conduct outreach and to encourage and promote the use of disadvantaged minority owned and women owned businesses in these contracts. This is designed to ensure DBE's have maximum opportunity to participate in performance of NCDOT contracts let using state funding. The Sponsor assures and certifies with respect to this Agreement that they will pursue these requirements as stipulated by the Department in the advertising, award, and administration of all contracts, and require the same for all contractors, subrecipients, or subcontractors. The DBE Program is governed by G.S. § 136-28.4 and administered in accordance with Title 19A Chapter 02 Subchapter D Section .1101 - .1112 of the North Carolina Administrative Code.

B-2. The Sponsor shall submit draft plans and specifications, or approved alternate, for the project for review by the Division prior to advertising for bids on the Project. Should bids not be required on the project, the Sponsor shall submit a detailed scope of work and estimated costs prior to requesting "Project Concurrence and Notice to Proceed" form for undertaking the project. All plans (and alternate) shall be supported by engineer's report. A list of deliverables from the Sponsor to the Division will be communicated with the Airport Project Manager.

B-3. Bids will be taken in accordance with G.S. § 143-129. The Division will approve or disapprove the Sponsor's request to employ a specific contractor. Sponsor will be directly notified of approval.

B-4. All contractor(s) who bid or submit proposals for contracts in connection with this project must submit a statement of non-collusion to the Sponsor.

B-5. Unless otherwise approved by the Division, the Sponsor shall not commence construction or award construction contracts on the project until a "Grant Execution and Notice to Proceed" is provided by the Division.

B-6. The Sponsor shall submit to the Division quarterly status reports (AV-502) according to the following schedule for periods ending: March 31, June 30, September 30 and December 31.

B-7. The Sponsor shall notify the Division of any significant issues, meetings, audits, or inspections concerning this project involving the Sponsor, contractor(s), consultant(s), and/or any interested parties.

B-8. It is the policy of the Department not to award funds to contractors who have been removed from the Department's list of pre-qualified bidders without subsequent reinstatement. Therefore, no state funds will be provided for any work performed by the contractor(s) or sub-contractor(s) which have been removed from the Department's list of pre-qualified bidders without subsequent reinstatement as of the date of the signing of the construction contract. It shall be the responsibility of Sponsor to ensure that only properly qualified contractors are given construction contracts for work.

SECTION C: SPONSOR'S ASSURANCES: PROJECT ACCOUNTING AND PAYMENT

C-1. The Sponsor shall record all funds received under this Agreement and shall keep the same in an identifiable project account. The Sponsor, and his contractor(s) and/or consultant(s), shall maintain adequate records and documentation to support all project costs incurred under this Agreement. All records and documentation in support of the project costs must be identifiable as relating to the project and must be allowable costs only. Allowable costs are defined as those costs which are allowable under this Agreement and the approved project budget. Acceptable items of work are those referenced in the *North Carolina Airports - Program Guidance Handbook* and North Carolina General Statutes.

C-2. The Sponsor shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Sponsor shall make such materials available at its office at all reasonable times during the contract period and for five (5) years from the date of final payment under this Agreement for inspection and audit by the Division.

C-3. In accordance with the Compliance Supplement based on the requirements of the 1996 Amendments and 2 CFR Part 200, Subpart F, which provide for the issuance of a compliance supplement to assist auditors in performing the required audits, the Sponsor shall arrange for an independent financial and compliance audit of its fiscal operations. The Sponsor shall furnish the Department with a copy of the independent audit report within thirty (30) days of completion of the audit report, but not later than nine (9) months after the Sponsor's fiscal year ends.

C-4. Payment of the funds obligated under this Agreement shall be made in accordance with the following schedule, unless otherwise authorized by the Division:

A. Payments from the Division to the Sponsor are made on an advance or a reimbursement basis.

B. If an advance payment is received, the Sponsor must pay all contractors/vendors within 3 business days of receipt of the Division's advance payment and provide proof of payment (payment verification).

C-5. The Sponsor may make application to the Division for a corresponding increase if, after the acceptance of the project by the Division, the final State share of approved eligible project costs is more than the amount of State funds obligated for the project. This increase will be considered for funding in accordance with their relative priority versus other applications for available State funds. The Division's ability to provide additional funding is contingent upon the availability of appropriated funds from which payment can be made. There is no legal liability on the part of the Division for any payment above this amount unless and until the Sponsor receives notice of availability confirmed in a written modification by the Division.

SECTION D: SPONSOR'S ASSURANCES: REAL PROPERTY ACQUISITION

- D-1. The acquisition of land, buildings, and other real property involving the use of State Airport Aid funds shall be in compliance with the provisions of this Section.
- D-2. The Sponsor shall depict each parcel to be acquired on an airport property map containing the identity of the parcel and its metes and bounds.
- D-3. The acquisition cost of each parcel, building, or other real property acquired with state financial assistance shall be based on the fair market value of the property as determined by an appraisal process acceptable to the Department.
- D-4. For each parcel, building, or real property, fair market value shall be established by an appraisal, completed by a competent NCDOT approved appraiser and an appraisal review, completed by an NCDOT staff reviewer or outsourced by the NCDOT to a competent consultant appraisal reviewer. For complex acquisitions, estimated claims over \$1,000,000 or estimated claims with over \$250,000 in damages, fair market value shall be established by two appraisals: one original appraisal and one review appraisal. In such cases, all other provisions of this Section shall apply.
- D-5. All original and review appraisals shall be conducted by qualified appraisers who have no financial or other interest in the property to be acquired.
- D-6. The fair market value of a parcel will be established by the review appraiser based upon the information contained in the original appraisal or appraisals.
- D-7. No negotiation for property acquisition shall be commenced between the Sponsor and the property owner until the fair market value of the property has been established. Initial negotiations shall be based upon the fair market value.
- D-8. Negotiated values above the fair market value shall not be eligible for state funds unless, prior to the final agreement for acquisition, the Sponsor has received the approval of the Department for paying such negotiated values in lieu of the appraised fair market value.
- D-9. Failure to follow the requirements of this Section shall disqualify the property from State participation for any parcel which has not been acquired in accordance with such standards.

Request for Board Action/RFB Contract Control Form



Columbus County Clerk to the Board
127 W. Webster St.
Whiteville, NC 28472
Phone# 910-640-6640
jana.nealey@columbusco.org

Date of Request

10/1/2025

Board Meeting Date Requested

10/6/2025

Short Title

Whiteville City Schools – Approval of Additional Funding for Parking Lot Project:

Background

Whiteville City Schools Superintendent Jonathan Williams is requesting approval for additional funds, in the amount of 7,823.17, for the Whiteville High School Parking Lot Project. The allocation will be from lottery funds.

Specific Action Requested

Whiteville City Schools Superintendent Jonathan Williams is requesting approval for additional funds, in the amount of 7,823.17, for the Whiteville High School Parking Lot Project. The allocation will be from lottery funds.

Supporting Backup Documents

whiteville parking lot 10.6.25.pdf

Requested by

Jonathan Williams

Department

Whiteville City Schools

Title

Superintendent

Email

emadden@columbusco.org

Clerk Signature

Date Received

Board Chair/County Manager

Approved by Board

☐ Yes ☐ No ☐ Pending

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

Approved: _____

Date: _____

County: Columbus

Contact Person: Jonathan Williams

LEA: Whiteville City

Title: Superintendent

Address: 107 W Walter St Whiteville, NC 28472

Phone: 910-642-4116

Project Title: Parking Lot at Whiteville High School

Location: 413 North Lee Street Whiteville, NC 28472

Type of Facility: Nine - Twelve Public High School

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

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

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

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

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

Short description of Construction Project: Construct a parking lot at Whiteville High School. Requested funding will be added to previous requested amount of \$206, 844.00 for a total of \$214,667.17.

Estimated Costs:

Purchase of Land _____ \$ _____ 0.00

Planning and Design Services _____ 0.00

New Construction _____

Additions / Renovations _____ 7,823.17

Repair _____

Debt Payment / Bond Payment _____

TOTAL _____ \$ _____ 7,823.17

Estimated Project Beginning Date: 11/1/2025

Est. Project Completion Date: 12/31/25

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 7,823.17 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

Request for Board Action/RFB Contract Control Form



Columbus County Clerk to the Board
127 W. Webster St.
Whiteville, NC 28472
Phone# 910-640-6640
jana.nealey@columbusco.org

Date of Request

9/29/2025

Board Meeting Date Requested

10/6/2025

Short Title

Finance – Approval of the Second Reading the Amended Travel Policy:

Background

Finance Director Heather Woody is requesting approval of the second reading of the amended Travel Policy to implement the minimum required miles as 50, a maximum cap of \$250 for room and board, and room sharing.

Specific Action Requested

Finance Director Heather Woody is requesting approval of the second reading of the amended Travel Policy to implement the minimum required miles as 50, a maximum cap of \$250 for room and board, and room sharing.

Supporting Backup Documents

travel policy revision.pdf

Requested by

Heather Woody

Department

Finance

Title

Director

Email

hwoody@columbusco.org

Clerk Signature**Date Received****Board Chair/County Manager****Approved by Board**

☐ Yes ☐ No ☐ Pending

Chapter 9: Travel and Meals Policy

§9.1 Travel and Meals Policy

This policy establishes procedures for authorization of travel, related allowances, and other expenses for the purpose of conducting County business; and to encourage and promote responsible, efficient, and legal utilization of funds.

This policy applies to all regular full and part-time employees, elected and appointed officials and all contract employees. This policy determines circumstances under which employees may incur travel and training expenses and procedures for obtaining advances and reimbursements. This policy applies to all travel, regardless of the funding source.

§9.2 Definitions and General Information

- ◆ **Appropriation** – The amount needed for annual travel must be included in the annual budget request for each department. (Estimated travel costs of anticipated training and conference trips and the estimated costs of routine travel)
- ◆ **Authorization** – Travel on official county business, both within State and out of State for conferences and educational purposes must be authorized in advance by the Department Head, Finance Director, and the County Manager or designees. When deemed necessary by the County Manager, the Governing Board may be asked to authorize travel.
 - The Finance Office will receive and verify all **Requests for Travel** and is responsible for determining that there is budget available, sufficient funds to cover the estimated cost requested for travel remaining in the appropriate expenditure line item.
- ◆ **Employee's Duty Station** – "Duty Station" is defined as the job location at which the employee spends the majority of his/her working hours. For an employee in travel status, the duty station should be the point where traveling begins the majority of the time (home or office). The designation of an employee's home as the duty station requires prior approval by the department head and shall only be approved when leaving from one's residence would reduce travel costs.
- ◆ **Subsistence (Lodging & Meals)** – Subsistence is an allowance related to lodging and meal costs, including gratuities.

- **Lodging** – In general, most lodging will be arranged in advance, using a prior credit card authorization form related to the lodging location. It is best to confirm receipt of this form with hotel prior to check-in to avoid any hassle. Use fax machine to send credit card authorization, where possible. Where practical, county credit cards will be issued to administrative County Department Heads and Board of County Commissioners. Once the stay is completed and the credit card is charged, the detailed documentation, including itemized receipts are required to be returned to the Finance Office with proper supporting documentation immediately upon return. Inappropriate, unauthorized or unreported use of County credit cards will be grounds for disciplinary action. When traveling with family, if there is a difference between single and double occupancy rate, the County will only reimburse the employee or County official for the single rate.

Overnight lodging may only be authorized and paid to support business needs and final travel destinations that equal or exceed 50 miles (one way), calculated from the employee's home or duty station, whichever is less, to the final travel destination.

If more than one employee is attending the training or conference, if of the same gender, they must share a double room.

In order to reduce costs, employees must use discounts provided for the event or a government discount. Rooms are to be kept under \$250.00 per night maximum, excluding sales tax and fees. Travel authorizations may not be approved and returned to the department to find other lodging that meets the per night maximum.

- **Meals** – Employees are entitled to the Standard Daily Meal per diem, regardless of the actual amount incurred for meals. The meal per diem rate allowed will follow the breakdown per the local (Columbus County, NC) destination listed on the www.gsa.gov website. Tax and tips for meals are included in the per diem rate.

Meals are not allowed to be charged to the county credit card.

◆ Travel/Transportation

- **Personal Vehicle** – A requesting party may use his/her personal vehicle for travel and be reimbursed for mileage if a County vehicle* is unavailable or if carpooling is not available or practical. If a county vehicle is available and the employee chooses to drive his/her personal vehicle, he/she will be reimbursed at one-half of the current IRS rate of reimbursement. *County vehicles can be secured through the County Central Garage or through employee's department and employees must have a valid driver's license to use County vehicles. Verification is required if a vehicle is not available (email stating no vehicle available, etc.)
- **Mileage** – The allowable IRS rate per mile will be paid to an employee or County official who uses his/her personal vehicle except when there is a county vehicle available and the employee chooses to use their personal vehicle. (See Personal Vehicle above). Mileage reimbursement calculations must involve the starting address of the employee's regularly assigned duty station or home, whichever is less, to the final destination. No reimbursement shall be made for the use of a personal vehicle in commuting from an employee's home to his/her duty station.
- **Rental Vehicle** – A receipt is necessary for reimbursement. Rental vehicles are to be used as a last resort. Use of a rental vehicle must be approved in advance by the Department Head and County Manager.
- **Other** – Other means of transportation (i.e., airplane, train, bus) require receipts. Employees must secure Department Head and County Manager approval and travel should be planned well in advance to enable the County to pay the appropriate vendor directly for this service.

Chapter 10: Travel Authorization

§10.1 Travel Authorization

The County is committed to minimizing travel cost. Excess costs are not acceptable under this standard. Employee and Board members will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

The purpose of the Administrative Procedure is to outline regulations to assure the most economical accountability for travel allowance and reimbursement is adhered to by all departments uniformly. The same procedure for approval and reporting of travel expenditures apply to both in-County and out-of-County travel.

§10.2 Request for Travel

A Request for Travel Form should be completed, submitted, signed by the employee and approved by the Department Manager, and submitted to the County Finance Office at least fifteen (15) business days prior to the scheduled travel date. All documentation required for estimates of the cost of travel should be included in the submission, including but not limited to:

- ◆ A copy of the registration estimate
- ◆ A detailed agenda of the conference or workshop
- ◆ Lodging estimates
- ◆ And other expenses related to travel that can be reasonably estimated.

No travel should be reserved or booked prior to receiving authorization from all parties on the Request for Travel Form.

§10.3 Travel Advances

Travel advances represent a payment of public funds to an employee or official for travel costs, which have not yet been incurred. Requests for a travel advance must be properly documented on the fully executed Request for Travel Form and submitted to the County Finance Office at least fifteen (15 days) prior to the scheduled travel date.

N.C.G.S. § 14-247 states that it is illegal for a publicly owned vehicle to be used for a private purpose. In accordance with this Statute, vehicles owned by the County shall not be used for personal purposes.

N.C.G.S. § 159-181(a) states that any officer or employee of a local government or public authority who submits a written claim or approves a claim for funds that he/she knows to be false is guilty of a misdemeanor.

Violations of the County's travel policy may result in disciplinary action up to and including dismissal from County employment.

If a trip is canceled or an employee is terminated, any outstanding advance must be returned to the Finance Office immediately. Departments must ensure that employees separating have resolved all outstanding travel advances prior to their last day of work.

Delinquent travel settlements or other noncompliance with the travel policy may result in the withdrawal of the travel advance privilege or no travel.

§10.4 Forms and Documentation

All requests must be submitted through a Purchase Requisition using the Travel Request Form with all required supporting documentation attached, to include, but not limited to, a conference brochure, agenda, or registration information and Supervisor approvals. The documentation enables Finance to match requested reimbursements with the conference or business schedule and location. A Google Maps screenshot from the trip starting address to the conference or training address should also be included.

If a department wishes for an employee to receive funds prior to travel, the Travel Request Form must be submitted at least fifteen (15) business days prior to the week of travel dates. Once the travel documentation has been reviewed and approved by the appropriate parties, it will be processed into a purchase order. At this time, the Department Director or their designee will be able to submit a pay request for registrations and meal allowance. The lodging can be processed by credit card. An approved request will be processed in the regularly scheduled AP Automation distribution. If the meal allowance request is not submitted as required, the employee will be responsible for any expenses incurred, but can may the request upon their return to their duty station.

If an employee wishes to receive funds upon return, the Travel Request Form must be submitted for approval BEFORE traveling in order to have a Purchase Order issued. Once a Purchase Order has been issued, the employee will submit all necessary documentation and receipts upon return from travel within ten (10) business days to receive reimbursement funds.

If an employee violates the Travel and Meals policy, the employee may be subject to disciplinary action up to and including termination.

§10.5 Meals

Employees are entitled to the Standard Daily Meal per diem, regardless of the actual amount incurred for meals. The meal per diem rate allowed will follow the breakdown per the local (Columbus County, NC) destination listed on the www.gsa.gov website. Tax and tips for meals are included in the per diem rate.

Meals included as part of a conference or registration fee will not be included in the meal per diem. Also, hot breakfast provided at the hotel will not be included in the meal per diem.

Below is how it is determined if you qualify for a per diem rate:

- **Breakfast** – Depart duty station prior to 6:00 am.
- **Lunch** – Depart duty station prior to 10 am or return to duty station after 2 pm. If stopping for lunch would cause the employee to return after 2 pm, when he/she would otherwise have returned before 2 pm, lunch per diem will not be allowed.
- **Dinner** – Return to duty station at 8 pm. If stopping for dinner would cause the employee to return after 8 pm, when he/she would otherwise have returned before 8 pm, dinner per diem will not be allowed.

The County credit card should not be used for meals related to travel, unless otherwise authorized by the County Manager.

- **Miscellaneous** – The County does not reimburse for alcoholic beverages, in-room movies, room service or tips associated with room service (i.e., bellhop, maid, etc.).

The County will not reimburse for Day Trips. The IRS states if no overnight stay is necessary for a trip, then untaxed meal reimbursements are not allowed.

§10.6 Lodging

In general, most lodging will be arranged in advance, using a prior credit card authorization form related to the lodging location. It is best to confirm receipt of this form with hotel prior to check-in to avoid any hassle. Use fax machine to send credit card authorization, where possible. Where practical, county credit cards will be issued to administrative County Department Heads and Board of County Commissioners. Once the stay is completed and the credit card is charged, the detailed documentation, including itemized receipts are required to be returned to the Finance Office with proper supporting documentation immediately upon return. Inappropriate, unauthorized or unreported use of County credit cards will be grounds for disciplinary action. When traveling with family, if there is a difference between single and double occupancy rate, the County will only reimburse the employee or County official for the single rate.

Overnight lodging may only be authorized and paid to support business needs and final travel destinations that equal or exceed 50 miles (one way), calculated from the employee's home or duty station, whichever is less, to the final travel destination.

If more than one employee is attending the training or conference, if of the same gender, they must share a double room.

In order to reduce costs, employees must use discounts provided for the event or a government discount. Rooms are to be kept under \$250.00 per night maximum, excluding sales tax and fees. Travel authorizations may not be approved and returned to the department to find other lodging that meets the per night maximum.

§10.7 Steps for Travel Reimbursement (Upon Return)

Upon completion of any travel or reimbursable expenditure, each employee shall complete and submit the reimbursement column on the Request for Travel Form within ten (10) business days of expenditure. Also, the form must include any advance payment received in the "advance" column and any usage of the county credit card in the credit card column.

No reimbursement will be paid without a fully executed Request for Travel Form. All required documentation (verification of the event) and itemized receipts for the cost of lodging and related travel expenses must be attached for reimbursement and notated in the reimbursement column of the approved form.

- a. Lodging, hotel guarantees, or any other expenses charged to the County credit card should be noted on the Request for Travel Form in the Advanced Column. These amounts will be paid directly to the Card Company and not reimbursed to the employee or County official.
- b. Travel reimbursements are to be submitted to the Finance Office for review of all travel related transactions and advise the County Manager or Department Head of any apparent deviations from these procedures.
- c. The Finance Office will issue payment for balances due to the employee.
- d. In the event of a disallowed or excess expense claim, the Finance Office will return a copy of the reimbursement request and the employee must reimburse the County immediately.
- e. Thru the requisition process Finance Office will maintain a file of all Requests for Travel to ensure timely processing.

Request for Board Action/RFB Contract Control Form



Columbus County Clerk to the Board

127 W. Webster St.

Whiteville, NC 28472

Phone# 910-640-6640

jana.nealey@columbusco.org

Date of Request

10/1/2025

Board Meeting Date Requested

10/6/2025

Short Title

Finance – Approval of the Project Ordinances, Budget Amendments, and Departmental Requisitions:

Background

18. Finance – Approval of the Project Ordinances, Budget Amendments, and Departmental Requisitions: Finance Director Heather Woody is requesting approval of the following project ordinances, budget amendments and departmental requisitions:

- a. WCS - Whiteville High School Parking Lot (\$7,824)
- b. EMS- Central Garage Storm Damaged Building (\$1,529)
- c. Finance - Potential Storm (\$262,896)
- d. Finance - Maintenance for Gym Equipment & AEDs (\$6,066)
- e. EMS (PSAP) Funds - New computers & Monitors (\$34,690)
- f. Departmental Requisitions

Specific Action Requested

approval of the following project ordinances, budget amendments and departmental requisitions:

- a. WCS - Whiteville High School Parking Lot (\$7,824)
- b. EMS- Central Garage Storm Damaged Building (\$1,529)
- c. Finance - Potential Storm (\$262,896)
- d. Finance - Maintenance for Gym Equipment & AEDs (\$6,066)
- e. EMS (PSAP) Funds - New computers & Monitors (\$34,690)
- f. Departmental Requisitions

COLUMBUS COUNTY, NORTH CAROLINA
Ordinance making amendments to the Whiteville City Schools – Whiteville
High School Parking Lot Capital Project Fund
for the Fiscal Year beginning July 1, 2025

BE IT ORDAINED by the Board of Commissioners of Columbus County, North Carolina as follows:

Section 1: The following amendment amounts are hereby made to the Whiteville City Schools – Whiteville High School Parking Lot Capital Project Fund as of October 6, 2025 pursuant to G.S. 159 -13.2.

Source of Revenue	Current Budget	Changes	New Budget
020-3597-449131 PUBLIC SCHOOL BUILDING CAPITAL FUND (LOTTERY)	\$ 206,844	\$ 7,824	\$ 214,668
Total Project Appropriations	\$ 206,844	\$ 7,824	\$ 214,668
Project Appropriations			
020-5913-524000 CONSTRUCTION	\$ 206,844	\$ 7,824	\$ 214,668
Total Project Appropriations	\$ 206,844	\$ 7,824	\$ 214,668

Description: This project is for a Whiteville City Schools parking lot. It is fully funded by the Public School Building Capital Fund, which is supported by the North Carolina Education Lottery.

Section 2: The project undertaken pursuant to this ordinance is in accordance with the Recommended Budget and any changes made during the County Commissioners' budget work sessions.

Section 3: The Finance Director is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to satisfy all applicable regulations. The terms of any financing agreement also shall be met.

Section 4: The County desires to expend its own funds for the purpose of paying certain costs of various projects, for which expenditures the County reasonably expects to reimburse itself from the proceeds of debt to be incurred by the County.

Section 5: All expenditures relating to obtaining any bond referendum and or installment purchase will be reimbursed from bond proceeds and installment purchase proceeds in accordance with the requirements of the United States Treasury Regulations Section 1.150 -2.

Section 6: This declaration of official intent is made pursuant to Section 1.150-2 of the Treasury Regulations to expressly declare the official intent of the County to reimburse itself from the proceeds of debt to be hereinafter incurred by the County for certain expenditures paid by the County on or after the date which is sixty (60) days prior to the date hereof.

Section 7: The County intends to seek Federal, State, and/or other grant funding to reduce the amount of loan proceeds. The adoption of this ordinance authorizes the County Manager and/or his representative to apply for and accept such funding if awarded.

Section 8: This project ordinance shall be entered in the minutes of the Board of Commissioners of Columbus County. Within five days hereof, copies of this ordinance shall be filed with the finance office in Columbus County, and with the Clerk to the Board of Commissioners of Columbus County. Copies of the Project Ordinance shall be made available to the Budget Officer, the Project Manager, and the Finance Officer for direction in carrying out this project.

This Project amendment shall become effective on October 6, 2025.

ADOPTED, this 6th day of October, 2025.

Lavern Coleman, Chairman
Columbus County Board of Commissioners

Jana Nealey, Clerk to the Board

COLUMBUS COUNTY, NORTH CAROLINA
Ordinance amending appropriations to the Central Garage
Storm Damaged Building Replacement Capital Project Fund
for the Fiscal Year beginning July 1, 2025

BE IT ORDAINED by the Board of Commissioners of Columbus County, North Carolina as follows:

Section 1: The following amounts are hereby amending the Central Garage Storm Damaged Building Replacement Capital Project Fund pursuant to G.S. 159 -13.

Source of Revenue	Current Budget	Changes	New Budget
080-3365-498001 TRANSFER FROM GENERAL FUND	\$ 161,247	\$ 1,529	\$ 162,776
Total Project Appropriations	\$ 161,247	\$ 1,529	\$ 162,776
Project Appropriations			
080-4203-550000 CAPITAL OUTLAY	\$ 161,247	\$ 1,529	\$ 162,776
Total Project Appropriations	\$ 161,247	\$ 1,529	\$ 162,776

Reason: The County has received an additional insurance check for this project.

Section 2: The project undertaken pursuant to this ordinance is in accordance with the Recommended Budget and any changes made during the County Commissioners' budget work sessions.

Section 3: The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy all applicable regulations. The terms of any financing agreement also shall be met.

Section 4: The County desires to expend its own funds for the purpose of paying certain costs of various projects, for which expenditures the County reasonably expects to reimburse itself from the proceeds of debt to be incurred by the County.

Section 5: All expenditures relating to obtaining any bond referendum and or installment purchase will be reimbursed from bond proceeds and installment purchase proceeds in accordance with the requirements of the United States Treasury Regulations Section 1.150 -2.

Section 6: This declaration of official intent is made pursuant to Section 1.150-2 of the Treasury Regulations to expressly declare the official intent of the County to reimburse itself from the proceeds of debt to be hereinafter incurred by the County for certain expenditures paid by the County on or after the date which is sixty (60) days prior to the date hereof.

Section 7: The County intends to seek Federal, State, and/or other grant funding to reduce the amount of loan proceeds. The adoption of this ordinance authorizes the County Manager and/or his representative to apply for and accept such funding if awarded.

Section 8: This project ordinance shall be entered in the minutes of the Board of Commissioners of

Columbus County. Within five days hereof, copies of this ordinance shall be filed with the finance office in Columbus County, and with the Clerk to the Board of Commissioners of Columbus County. Copies of the Capital Project Ordinance shall be made available to the Budget Officer, the Project Manager, and the Finance Officer for direction in carrying out this project.

This Capital Project amendment out shall become effective on October 6, 2025.
ADOPTED, this 6th day of October, 2025.

Lavern Coleman, Chairman
Columbus County Board of Commissioners

Jana Nealey, Clerk to the Board

COLUMBUS COUNTY, NORTH CAROLINA
Ordinance making appropriations to the Columbus County
Storm Grant Fund for the Fiscal Year beginning July 1, 2025

BE IT ORDAINED by the Board of Commissioners of Columbus County, North Carolina as follows:

Section 1: The following amounts are hereby appropriated the Columbus County Storm Grant Fund pursuant to G.S. 159 -13.

Source of Revenue

013-3339-423000 STATE AID	\$	65,724
013-3339-433000 FEDERAL AID	\$	197,172
Total Estimated Revenues	\$	262,896

Project Appropriations

013-4435-512100 SALARIES & WAGES REGULAR	\$	8,000
013-4435-512240 OVERTIME	\$	160,000
013-4435-518100 FICA	\$	12,852
013-4435-518200 RETIREMENT	\$	29,416
013-4435-518400 401 K CONTRIBUTIONS	\$	5,628
013-4435-519001 CONTRACTED SERVICES	\$	3,000
013-4435-522000 FOOD & PROVISIONS	\$	12,000
013-4435-525105 GAS & PROPANE	\$	6,000
013-4435-525110 M&R BLDG/GROUNDS	\$	8,000
013-4435-526001 DEPARTMENTAL SUPPLIES	\$	11,000
013-4435-531100 TRAVEL	\$	5,000
013-4435-535200 M&R - EQUIPMENT	\$	2,000
Total Project Appropriations	\$	262,896

Reason: Creating a budget for the potential of a tropical storm or low category hurricane to have on hand in case needed. This will get us through approximately three days of payroll and needs for emergency protective measures.

Section 2: The project undertaken pursuant to this ordinance is in accordance with the Recommended Budget and any changes made during the County Commissioners' budget work sessions.

Section 3: The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy all applicable regulations. The terms of any financing agreement also shall be met.

Section 4: The County desires to expend its own funds for the purpose of paying certain costs of various projects, for which expenditures the County reasonably expects to reimburse itself from the proceeds of debt to be incurred by the County.

Section 5: All expenditures relating to obtaining any bond referendum and or installment purchase will be reimbursed from bond proceeds and installment purchase proceeds in accordance with the requirements of the United States Treasury Regulations Section 1.150 -2.

Section 6: This declaration of official intent is made pursuant to Section 1.150-2 of the Treasury Regulations to expressly declare the official intent of the County to reimburse itself from the proceeds of debt to be hereinafter incurred by the County for certain expenditures paid by the County on or after the date which is sixty (60) days prior to the date hereof.

Section 7: The County intends to seek Federal, State, and/or other grant funding to reduce the amount of loan proceeds. The adoption of this ordinance authorizes the County Manager and/or his representative to apply for and accept such funding if awarded.

Section 8: This project ordinance shall be entered in the minutes of the Board of Commissioners of Columbus County. Within five days hereof, copies of this ordinance shall be filed with the finance office in Columbus County, and with the Clerk to the Board of Commissioners of Columbus County. Copies of the Capital Project Ordinance shall be made available to the Budget Officer, the Project Manager, and the Finance Officer for direction in carrying out this project.

This Project shall become effective on October 6, 2025.
ADOPTED, this 6th day of October, 2025.

Lavern Coleman, Chairman
Columbus County Board of Commissioners

Jana Nealey, Clerk to the Board

BUDGET AMENDMENT

FY 25/26

Name of Department: FINANCE

Agency Head Signature:

Date Prepared	9/30/2025
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Date Received in Finance

Budget Code			EXPENDITURES	Requested
Fund	Dept.	Category	Classification	Increase or Decrease
010	4330	535200	MAINT & REPAIR - EQUIPMENT	\$4,791
010	4201	519001	CONTRACTED SERVICES	\$1,275
			Total Net Expense	\$6,066

Budget Code			REVENUES	Requested
Fund	Dept	Category	Classification	Increase or (Decrease)
010	3839	489004	SALE OF SURPLUS EQUIPMENT	\$6,066
			Total Net Revenue	\$6,066

Explanation of Increase or Decrease:

ALLOCATING FUNDS FROM THE SALE OF EMS EQUIPMENT TO PROVIDE A SERVICE CONTRACT ON THE EQUIPMENT IN THE EMPLOYEE GYM AND REPLACE PADS AND BATTERIES IN AED'S THROUGH OUT THE COUNTY

☒ This budget revision has been reviewed by the Columbus County Finance Officer.

Signature Leather M. Woody

10-1-25
Date

☒ This budget revision has been reviewed by the Columbus County Budget Manager/County Manager:

Signature

10/1/25
Date

Notes:

This budget revision has been approved by the Board of Columbus County Commissioners on:

Signature	Date
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BUDGET AMENDMENT

FY 25/26

Name of Department: EMERGENCY MANAGEMENT - FUND 44

Agency Head Signature:

Date Prepared: 9/30/2025

Date Received in Finance

Budget Code			EXPENDITURES	Requested
Fund	Dept	Category	Classification	Increase or (Decrease)
044	4325	526001	DEPARTMENTAL SUPPLIES	\$34,690
			Total Net Expense	\$34,690

Budget/Code			REVENUES	Requested
Fund	Dept	Category	Classification	Increase or (Decrease)
044	3425	499101	FUND BALANCE APPROPRIATED	\$34,690
			Total Net Revenue	\$34,690

Explanation of Increase or Decrease:

FUND BALANCE APPROPRIATED FOR THE NEW 911 CENTER FOR COMPUTERS AND MONITORS THAT WOULD NORMALLY BE PURCHASED WITH PSAP FUNDING.

☒ This budget revision has been reviewed by the Columbus County Finance Officer.

Signature Leather M. Woody

10-1-25
Date

☒ This budget revision has been reviewed by the Columbus County Budget Manager/County Manager:

Signature John Menden

10-1-25
Date

Notes:

This budget revision has been approved by the Board of Columbus County Commissioners on:

Signature	Date

Page #	Department	Vendor	Amount	Reason
	Social Services	SHI International Corp	\$ 41,616.64	Microsoft Office for 128 Computers
	Social Services	Govconnection Inc	\$ 176,366.08	128 Desktop Computers
	Public Utilities	Metcon Inc	\$ 2,510,339.00	Livingston Creek Road Waterline Extension Project (Contract amount)
	EMS	Carolina Recording Systems	\$ 73,690.00	911 Center Recorder
	Sheriff	Campbell Oil & Gas Company	\$ 100,000.00	Blanket PO: Gas & Diesel for Fleet
	Non-Departmental	NCACC-Liability & Property	\$ 76,871.00	Car Insurance Endorsement

Columbus County
 127 W. Webster Street
 Whiteville, NC 28472
 TEL (910)640-6611

REQUISITION	
NO.	R2601019

SHIP TO	DSS 40 Gov. Complex Rd P.O. Box 397 Whiteville, NC 28472
VENDOR	VENDOR #: SHIIN005
	SHI INTERNATIONAL CORP PO BOX 952121 DALLAS, TX 75395-2121

ORDER DATE: 09/16/25
 DELIVERY DATE:
 STATE CONTRACT:
 F.O.B. TERMS: Destination

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
128.00	Microsoft office for 128 compu	010-5301-531300	325.1300	41,616.64
			TOTAL	41,616.64

REQUESTING DEPARTMENT

DATE

Columbus County

127 W. Webster Street
Whiteville, NC 28472
TEL (910)640-6611

REQUISITION

NO.

R2601020

SHIP TO	DSS 40 Gov. Complex Rd P.O. Box 397 Whiteville, NC 28472
	VENDOR #: GOVC0005
VENDOR	GOVCONNECTION INC PO BOX 536477 PITTSBURGH, PA 15253-5906

ORDER DATE: 09/16/25
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS: Destination

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	128 Computers for DSS	010-5301-531300	176,366.0800	176,366.08
			TOTAL	176,366.08

REQUESTING DEPARTMENT

DATE

Columbus County
 127 W. Webster Street
 Whiteville, NC 28472
 TEL (910)640-6611

REQUISITION	
NO.	R2601056

SHIP TO	Finance 127 W Webster St, 4th Floor Whiteville, NC 28472
VENDOR	VENDOR #: METC0005
	METCON INC 763 COMTECH DR PEMBROKE, NC 28372

ORDER DATE: 09/19/25
 DELIVERY DATE:
 STATE CONTRACT:
 F.O.B. TERMS: Destination

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Livingston Creek Road Project Livingston Creek Waterline Extension Project Low Bid with Value Engineering was approved at 5/5/25 meeting	052-7208-524000	2,510,339.0000	2,510,339.00
			TOTAL	2,510,339.00

REQUESTING DEPARTMENT

DATE

Columbus County
 127 W. Webster Street
 Whiteville, NC 28472
 TEL (910)640-6611

REQUISITION	
NO.	R2601054

S H I P T O	Emergency Svcs 131 W Webster St, 1st Floor 608 N. Thompson St Whiteville, NC 28472
	VENDOR #:
V E N D O R	CAROLINA RECORDING SYSTEMS LLC
	PO BOX 11311
	CHARLOTTE, NC 28220

ORDER DATE: 09/19/25
 DELIVERY DATE:
 STATE CONTRACT:
 F.O.B. TERMS: Destination

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	911 Center Recorder	044-4325-550000	73,690.0000	73,690.00
			TOTAL	73,690.00

REQUESTING DEPARTMENT

DATE

Columbus County
 127 W. Webster Street
 Whiteville, NC 28472
 TEL (910)640-6611

REQUISITION	
NO.	R2601109

S H I P T O V E N D O R	Sheriff 817 Washington St., 1st Floor Whiteville, NC 28472
	VENDOR #: CAMPB006 CAMPBELL OIL & GAS COMPANY/ELI PO BOX 637 ELIZABETHTOWN, NC 28337

ORDER DATE: 09/28/25
 DELIVERY DATE:
 STATE CONTRACT:
 F.O.B. TERMS: Destination

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Gas & Diesel for Fleet	010-4310-525105	100,000.0000	100,000.00
			TOTAL	100,000.00

REQUESTING DEPARTMENT

DATE

Columbus County
 127 W. Webster Street
 Whiteville, NC 28472
 TEL (910)640-6611

REQUISITION	
NO.	R2601122

S H I P T O	
V E N D O R	VENDOR #: NCACC007 NCACC-LIABILITY & PROPERTY BOX 75587 CHARLOTTE, NC 28275-0587

ORDER DATE: 09/30/25
 DELIVERY DATE:
 STATE CONTRACT:
 F.O.B. TERMS: Destination

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	CAR INSURANCE ENDORSEMENT FULL COVERAGE - 1 PUBLIC UTILITY VEHICLE FULL COVERAGE - 70 SHERIFF VEHICLES AL ONLY - 3 SHERIFF VEHICLES	010-4201-544002	76,871.0000	76,871.00
			TOTAL	76,871.00

REQUESTING DEPARTMENT

DATE