

**Washington County
Board of Commissioners
Recessed Meeting
May 18, 2026**





WASHINGTON COUNTY BOARD OF COMMISSIONERS
RECESSED MEETING AGENDA
MAY 18, 2026

COMMISSIONERS' ROOM
116 ADAMS STREET
PLYMOUTH, NC

- 6:00 PM Call to Order—Chair Spruill
- Item 1 6:05 PM Consent Agenda
- a) Tax Refunds Releases & Insolvent Accounts
 - b) Riverlight Transit Title VI Program Plan
 - c) District Two Recovery Court 2026-2027 Contract & MOU w/MTW
 - d) RESO 2026-017 Older Americans Month 2026
 - e) RESO 2026-018 World Elder Abuse Awareness Day
 - f) RESO 2026-019 Authorizing the Conveyance of a Retired K-9 to its Former Handler And Current Custodian
 - g) FYE 2026 Audit Contract
- Item 2 6:10 PM Public Hearing: Washington County Recommended Budget: Mr. Curtis Potter, CM/CA
- Item 3 6:25 PM Travel & Tourism Authority (TTA) Update: Mr. Tom Harrison, Director
- Item 4 6:45 PM MOU/License/RESO 2026-021 for JROTC Renovations/Use of Old Senior Center Building: Mr. Curtis Potter, CM/CA
- Item 5 6:55 PM Water CIP: Mr. Will Larsen, The Wooten Company
- Item 6 7:15 PM Other Items by Chair, Commissioners, CM/CA, Finance Officer, or Clerk
- a) Calendar Modifications
 - b) Appointment to TTA Board
 - c) Budget Transfers & Amendments
- Item 7 7:25 PM Closed Session has been scheduled according to NCGS§143-318.11(a)(3) (attorney-client privilege and NCGS §143-318.11(a)(6) (personnel)

ADJOURN

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 1

DATE: May 18, 2026

ITEM: Consent Agenda

SUMMARY EXPLANATION:

- a) Tax Refunds & Releases & Insolvents
See attached.
- b) Riverlight Transit Title VI Program Plan
See attached.
The new Title VI plan has a new ADA/Title VI Complaint Form (Page 16). Also, all of the charts listed in this policy has info from the most recent Census.
- c) MTW MOU
See attached.
- d) RESO 2026-017 Older Americans Month 2026
See attached.
- e) RESO 2026-018 World Elder Abuse Awareness Day
See attached.
- f) RESO 2026-019 Authorizing the Conveyance of a Retired K-9 to its Former Handler and Current Custodian
See attached.
- g) FYE 2026 Audit Contract
See attached.

WASHINGTON COUNTY
REAL ESTATE, PERSONAL PROPERTY AND MOTOR VEHICLE REFUNDS AND RELEASES
APRIL- 2026

DATE	NAME	TICKET / YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
4/30/26	STOTESBURY SHERRY BARBER	001/25	50159	1		\$32.35		PD. Vehicle taxes in beaufort Co. however she is a resident of Washington Co. Beau. Co sent us a check for her taxes she paid. Was billed to her and created an overpayment.
4/30/26	NORMAN, DARLENE	10037/2025	35811	2		\$380.00		SWUF should not have been charged to this property
4/30/26	CRITCHER, GAYLE & CARL	5350/2023	13142	1		\$198.58		Duplicate billing of barn on this account for these years. Clerical error
4/30/26	CRITCHER, GAYLE & CARL	5350/2023	13142	6		\$2.36		Duplicate billing of barn on this account for these years. Clerical error
4/30/26	CRITCHER, GAYLE & CARL	5366/2024	13142	1		\$216.97		Duplicate billing of barn on this account for these years. Clerical error
4/30/26	CRITCHER, GAYLE & CARL	5366/2024	13142	6		\$2.58		Duplicate billing of barn on this account for these years. Clerical error.
4/30/26	CRITCHER, GAYLE & CARL	5353/2023	13143	1		\$198.58		Duplicate billing of barn on this account for these years. Clerical error.
4/30/26	CRITCHER, GAYLE & CARL	5353/2023	13143	6		\$ 2.36		Duplicate billing of barn on this account for these years. Clerical error
4/30/26	CRITCHER, GAYLE & CARL	5368/2024	13143	1		\$ 198.58		Duplicate billing of barn on this account for these years. Clerical error
4/30/26	CRITCHER, GAYLE & CARL	5368/2024	13143	6		\$ 2.36		Duplicate billing of barn on this account for these years. Clerical error
4/30/26	CRITCHER, GAYLE & CARL	5356/2025	13143	1		\$650.91		Duplicate billing of barn on this account for these years. Clerical error
4/30/26	CRITCHER, GAYLE & CARL	5356/2025	13143	6		\$ 7.74		Duplicate billing of barn on this account for these years. Clerical error
4/30/26	JACKSON, DIANE	6231/2025	26292	1		\$14.44		Mobile home torn down several years ago
4/30/26	JACKSON, DIANE	6231/2025	26292	6		\$ 0.17		Mobile home torn down several years ago
4/30/26	SPAIN, MARY	574/2025	47130	4		\$30.54		Single wide mobile home was sold with the land. It should not have been billed to her
4/30/26	SPAIN, MARY	574/2025	47130	6		\$ 0.36		Single wide mobile home was sold with the land. It should not have been billed to her

DATE	NAME	TICKET / YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
4/30/26	HEDGEBETH CHRISTOPHER & KATRINA	6060/2025	23401	1		\$ 147.19		Boat was sold and should not have been billed
4/30/26	HEDGEBETH CHRISTOPHER & KATRINA	6060/2025	23401	6		\$ 1.74		Boat was sold and should not have been billed

Crystal Walker

05/13/26

Approved by the Washington County Board of Commissioners meeting held April _____, 2026

Requested by Tax Administrator
Deputy Tax Adm
Delinquent Tax Coord.

Date

_____ Clerk to the Board of Commissioners

WASHINGTON COUNTY RIVERLIGHT TRANSIT



Date Adopted
Month/Day/Year

Title VI Program Plan



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**TITLE VI NONDISCRIMINATION AGREEMENT
BETWEEN
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
AND
WASHINGTON COUNTY RIVERLIGHT TRANSIT**

In accordance with DOT Order 1050.2A, the Washington County Riverlight Transit assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of race, color, national origin, sex, creed, age, or disability, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the Washington County Riverlight Transit.

Further, the Washington County Riverlight Transit hereby agrees to:

1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Director of the organization.
2. Issue a policy statement, signed by the Director of the organization, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of Director.
3. Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization. Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.
4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.
5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.
6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's subrecipients.
7. Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by NCDOT.
8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

THIS AGREEMENT is given in consideration of, and for the purpose of obtaining, any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding.

Authorized Signature

Date

Clifton Hardison
Director

1.0 INTRODUCTION

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d provides that: “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, creed (religion), and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal-aid recipients, subrecipients, and contractors, including those that are not federally-funded (see Appendix A – Applicable Nondiscrimination Authorities).

The Washington County Riverlight Transit is a recipient of Federal Transit Administration (FTA) funds from the North Carolina Department of Transportation (NCDOT). Washington County Riverlight Transit establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined within the FTA Certifications & Assurances, “Nondiscrimination Assurance.” This document details the nondiscrimination program, policies, and practices administered by Washington County Riverlight Transit and will be updated periodically to incorporate changes and additional responsibilities as they are made. This Plan will be submitted to NCDOT or FTA, upon request.

2.0 DESCRIPTION OF PROGRAMS AND SERVICES

2.1 PROGRAM(S) AND SERVICES ADMINISTERED

Riverlight Transit provides public transportation options to its customers Washington County, North Carolina. Our Services are offered at Demand Response. The customer must provide a 3-working day notice.

Riverlight Transit does not operate on observed NC state holidays which include: New Year’s Day, Dr. Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and Christmas. We also observe the Washington County adopted holiday of Juneteenth.

Type of Service	Days of week	Times	Fare (if applicable)
Greenville- RGP	Tuesdays and Thursdays	Appointments must be made between 8:00 AM-11:30 AM	\$15.00
Williamston, Edenton, Columbia- RGP	Mondays and Wednesdays	Appointments must be made between 10:00 AM-Noon	\$10.00
Washington, Elizabeth City- RGP	Mondays and Wednesdays	Appointments must be made between 10:00 AM-Noon	\$15.00
Within the County- RGP	Monday-Friday	Varies	\$5.00
Plymouth City Limits-RGP	Monday-Friday	Varies	\$1.00

2.2 FUNDING SOURCES / TABLES

For the purpose of federally assisted programs, "federal assistance" shall include:

1. grants and loans of Federal funds;
2. the grant or donation of Federal property and interest in property;
3. the detail of Federal personnel;
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
5. any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Each FTA Formula Grant received by our system during the past year, and whether the funds were received through NCDOT or directly from FTA, is checked below.

Grant Title	NCDOT	FTA	Details (i.e., purpose, frequency, and duration of receipt)
5311 (Formula Grants for Other than Urbanized Areas)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5311 (b)(3) (Rural Transit Assistance)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other: ROAP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

2.3 DECISION-MAKING PROCESS

The Washington County Board of Commissioners is the governing board for Riverlight Transit. All policies must be approved through the governing board. The Transit Advisory Board (TAB) provides guidance to the transit staff and recommendations to the Board of Commissioners. The TAM meets quarterly on the 3rd Wednesday of the month at the Washington County Center for Human Services building at 11:00 AM. The Board of Commissioners meets monthly on the first Monday of the month at 6:00 PM in an announced location.

Board or Committee Name	Appointed	Elected	# of Members
Transit Advisory Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12
Board of Commissioners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
	<input type="checkbox"/>	<input type="checkbox"/>	

2.4 TITLE VI COORDINATOR

The individual below has been designated as the Title VI Coordinator for Washington County Riverlight Transit, and is empowered with enough authority and responsibility to implement the Title VI Nondiscrimination Program:

Name: Clifton Hardison
 Official Title: Director
 Address: PO Box 10, Plymouth, NC 27962
 Phone: (252) 793-4041
 Email: cliftonh@wcchs.org

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT or any other regulatory agency.
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Training internal staff and officials on their Title VI nondiscrimination obligations.
- Disseminating Title VI information internally and to the general public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income, and other underserved groups are included and not discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.
- Implementing procedures for prompt processing (receiving, logging, investigating and/or forwarding) of discrimination complaints.
- Coordinating with, and providing information to, NCDOT and other regulatory agencies during compliance reviews or complaint investigations.
- Promptly resolving areas of deficiency to ensure compliance with Title VI nondiscrimination requirements.

2.5 CHANGE OF TITLE VI COORDINATOR AND/OR DIRECTOR

If Title VI Coordinator or Director changes, this document and all other documents that name the Coordinator, will immediately be updated, and an updated policy statement (and nondiscrimination agreement, if standalone) will be signed by the new Director.

2.6 ORGANIZATIONAL CHART

Washington County Riverlight Transit currently employs eight staff which consist of the following job categories:

- Director
- Transportation Supervisor
- Transportation Coordinator
- Drivers (5)

An organizational chart showing the Title VI Coordinator's place within the organization is in **Appendix B**.

2.7 SUBRECIPIENTS

Roanoke Developmental Center and Washington County Senior Center are subrecipients of ROAP funding.

PLEASE SEE APPENDIX E.

3.0 TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of Washington County Riverlight Transit as a federal-aid recipient, to ensure that no person shall, on the ground of **race, color, national origin, sex, creed (religion), age or disability**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all other related nondiscrimination laws and requirements.

Clifton Hardison, Director

Date

Title VI and Related Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d) provides that, “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The 1987 Civil Rights Restoration Act (P.L. 100-259) clarified and restored the original intent of Title VI by expanding the definition of “programs and activities” to include all programs and activities of federal-aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not.

Related nondiscrimination authorities include, but are not limited to: U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act”; 49 U.S.C. 5332, “Nondiscrimination (Public Transportation)”; FTA Circular 4702.1B - Title VI Requirements and Guidelines for Federal Transit Administration Recipients; DOT Order 5610.2a, “Actions to Address Environmental Justice in Minority Populations and Low-Income Populations”; FTA C 4703.1 - Environmental Justice Policy Guidance For Federal Transit Administration Recipients; Policy Guidance Concerning (DOT) Recipient's Responsibilities to Limited English Proficient (LEP) Persons, 74 FR 74087; The Americans with Disabilities Act of 1990, as amended, P.L. 101-336; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790; Age Discrimination Act of 1975, as amended 42 U.S.C. 6101; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601; Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d

Implementation

- This statement will be signed by the Director of the Washington County Riverlight Transit and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist’s desk, in meeting rooms, inside vehicles, and disseminated within brochures and other written materials.
- The *core* of the statement (signature excluded) will circulate *internally* within annual acknowledgement forms.
- The statement will be posted or provided in languages other than English, when appropriate.

4.0 NOTICE OF NONDISCRIMINATION

- Riverlight Transit operates its programs and services without regard to **race, color, national origin, sex, creed (religion), age, and disability** in accordance with Title VI of the Civil Rights Act and related statutes. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with Riverlight Transit.
- For more information on Washington County Riverlight Transit civil rights program, and the procedures to file a complaint, contact Clifton Hardison, Director, phone: 252-793-4041; email cliftonh@wcchs.org; or visit our administrative office at 209 East Main Street, Plymouth, NC 27962. For more information, visit www.washconc.org.
- If information is needed in another language, contact 252-793-4041.
- A complainant may file a complaint directly with the North Carolina Department of Transportation by filing with the Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511, Attention: Title VI Nondiscrimination Program; phone: 919-508-1808 or 800-522-0453, or TDD/TTY: 800-735-2962.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Implementation

- The notice will be posted in its entirety on our website and in any documents and reports we distribute.
- The notice will be posted in our offices and inside our vehicles.
- Ads in newspapers and other publications shall include the following: “Washington County Riverlight Transit operates without regard to **race, color, national origin, sex, creed (religion), age or disability**. For more information on Washington County Riverlight Transit’s Title VI program or how to file a discrimination complaint, please contact Clifton Hardison, Director, 252-793-4041; cliftonh@wcchs.org.
- The statement will be posted or provided in languages other than English, when appropriate.
- See **Appendix C** for Spanish and French versions of this notice.

5.0 PROCEDURES TO ENSURE NONDISCRIMINATORY ADMINISTRATION OF PROGRAMS AND SERVICES

We are committed to nondiscriminatory administration of our programs and services, organization wide. Riverlight Transit will remind employees of Title VI nondiscrimination obligations through staff training and use of the **Annual Education and Acknowledgment Form** below. The Title VI Coordinator will periodically assess program operations to ensure this policy is being followed.

Annual Education and Acknowledgement Form

Title VI Nondiscrimination Policy

(Title VI and related nondiscrimination authorities)

No person shall, on the grounds of race, color, national origin, sex, age, creed, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of Washington County Riverlight Transit are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Mr. Clifton Hardison, Director at 252-793-4041.

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

Acknowledgement of Receipt of Title VI Program

I hereby acknowledge receipt of Riverlight Transit's Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program and I am committed to ensuring that no person is excluded from participation in or denied the benefits of Riverlight Transit's programs, policies, services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

Signature

Date

Implementation

- Periodically, but not more than once a year, employees and representatives will receive, review and certify commitment to the Title VI Program.
- New employees shall be informed of Title VI provisions and expectations to perform their duties, accordingly, asked to review the Title VI Program, and required to sign the acknowledgement form.
- Periodic review of operational practices and guidelines by the Title VI Coordinator to verify compliance with the Title VI Program. Maintain documents of each review on file.
- Signed acknowledgement forms and records of internal assessments will remain on file for at least three years.

6.0 CONTRACT ADMINISTRATION

Washington County Riverlight Transit ensures all contractors will fulfill their contracts in a nondiscriminatory manner. While contractors are not required to prepare a Title VI Program, they must comply with the nondiscrimination requirements of the organization to which they are contracted. Washington County Riverlight Transit and its contractors will not discriminate in the selection and retention of contractors (at any level) or discriminate in employment practices in connection with any of our projects.

6.1 CONTRACT LANGUAGE

I. 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 Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Transit Administration (FTA), 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, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability 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 Acts and the Regulations, 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 Subcontractors, 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 Acts and the Regulations relative to Nondiscrimination 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 Recipient or the FTA to be pertinent to ascertain compliance with such Acts, Regulations, 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 Recipient or the FTA, 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 Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FTA 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 FTA 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.

II. 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 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been

acquired because of Federal or Federal-aid programs and projects);

- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (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, which 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 (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 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, which 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. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

*The Contractor has read and is familiar with the terms above:

Contractor's Initials

Date

Implementation

- The nondiscrimination language above (**with** initials line) will be appended to any *existing* contracts, purchase orders, and agreements that do not include it, and initialed by the responsible official of the other organization.
- The nondiscrimination language above (**without** initials line) will be incorporated as standard language before the signature page of our standard contracts, purchase orders, and agreements.
- The Title VI Coordinator will review *existing* contracts to ensure the language has been added.

6.2 NONDISCRIMINATION NOTICE TO PROSPECTIVE BIDDERS

The Washington County Riverlight Transit, in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities, and Title 49 Code of Federal Regulations, Parts 21 and 26, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority and women business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, creed, limited English proficiency, low-income, or disability in consideration for an award.

Implementation

- The nondiscrimination language above will be included in all solicitations for bids for work or material and proposals for negotiated agreements to assure interested firms that we provide equal opportunity and do not discriminate.
- Outreach efforts will be made to minority and women-owned firms that work in requested fields and documented.
- Unless specifically required under Disadvantaged Business Enterprise (DBE) or Affirmative Action programs, all contractors will be selected without regard to their race, color, national origin, or sex.

7.0 EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

These discrimination complaint procedures outline the process used by Washington County Riverlight Transit to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to Washington County Riverlight Transit programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

FILING OF COMPLAINTS

1. **Applicability** – These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
2. **Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, sex, age, national origin, creed (religion) or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative and must be in writing.
3. **Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:
 - The date of the alleged act of discrimination; or
 - The date when the person(s) became aware of the alleged discrimination; or
 - Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- **Washington County Riverlight Transit, Title VI Coordinator, PO Box 10, Plymouth, NC 27962, (252) 793-4041.**
 - **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 984-236-1200
 - **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
 - **Federal Transit Administration**, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg. 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
 - **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228
4. **Format for Complaints** – Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant's name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
 5. **Discrimination Complaint Form** – The Discrimination Complaint Form is consistent with the FTA Certifications & Assurances, "Nondiscrimination Assurance."
 6. **Complaint Basis** – Allegations must be based on issues involving race, color, national origin, sex, age, creed (religion) or disability. The term "basis" refers to the complainant's membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations
			FTA
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 49 U.S.C. 5332(b); FTA Circular 4702.1B
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin	Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	49 U.S.C. 5332(b); Title IX of the Education Amendments of 1972
Age	Persons of any age	21 year old person	Age Discrimination Act of 1975
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, para-amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Creed	Religion.	Muslim, Christian, Hindu, Atheist	49 U.S.C. 5332(b)

Complaint Processing

1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).
3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has enough merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

Complaint Log

1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information and assigned a **Case Number**. (Note: All complaints must be logged).
2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also be request the complaints log during pre-grant approval processes).
3. The **Log Year(s)** since the last submittal will be entered (e.g., 2015-2018, 2017-2018, FFY 2018, or 2018) and the complaints log will be signed before submitting the log to NCDOT.
4. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.



WASHINGTON COUNTY
DEPARTMENT OF SOCIAL SERVICES

Phone (252) 793-4041

Fax (252) 793-3195

ADA/Title VI Complaint Form

Background

This form is used for both Title VI and Americans with Disabilities Act (ADA) complaints.

The Civil Rights of 1964 (Title VI) identifies the three classes protected by Title VI—race, color, and national origin—and allow the complainant to select one or more of those protected classes as the basis/bases for discrimination. If any of the Limited English Proficient (LEP) populations in our service area meet the Safe Harbor threshold, then the procedure will be provided in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor Threshold.

The Americans with Disabilities Act of 1990 (ADA), provides protection that no individual with a disability shall on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any federally funded program, service, or activity.

Riverlight Transit is committed to providing non-discriminatory service to ensure that no person is excluded from participation in, or denied the benefits of, or subjected to discrimination in the receipt of its services on the basis of race, color, or national origin as protected by Title VI of the Civil Rights Act of 1964 (Title VI) as well as providing protection that no individual with a disability shall on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination as stated in the Americans with Disabilities Act of 1990 (ADA).

If you feel that you have been discriminated against, please provide the following necessary information to facilitate the processing of your complaint. If assistance is required to complete the form, or if you have questions, please do not hesitate to call the ADA/Title VI Coordinator at 252-793-4041. **Once completed, return a signed and dated copy to:**

Clifton Hardison, Director
Washington County Department of Social Services
PO Box 10
Plymouth NC 27962

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please call 252-793-4041.

Please check one of the following below:

ADA Complaint or **Title VI Complaint**

Part I.

Name: _____

Address: _____

Telephone: _____

Email Address: _____

Additional Formats Needed:

- None TDD
 Large Print Audio Tape
 Other

Part II.

Are you filing this complaint on your own behalf?

- Yes – Proceed to Part III
 No – Please provide the name of and your relationship with this person:

Name of Individual: _____

Your Relationship: _____

Please explain why you have filed for a third party:

Confirm:

- I have obtained permission from the aggrieved party to file this form on his or her behalf.
- I have not confirmed permission to file this form on behalf of the aggrieved party.

Part III.

I believe the discrimination I experienced was based on:

- Race
- Color
- National Origin
- My Disability
- Other: _____

Date of the alleged discrimination: _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses.

Part IV.

Have you previously filed an ADA and/or Title VI complaint with this agency?

- Yes
- No

Part V.

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes

No

If yes, check all that apply:

Federal Agency Federal Court

State Agency State Court

Local Agency

Please provide the contact information for a person at the agency or court where the complaint was filed:

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Email: _____

Part VI.

Name of agency complaint is against: Washington County DSS DBA Riverlight Transit

Contact person: Clifton Hardison

Title: DSS Director

Telephone number: 252-793-4041

Important Notice: To protect your rights, your complaint must be filed within 180 days following the date of the alleged discrimination. Failure to file within 180 days may result in dismissal of the complaint. You may attach any additional written materials or other information that you think is relevant to your complaint to this form.

Signature and date required below.

Signature of Person Filing Complaint

Date

INVESTIGATIVE GUIDANCE

- A. Scope of Investigation** – An investigation should be confined to the issues and facts relevant to the allegations in the complaint, unless evidence shows the need to extend the issues.
- B. Developing an Investigative Plan** – It is recommended that the investigator prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:
1. Complainant(s) Name and Address (Attorney name and address if applicable)
 2. Respondent(s) Name and Address (Attorney for the Respondent(s) name and address)
 3. Applicable Law(s)
 4. Basis/(es)
 5. Allegation(s)/Issue(s)
 6. Background
 7. Name of Persons to be interviewed
 - a. Questions for the complainant(s)
 - b. Questions for the respondent(s)
 - c. Questions for witness(es)
 8. Evidence to be obtained during the investigation
 - a. Issue – e.g., Complainant alleges his predominantly African American community was excluded from a meeting concerning a future project which could affect the community.
 - i. Documents needed: e.g., mailing list which shows all physical addresses, P.O. Box numbers, property owner names, and dates when the meeting notification was mailed; other methods used by the RPO to advertise the meeting.
- C. Request for Information** – The investigator should gather data and information pertinent to the issues raised in the complaint.
- D. Interviews** – Interviews should be conducted with the complainant, respondent, and appropriate witnesses during the investigative process. Interviews are conducted to gain a better understanding of the situation outlined in the complaint of discrimination. The main objective during the interview is to obtain information that will either support or refute the allegations.
- E. Developing an Investigative Report** – The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each issue. A sample investigative report is provided below.

TEMPLATE/SAMPLE Investigative Report

I. COMPLAINANT(S) NAME (or attorney for the complainant(s) – name and address if applicable
Name, Address, Phone: 999-999-9999

II. RESPONDENT(S) (or attorney for the respondent(s) – name and address if applicable)
Name, Address, Phone: 999-999-9999

III. APPLICABLE LAW/REGULATION

[For example, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d); 49 CFR §21.11; 49 CFR §26.53]

IV. COMPLAINT BASIS/(ES)

[For example, Race, Color, National Origin, Creed (Religion), Sex, Age, Disability)]

V. ISSUES/ALLEGATIONS

[Describe in logical sequence, each allegation including the prohibited basis for the alleged discriminatory conduct, (e.g., race, color, creed, sex, national origin, age, or disability) and the specific statutory or regulatory provision the allegation would violate, if proven to be true.]

Issue #1 – Complainant alleges that transit system failed to inform minority communities of rate increases.

Issue #2 – Complainant alleges that transit system has not sufficiently publicized or held public meetings to share information regarding fare increases and route changes that impacts low-income and minority citizens.

VI. BACKGROUND

[Provide detailed information regarding the complaint, including a historical overview of the case, including any activities or actions taken prior to accepting the complaint for investigation.]

VII. INVESTIGATIVE PROCEDURE

[Describe in detail, methods used to conduct the investigation, such as document requests, interviews and site visits. Include witnesses' names and addresses, documents received and/or reviewed, emails sent and received.]

VIII. ISSUES / FINDINGS OF FACT

[Provide a detailed description of the investigator's analysis of each allegation, based on clear and factual findings. Include specific evidence used to support your findings.]

IX. CONCLUSION

[State whether discrimination did or did not occur. Conclusions must be evidence-based and defensible. Test conclusions by considering all possible rebuttal arguments from the respondent and complainant. Both respondent and the complainant should be given an opportunity to confirm or rebut the assertions of the other party and your findings, but all the evidence you've presented should speak for itself.]

X. RECOMMENDED ACTIONS

[Outline what should be done to remedy the findings or, if necessary, provide justice for the complainant.]

APPENDIX

[Include in the Appendix any supplemental materials that support your findings and conclusion.]

8.0 SERVICE AREA POPULATION CHARACTERISTICS

To ensure that Title VI reporting requirements are met, we will collect and maintain population data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service area. This data provides context for the Title VI Nondiscrimination Program and will be used to ensure nondiscrimination in public outreach and delivery of our programs and services.

8.1 RACE AND ETHNICITY

The following table was completed using data from Census Table DP05, ACS Demographics and Housing Estimates.

Race and Ethnicity	Number	Percent
Total Population	10,905	100
White	5,455	50
Black or African American	5,445	49.9
American Indian or Alaska Native	142	1.3
Asian	62	.6
Native Hawaiian and Other Pacific Islander	0	0
Some other Race	0	0
Two or More Races	278	2.5
HISPANIC OR LATINO (of any race)	426	3.9
Mexican	259	2.4
Puerto Rican	87	.8
Cuban	44	.4
Other Hispanic or Latino	36	.3

8.2 AGE & SEX

The following table was completed using data from Census Table S0101, Age Groups and Sex.

Age	Number			Percent		
	Both sexes	Male	Female	Both sexes	Male	Female
Total Population	10,905	5,460	5,445	100%	50%	49.9%
Under 5 years	241	182	59	2.2%	3.3%	1.1%
Under 18 years	2,018	1,320	698	18.5%	24.2%	12.8%
18 to 64 years	4,754	2,356	2,398	81.5%	75.8%	76%
65 years and over	2,984	1,354	1,630	27.4%	24.8%	29.9%
Median Age	49.3	45	52.6			

8.3 DISABILITY

The following table was completed using data from Census Table S1810, Disability Characteristics:

Subject	Total		With a Disability		Percent with a Disability	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Total civilian noninstitutionalized population	10,721	69	2,798	317	26.1%	3
Population under 5 years	241	130	0	21	0%	70.7
Population 5 to 17 years	1,772	170	63	62	3.6%	3.5
Population 18 to 64 years	5,807	136	165	99	2.8%	1.7
Population 65 years and over	2,901	40	386	128	13.3%	4.4
SEX						
Male	5,337	207	1,357	219	25.4%	4.4
Female	5,384	204	1,441	184	26.8%	3.4
RACE AND HISPANIC OR LATINO ORIGIN						
White	4,959	134	1,279	206	25.8%	4.3
Black or African American	5,355	206	1,381	235	25.8%	4.3
American Indian and Alaska Native	0	21	0	21	0	0
Asian	11	19	0	21	0	100
Native American and Other Pacific Islander	0	21	0	21	0	0
Some other Race	23	57	0	21	0	70.7
Two or more races	373	215	138	111	37.0%	21.6
Hispanic or Latino	425	3	75	77	17.6%	18.1

8.4 POVERTY

The following table was completed using data from Census Table S1701, Poverty Status in the Past 12 Months:

Subject	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	10,649	139	2,631	486	24.7%	4.6
AGE						
Under 18	1,888	170	637	210	33.7%	10.4
18 to 64	5,860	119	1,633	344	27.9%	6.0
65 years and over	2,901	40	361	134	12.4%	4.6
SEX						
Male	5,357	197	1,628	316	30.4%	6.2
Female	5,292	233	1,003	268	19.0	5.0
RACE AND HISPANIC OR LATINO ORIGIN						
White	4,998	186	668	272	13.7%	5.6
Black or African American	5,355	206	1,921	390	35.9%	6.9
American Indian and Alaska Native	0	21	0	21	0%	100
Asian	11	19	0	21	0%	100
Native American and Other Pacific Islander	0	21	0	21	0%	100
Some other Race	23	57	0	21	0	70.7
Two or more races	373	215	42	68	11.3%	18.2
Hispanic or Latino	425	3	206	157	48.5%	37.1
RACE AND HISPANIC OR LATINO ORIGIN						
All individuals below:						
50 percent of poverty level	999	415	X	X	X	X
125 percent of poverty level	3,495	663	X	X	X	X
150 percent of poverty level	4,091	613	X	X	X	X
185 percent of poverty level	5,027	618	X	X	X	X
200 percent of poverty level	5,320	613	X	X	X	X

8.5 HOUSEHOLD INCOME

The following table was completed using data from Census Table S1901, Income in the Past 12 Months (In 2022 Inflation-Adjusted Dollars):

Subject	Households	
	Estimate	Margin of Error +/-
Total	4,832	263
Less than \$10,000	10.9%	4.2
\$10,000 to \$14,999	8.2%	3.8
\$15,000 to \$24,999	14.0%	4.4
\$25,000 to \$34,999	8.4%	3.3
\$35,000 to \$49,999	16.4%	3.6
\$50,000 to \$74,999	16.6%	4.0
\$75,000 to \$99,999	12.7%	3.0
\$100,000 to \$149,999	7.9%	2.5
\$150,000 to \$199,999	2.3%	1.7
\$200,000 or more	2.6%	1.3
Median income (dollars)	41,750	7,274
Mean income (dollars)	59,553	8,592

8.6 LIMITED ENGLISH PROFICIENCY POPULATIONS

A chart showing the Limited Proficiency Populations is located at the end of this policy in Appendix D.

8.7 POPULATION LOCATIONS

Federal-aid recipients are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. We will document this narratively or through maps that overlay boundaries and demographic features on specific communities, and provide this information to NCDOT, upon request.

9 TITLE VI EQUITY ANALYSES (AND ENVIRONMENTAL JUSTICE ASSESSMENTS)

Title VI Equity Analyses. In accordance with FTA Circular 4702.1B, a Title VI equity analysis will be conducted whenever we construct a facility, such as a vehicle storage facility, maintenance facility, or operation center. The equity analysis will be conducted during the planning stage, with regard to the location of the facility, to determine if the project could result in a disparate impact to minority communities based on race, color or national origin. Accordingly, we will look at various alternatives before selecting a site for the facility. Project-specific demographic data on potentially affected communities and their involvement in decision-making activities will be documented. Title VI Equity Analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

Environmental Justice Analyses. As required by FTA C 4703.1, environmental justice (EJ) analyses will be conducted to determine if our programs, policies, or activities will result in disproportionately high and adverse human health and environmental effects on minority populations and low-income populations. EJ applies to our projects, such as when we construct or modify a facility, and our policies, such as when there will be a change in service, amenities or fares. Thus, we will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document their involvement in the decision-making process. EJ analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

10 PUBLIC INVOLVEMENT

10.1 INTRODUCTION

Effective public involvement is a key element in addressing Title VI in decision-making. This **Public Participation Plan** describes how Washington County Riverlight Transit will disseminate vital agency information and engage the public. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

General public involvement practices will include:

- Expanding traditional outreach methods. Think outside the box: Go to hair salons, barbershops, street fairs, etc.
- Providing for early, frequent and continuous engagement by the public.
- Use of social media and other resources as a way to gain public involvement.
- Coordinating with community- and faith-based organizations such as the Hispanic Liaison, educational institutions, and other entities to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP persons could also include audio programming available on podcasts.

10.2 PUBLIC NOTIFICATION

Passengers and other interested persons will be informed of their rights under Title VI and related authorities with regard to our program. The primary means of achieving this will be posting and disseminating the policy statement and notice as stipulated in Sections 3.0 and 4.0, respectively. Additional measures may include verbally announcing our obligations and the public's rights at meetings, placing flyers at places frequented by targeted populations, and an equal opportunity tag-on at the end of radio announcements. The method of notification will be determined through an initial screening of the area.

10.3 DISSEMINATION OF INFORMATION

Information on Title VI and other programs will be crafted and disseminated to employees, contractors and subrecipients, stakeholders, and the general public. Public dissemination efforts may vary depending on factors present, but will generally include: posting public statements setting forth our nondiscrimination policy in eye-catching designs and locations; placing brochures in public places, such as government offices, transit facilities, and libraries; having nondiscrimination language within contracts; including nondiscrimination notices in meeting announcements and handouts; and displaying our Notice of Nondiscrimination at all our public meetings.

At a minimum, nondiscrimination information will be disseminated on our website and on posters in conspicuous areas at our office(s). Project-related information and our most current Title VI-related information will be maintained online.

10.4 MEETINGS AND OUTREACH

There is no one-size-fits-all approach to public involvement. A variety of comprehensive and targeted public participation methods will be used to facilitate meaningful public involvement. Methods for engaging stakeholders and target audiences, including traditionally underserved and excluded populations (i.e., minorities, youth, low-income, the disabled, etc.) will include the following:

Public Relations and Outreach

Public relations and outreach (PRO) strategies aim to conduct well-planned, inclusive and meaningful public participation events that foster good relations and mutual trust through shared decision-making with the communities we serve.

- We will seek out and facilitate the involvement of those potentially affected.
- Public events will aim to be collaborative, fun, and educational for all, rather than confrontational and prescriptive.
- Media plans will typically involve multiple channels of communication like mailings, radio, TV, and newspaper ads.
- Abstract objectives will be avoided in meeting announcements. Specific "attention-grabbing" reasons to attend will be used, such as "Help us figure out how to relieve congestion on [corridor name]" or "How much should it cost to ride the bus? Let us know on [date]."
- Efforts will be made to show how the input of participants can, or did, influence final decisions.
- We will do our best to form decision-making committees that look like and relate to the populations we serve.
- We will seek out and identify community contacts and partner with local community- and faith-based organizations that can represent, and help us disseminate information to, target constituencies.
- Demographic data will be requested during public meetings, surveys, and from community contacts and committee members.

Public Meetings

"Public meeting" refers to any meeting open to the public, such as hearings, charrettes, open house and board meetings.

- Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
- Meeting materials will be available in a variety of predetermined formats to serve diverse audiences.
- An assortment of advertising means may be employed to inform the community of public meetings.
- Assistance to persons with disabilities or limited English proficiency will be provided, as required.

Small Group Meetings

A small group meeting is a targeted measure where a meeting is held with a specific group, usually at their request or consent. These are often closed meetings, as they will typically occur on private property at the owner's request.

- If it is determined that a targeted group has not been afforded adequate opportunities to participate, the group will be contacted to inquire about possible participation methods, including a group meeting with them individually.
- Unless unusual circumstances or safety concerns exist, hold the meeting at a location of the target group's choosing.
- Share facilitation duties or relinquish them to members of the target group.
- Small group discussion formats may be integrated into larger group public meetings and workshops. When this occurs, the smaller groups will be as diverse as the participants in the room.

Community Surveying

- Opinion surveys will occasionally be used to obtain input from targeted groups or the general public on their transportation needs, the quality or costs of our services, and feedback on our public outreach efforts.
- Surveys may be conducted via telephone, door-to-door canvassing, at community fairs, by placing drop boxes in ideal locations, or with assistance from other local agencies like social services.
- Surveys will be translated into languages other than English, when appropriate.

10.5 LIMITED ENGLISH PROFICIENCY

Limited English Proficient (LEP) persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. These individuals reported to the U.S. Census Bureau that they speak English less than very well.

To comply with USDOT's LEP Policy Guidance and Executive Order 13166, this section of our Title VI Plan outlines the steps we will take to ensure meaningful access by LEP persons to all benefits, services and information provided under our programs and activities. A four-factor analysis was conducted to determine the LEP language groups present in our planning area and the specific language services that are needed.

Four Factor Analysis

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
- (4) The resources available to the recipient and costs.

<p>Factor #1: <i>The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.</i></p>
--

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
Total (population 5 years and over):	10,664	+/- 130	100%	(X)
Speak only English	10,597	+/-145	99.4%	+/- 0.6
Spanish or Spanish Creole:	58	+/- 67	0.5%	+/- 0.6%
Speak English "very well"	58	+/- 67	100.0%	+/- 44.5%
Speak English less than "very well"	0	+/- 21	0.0%	+/- 44.5 %
Other indo-European languages:	9	+/- 15	0.1%	+/- 0.1 %
Speak English "very well"	0	+/- 21	0.0%	+/-0.0 %
Speak English less than "very well"	9	+/- 15	100.0%	+/- 100%

Washington County, North Carolina has an estimate population of 10,664 and approximately 58 people have been identified as Spanish Speaking and 0% that may speak English less than well. Only one other language group was identified and that was Other Indo-European languages with 9 people who were identified as speaking English less than "very weak". None met the threshold of above 5% or 1,000 persons. This means at this time, the Riverlight Transit System is not required to provide written translation of vital documents in these languages. However, the transit systems brochure is published in Spanish. In addition, the Washington County Department of Social Services contracts with Pacific Interpreters. Every limited English Proficiency (LEP) customer who enters the agency requesting services will be given a Language Service Agreement for LEP Customer form (DSS 10001). This form offers the customer the services for an interpreter/translator at no cost to the customer.

Factor #2: *The frequency with which LEP individuals come in contact with the program.*

[The Riverlight Transit System will be trained on what to do when they encounter a person that speaks English less than well. The Riverlight Transit System will track the number of encounters and consider making adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the Riverlight Transit System's programs and services.]

Riverlight Transit has an open-door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Transit Coordinator and the Riverlight Transit System, if needed to ensure the individual receives access to the transportation service.

Factor #3: The nature and importance of the program, activity, or service provided by the recipient to people's lives.

The Riverlight Transit System understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment. A transportation system is a key link to connecting LEP persons to these essential services.

The Riverlight Transit System has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities, stations and vehicles and providing information to the public on security awareness or emergency preparedness.

The Riverlight Transit System's assessment of what programs, activities and services that are most critical included contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

Factor #4: The resources available to the recipient and costs.

EVEN THOUGH THE RIVERLIGHT TRANSIT SYSTEM DOES NOT HAVE A SEPARATE BUDGET FOR LEP OUTREACH, THE BROCHURES HAVE BEEN TRANSLATED INTO SPANISH. THE TRANSIT SYSTEM IS A PART OF THE LOCAL DEPARTMENT OF SOCIAL SERVICES WHO CONTRACT WITH PACIFIC INTERPRETERS TO PROVIDE INTERPRETER/TRANSLATOR SERVICES. THE TRANSIT STAFF USE THIS SERVICE TO PROVIDE ASSISTANCE TO LEP PERSONS.

LANGUAGE ASSISTANCE PLAN

As a result of the above four factor analysis, a Language Assistance Plan (LAP) was not required. However, reasonable attempts will be made to accommodate any persons encountered who require written translation or oral interpretation services.

Language Assistance Measures

The following general language assistance measures are reasonable and achievable for our organization at this time:

- Translating public notices posted in the local paper and at stations, stops, and in vehicles into **any languages that meet the safe harbor threshold in Factor 1.**
- Vital documents—such as brochures with service times and routes—are translated into Spanish across the entire service area, and available in our facilities, doctor's offices and shopping centers.
- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Posting vital bulletin board information and disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through small group meetings.
- Where possible, utilizing or hiring staff who speak a language other than English and can provide competent language assistance.

- Note: We will not ask community-based organizations (CBO) to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethical concerns. If a CBO decides (on its own) to translate any materials for its constituents, or bring interpreters it trusts to our meetings, we will not object. That is their right.
- Using language identification flashcards to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures.

Written Translation and Oral Interpretation

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only, and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document will be communicated orally in the appropriate language.

In the event that the 5% trigger is reached for a LEP language group that is fewer than 50 persons, written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or door hangers, will be determined in consideration of the circumstances on the ground and in coordination with LEP community contacts.

Staff Support for Language Assistance

- Agency staff (including call center staff) will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Officer and any outside consultant contracted to provide language services. This list will be updated as needed to remain current.
- All main offices and vehicles will have on hand a supply of language assistance flashcards and materials translated into the languages of the largest LEP language groups. When encountered by an LEP person, staff (including drivers) should present the individual with an iSpeak flashcard and let them choose the language. Do not assume you know their preferred language. Drivers are permitted to seek volunteer assistance from other passengers before contacting a referral resource. Document the encounter and report it to the Title VI Coordinator.
- Training: All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in person will receive annual refresher training. All other employees will be reminded of LEP through annual Title VI program acknowledgements (Section 5.0) and basic Title VI trainings (Section 11.0).

Project-Specific LEP Outreach

A project-specific four factor analysis will be conducted for any project or outreach event limited to a specific geographical area (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

Monitoring and Updating the LAP

Monitoring of daily interactions with LEP persons will be continuous, thus language assistance techniques may be refined at any time. This Plan will be periodically reviewed—at least annually—to determine if our assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and

observing how agency staff responds to requests, including observing drivers or surveying riders. To the best of our ability, we will attempt to never eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

10.6 DEMOGRAPHIC REQUEST

The following form was used to collect required data on Key Community Contacts and nonelected committee members.

Riverlight Transit System is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

<p>Race/Ethnicity:</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Black/African American</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> American Indian/Alaskan Native</p> <p><input type="checkbox"/> Native Hawaiian/Pacific Islander</p> <p><input type="checkbox"/> Hispanic/Latino</p> <p><input type="checkbox"/> Other (please specify): _____</p>	<p>National Origin: (if born outside the U.S.)</p> <p><input type="checkbox"/> Mexican</p> <p><input type="checkbox"/> Central American: _____</p> <p><input type="checkbox"/> South American: _____</p> <p><input type="checkbox"/> Puerto Rican</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Vietnamese</p> <p><input type="checkbox"/> Korean</p> <p><input type="checkbox"/> Other (please specify): _____</p>
<p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>Age:</p> <p><input type="checkbox"/> Less than 18 <input type="checkbox"/> 45-64</p> <p><input type="checkbox"/> 18-29 <input type="checkbox"/> 65 and older</p> <p><input type="checkbox"/> 30-44</p>
<p>Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>I choose not to provide any of the information requested above: <input type="checkbox"/></p>	

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact Riverlight Transit at (252) 793- 4041 or by email at cliftonh@wcchs.org

Please sign below acknowledging that you have completed this form.

Thank you for your participation!

Name (print): _____

Signature: _____

Implementation

- Forms will be completed prior to NCDOT Title VI reviews and remain on file for three years.
- All new and existing members of appointed decision-making boards or committees will be **required** to complete this form for reporting purposes.
- If a member, for whatever reason, selects “*I choose not to provide any of the information requested above,*” this will be accepted as a **completed** form.
- If a member chooses not to provide any of the information on the form, the Title VI Coordinator will be permitted to indicate that member’s race and gender, based on the Coordinator’s best guess.
- Data from these forms will be used to complete the Demographic Request Table.
- Once a new member submits this form, the Demographic Request Table for the associated committee will be updated.

10.7 KEY COMMUNITY CONTACTS

Contact Name	Community Name	Interest or Affiliation	Also a Committee Member? (Y/N)
Curtis Potter	Washington County	County Manager/ County Attorney	No
Clifton Hardison	Washington County	Director of County DSS	Yes
Dr. Zebedee Taylor	Washington County	Director of Roanoke Developmental Center	Yes
Jennifer O’Neal	Washington County	EMS Director of Washington County	Yes
Ann Keyes	Washington County	Board of Commissioners	Yes

Contact information for key community contacts is not public information and is maintained outside of this document. Any staff member who wishes to contact any individual listed above must request that information from the Title VI Coordinator.

10.8 SUMMARY OF OUTREACH EFFORTS MADE SINCE THE LAST TITLE VI PROGRAM SUBMISSION

The following format is used to document URTS outreach efforts in reports to NCDOT. All meetings and disseminations of information capture information for the table below:

Meeting Date	Meeting Time	Meeting Purpose	Target Audience	Information Disseminated
03/18/2025	10:00 AM- 2:00 PM	Public Safety	Public Officials and responders in Leadership Roles	Vehicles & Staff
10/31/2025	4:30 PM- 7:30 PM	Halloween	Parents and Children of Washington County	Brochures, Candy and Promotional Items

XI. STAFF TRAINING

All employees will receive basic Title VI training at least once every year. New hires will receive this training within 15 days of their start date. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized training on how Title VI applies to their specific work areas. Those who routinely encounter the public, such as office personnel, call center staff, and vehicle drivers, will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings, such as agendas, sign-in sheets, copies of calendars, and certificates, will remain on file for at least three years (and in personnel files).

XII. NONELECTED BOARDS AND COMMITTEES – BY RACE AND GENDER

The table below depicts race and gender compositions for each of our nonelected (appointed) decision-making bodies. Member names and full demographics for each committee are available, upon request.

Body	Male %	Female %	Caucasian %	African American %	Asian American %	Native American %	Other %	Hispanic %
Service Area Population	50%	49%	50%	49.9%	.6%	1.3%	.3%	3.9%
Transit Advisory Board	20%	80%	50%	40%	0%	0%	0%	0%

Strategies for Representative Committees

Diversification goals will be provided to our nonelected boards and committees to help ensure that their membership mirrors our service area demographics, as adequately as possible. We will provide periodic updates on our outreach efforts at meetings. When there is an opening on a board or committee, we will ensure the following:

- Current members will be made aware of diversity goals and polled for nominees.
- Officials from local minority groups will be made aware of the diversity goals and polled for nominees.
- Key Contacts from LEP groups will be contacted and polled for nominees.
- A recruitment notice for a Board Member opening will be posted on our website.
- An advertisement of recruitment notice for a Board Member will be placed with the local newspaper and other publications popular with minorities and other protected groups.

XIII. RECORD-KEEPING AND REPORTS

As a subrecipient of FTA funds through NCDOT, we are required to submit a Title VI Program update to NCDOT every three years, on a schedule determined by NCDOT. Records will be kept to document compliance with the requirements of the Title VI Program. Unless otherwise specified, Title VI-related records shall be retained indefinitely. These records will be made available for inspection by authorized officials of the NCDOT and/or FTA. Reports on Title VI-related activities and progress to address findings identified during Title VI compliance reviews may also be provided, upon request. It will occasionally be necessary to update this Title VI Plan or any of its components (e.g., complaints, Public Involvement, and LEP). Updates will be submitted to NCDOT for review and approval and adopted by our Board when required.

In addition to items documented throughout this Plan, records and reports due at the time of compliance reviews or investigations may include:

Compliance Reviews

- Title VI Program Plan
- List of civil rights trainings provided or received
- Summaries from any *internal* reviews conducted
- Ads and notices for specific meetings
- Findings from reviews by any other *external* agencies
- Title VI equity analyses and EJ assessments
- Discrimination Complaints Log

Complaint Investigations

- Investigative Reports
- Discrimination complaint, as filed
- List of interviewees (names and affiliations)
- Supporting Documentation (e.g., requested items, photos taken, dates and methods of contact, etc.)

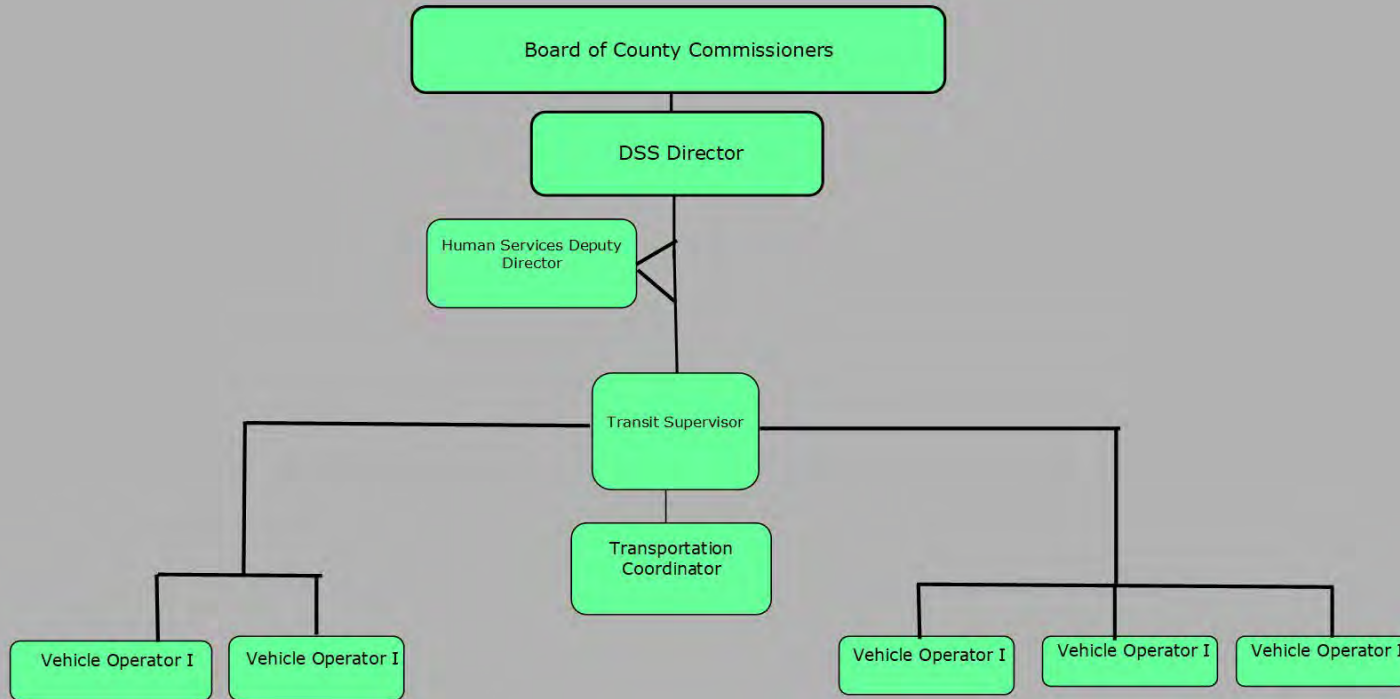
Appendix A Applicable Nondiscrimination Authorities

During the implementation of this Title VI Program, the organization, for itself, its assignees and successors in interest, is reminded that it has agreed to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 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 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (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, which 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 (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*, Pub. L. 88-352), (prohibits employment discrimination on the basis of race, color, creed (religion), sex, or national origin);
- 49 CFR Part 26, regulation to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination 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. at 74087 to 74100);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed (religion), color, national origin, or sex);
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

Appendix B / Organizational Chart

WASHINGTON COUNTY RIVERLIGHT TRANSIT ORGANIZATIONAL CHART



Appendix C
NCDOT's Compliance Review Checklist for Transit

I. Program Administration (General Requirements)	
<i>Requirement: FTA C 4702.1B – Title VI Requirements and Guidelines for FTA Recipients, Chapter III – General Requirements and Guidelines.</i>	
Note: Every NCDOT subrecipient receiving any of the FTA Formula Grants listed above must complete this section.	
Requested Items (Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	Completed
1. A copy of the recipient's <i>signed</i> NCDOT's Title VI Nondiscrimination Agreement	<input type="checkbox"/>
2. Title VI Policy Statement (<i>signed</i>)	<input type="checkbox"/>
3. Title VI Notice to the Public, including a list of locations where the notice is posted	<input type="checkbox"/>
4. Type the name and title of your Title VI Coordinator and attach a list of their Title VI duties Name/Title:	<input type="checkbox"/>
5. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)	<input type="checkbox"/>
6. Title VI Complaint Form	<input type="checkbox"/>
7. List of transit-related Title VI investigations, complaints, and lawsuits (i.e., discrimination complaints log)	<input type="checkbox"/>
8. Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, limited English proficient populations (LEP), low-income, disabled), as well as a summary of outreach efforts made since the last Title VI Program submission	<input type="checkbox"/>
9. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses	<input type="checkbox"/>
10. A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees	<input type="checkbox"/>
11. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program	<input type="checkbox"/>
12. A description of the procedures the agency uses to ensure nondiscriminatory administration of programs and services	<input type="checkbox"/>
13. If you pass through FTA funds to other organizations , include a description of how you monitor your subrecipients for compliance with Title VI, and a schedule for your subrecipients' Title VI Program submissions. ➤ No Subrecipients <input type="checkbox"/>	<input type="checkbox"/>
14. A Title VI equity analysis if you have constructed or conducted planning for a facility , such as a vehicle storage facility, maintenance facility, operation center, etc. ➤ No Facilities Planned or Constructed <input type="checkbox"/>	<input type="checkbox"/>
15. Copies of environmental justice assessments conducted for any construction projects during the past three years and, if needed based on the results, a description of the program or other measures used or planned to mitigate any identified adverse impact on the minority or low-income communities	<input type="checkbox"/>

Appendix D / Limited Proficiency Populations

1/7/26, 2:28 PM

language spoken at home - Census Bureau Tables



Language Spoken at Home

Note: This is a modified view of the original table produced by the U.S. Census Bureau. This download or printed version may have missing information from the original table.

Washington County, North Carolina			
Label	Total	Percent	
	Estimate	Margin of Error	Estimate
▼ Population 5 years and over	10,664	±130	(X)
Speak only English	10,597	±145	99.4%
Speak a language other than English	67	±68	0.6%
▼ SPEAK A LANGUAGE OTHER THAN ENGLISH			
▼ Spanish	58	±67	0.5%
5 to 17 years old	0	±21	0.0%
18 to 64 years old	58	±67	0.5%
65 years old and over	0	±21	0.0%
▼ Other Indo-European languages	9	±15	0.1%
5 to 17 years old	0	±21	0.0%
18 to 64 years old	9	±15	0.1%
65 years old and over	0	±21	0.0%
▼ Asian and Pacific Island languages	0	±21	0.0%
5 to 17 years old	0	±21	0.0%
18 to 64 years old	0	±21	0.0%
65 years old and over	0	±21	0.0%
▼ Other languages	0	±21	0.0%

<https://data.census.gov/table?q=language+spoken+at+home&g=050XX00US37187>

1/3

**APPENDIX E
SUBRECIPIENTS**



RDC

**WASHINGTON COUNTY
DEPARTMENT OF SOCIAL SERVICES**
PO Box 10 ~ 209 E Main Street
Plymouth, NC 27962
Phone (252) 793-4041
Fax (252) 793-3195

MEMORANUM OF AGREEMENT

This agreement is between Washington County Department of Social Services, Riverlight Transit and Roanoke Developmental Center (hereafter known as sub-recipient) to address the proper use and accountability for the Elderly and Disabled Transportation Assistance Program (EDTAP) funds in the Rural Operating Assistance Program (ROAP). The ROAP is a state-funded public transportation program administered by the North Carolina Department of Transportation Public Transportation Division.

EDTAP funds pays for transportation services for the elderly and disabled and assists them in residing for longer periods of time in their homes. Trip purposes include the following:

- ✓ Group field trips/tours to community special events
- ✓ Overnight trips to out-of-county destinations
- ✓ Purchase of service

See Appendix A- Eligible Transportation Expense Matrix for additional purposes. (Attached from the Program Administration Guide)

A Plan of Activities must be submitted to Kim Blevins, Transportation Supervisor by November 1, 2025 to outline how the EDTAP funds will be spent for this fiscal year.

Final expenditures must be submitted prior to June 1, 2026 to Lynn Swett, Administrative Officer of Washington County Department of Social Services.

As a Sub-recipient I agree to provide semi-annual reports of the spending of EDTAP funds by:

- February 1, 2026
- June 1, 2026

This agreement was entered into on this 16 day of July in the year of 2025.



Sub-Recipient



TITLE VI PLAN REVIEW AND ADOPTION

On behalf of the Washington County Board of Commissioners, I hereby acknowledge receipt of the Title VI Nondiscrimination Plan. We, the Board, have *reviewed and hereby adopt* this Plan. We are committed to ensuring that all decisions are made in accordance with the nondiscrimination guidelines of this Plan, to the end the no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Washington County Riverlight Transit services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal Transit Administration.

Chair, Washington County Board of Commissioners

DATE

CONDADO DE WASHINGTON



Fecha de adopción
Mes/Día/Año

Plan de Programa del Título VI



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**ACUERDO DE NO DISCRIMINACIÓN DEL TÍTULO VI
ENTRE
EL DEPARTAMENTO DE TRANSPORTE DE CAROLINA DEL NORTE
Y
TRANSPORTE FLUVIAL DEL CONDADO DE WASHINGTON**

De acuerdo con la Orden 1050.2A del DOT, el Tránsito Riverlight del Condado de Washington asegura al Departamento de Transporte de Carolina del Norte (NCDOT) que ninguna persona deberá, por motivos de raza, color, origen nacional, sexo, credo, edad o discapacidad, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de Derechos Civiles de 1987 y autoridades relacionadas contra la discriminación, ser excluido de participar, ser negado de los beneficios o ser objeto de discriminación o represalia bajo cualquier programa o actividad emprendido por el Tránsito Riverlight del Condado de Washington.

Además, el Tránsito Riverlight del Condado de Washington se compromete a:

1. Designa un Coordinador del Título VI que ocupe un puesto de responsabilidad dentro de la organización y tenga fácil acceso al Director de la organización.
2. Emitir una declaración de política, firmada por el Director de la organización, que exprese su compromiso con las disposiciones contra la discriminación del Título VI y las leyes aplicables relacionadas. La declaración de política firmada deberá publicarse y circular en toda la organización y al público general, y publicarse cuando corresponda en idiomas distintos al inglés. La declaración de política se renovará cuando haya un cambio de Director.
3. Inserte las cláusulas del texto del contrato de la Sección 6.1 en cada contrato adjudicado por la organización. Asegúrese de que cada contrato adjudicado por los contratistas o consultores de la organización también incluya el texto del contrato.
4. Tramitar todas y, cuando sea necesario, investigar denuncias de discriminación conforme a los procedimientos contenidos en este Plan. Registra todas las quejas para el registro administrativo.
5. Recopilar datos estadísticos (raza, color, origen nacional, sexo, edad, discapacidad) sobre los participantes y beneficiarios de programas y actividades llevados a cabo por la organización.
6. Participar en la formación que se ofrece sobre el Título VI y otros requisitos de no discriminación. Realizar o solicitar formación para empleados o subreceptores de la organización.
7. Tomar medidas afirmativas, si NCDOT la revisa o investiga, para corregir cualquier deficiencia encontrada en un plazo razonable, no excediendo los 90 días naturales, salvo que NCDOT conceda disposiciones razonables.
8. Documentar todas las actividades relacionadas con la no discriminación bajo el Título VI como prueba de cumplimiento. Envía información e informes al NCDOT según el calendario establecido por el NCDOT.

ESTE ACUERDO se otorga en contraprestación, y con el propósito de obtener, de cualquier fondo, subvención, préstamo, contrato, propiedad, descuento u otra asistencia financiera federal federal bajo todos los programas y actividades y es vinculante.

Firma autorizada

Fecha Clifton Hardison, Director

1.0 INTRODUCCIÓN

El Título VI de la Ley de Derechos Civiles de 1964, 42 U.S.C. 2000d establece que: "Ninguna persona en Estados Unidos será, por motivos de raza, color u origen nacional, excluida de participar, se le negaron los beneficios o ser objeto de discriminación bajo ningún programa o actividad que reciba asistencia financiera federal." La aplicación más amplia de la ley de no discriminación se encuentra en otros estatutos, órdenes ejecutivas y regulaciones, que proporcionan protecciones adicionales basadas en la edad, el sexo, el credo (religión) y la discapacidad, incluyendo la Ley de Restauración de los Derechos Civiles de 1987, que amplió la cobertura contra la discriminación a todos los programas y actividades de beneficiarios, subbeneficiarios y contratistas de ayuda federal, incluidos aquellos que no están financiados federalmente (véase el Apéndice A – Autoridades aplicables para la no discriminación).

El Tránsito Riverlight del Condado de Washington es beneficiario de fondos de la Administración Federal de Tránsito (FTA) del Departamento de Transporte de Carolina del Norte (NCDOT). Washington County Riverlight Transit establece este Plan de No Discriminación del Título VI con el propósito de cumplir con el Título VI de la Ley de Derechos Civiles de 1964, tal como exige la Circular 4702.1B de la FTA, y los requisitos relacionados establecidos en las Certificaciones y Garantías de la ALC, "Garantía de No Discriminación". Este documento detalla el programa, las políticas y las prácticas de no discriminación administrados por Washington County Riverlight Transit y se actualizará periódicamente para incorporar cambios y responsabilidades adicionales a medida que se hagan. Este Plan se presentará al NCDOT o a la FTA, previa solicitud.

2.0 DESCRIPCIÓN DE PROGRAMAS Y SERVICIOS

2.1 PROGRAMA(S) Y SERVICIOS ADMINISTRADOS

Riverlight Transit ofrece opciones de transporte público a sus clientes en el condado de Washington, Carolina del Norte. Nuestros servicios se ofrecen en Demand Response. El cliente debe dar un preaviso de 3 días laborables.

Riverlight Transit no opera en festivos estatales observados de Carolina del Norte, que incluyen: Año Nuevo, Día del Dr. Martin Luther King Jr., Viernes Santo, Día de los Caídos, Día de la Independencia, Día del Trabajo, Día de los Veteranos, Acción de Gracias y Navidad. También observamos la festividad adoptada por el condado de Washington, el Juneteenth.

Tipo de servicio	Días de la semana	Tiempos	Tarifa (si procede)
Greenville- RGP	Martes y jueves	Las citas deben hacerse entre las 8:00 y las 11:30	15,00 \$
Williamston, Edenton, Columbia - RGP	Lunes y miércoles	Las citas deben hacerse entre las 10:00 y el mediodía	10,00 \$
Washington, Elizabeth City - RGP	Lunes y miércoles	Las citas deben hacerse entre las 10:00 y el mediodía	15,00 \$
Dentro del condado - RGP	Lunes a viernes	Varía	5,00 \$
Límites de la ciudad de Plymouth-RGP	Lunes a viernes	Varía	1,00 \$

2.2 FUENTES DE FINANCIACIÓN / TABLAS

A efectos de los programas con asistencia federal, la "asistencia federal" incluirá:

1. subvenciones y préstamos de fondos federales;
2. la concesión o donación de bienes federales e intereses sobre la propiedad;
3. el destacamento de personal federal;
4. la venta y arrendamiento de, y el permiso para usar (en una base que no sea casual o transitoria), propiedad federal o cualquier interés en dichos bienes sin contraprestación o a una contraprestación nominal, o a una contraprestación reducida con el propósito de ayudar al destinatario, o en reconocimiento del interés público que se cumplirá con dicha venta o arrendamiento al destinatario; y
5. cualquier acuerdo, acuerdo u otro contrato federal que tenga como uno de sus propósitos la provisión de asistencia.

Cada subvención FTA Formula recibida por nuestro sistema durante el último año, y si los fondos se recibieron a través del NCDOT o directamente de la FTA, se consulta a continuación.

Título de concesión	NCDOT	Acuerdo de libre comercio	Detalles (es decir, propósito, frecuencia y duración de la recepción)
5311 (Subvenciones Fórmula para Áreas Distintas a Zonas Urbanizadas)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5311 (b)(3) (Asistencia en Transporte Rural)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Otros: ROAP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

2.3 PROCESO DE TOMA DE DECISIONES

La Junta de Comisionados del Condado de Washington es la junta de gobierno de Riverlight Transit. Todas las políticas deben ser aprobadas por la junta directiva. La Junta Asesora de Transporte (TAB) proporciona orientación al personal de transporte y recomendaciones a la Junta de Comisionados. El TAM se reúne trimestralmente el tercer miércoles de cada mes en el edificio del Centro de Servicios Humanos del Condado de Washington a las 11:00 de la mañana. La Junta de Comisionados se reúne mensualmente el primer lunes de cada mes a las 18:00 horas en un lugar anunciado.

Nombre de la Junta o Comité	Nombramiento	Elegido	# De miembros
Consejo Asesor de Transporte	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12
Junta de Comisionados	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
	<input type="checkbox"/>	<input type="checkbox"/>	

2.4 COORDINADOR DEL TÍTULO VI

La persona que se indica a continuación ha sido designada como Coordinadora del Título VI para el Tránsito Riverlight del Condado de Washington, y cuenta con suficiente autoridad y responsabilidad para implementar el Programa de No Discriminación del Título VI:

Nombre: Clifton Hardison
Título oficial: Director
Dirección: Apartado de correos 10, Plymouth, NC 27962
Teléfono: (252) 793-4041
Correo electrónico: cliftonh@wcchs.org

Las principales responsabilidades del Coordinador incluyen:

- Mantener el conocimiento del Título VI y los requisitos relacionados.
- Asistir a formación en derechos civiles cuando lo ofrece el NCDOT o cualquier otra agencia reguladora.
- Administrar el Programa de No Discriminación del Título VI y coordinar la implementación de este Plan.
- Formar al personal interno y a los funcionarios sobre sus obligaciones de no discriminación bajo el Título VI.
- Difundir información del Título VI tanto internamente como al público general, incluyendo en idiomas distintos al inglés.
- Presentar información relacionada con el Título VI a los órganos de toma de decisiones para su opinión y aprobación.
- Garantizar que los carteles relacionados con el Título VI se exhiban de forma visible y pública.
- Desarrollar un proceso para recopilar datos relacionados con raza, origen nacional, sexo, edad y discapacidad, con el fin de asegurar que se incluyan y no discriminen a minorías, bajos ingresos y otros grupos desfavorecidos.
- Garantizar que las juntas y comités no electos reflejen el área de servicio y las minorías estén representadas.
- Implementar procedimientos para el procesamiento rápido (recepción, registro, investigación y/o envío) de quejas por discriminación.
- Coordinar y proporcionar información a NCDOT y otras agencias reguladoras durante revisiones de cumplimiento o investigaciones de quejas.
- Resolver rápidamente las áreas de deficiencia para garantizar el cumplimiento de los requisitos de no discriminación del Título VI.

2.5 COORDINADOR Y/O DIRECTOR DE CAMBIO DEL TÍTULO VI

Si el Coordinador o Director del Título VI cambia, este documento y todos los demás documentos que nombren al Coordinador serán actualizados inmediatamente, y una declaración de política actualizada (y un acuerdo de no discriminación, si son independientes) será firmado por el nuevo Director.

2.6 ORGANIGRAMA

Actualmente, Washington County Riverlight Transit emplea a ocho personas que consisten en las siguientes categorías laborales:

- Director
- Supervisor de Transporte

- Coordinador de Transporte
- Pilotos (5)

Un organigrama que muestra el lugar del Coordinador del Título VI dentro de la organización se encuentra en **el Apéndice B**.

2.7 SUBRECEPTORES

El Roanoke Developmental Center y el Washington County Senior Center son subbeneficiarios de la financiación ROAP.

POR FAVOR, VÉASE EL APÉNDICE E.

3.0 DECLARACIÓN DE POLÍTICA DE NO DISCRIMINACIÓN DEL TÍTULO VI

La política de Washington County Riverlight Transit , como beneficiario de ayuda federal, es garantizar que ninguna persona, por motivos de **raza, color, origen nacional, sexo, credo (religión), edad o discapacidad**, sea excluida de participar, se le niegue los beneficios o sea objeto de discriminación en cualquiera de nuestros programas y actividades, según lo previsto por el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de los Derechos Civiles de 1987 y todas las demás leyes y requisitos relacionados con la discriminación.

Clifton Hardison, Director

Fecha

Título VI y Autoridades Relacionadas

El Título VI de la Ley de Derechos Civiles de 1964 (42 U.S.C. Sección 2000d) establece que, "Ninguna persona en Estados Unidos será, por motivos de raza, color u origen nacional, excluida de participar, ser negada de los beneficios o objeto de discriminación en ningún programa o actividad que reciba asistencia financiera federal." La Ley de Restauración de los Derechos Civiles de 1987 (P.L. 100-259) aclaró y restauró la intención original del Título VI ampliando la definición de "programas y actividades" para incluir todos los programas y actividades de los beneficiarios, subreceptores y contratistas de ayuda federal, independientemente de si dichos programas y actividades reciben asistencia federal o no.

Las autoridades relacionadas contra la discriminación incluyen, pero no se limitan a: la regulación del Departamento de Defensa de EE. UU., 49 CFR parte 21, "No discriminación en los programas asistidos federalmente del Departamento de Transporte–Aplicación del Título VI de la Ley de Derechos Civiles"; 49 U.S.C. 5332, "No discriminación (Transporte Público)"; Circular 4702.1B del FTA - Requisitos y directrices del Título VI para beneficiarios de la Administración Federal de Tránsito; Orden DOT 5610.2a, "Acciones para abordar la justicia ambiental en poblaciones minoritarias y de bajos ingresos"; FTA C 4703.1 - Orientación de Política de Justicia Ambiental para Beneficiarios de la Administración Federal de Tránsito; Orientación de política sobre las responsabilidades del beneficiario (DOT) hacia personas con dominio limitado del inglés (LEP), 74 FR 74087; La Ley de Estadounidenses con Discapacidades de 1990, enmendada, P.L. 101-336; Sección 504 de la Ley de Rehabilitación de 1973, 29 U.S.C. 790; Ley de Discriminación por Edad de 1975, enmendada 42 U.S.C. 6101; Título IX de las Enmiendas Educativas de 1972, 20 U.S.C. 1681; Ley Uniforme de Asistencia para la Reubicación y Políticas de Adquisición de Bienes Inmuebles de 1970, 42 U.S.C. 4601; Sección 508 de la Ley de Rehabilitación de 1973, 29 U.S.C. 794d

Implementación

- Esta declaración será firmada por el Director de Washington County Riverlight Transit y renovada cada vez que una nueva persona asuma ese puesto.
- La declaración firmada se colocará en los tableros de anuncios de la oficina, cerca del escritorio de la recepcionista, en salas de reuniones, dentro de vehículos y se difundirá en folletos y otros materiales escritos.
- El *núcleo* de la declaración (excluyendo la firma) circulará *internamente* dentro de los formularios anuales de acuse de reconocimiento.
- La declaración será publicada o proporcionada en idiomas distintos al inglés, cuando sea apropiado.

4.0 AVISO DE NO DISCRIMINACIÓN

- Riverlight Transit opera sus programas y servicios sin distinción de **raza, color, origen nacional, sexo, credo (religión), edad y discapacidad**, de acuerdo con el Título VI de la Ley de Derechos Civiles y leyes relacionadas. Cualquier persona que crea que ha sido perjudicada por cualquier práctica discriminatoria ilegal puede presentar una queja ante Riverlight Transit.
- Para más información sobre el programa de derechos civiles de Washington County Riverlight Transit y los procedimientos para presentar una queja, contacte con Clifton Hardison, director, teléfono: 252-793-4041; correo electrónico cliftonh@wcchs.org; o visita nuestra oficina administrativa en 209 East Main Street, Plymouth, NC 27962. Para más información, visita www.washconc.org.
- Si necesitas información en otro idioma, contacta con el 252-793-4041.
- Un denunciante puede presentar una queja directamente ante el Departamento de Transporte de Carolina del Norte presentándola ante la Oficina de Derechos Civiles, Sección Externa de Derechos Civiles, 1511 Mail Service Center, Raleigh, NC 27699-1511, Atención: Programa de No Discriminación del Título VI; teléfono: 919-508-1808 o 800-522-0453, o TDD/TTY: 800-735-2962.
- Un demandante puede presentar una queja directamente ante la Administración Federal de Tránsito presentando una queja ante la Oficina de Derechos Civiles, Atención: Coordinador del Programa Título VI, Edificio Este, 5ª planta-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Implementación

- El aviso se publicará íntegramente en nuestra página web y en cualquier documento e informe que distribuyamos.
- El aviso se colocará en nuestras oficinas y dentro de nuestros vehículos.
- Los anuncios en periódicos y otras publicaciones incluirán lo siguiente: "Washington County Riverlight Transit opera sin distinción de **raza, color, origen nacional, sexo, credo (religión), edad o discapacidad**. Para más información sobre el programa Título VI de Washington County Riverlight Transit o cómo presentar una queja por discriminación, por favor contacte con Clifton Hardison, director, 252-793-4041; cliftonh@wcchs.org.
- La declaración será publicada o proporcionada en idiomas distintos al inglés, cuando sea apropiado.
- Consulte el **Apéndice C** para las versiones en español y francés de este aviso.

5.0 PROCEDIMIENTOS PARA GARANTIZAR LA ADMINISTRACIÓN NO DISCRIMINATORIA DE PROGRAMAS Y SERVICIOS

Estamos comprometidos con la administración no discriminatoria de nuestros programas y servicios, a nivel de toda la organización. Riverlight Transit recordará a los empleados las obligaciones de no discriminación bajo el Título VI mediante la formación del personal y el uso del **Formulario Anual de Educación y Reconocimiento** que se muestra a continuación. El Coordinador del Título VI evaluará periódicamente las operaciones del programa para asegurar que se cumple esta política.

Formulario anual de educación y reconocimiento

Política de No Discriminación del Título VI

(Título VI y autoridades relacionadas en materia de no discriminación)

Ninguna persona, por motivos de raza, color, origen nacional, sexo, edad, credo o discapacidad, será excluida de participar, se le negaron los beneficios o será objeto de discriminación bajo ningún programa o actividad de un beneficiario de ayuda federal.

Se espera que todos los empleados y representantes de Washington County Riverlight Transit consideren, respeten y respeten esta política en su trabajo y funciones diarias. Si alguien se acerca a usted con una pregunta o queja relacionada con los derechos civiles, por favor diríjase al Sr. Clifton Hardison, Director, en el 252-793-4041.

En todo trato con el público, utiliza títulos cortesanos (por ejemplo, Sr., Sra., Srta, Dr.) para dirigirte o referirse a ellos sin importar su raza, color, origen nacional, sexo, edad o discapacidad.

Acuse de Reconocimiento de Recepción del Programa del Título VI

Por la presente acuso de recibir el Programa del Título VI de Riverlight Transit y otras directrices de no discriminación. He leído el Programa del Título VI y me comprometo a garantizar que ninguna persona sea excluida de participar o se le nieguen los beneficios de los programas, políticas, servicios y actividades de Riverlight Transit por motivos de raza, color, origen nacional, sexo, edad, credo (religión) o discapacidad, tal y como lo establece el Título VI de la Ley de Derechos Civiles de 1964 y leyes relacionadas contra la discriminación.

Firma

Fecha

Implementación

- Periódicamente, pero no más de una vez al año, empleados y representantes recibirán, revisarán y certificarán su compromiso con el Programa Título VI.
- Se informará a los nuevos empleados de las disposiciones del Título VI y de las expectativas para desempeñar sus funciones, se les pedirá que revisen el Programa del Título VI y firmarán el formulario de acuse de reconocimiento.
- Revisión periódica de las prácticas y directrices operativas por parte del Coordinador del Título VI para verificar el cumplimiento del Programa del Título VI. Conserva los documentos de cada revisión en el archivo.
- Los formularios de acuse de recibo firmados y los registros de las evaluaciones internas permanecerán archivados durante al menos tres años.

6.0 ADMINISTRACIÓN DE CONTRATOS

Washington County Riverlight Transit garantiza que todos los contratistas cumplan sus contratos de manera no discriminatoria. Aunque los contratistas no están obligados a preparar un Programa del Título VI, deben cumplir con los requisitos de no discriminación de la organización a la que están contratados. Washington County Riverlight Transit y sus contratistas no discriminarán en la selección y retención de contratistas (en ningún nivel) ni discriminarán en las prácticas laborales relacionadas con ninguno de nuestros proyectos.

6.1 LENGUAJE CONTRACTUAL

I. Durante la ejecución de este contrato, el contratista, por sí mismo, sus cesionarios y sus sucesores interesados (en adelante denominados "contratista") acuerda lo siguiente:

(1) Cumplimiento de las Regulaciones: El contratista (en adelante incluidos consultores) cumplirá con las Leyes y Reglamentos relativos a la No Discriminación en los programas asistidos federalmente del Departamento de Transporte de los EE. UU., Administración Federal de Tránsito (FTA), según puedan ser modificados periódicamente, que se incorporan por referencia y forman parte de este contrato.

(2) No discriminación: El contratista, respecto al trabajo realizado durante el contrato, no discriminará por motivos de raza, color, origen nacional, sexo, edad, credo (religión), bajos ingresos, dominio limitado del inglés o discapacidad en la selección y retención de subcontratistas, incluyendo la adquisición de materiales y los arrendamientos de equipos. El contratista no participará directa o indirectamente en la discriminación prohibida por las Leyes y Reglamentos, incluidas las prácticas laborales, cuando el contrato cubra cualquier actividad, proyecto o programa establecido en el Apéndice B del 49 CFR Parte 21.

(3) Solicitudes para subcontratistas, incluyendo adquisiciones de materiales y equipos: En todas las solicitudes, ya sea mediante licitación competitiva o negociaciones realizadas por el contratista para trabajos que se realizarán bajo un subcontrato, incluyendo adquisiciones de materiales o arrendamientos de equipos, cada posible subcontratista o proveedor será notificado por el contratista de las obligaciones del contratista bajo este contrato y las Leyes y Reglamentos relativos a la No Discriminación en la Motivos de raza, color u origen nacional.

(4) Información e Informes: El contratista proporcionará toda la información e informes requeridos por las Leyes, los Reglamentos y las directivas emitidas conforme a las mismas, y permitirá el acceso a sus libros, registros, cuentas, otras fuentes de información y sus instalaciones según determine el Destinatario o el TLC pertinentes para determinar el cumplimiento de dichas Leyes, Reglamentos e instrucciones. Cuando cualquier información requerida a un contratista esté en posesión exclusiva de otro que no la proporcione o se niegue a proporcionarla, el

contratista certificará tal certificación al destinatario o al FTA, según corresponda, y expondrá los esfuerzos que ha realizado para obtener la información.

(5) Sanciones por incumplimiento: En caso de incumplimiento por parte de un contratista de las disposiciones de no discriminación de este contrato, el Destinatario impondrá las sanciones contractuales que él o el TLC consideren apropiadas, incluyendo, pero no limitado a:

- (a) retener pagos al contratista bajo el contrato hasta que este cumpla; y/o
- (b) cancelar, rescindir o suspender un contrato, total o parcialmente.

(6) Incorporación de Provisiones: El contratista incluirá las disposiciones de los párrafos uno a seis en cada subcontrato, incluyendo la adquisición de materiales y los arrendamientos de equipos, salvo que estén exentos por las Leyes, Reglamentos y directivas emitidas conforme a las mismas. El contratista tomará medidas respecto a cualquier subcontrato o contratación que el Destinatario o el TLC dispongan como medio para hacer cumplir dichas disposiciones, incluidas sanciones por incumplimiento. Siempre que si el contratista se ve involucrado o es amenazado con litigios por un subcontratista o proveedor debido a dicha dirección, el contratista pueda solicitar al Receptor que entre en cualquier litigio para proteger los intereses del Beneficiario. Además, el contratista puede solicitar a los Estados Unidos que entre en litigio para proteger los intereses de los Estados Unidos.

II. Durante la ejecución de este contrato, el contratista, por sí mismo, sus cesionarios y sus sucesores interesados (en adelante denominados "contratista"), acepta cumplir con los siguientes estatutos y autoridades de no discriminación; incluyendo, pero no limitado a:

Autoridades pertinentes de no discriminación

- Título VI de la Ley de Derechos Civiles de 1964 (42 U.S.C. § 2000d y siguientes, 78 stat. 252), (prohíbe la discriminación por motivos de raza, color u origen nacional); y 49 CFR Parte 21.

- La Ley Uniforme de Asistencia para la Reubicación y Políticas de Adquisición de Bienes Inmuebles de 1970 (42 U.S.C. § 4601) (prohíbe el trato injusto a personas desplazadas o cuyas propiedades han sido adquiridas debido a programas y proyectos de ayuda federal o federal);
- Ley de Ayuda Federal de Carreteras de 1973 (23 U.S.C. § 324 y siguientes), (prohíbe la discriminación por razón de sexo);
- La Sección 504 de la Ley de Rehabilitación de 1973 (29 U.S.C. § 794 y siguientes), según lo modificado, (prohíbe la discriminación por motivos de discapacidad); y 49 CFR Parte 27;
- La Ley de Discriminación por Edad de 1975, con sus enmiendas (42 U.S.C. § 6101 y siguientes), (prohíbe la discriminación por edad y por motivos de edad);
- Ley de Mejora de Aeropuertos y Vías Aéreas de 1982 (49 USC § 471, Sección 47123), según lo modificado (prohíbe la discriminación por motivos de raza, credo, color, origen nacional o sexo);
- La Ley de Restauración de los Derechos Civiles de 1987, (PL 100-209), (Amplió el alcance, cobertura y aplicabilidad del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Discriminación por Edad de 1975 y la Sección 504 de la Ley de Rehabilitación de 1973, ampliando la definición de los términos "programas o actividades" para incluir todos los programas o actividades de los beneficiarios de ayuda federal, subbeneficiarios y contratistas, ya sea que dichos programas o actividades estén financiados federalmente o no);
- Títulos II y III de la Ley de Estadounidenses con Discapacidades, que prohíben la discriminación por motivos de discapacidad en la operación de entidades públicas, sistemas de transporte público y privado, lugares de alojamiento público y ciertas entidades de evaluación (42 U.S.C. §§ 12131-12189) según la implementación de las

regulaciones del Departamento de Transporte en 49 C.F.R. partes 37 y 38;

- El estatuto de no discriminación de la Administración Federal de Aviación (49 U.S.C. § 47123) (prohíbe la discriminación por motivos de raza, color, origen nacional y sexo);
- Orden Ejecutiva 12898, Acciones Federales para Abordar la Justicia Ambiental en Poblaciones Minoritarias y Poblaciones de Bajos Ingresos, que garantiza la No Discriminación contra las Poblaciones Minoritarias desalentando programas, políticas y actividades con efectos desproporcionadamente altos y adversos sobre la salud humana o el medio ambiente en poblaciones minoritarias y de bajos ingresos;
- Orden Ejecutiva 13166, Mejora del Acceso a Servicios para Personas con Dominio Limitado del Inglés, y la consiguiente orientación de la agencia, la discriminación por origen nacional incluye la discriminación por Dominio Limitado del Inglés (LEP). Para garantizar el cumplimiento del Título VI, debe tomar medidas razonables para garantizar que las personas LEP tengan acceso significativo a sus programas (70 Fed. Reg. en 74087 a 74100);
- Título IX de las Enmiendas Educativas de 1972, con sus enmendadas, que prohíbe discriminar por razón de sexo en programas o actividades educativas (20 U.S.C. 1681 y siguientes);
- Leyes federales de transporte, específicamente 49 U.S.C. § 5332 (que prohíben la discriminación por motivos de raza, color, religión, origen nacional, sexo (incluida la identidad de género), discapacidad, edad, empleo u oportunidad de negocio).

*El contratista ha leído y conoce los términos anteriores:

Iniciales del contratista

Fecha

Implementación

- El lenguaje de no discriminación anterior (**con** la línea de iniciales) se añadirá a cualquier *contrato, orden de compra y acuerdo existente que no lo incluya, y será inicialado por el funcionario responsable de la otra organización.*
- El lenguaje de no discriminación anterior (**sin** línea inicial) se incorporará como lenguaje estándar antes de la página de firma de nuestros contratos estándar, órdenes de compra y acuerdos.
- El Coordinador del Título VI revisará los *contratos existentes para asegurarse de que se ha añadido el lenguaje.*

6.2 AVISO DE NO DISCRIMINACIÓN A POSIBLES LICITADORES

El Tránsito Riverlight del Condado de Washington, de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y autoridades relacionadas contra la discriminación, y el Título 49 del Código de Regulaciones Federales, Partes 21 y 26, notifica a todos los licitantes que asegurará afirmativamente que, en cualquier contacto establecido en virtud de este anuncio, las empresas minoritarias y femeninas tendrán plena oportunidad de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color, origen nacional, sexo, edad, credo, dominio limitado del inglés, bajos ingresos o discapacidad en consideración para un premio.

Implementación

- El lenguaje anterior de no discriminación se incluirá en todas las convocatorias de ofertas para trabajos o materiales y en las propuestas de acuerdos negociados para asegurar a las empresas interesadas que ofrecemos igualdad de oportunidades y no discriminamos.
- Se realizarán esfuerzos de divulgación con empresas propiedad de minorías y mujeres que trabajen en los campos solicitados y documentados.
- Salvo que sea específicamente exigido bajo los programas de Empresas Desfavorecidas (DBE) o de Acción Afirmativa, todos los contratistas serán seleccionados sin distinción de raza, color, origen nacional o sexo.

7.0 PROCEDIMIENTOS DE QUEJA EXTERNA POR DISCRIMINACIÓN

Estos procedimientos de denuncias por discriminación describen el proceso utilizado por Washington County Riverlight Transit para tramitar quejas de supuesta discriminación presentadas bajo el Título VI de la Ley de Derechos Civiles de 1964 y leyes relacionadas contra la discriminación aplicables a los programas, servicios y actividades de Riverlight Transit del condado de Washington. Las quejas serán investigadas por la autoridad correspondiente. Al finalizar la investigación, se informará al denunciante de todas las vías de apelación. Se hará todo lo posible para lograr una resolución temprana de las quejas al menor nivel posible por medios informales.

PRESENTACIÓN DE QUEJAS

1. **Aplicabilidad** – Estos procedimientos se aplican a los beneficiarios de nuestros programas, actividades y servicios, como el público y cualquier consultor/contratista que contratemos.
2. **Elegibilidad** – Cualquier persona o clase de personas que crea haber sido objeto de discriminación o represalia prohibida por cualquiera de las autoridades de Derechos Civiles por motivos de raza, color, sexo, edad, origen nacional, credo (religión) o discapacidad, podrá presentar una denuncia por escrito. La ley prohíbe cualquier tipo de intimidación o represalia. La queja puede ser presentada por la persona afectada o por un representante y debe ser por escrito.
3. **Plazos y opciones para presentar** – Una queja debe presentarse a más tardar 180 días naturales después de lo siguiente:
 - La fecha del presunto acto de discriminación; o
 - La fecha en que la(s) persona(s) tomaron conocimiento de la supuesta discriminación; o
 - Cuando ha habido un curso de conducta continuado, la fecha en que se suspendió o el último caso de dicha conducta.

Las quejas pueden presentarse a las siguientes entidades:

- **Washington County Riverlight Transit, Coordinador del Título VI, PO Box 10, Plymouth, NC 27962, (252) 793-4041.**
 - **Departamento de Transporte de Carolina del Norte**, Oficina de Derechos Civiles, Sección Externa de Derechos Civiles, Centro de Servicios Postales 1511, Raleigh, NC 27699-1511; 984-236-1200
 - **Departamento de Transporte de EE. UU.**, Oficina Departamental de Derechos Civiles, División de Programas Externos de Derechos Civiles, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
 - **Administración Federal de Tránsito**, Oficina de Derechos Civiles, ATTN: Coordinador del Programa Título VI, Edificio Este 5ª Planta – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
 - **Departamento de Justicia de EE. UU.**, Sección de Litigios Especiales, División de Derechos Civiles, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 o número gratuito 877-218-5228
4. **Formato de las quejas** – Las quejas deberán estar en **Escritura y firmado** por el/los denunciante(s) o un representante, e incluye el nombre, dirección y número de teléfono del demandante. Las quejas recibidas por fax o correo electrónico serán reconocidas y procesadas. Las denuncias recibidas por teléfono o en persona serán reducidas a escrito, podrán ser registradas y serán proporcionadas al denunciante para su confirmación o revisión antes de su procesamiento. Las quejas serán aceptadas en otros idiomas, incluido el Braille.
 5. **Formulario de queja por discriminación** – El Formulario de Queja por Discriminación es coherente con las Certificaciones y Garantías de la FTA, "Garantía de No Discriminación".

- 6. Base de la queja** – Las acusaciones deben basarse en cuestiones relacionadas con raza, color, origen nacional, sexo, edad, credo (religión) o discapacidad. El término "base" se refiere a la pertenencia del demandante a una categoría de grupo protegido.

Categorías protegidas	Definición	Ejemplos	Estatutos y regulaciones aplicables
			Acuerdo de libre comercio
Carrera	Un individuo perteneciente a uno de los grupos raciales aceptados; o la percepción, basada generalmente en características físicas, de que una persona pertenece a un grupo racial	Negro/afroamericano, hispano/latino, asiático, indio americano/nativo de Alaska, nativo hawaiano/isleño del Pacífico, blanco	Título VI de la Ley de Derechos Civiles de 1964; 49 CFR Parte 21; 49 U.S.C. 5332(b); Circular del FTA 4702.1B
Color	Color de piel, incluyendo el tono de piel dentro de un grupo racial	Negro, blanco, marrón, amarillo, etc.	
Origen nacional	Lugar de nacimiento. La ciudadanía no es un factor. También se cubre la discriminación basada en el idioma o el acento de una persona.	Mexicanos, cubanos, japoneses, vietnamitas, chinos	
Sexo	Género	Mujeres y hombres	49 U.S.C. 5332(b); Título IX de las Enmiendas Educativas de 1972
Edad	Personas de cualquier edad	Persona de 21 años	Ley de Discriminación por Edad de 1975
Discapacidad	Discapacidad física o mental, permanente o temporal, o percibida.	Ciego, alcohólico, paraamputado, epiléptico, diabético, artrítico	Sección 504 de la Ley de Rehabilitación de 1973; Ley de Estadounidenses con Discapacidades de 1990
Credo	Religión.	Musulmán, cristiano, hindú, ateo	49 U.S.C. 5332(b)

Tramitación de quejas

1. Cuando se reciba una queja, se enviará una Carta de Acuse de Acuse de Rección y un Formulario de Consentimiento/Liberación del Denunciante al demandante en un plazo de diez (10) días hábiles por correo certificado.
2. Consultaremos con el Programa NCDOT Título VI para determinar la aceptabilidad y jurisdicción de todas las quejas recibidas. (Nota: Si el NCDOT investiga, el Programa del Título VI será responsable del resto de este proceso. Registraremos la transferencia de responsabilidad en nuestro registro de reclamaciones).
3. Se solicitará información adicional si la queja no está completa. Al denunciante se le concederán 15 días laborables para presentar cualquier información solicitada y el formulario de Consentimiento firmado. No hacerlo puede considerarse una causa justificada para una determinación de no tener mérito investigativo.
4. Una vez recibida la información solicitada y la determinación de la jurisdicción, notificaremos al demandante y al demandado si la denuncia tiene suficiente fundamento para justificar la investigación.
5. Si la denuncia es investigada, la notificación deberá exponer los motivos de nuestra jurisdicción, informando a las partes de que se requerirá su total cooperación para recopilar información adicional y asistir al investigador.
6. Si la denuncia no justifica investigación, la notificación al denunciante deberá indicar específicamente el motivo de la decisión.

Registro de quejas

1. Cuando se recibe una queja, esta se introduce en el Registro de Denuncias por Discriminación junto con otra información pertinente y se asigna un **número de caso**. (Nota: Todas las quejas deben registrarse).

2. El registro de quejas se enviará a la oficina de Derechos Civiles del NCDOT durante las revisiones de cumplimiento del Título VI. (Nota: NCDOT también puede solicitar el registro de reclamaciones durante los procesos previos a la aprobación de la concesión).
3. Se introducirán los **años de registro** desde la última presentación (por ejemplo, 2015-2018, 2017-2018, FFY 2018 o 2018) y el registro de quejas se firmará antes de enviarlo al NCDOT.
4. Al **reportar que no hay quejas**, marca la **casilla Sin quejas ni demandas** y firma el registro.



CONDADO DE WASHINGTON
DEPARTAMENTO DE SERVICIOS
SOCIALES

Teléfono {252} 793-4041

Fax {252} 793-3195

Formulario de queja bajo el ADA/Título VI

Antecedentes

Este formulario se utiliza tanto para quejas bajo el Título VI como bajo la Ley de Estadounidenses con Discapacidades (ADA).

El Derecho Civil de 1964 (Título VI) identifica las tres clases protegidas por el Título VI — raza, color y origen nacional — y permite al denunciante seleccionar una o más de esas clases protegidas como base/base para la discriminación. Si alguna de las poblaciones de Dominio Limitado del Inglés (LEP) en nuestra área de servicio cumple el umbral de Puerto Seguro, el procedimiento se proporcionará en inglés y en cualquier otro idioma(s) hablado(s) por las poblaciones LEP que cumplan con el Umbral de Puerto Seguro.

La Ley de Estadounidenses con Discapacidades de 1990 (ADA) protege que ninguna persona con discapacidad puede ser excluida, por motivos de discapacidad, de participar, ni ser negada de los beneficios o objeto de discriminación bajo ningún programa, servicio o actividad financiada federalmente.

Riverlight Transit se compromete a proporcionar servicios no discriminatorios para garantizar que ninguna persona sea excluida de participar, ni se le niegue los beneficios, ni sufra discriminación en la recepción de sus servicios por motivos de raza, color u origen nacional, protegido por el Título VI de la Ley de Derechos Civiles de 1964 (Título VI), así como a proporcionar protección que ninguna persona con discapacidad debe hacer por motivos de discapacidad, ser excluidos de participar, ser negados de los beneficios o ser objeto de discriminación según lo establecido en la Ley de Estadounidenses con Discapacidades de 1990 (ADA).

Si considera que ha sido discriminado, por favor proporcione la siguiente información necesaria para facilitar el procesamiento de su queja. Si se necesita ayuda para completar el formulario, o si tiene preguntas, no dude en llamar al Coordinador de ADA/Título VI al . 252-793-4041 **Una vez completado, devuelva una copia firmada y fechada a:**

Clifton Hardison, Director
Departamento de Servicios Sociales del Condado de Washington
Apartado de correos 10
Plymouth NC 27962

Nota: La siguiente información es necesaria para ayudarnos a tramitar su reclamación. Si necesita ayuda para completar este formulario, por favor llame a .252-793-4041

Por favor, revisa uno de los siguientes puntos a continuación:

- Queja ante la ADA o Queja bajo el Título VI

Parte I.

Nombre: _____

Dirección: _____

Teléfono: _____

Dirección de correo electrónico: _____

Se necesitan formatos adicionales:

- Ninguno TDD
 Letra grande Cinta de audio
 Otros

Parte II.

¿Estás presentando esta queja en tu propio nombre?

- Sí – Continúa con la Parte III
 No – Por favor, proporciona el nombre y tu relación con esta persona:

Nombre de la persona: _____

Tu relación: _____

Por favor, explica por qué has presentado la solicitud para un tercero:

Confirmar:

- He obtenido permiso de la parte perjudicada para presentar este formulario en su nombre.
- No he confirmado el permiso para presentar este formulario en nombre de la parte perjudicada.

Parte III.

Creo que la discriminación que sufrí se basó en:

- Carrera
- Color
- Origen nacional
- Mi discapacidad
- Otros: _____

Fecha de la supuesta discriminación: _____

Explica lo más claramente posible qué pasó y por qué crees que fuiste discriminado. Describe a todas las personas que participaron. Incluye el nombre y la información de contacto de la(s) persona(s) que te discriminaron (si se conoce), así como los nombres e información de contacto de cualquier testigo.

Parte IV.

¿Has presentado previamente una queja bajo la ADA y/o el Título VI ante esta agencia?

- Sí
- No

Parte V.

¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal?

Sí

No

Si es así, comprueba todo lo que se aplica:

Agencia Federal Tribunal Federal

Agencia Estatal Tribunal Estatal

Agencia Local

Por favor, proporcione la información de contacto de una persona en la agencia o tribunal donde se presentó la queja:

Nombre: _____

Título: _____

Agencia: _____

Dirección: _____

Teléfono: _____

Correo electrónico: _____

Parte VI.

El nombre de la queja de la agencia es contra: DBA DSS del condado de Washington Luz del río
Transporte

Persona de contacto: Clifton Hardison

Título: DSS Director

Número de teléfono: 252-793- 4041

Aviso importante: Para proteger sus derechos, su queja debe presentarse dentro de los 180 días siguientes a la fecha de la supuesta discriminación. No presentar la demanda en un plazo de 180 días puede resultar en la desestimación de la queja. Puede adjuntar cualquier material escrito adicional u otra información que considere relevante para su queja en este formulario.

A continuación se requiere firma y fecha.

Firma de la persona que presenta la queja

Fecha

ORIENTACIÓN DE INVESTIGACIÓN

- A. Alcance de la investigación** – Una investigación debe limitarse a los asuntos y hechos relevantes para las acusaciones de la denuncia, a menos que haya evidencia que demuestre la necesidad de ampliar los asuntos.
- B. Desarrollo de un Plan de Investigación** – Se recomienda que el investigador prepare un Plan de Investigación (PI) para definir los problemas y trazar el plan para completar la investigación. La IP debe seguir el esquema que se muestra a continuación:
1. Nombre y dirección del denunciante (nombre y dirección del abogado si procede)
 2. Nombre y dirección del demandado (Abogado del nombre y dirección del demandado)
 3. Ley(s) aplicable(s)
 4. Base/s
 5. Acusación(es)/Asunto(s)
 6. Antecedentes
 7. Nombre de las personas a entrevistar
 - a. Preguntas para el(los) demandante(s)
 - b. Preguntas para el/los encuestado(s)
 - c. Preguntas para testigos.
 8. Pruebas a obtener durante la investigación
 - a. Cuestión – por ejemplo, el Demandante alega que su comunidad predominantemente afroamericana fue excluida de una reunión sobre un proyecto futuro que podría afectar a la comunidad.
 - i. Documentos necesarios: por ejemplo, lista de correo que muestre todas las direcciones físicas, números de apartado postal, nombres de propietarios y fechas en que se envió la notificación de la reunión; otros métodos utilizados por el RPO para anunciar la reunión.
- C. Solicitud de información** – El investigador debe recopilar datos e información pertinentes a los asuntos planteados en la denuncia.
- D. Entrevistas** – Las entrevistas deben realizarse con el denunciante, el demandado y los testigos correspondientes durante el proceso de investigación. Se realizan entrevistas para comprender mejor la situación descrita en la denuncia por discriminación. El objetivo principal durante la entrevista es obtener información que respalde o refute las acusaciones.
- E. Desarrollo de un informe de investigación** – El investigador debe preparar un informe de investigación en el que exponga todos los hechos relevantes obtenidos durante la investigación. El informe debe incluir un hallazgo para cada problema. A continuación se proporciona un informe de investigación de ejemplo.

PLANTILLA/EJEMPLO de Informe de Investigación

I. NOMBRE DE LA DENUNCIANTE (o abogado de la/s denunciante) – nombre y dirección si corresponde
Nombre, Dirección, Teléfono: 999-999-9999

II. DEMANDADO(S) (o abogado del demandado(s) – nombre y dirección si procede)
Nombre, Dirección, Teléfono: 999-999-9999

III. LEGISLACIÓN/REGULACIÓN APLICABLE

[Por ejemplo, el Título VI de la Ley de Derechos Civiles de 1964 (42 U.S.C. 2000d); 49 CFR §21.11; 49 CFR §26.53]

IV. BASE DE QUEJAS

[Por ejemplo, raza, color, origen nacional, credo (religión), sexo, edad, discapacidad]]

V. PROBLEMAS/ACUSACIONES

[Describe en secuencia lógica cada acusación, incluyendo la base prohibida para la supuesta conducta discriminatoria (por ejemplo, raza, color, credo, sexo, origen nacional, edad o discapacidad) y la disposición legal o regulatoria específica que la acusación violaría si se demuestra cierta.]

Problema #1 – El denunciante alega que el sistema de transporte no informó a las comunidades minoritarias sobre los aumentos de tarifas.

Problema #2 – El demandante alega que el sistema de transporte no ha dado suficiente publicidad ni celebrado reuniones públicas para compartir información sobre aumentos de tarifas y cambios de ruta que afectan a ciudadanos de bajos ingresos y minorías.

VI. ANTECEDENTES

[Proporcionar información detallada sobre la denuncia, incluyendo una visión histórica del caso, incluyendo cualquier actividad o acción tomada antes de aceptar la denuncia para investigación.]

VII. PROCEDIMIENTO INVESTIGATIVO

[Describe en detalle los métodos utilizados para llevar a cabo la investigación, como solicitudes de documentos, entrevistas y visitas a los lugares. Incluye los nombres y direcciones de los testigos, documentos recibidos y/o revisados, correos electrónicos enviados y recibidos.]

VIII. CUESTIONES / HALLAZGOS DE HECHOS

[Proporcionar una descripción detallada del análisis del investigador sobre cada acusación, basada en hallazgos claros y fáctens. Incluye pruebas específicas que respalden tus conclusiones.]

IX. CONCLUSIÓN

[Indique si se produjo o no discriminación. Las conclusiones deben basarse en la evidencia y ser defendibles. Prueba las conclusiones considerando todos los posibles argumentos de refutación del demandado y el denunciante. Tanto el demandado como el demandante deberían tener la oportunidad de confirmar o refutar las afirmaciones de la otra parte y tus conclusiones, pero todas las pruebas que has presentado deberían hablar por sí mismas.]

X. ACCIONES RECOMENDADAS

[Exponer qué debe hacerse para remediar las conclusiones o, si es necesario, hacer justicia para el demandante.]

APÉNDICE

[Incluye en el Apéndice cualquier material complementario que respalde tus hallazgos y conclusiones.]

8.0 CARACTERÍSTICAS DE LA POBLACIÓN DEL ÁREA DE SERVICIO

Para garantizar que se cumplan los requisitos de reporte del Título VI, recopilaremos y mantendremos datos poblacionales sobre los beneficiarios potenciales y reales de nuestros programas y servicios. Esta sección contiene datos poblacionales relevantes para nuestro área de servicio en general. Estos datos proporcionan contexto para el Programa de No Discriminación del Título VI y se utilizarán para garantizar la no discriminación en la divulgación pública y la prestación de nuestros programas y servicios.

8.1 RAZA Y ETNICIDAD

La siguiente tabla se completó utilizando datos de la Tabla Censal DP05, Demografía de ACS y Estimaciones de Vivienda.

Raza y etnicidad	Número	Porcentaje
Población total	10,905	100
Blanco	5,455	50
Negro o afroamericano	5,445	49.9
Indio americano o nativo de Alaska	142	1.3
Asiático	62	.6
Hawaianos nativos y otros isleños del Pacífico	0	0
Otra raza	0	0
Dos o más razas	278	2.5
HISPANO O LATINO (de cualquier raza)	426	3.9
Mexicano	259	2.4
Puerto Rico	87	.8
Cubano	44	.4
Otros hispanos o latinos	36	.3

8.2 EDAD Y SEXO

La siguiente tabla se completó utilizando datos de la Tabla del Censo S0101, Grupos de Edad y Sexo.

Edad	Número			Porcentaje		
	Ambos sexos	Masculino	Femenino	Ambos sexos	Masculino	Femenino
Población total	10,905	5,460	5,445	100%	50%	49.9%
Menos de 5 años	241	182	59	2.2%	3.3%	1.1%
Menores de 18 años	2,018	1,320	698	18.5%	24.2%	12.8%
De 18 a 64 años	4,754	2,356	2,398	81.5%	75.8%	76%
65 años y más	2,984	1,354	1,630	27.4%	24.8%	29.9%
Edad mediana	49.3	45	52.6			

8.3 DISCAPACIDAD

La siguiente tabla se completó utilizando datos de la Tabla Censal S1810, Características de la Discapacidad:

Tema	Total		Con una discapacidad		Porcentaje con discapacidad	
	Estimación	Margen de error +/-	Estimación	Margen de error +/-	Estimación	Margen de error +/-
Población civil total no institucionalizada	10,721	69	2,798	317	26.1%	3
Población menor de 5 años	241	130	0	21	0%	70.7
Población de 5 a 17 años	1,772	170	63	62	3.6%	3.5
Población de 18 a 64 años	5,807	136	165	99	2.8%	1.7
Población de 65 años o más	2,901	40	386	128	13.3%	4.4
SEXO						
Masculino	5,337	207	1,357	219	25.4%	4.4
Femenino	5,384	204	1,441	184	26.8%	3.4
RAZA Y ORIGEN HISPANO O LATINO						
Blanco	4,959	134	1,279	206	25.8%	4.3
Negro o afroamericano	5,355	206	1,381	235	25.8%	4.3
Indio americano e nativo de Alaska	0	21	0	21	0	0
Asiático	11	19	0	21	0	100
Nativos Americanos y otros isleños del Pacífico	0	21	0	21	0	0
Otra raza	23	57	0	21	0	70.7
Dos o más razas	373	215	138	111	37.0%	21.6
Hispano o latino	425	3	75	77	17.6%	18.1

8.4 POBREZA

La siguiente tabla se completó utilizando datos de la Tabla del Censo S1701, Estado de Pobreza en los últimos 12 meses:

Tema	Total		Por debajo del umbral de pobreza		Porcentaje por debajo del umbral de pobreza	
	Estimación	Margen de error +/-	Estimación	Margen de error +/-	Estimación	Margen de error +/-
Población para la que se determina el estado de pobreza	10,649	139	2,631	486	24.7%	4.6
EDAD						
Sub-18	1,888	170	637	210	33.7%	10.4
18 a 64	5,860	119	1,633	344	27.9%	6.0
65 años y más	2,901	40	361	134	12.4%	4.6
SEXO						
Masculino	5,357	197	1,628	316	30.4%	6.2
Femenino	5,292	233	1,003	268	19.0	5.0
RAZA Y ORIGEN HISPANO O LATINO						
Blanco	4,998	186	668	272	13.7%	5.6
Negro o afroamericano	5,355	206	1,921	390	35.9%	6.9
Indio americano e nativo de Alaska	0	21	0	21	0%	100
Asiático	11	19	0	21	0%	100
Nativos Americanos y otros isleños del Pacífico	0	21	0	21	0%	100
Otra raza	23	57	0	21	0	70.7
Dos o más razas	373	215	42	68	11.3%	18.2
Hispano o latino	425	3	206	157	48.5%	37.1
RAZA Y ORIGEN HISPANO O LATINO						
Todos los individuos a continuación:						
50 por ciento del nivel de pobreza	999	415	X	X	X	X
125 por ciento del nivel de pobreza	3,495	663	X	X	X	X
150 por ciento del nivel de pobreza	4,091	613	X	X	X	X
185 por ciento del nivel de pobreza	5,027	618	X	X	X	X
200 por ciento del nivel de pobreza	5,320	613	X	X	X	X

8,5 INGRESOS POR HOGAR

La siguiente tabla se completó utilizando datos de la Tabla del Censo S1901, Ingresos en los últimos 12 meses (en dólares ajustados por inflación 2022):

Tema	Hogares	
	Estimación	Margen de error +/-
Total	4,832	263
Menos de 10.000 dólares	10.9%	4.2
De 10.000 a 14.999 dólares	8.2%	3.8
De 15.000 a 24.999 dólares	14.0%	4.4
De 25.000 a 34.999 dólares	8.4%	3.3
35.000 a 49.999 dólares	16.4%	3.6
De 50.000 a 74.999 dólares	16.6%	4.0
De 75.000 a 99.999 dólares	12.7%	3.0
De 100.000 a 149.999 dólares	7.9%	2.5
De 150.000 a 199.999 dólares	2.3%	1.7
200.000 dólares o más	2.6%	1.3
Ingreso medio (dólares)	41,750	7,274
Ingreso medio (dólares)	59,553	8,592

8.6 POBLACIONES CON DOMINIO LIMITADO DEL INGLÉS

Un gráfico que muestra las Poblaciones de Competencia Limitada se encuentra al final de esta política, en el Apéndice D.

8.7 UBICACIONES DE POBLACIÓN

Los beneficiarios de ayuda federal deben identificar las características y ubicaciones de las poblaciones a las que sirven, especialmente por raza/etnia, pobreza y limitado dominio del inglés. Documentaremos esto de forma narrativa o mediante mapas que superpongan límites y características demográficas en comunidades específicas, y proporcionaremos esta información al NCDOT cuando se solicite.

9 ANÁLISIS DE EQUIDAD DEL TÍTULO VI (Y EVALUACIONES DE JUSTICIA AMBIENTAL)

Análisis de Equidad del Título VI. De acuerdo con la Circular 4702.1B del TLC, se realizará un análisis de capital bajo el Título VI siempre que construyamos una instalación, como un almacén de vehículos, un centro de mantenimiento o un centro de operaciones. El análisis de equidad se realizará durante la fase de planificación, en relación con la ubicación de la instalación, para determinar si el proyecto podría tener un impacto dispar en las comunidades minoritarias basado en raza, color u origen nacional. Por ello, analizaremos varias alternativas antes de seleccionar un emplazamiento para la instalación. Se documentarán datos demográficos específicos de cada proyecto sobre las comunidades potencialmente afectadas y su participación en las actividades de toma de decisiones. Los Análisis de Equidad del Título VI permanecerán archivados indefinidamente, y se proporcionarán copias al NCDOT, a petición, durante revisiones de cumplimiento o investigaciones de quejas.

Análisis de justicia ambiental. Como exige el FTA C 4703.1, se realizarán análisis de justicia ambiental (EJ) para determinar si nuestros programas, políticas o actividades provocarán efectos desproporcionadamente altos y adversos para la salud humana y el medio ambiente en las poblaciones minoritarias y de bajos ingresos. EJ se aplica a nuestros proyectos, como cuando construimos o modificamos una instalación, y a nuestras políticas, como cuando habrá un cambio en el servicio, las comodidades o las tarifas. Por ello, analizaremos diversas alternativas y buscaremos la opinión de las comunidades potencialmente afectadas antes de tomar una decisión final. Se recopilarán datos demográficos para documentar su participación en el proceso de toma de decisiones. Los análisis EJ permanecerán archivados indefinidamente y se proporcionarán copias al NCDOT, a petición, durante revisiones de cumplimiento o investigaciones de quejas.

10 PARTICIPACIÓN PÚBLICA

10.1 INTRODUCCIÓN

La participación pública efectiva es un elemento clave para abordar el Título VI en la toma de decisiones. Este **Plan de Participación** Pública describe cómo el Tránsito Riverlight del Condado de Washington difundirá información vital de las agencias y comprometerá al público. Buscaremos y consideraremos las aportaciones y necesidades de las partes interesadas y de grupos tradicionalmente desatendidos por los sistemas de transporte que puedan enfrentar dificultades para acceder a nuestros servicios, como las personas minoritarias y con dominio limitado del inglés (LEP). Detrás de estos esfuerzos está nuestro compromiso de determinar los métodos de divulgación más efectivos para un proyecto o población determinada.

Las prácticas generales de participación pública incluirán:

- Ampliando los métodos tradicionales de divulgación. Piensa fuera de lo común: ve a peluquerías, barberías, ferias callejeras, etc.
- Proporcionando un compromiso temprano, frecuente y continuo por parte del público.
- Uso de redes sociales y otros recursos como forma de lograr la participación pública.
- Coordinación con organizaciones comunitarias y religiosas como el Enlace Hispano, instituciones educativas y otras entidades para implementar estrategias de participación pública que lleguen específicamente a miembros de las minorías y/o comunidades LEP afectadas.
- Ofrecer oportunidades de participación pública por medios distintos a la comunicación escrita, como entrevistas personales o el uso de dispositivos de grabación de audio o vídeo para capturar comentarios orales.
- Considerando anuncios en radio, televisión o periódicos en emisoras y publicaciones que atienden a poblaciones LEP. La divulgación de personas LEP también podría incluir programación de audio disponible en podcasts.

10.2 NOTIFICACIÓN PÚBLICA

Los pasajeros y otras personas interesadas serán informados de sus derechos bajo el Título VI y las autoridades relacionadas con nuestro programa. El medio principal para lograr esto será publicar y difundir la declaración de política y el aviso, tal como se estipula en las Secciones 3.0 y 4.0, respectivamente. Medidas adicionales pueden incluir anunciar verbalmente nuestras obligaciones y los derechos del público en las reuniones, colocar folletos en lugares frecuentados por poblaciones objetivo y un acompañamiento de igualdad de oportunidades al final de los anuncios de radio. El método de notificación se determinará mediante un primer cribado de la zona.

10.3 DIFUSIÓN DE INFORMACIÓN

La información sobre el Título VI y otros programas será elaborada y difundida a empleados, contratistas y subbeneficiarios, partes interesadas y al público en general. Los esfuerzos de difusión pública pueden variar según los factores presentes, pero generalmente incluirán: publicar declaraciones públicas que expongan nuestra política de no discriminación en diseños y ubicaciones llamativos; colocar folletos en lugares públicos, como oficinas gubernamentales, instalaciones de transporte y bibliotecas; tener un lenguaje de no discriminación en los contratos; incluyendo avisos de no discriminación en anuncios de reuniones y folletos; y mostrar nuestro Aviso de No Discriminación en todas nuestras reuniones públicas.

Como mínimo, la información sobre la no discriminación se difundirá en nuestra página web y en carteles en las zonas visibles de nuestra(s) oficina(s). La información relacionada con el proyecto y nuestra información más actualizada relacionada con el Título VI se mantendrá en línea.

10.4 REUNIONES Y DIVULGACIÓN

No existe un enfoque único para la participación pública. Se utilizarán diversos métodos integrales y dirigidos de participación pública para facilitar una participación pública significativa. Los métodos para involucrar a los actores y públicos objetivo, incluidas poblaciones tradicionalmente desatendidas y excluidas (es decir, minorías, jóvenes, personas de bajos ingresos, personas con discapacidad, etc.) incluirán los siguientes:

Relaciones públicas y divulgación

Las estrategias de relaciones públicas y divulgación (PRO) tienen como objetivo llevar a cabo eventos de participación pública bien planificados, inclusivos y significativos que fomenten buenas relaciones y confianza mutua mediante la toma de decisiones compartida con las comunidades a las que servimos.

- Buscaremos y facilitaremos la implicación de quienes puedan verse afectados.
- Los eventos públicos buscarán ser colaborativos, divertidos y educativos para todos, en lugar de confrontativos y prescriptivos.
- Los planes de medios suelen incluir múltiples canales de comunicación como envíos postales, radio, televisión y anuncios en periódicos.
- Se evitarán los objetivos abstractos en los anuncios de reuniones. Se usarán razones específicas "que llamen la atención" para asistir, como "Ayúdanos a averiguar cómo aliviar la congestión en [nombre del pasillo]" o "¿Cuánto debería costar viajar en autobús?" Avisadnos en [fecha]."
- Se harán esfuerzos para mostrar cómo la aportación de los participantes puede, o influyó, en las decisiones finales.
- Haremos todo lo posible por formar comités de toma de decisiones que se parezcan y se relacionen con las poblaciones a las que servimos.

- Buscaremos e identificaremos contactos comunitarios y colaboraremos con organizaciones locales basadas en la comunidad y la fe que puedan representar y ayudarnos a difundir información a las bases objetivo.
- Se solicitarán datos demográficos durante reuniones públicas, encuestas y a contactos comunitarios y miembros de comités.

Reuniones públicas

"Reunión pública" se refiere a cualquier reunión abierta al público, como audiencias, charretas, jornadas de puertas abiertas y reuniones de la junta.

- Las reuniones públicas se celebrarán en horarios, lugares e instalaciones que sean convenientes y accesibles.
- Los materiales de la reunión estarán disponibles en una variedad de formatos predeterminados para atender a públicos diversos.
- Se pueden emplear diversos medios publicitarios para informar a la comunidad sobre reuniones públicas.
- Se proporcionará asistencia a personas con discapacidad o con dominio limitado del inglés, según sea necesario.

Reuniones de Pequeños Grupos

Una reunión de grupos pequeños es una medida dirigida en la que se celebra una reunión con un grupo específico, normalmente a petición o consentimiento de ellos. A menudo son reuniones a puerta cerrada, ya que suelen celebrarse en propiedad privada a petición del propietario.

- Si se determina que un grupo objetivo no ha tenido oportunidades suficientes para participar, se contactará con el grupo para preguntar sobre posibles métodos de participación, incluyendo una reunión grupal con ellos de forma individual.
- Salvo circunstancias inusuales o preocupaciones de seguridad, celebra la reunión en un lugar elegido por el grupo objetivo.
- Comparte las tareas de facilitación o cédulas a los miembros del grupo objetivo.
- Los formatos de discusión en grupos pequeños pueden integrarse en reuniones públicas y talleres de grupos más grandes. Cuando esto ocurra, los grupos más pequeños serán tan diversos como los participantes en la sala.

Topografía Comunitaria

- Las encuestas de opinión se utilizarán ocasionalmente para obtener opiniones de grupos objetivo o del público general sobre sus necesidades de transporte, la calidad o costes de nuestros servicios, y comentarios sobre nuestros esfuerzos de divulgación pública.
- Las encuestas pueden realizarse por teléfono, puerta a puerta, en ferias comunitarias, colocando buzones de entrega en lugares ideales o con la ayuda de otras agencias locales como los servicios sociales.
- Las encuestas se traducirán a idiomas distintos al inglés, cuando sea apropiado.

10.5 DOMINIO LIMITADO DEL INGLÉS

Las personas con dominio limitado del inglés (LEP) son personas para quienes el inglés no es su lengua principal y que tienen una capacidad limitada para leer, escribir, hablar o entender el inglés. Estas personas informaron a la Oficina del Censo de EE. UU. que hablan inglés muy poco bueno.

Para cumplir con la Guía de Política LEP del USDOT y la Orden Ejecutiva 13166, esta sección de nuestro Plan del Título VI detalla los pasos que tomaremos para garantizar un acceso significativo de las personas LEP a todos los beneficios, servicios e información proporcionados en el marco de nuestros programas y

actividades. Se realizó un análisis de cuatro factores para determinar los grupos lingüísticos LEP presentes en nuestra área de planificación y los servicios lingüísticos específicos que se necesitan.

Análisis de Cuatro Factores

Este Análisis de Cuatro Factores es una evaluación individualizada que equilibra los siguientes cuatro factores:

- (1) El número o proporción de personas LEP elegibles para ser atendidas o que probablemente serán encontradas por un programa, actividad o servicio del beneficiario o beneficiario;
- (2) La frecuencia con la que las personas LEP entran en contacto con el programa;
- (3) La naturaleza e importancia del programa, actividad o servicio prestado por el beneficiario a la vida de las personas; y
- (4) Los recursos disponibles para el destinatario y los costes.

Factor #1: El número o proporción de personas LEP elegibles para ser atendidas o que probablemente se encuentren en el programa, actividad o servicio del beneficiario.

IDIOMA HABLADO EN CASA	Estimación	Margen de error	Porcentaje de la población	Margen de error
Total (población de 5 años o más):	10,664	+/- 130	100%	(X)
Habla solo inglés	10,597	+/-145	99.4%	+/- 0.6
Criollo español o español:	58	+/- 67	0.5%	+/- 0.6%
Habla inglés "muy bien"	58	+/- 67	100.0%	+/- 44.5%
Habla inglés menos que "muy bien"	0	+/- 21	0.0%	+/- 44.5 %
Otras lenguas indoeuropeas:	9	+/- 15	0.1%	+/- 0.1 %
Habla inglés "muy bien"	0	+/- 21	0.0%	+/-0.0 %
Habla inglés menos que "muy bien"	9	+/- 15	100.0%	+/- 100%

El condado de Washington, Carolina del Norte, tiene una población estimada de 10.664 habitantes y aproximadamente 58 personas han sido identificadas como hispanohablantes y el 0% que pueden hablar inglés menos que bien. Solo se identificó otro grupo lingüístico y fue Otras lenguas indoeuropeas, con 9 personas identificadas como hablando inglés menos que "muy débil". Ninguna alcanzó el umbral de más del 5% o 1.000 personas. Esto significa que, en este momento, el Riverlight Transit System no está obligado a proporcionar traducción escrita de documentos vitales en estos idiomas. Sin embargo, el folleto de los sistemas de transporte se publica en español. Además, el Departamento de Servicios Sociales del Condado de Washington contrata a Pacific Interpreters. A cada cliente con dominio limitado de inglés (LEP) que entre en la agencia solicitando servicios se le entregará un formulario de Acuerdo de Servicio de Idioma para Cliente LEP (DSS 10001). Este formulario ofrece al cliente los servicios de un intérprete/traductor sin coste alguno para el cliente.

Factor #2: La frecuencia con la que las personas LEP entran en contacto con el programa.

[El Sistema de Tránsito Riverlight será entrenado sobre qué hacer cuando se encuentren con una persona que hable poco bien inglés. El Sistema de Tránsito Riverlight seguirá el número de encuentros y considerará realizar ajustes según sea necesario en sus esfuerzos de divulgación para garantizar un acceso significativo a todas las personas y, específicamente, a las poblaciones LEP y minoritarias de los programas y servicios del Sistema de Tránsito Riverlight.

Riverlight Transit tiene una política de puertas abiertas y ofrece viajes a cualquier persona que solicite un viaje. Si una persona tiene limitaciones de voz, el despachador o conductor trabajará con el Coordinador de Transporte y el Sistema de Tránsito Riverlight, si es necesario, para asegurar que la persona tenga acceso al servicio de transporte.

Factor #3: La naturaleza e importancia del programa, actividad o servicio que el beneficiario presta a la vida de las personas.

El Sistema de Tránsito Riverlight entiende que una persona LEP con dificultades de barrera lingüística también enfrenta dificultades para acceder a atención sanitaria, educación o acceso al empleo. Un sistema de transporte es un vínculo clave para conectar a las personas LEP con estos servicios esenciales.

El Sistema de Tránsito Riverlight ha identificado actividades y servicios que serían serios consecuencias para las personas si las barreras lingüísticas impiden el acceso a la información o los beneficios de esos programas. Las actividades y servicios incluyen proporcionar instrucciones de evacuación de emergencia en nuestras instalaciones, estaciones y vehículos, así como proporcionar información al público sobre concienciación en seguridad o emergencias preparación.

La evaluación del Riverlight Transit System sobre qué programas, actividades y servicios más críticos incluyó el contacto con organizaciones comunitarias que atienden a las personas LEP, así como el contacto con las propias personas LEP para obtener información sobre la importancia de los modos o tipos de servicios que son proporcionada a las poblaciones LEP.

Factor #4: Los recursos disponibles para el destinatario y los costes.

AUNQUE EL RIVERLIGHT TRANSIT SYSTEM NO DISPONE DE UN PRESUPUESTO SEPARADO PARA LA DIVULGACIÓN DE LEP, LOS FOLLETOS HAN SIDO TRADUCIDOS AL ESPAÑOL. EL SISTEMA DE TRANSPORTE FORMA PARTE DEL DEPARTAMENTO LOCAL DE SERVICIOS SOCIALES, QUE CONTRATA A PACIFIC INTERPRETERS PARA PROPORCIONAR SERVICIOS DE INTÉRPRETE/TRADUCTOR. EL PERSONAL DE TRANSPORTE UTILIZA ESTE SERVICIO PARA PRESTAR ASISTENCIA A LAS PERSONAS CON PERSONAS CON NECESIDADES DE TRANSPORTE (LEP).

PLAN DE ASISTENCIA LINGÜÍSTICA

Como resultado de los cuatro análisis factoriales anteriores, no se requirió un Plan de Asistencia Lingüística (LAP). Sin embargo, se harán intentos razonables para acomodar a cualquier persona que necesite servicios de traducción escrita o interpretación oral.

Medidas de Asistencia al Idioma

Las siguientes medidas generales de asistencia lingüística son razonables y alcanzables para nuestra organización en este momento:

- Traducir los avisos públicos publicados en el periódico local y en estaciones, paradas y vehículos a **cualquier idioma que cumpla con el umbral de puerto seguro en el Factor 1.**
- Documentos vitales—como folletos con horarios y rutas de servicio—se traducen al español en toda la zona de servicio y están disponibles en nuestras instalaciones, consultas médicas y centros comerciales.
- Haciendo un esfuerzo concertado para informar a las personas LEP sobre la asistencia lingüística disponible a través del personal, medios de comunicación, creación de relaciones con organizaciones y nuestra página web.
- Publicar información vital en tabloneros de anuncios y difundir encuestas comunitarias en varios idiomas.
- Proporcionar servicios de traducción e interpretación cuando sea apropiado (a petición o predeterminado) en las reuniones.
- Determinar cómo llevar la mejor participación pública directamente a los grupos LEP, incluso a través de reuniones de grupos pequeños.
- Siempre que sea posible, utilizar o contratar personal que hablen un idioma distinto al inglés y que puedan ofrecer asistencia lingüística competente.
 - Nota: No pediremos a las organizaciones comunitarias (CBO) que proporcionen ni actúen como intérpretes en nuestras reuniones. Confiar en las CBOs en esa capacidad podría plantear preocupaciones éticas. Si una CBO decide (por sí misma) traducir cualquier material para sus electores, o traer intérpretes de confianza a nuestras reuniones, no nos opondremos. Ese es su derecho.
- Utilizar tarjetas de identificación de idioma para determinar los servicios adecuados.
- Establecer un proceso para obtener feedback sobre nuestras medidas de asistencia lingüística.

Traducción escrita e interpretación oral

Se traducirán documentos vitales para cada grupo lingüístico LEP elegible en nuestra área de servicio que constituya el 5% o 1.000, lo que sea menos, de la población de personas elegibles para ser atendidas o con probabilidad de encontrarse. Los materiales traducidos se colocarán en línea y en lugares públicos (o privados) apropiados accesibles para las personas LEP. Las disposiciones de puerto seguro se aplican únicamente a la traducción de documentos escritos y no afectan al requisito de proporcionar acceso significativo a las personas de la LEP a través de intérpretes orales competentes cuando se necesiten y sean razonables servicios de lenguaje oral. Cuando sea apropiado, la traducción de cualquier documento se comunicará oralmente en el idioma correspondiente.

En caso de que se alcance el límite del 5% para un grupo lingüístico LEP que tenga menos de 50 personas, se proporcionará un aviso escrito en el idioma principal de ese grupo del derecho a recibir una interpretación oral competente de materiales escritos vitales, de forma gratuita. El método más eficaz de notificación, que puede ser un anuncio en el periódico local u otra publicación, un anuncio de radio o colgadores de puertas, se determinará teniendo en cuenta las circunstancias sobre el terreno y en coordinación con los contactos de la comunidad LEP.

Apoyo al personal para la asistencia lingüística

- El personal de la agencia (incluido el personal del centro de llamadas) recibirá una lista de recursos de derivación que pueden ayudar a las personas LEP con la traducción escrita y la interpretación oral, incluyendo al Oficial del Título VI y cualquier consultor externo contratado para prestar servicios lingüísticos. Esta lista se actualizará según sea necesario para mantenerse al día.
- Todas las oficinas y vehículos principales dispondrán de un suministro de tarjetas de ayuda lingüística y materiales traducidos a los idiomas de los mayores grupos lingüísticos LEP. Cuando se encuentra con una persona LEP, el personal (incluidos los conductores) debe entregarle una tarjeta de iSpeak y dejar que elija el idioma. No des por hecho que conoces su idioma preferido. Se permite a los conductores solicitar ayuda voluntaria de otros pasajeros antes de contactar con un recurso de derivación. Documenta el encuentro y repórtalo al Coordinador del Título VI.
- **Formación:** Todos los empleados serán instruidos sobre nuestros procedimientos para proporcionar asistencia oportuna y razonable a las personas LEP. La orientación para nuevos empleados también explicará estos procedimientos a los nuevos empleados. El personal que se encuentra habitualmente con personas LEP por teléfono o en persona recibirá formación anual de actualización. Todos los demás empleados serán recordados sobre el LEP mediante reconocimientos anuales del programa Título VI (**Sección 5.0**) y formaciones básicas bajo el Título VI (**Sección 11.0**).

Divulgación LEP específica por proyecto

Se realizará un análisis de cuatro factores específico para cada proyecto o evento de divulgación limitado a un área geográfica específica (es decir, el área de estudio del proyecto o el área de divulgación, respectivamente). Se proporcionará asistencia lingüística conforme a las medidas ya establecidas, incluyendo la traducción de materiales escritos para cada grupo lingüístico LEP que corresponda al 5% o al 1.000, lo que sea menor, de la población del proyecto o área de divulgación.

Monitorización y actualización del LAP

El seguimiento de las interacciones diarias con personas con LESP será continuo, por lo que las técnicas de asistencia lingüística pueden perfeccionarse en cualquier momento. Este Plan será revisado periódicamente—al menos una vez al año—para determinar si nuestras medidas de asistencia y la formación del personal están funcionando. La disponibilidad de recursos y la retroalimentación del personal de la agencia y del público en general serán factores en la evaluación y en cualquier actualización propuesta. Entre otras prácticas, este proceso incluirá trabajar con contactos de la comunidad LEP para determinar si nuestros empleados responden adecuadamente a las solicitudes hechas con inglés limitado o en idiomas distintos al inglés, y observar cómo responde el personal de la agencia a las solicitudes, incluyendo la observación de conductores o la encuesta de pasajeros. En la medida de nuestras posibilidades, intentaremos nunca eliminar un servicio LEP existente exitoso. Las revisiones significativas del programa LEP serán aprobadas o adoptadas por nuestra junta o funcionario designado y fechadas en consecuencia. Los datos y procedimientos LEP serán revisados y actualizados al menos una vez cada tres años.

10.6 SOLICITUD DEMOGRÁFICA

El siguiente formulario se utilizó para recopilar los datos necesarios sobre los Contactos Clave de la Comunidad y los miembros no electos del comité.

El Sistema de Tránsito Riverlight está obligado por el Título VI de la Ley de Derechos Civiles de 1964 y autoridades relacionadas a registrar información demográfica de los miembros de sus juntas y comités. Por favor, proporciona la siguiente información:

<p>Raza/Etnia:</p> <p><input type="checkbox"/> Blanco</p> <p><input type="checkbox"/> Negro/Afroamericano</p> <p><input type="checkbox"/> Asiático</p> <p><input type="checkbox"/> Indio americano/nativo de Alaska</p> <p><input type="checkbox"/> Hawaiano/isleño del Pacífico nativo</p> <p><input type="checkbox"/> Hispano/Latino</p> <p><input type="checkbox"/> Otros (por favor, especificar): _____</p>	<p>Origen nacional: (si nacido fuera de EE. UU.)</p> <p><input type="checkbox"/> Mexicano</p> <p><input type="checkbox"/> Centroamérica: _____</p> <p><input type="checkbox"/> Sudamericano: _____</p> <p><input type="checkbox"/> Puerto Rico</p> <p><input type="checkbox"/> Chino</p> <p><input type="checkbox"/> Vietnamita</p> <p><input type="checkbox"/> Coreano</p> <p><input type="checkbox"/> Otros (por favor, especificar): _____</p>
<p>Género: <input type="checkbox"/> Masculino <input type="checkbox"/> Femenino</p>	<p>Edad:</p> <p><input type="checkbox"/> Menos de 18 <input type="checkbox"/> 45-64</p> <p><input type="checkbox"/> 18-29 <input type="checkbox"/> 65 años o más</p> <p><input type="checkbox"/> 30-44</p>
<p>Discapacidad: <input type="checkbox"/> Sí <input type="checkbox"/> No</p>	
<p>Decido no proporcionar ninguna de las informaciones solicitadas anteriormente: <input type="checkbox"/></p>	

Los formularios completados permanecerán archivados como parte del registro público. Para más información sobre el Título VI o esta solicitud, por favor contacte con Riverlight Transit en el (252) 793-4041 o por correo electrónico en cliftonh@wcchs.org

Por favor, firme a continuación reconociendo que ha completado este formulario.

¡Gracias por tu participación!

Nombre (impreso): _____

Firma: _____

Implementación

- Los formularios se completarán antes de la revisión del Título VI de NCDOT y permanecerán archivados durante tres años.
- Todos los miembros nuevos y existentes de juntas o comités de toma de decisiones designados deberán completar este formulario para fines de informe.
- Si un miembro, por cualquier motivo, selecciona "*Decido no proporcionar ninguna de la información solicitada anteriormente*", esto será aceptado como formulario **completo**.
- Si un miembro decide no proporcionar ninguna de la información del formulario, el Coordinador del Título VI podrá indicar la raza y el género de ese miembro, basándose en la mejor estimación del Coordinador.
- Los datos de estos formularios se utilizarán para completar la Tabla de Solicitudes Demográficas.
- Una vez que un nuevo miembro envíe este formulario, se actualizará la Tabla de Solicitudes Demográficas para el comité asociado.

10.7 CONTACTOS CLAVE EN LA COMUNIDAD

Nombre de contacto	Nombre de la comunidad	Interés o afiliación	¿También eres miembro del comité? (Y/N)
Curtis Potter	Condado de Washington	Gerente del condado / Fiscal del condado	No
Clifton Hardison	Condado de Washington	Director del DSS del Condado	Sí
Dr. Zebedee Taylor	Condado de Washington	Director del Centro de Desarrollo de Roanoke	Sí
Jennifer O'Neal	Condado de Washington	Director de EMS del condado de Washington	Sí
Ann Keyes	Condado de Washington	Junta de Comisionados	Sí

La información de contacto de los contactos clave de la comunidad no es información pública y se mantiene fuera de este documento. Cualquier miembro del personal que desee contactar con alguna persona mencionada anteriormente debe solicitar esa información al Coordinador del Título VI.

10.8 RESUMEN DE LOS ESFUERZOS DE DIVULGACIÓN REALIZADOS DESDE LA ÚLTIMA PRESENTACIÓN DEL PROGRAMA TÍTULO VI

El siguiente formato se utiliza para documentar los esfuerzos de divulgación de URTS en los informes al NCDOT. Todas las reuniones y difusión de información recogen información para la tabla siguiente:

Fecha de la reunión	Hora de la reunión	Propósito de la reunión	Público objetivo	Información difundida
03/18/2025	10:00 AM- 14:00	Seguridad pública	Funcionarios públicos y respondedores en roles de liderazgo	Vehículos y Personal
10/31/2025	16:30 - 19:30	Halloween	Padres e hijos del condado de Washington	Folletos, caramelos y artículos promocionales

XI. FORMACIÓN DEL PERSONAL

Todos los empleados recibirán formación básica bajo el Título VI al menos una vez al año. Los nuevos empleados recibirán esta formación en un plazo de 15 días desde su fecha de inicio. La formación básica cubrirá todas las secciones de este Plan y nuestras obligaciones generales bajo el Título VI. El personal puede recibir formación especializada sobre cómo se aplica el Título VI a sus áreas de trabajo específicas. Quienes se encuentran habitualmente con el público, como el personal de oficina, el personal de centros de llamadas y los conductores de vehículos, recibirán formación de actualización anual. Las formaciones serán proporcionadas u organizadas por el Coordinador del Título VI y a menudo coincidirán con actualizaciones de nuestras políticas y procedimientos contra la discriminación. Los registros de las formaciones del personal, como agendas, hojas de firma, copias de calendarios y certificados, permanecerán archivados durante al menos tres años (y en archivos de personal).

XII. JUNTAS Y COMITÉS NO ELECTOS – POR RAZA Y GÉNERO

La siguiente tabla muestra las composiciones de raza y género para cada uno de nuestros órganos de toma de decisiones no electos (designados). Los nombres de los miembros y la demografía completa de cada comité están disponibles, previa solicitud.

Carrocería	Porcentaje masculino	Porcentaje femenino	Porcentaje caucásico	Porcentaje afroamericano	Porcentaje asiático-americano	Porcentaje nativo americano	Otro %	Porcentaje hispano
Población del área de servicio	50%	49%	50%	49.9%	.6%	1.3%	.3%	3.9%
Consejo Asesor de Transporte	20%	80%	50%	40%	0%	0%	0%	0%

Estrategias para comités representativos

Se proporcionarán objetivos de diversificación a nuestras juntas y comités no electos para ayudar a garantizar que su membresía refleje la demografía de nuestra área de servicio, lo más adecuadamente

posible. Proporcionaremos actualizaciones periódicas sobre nuestros esfuerzos de divulgación en las reuniones. Cuando haya una vacante en una junta o comité, garantiremos lo siguiente:

- Los miembros actuales serán informados sobre los objetivos de diversidad y encuestados para los nominados.
- Los responsables de los grupos minoritarios locales serán informados sobre los objetivos de diversidad y serán encuestados para los candidatos.
- Se contactará y consultará a los contactos clave de los grupos LEP para identificar a los candidatos.
- Un aviso de reclutamiento para una vacante de miembro de la Junta estará publicado en nuestra página web.
- Se colocará un anuncio de convocatoria para un miembro de la Junta en el periódico local y otras publicaciones populares entre minorías y otros grupos protegidos.

XIII. REGISTRO Y INFORMES

Como subbeneficiarios de fondos de la FTA a través del NCDOT, estamos obligados a presentar una actualización del Programa del Título VI al NCDOT cada tres años, según un calendario determinado por el NCDOT. Se conservarán registros para documentar el cumplimiento de los requisitos del Programa del Título VI. Salvo que se especifique lo contrario, los registros relacionados con el Título VI se conservarán indefinidamente. Estos registros estarán disponibles para su inspección por funcionarios autorizados del NCDOT y/o la FTA. También se pueden proporcionar informes sobre actividades relacionadas con el Título VI y el progreso para abordar los hallazgos identificados durante las revisiones de cumplimiento del Título VI, bajo solicitud. Ocasionalmente será necesario actualizar este Plan del Título VI o cualquiera de sus componentes (por ejemplo, quejas, Participación Pública y LEP). Las actualizaciones se enviarán al NCDOT para su revisión y aprobación, y serán adoptadas por nuestra Junta cuando sea necesario.

Además de los elementos documentados a lo largo de este Plan, los registros e informes que deben entregarse en el momento de las revisiones o investigaciones de cumplimiento pueden incluir:

Revisiones de cumplimiento

- Plan de Programa del Título VI
- Lista de formaciones en derechos civiles impartidas o recibidas
- Resúmenes de cualquier revisión interna realizada
- Anuncios y avisos para reuniones específicas
- Resultados de revisiones realizadas por otras *agencias* externas
- Análisis de acciones y evaluaciones de EJ del Título VI
- Registro de quejas por discriminación

Investigaciones de denuncias

- Reportajes de investigación
- Denuncia por discriminación, tal como se presentó
- Lista de entrevistados (nombres y afiliaciones)
- Documentación de apoyo (por ejemplo, elementos solicitados, fotos tomadas, fechas y métodos de contacto, etc.)

Apéndice A

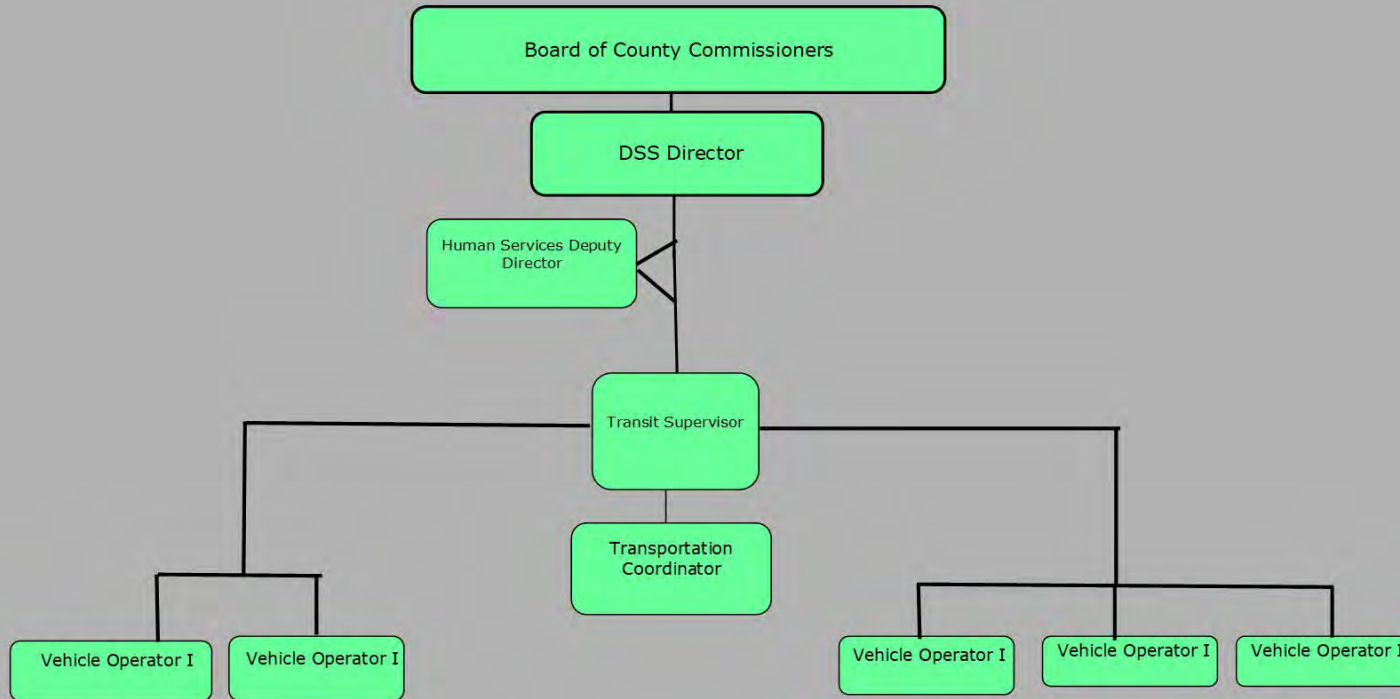
Autoridades aplicables a la no discriminación

Durante la implementación de este Programa del Título VI, se recuerda a la organización, por sí misma, sus cesionarios y sucesores interesados, que ha aceptado cumplir con las siguientes leyes y autoridades de no discriminación, incluyendo pero no limitándose a:

- Título VI de la Ley de Derechos Civiles de 1964 (42 U.S.C. § 2000d *y siguientes*, 78 stat. 252), (prohíbe la discriminación por motivos de raza, color u origen nacional); y 49 CFR Parte 21.
- La Ley Uniforme de Asistencia para la Reubicación y Políticas de Adquisición de Bienes Inmuebles de 1970 (42 U.S.C. § 4601) (prohíbe el trato injusto a personas desplazadas o cuyas propiedades han sido adquiridas debido a programas y proyectos de ayuda federal o federal);
- La sección 504 de la Ley de Rehabilitación de 1973 (29 U.S.C. § 794 *y siguientes*), según lo modificado (prohíbe la discriminación por motivos de discapacidad); y 49 CFR Parte 27;
- La Ley de Discriminación por Edad de 1975, con sus enmiendas (42 U.S.C. § 6101 *y siguientes*), (prohíbe la discriminación por edad y por motivos de edad);
- La Ley de Restauración de los Derechos Civiles de 1987, (PL 100-209), (Amplió el alcance, cobertura y aplicabilidad del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Discriminación por Edad de 1975 y la Sección 504 de la Ley de Rehabilitación de 1973, ampliando la definición de los términos "programas o actividades" para incluir todos los programas o actividades de los beneficiarios de ayuda federal, subbeneficiarios y contratistas, ya sea que dichos programas o actividades estén financiados federalmente o no);
- Títulos II y III de la Ley de Estadounidenses con Discapacidades, que prohíben la discriminación por motivos de discapacidad en la operación de entidades públicas, sistemas de transporte público y privado, lugares de alojamiento público y ciertas entidades de evaluación (42 U.S.C. §§ 12131-12189) según la implementación de las regulaciones del Departamento de Transporte en 49 C.P.R. partes 37 y 38;
- Título IX de las Enmiendas de Educación de 1972, según su enmendada, que prohíbe discriminar por razón de sexo en programas o actividades educativas (20 U.S.C. 1681 *y siguientes*).
- Título VII de la Ley de Derechos Civiles de 1964 (42 U.S.C. § 2000e *y siguientes*, Pub. L. 88-352), (prohíbe la discriminación laboral por motivos de raza, color, credo (religión), sexo u origen nacional);
- 49 CFR Parte 26, regulación para garantizar la no discriminación en la adjudicación y administración de contratos asistidos por el Departamento en los programas de asistencia financiera para carreteras, transporte y aeropuertos;
- Orden Ejecutiva 12898, Acciones federales para abordar la justicia ambiental en poblaciones minoritarias y de bajos ingresos, que garantiza la discriminación contra las poblaciones minoritarias desalentando programas, políticas y actividades con efectos desproporcionadamente altos y adversos sobre la salud humana o el medio ambiente en poblaciones minoritarias y de bajos ingresos;
- Orden Ejecutiva 13166, Mejora del Acceso a Servicios para Personas con Dominio Limitado del Inglés, y la consiguiente orientación de la agencia, la discriminación por origen nacional incluye la discriminación por dominio limitado del inglés (LEP). Para garantizar el cumplimiento del Título VI, debe tomar medidas razonables para garantizar que las personas LEP tengan acceso significativo a sus programas (70 Fed. Reg. en 74087 a 74100);
- Ley de Ayuda Federal de Carreteras de 1973 (23 U.S.C. § 324 *y siguientes*), (prohíbe la discriminación por razón de sexo);
- Ley de Mejora de Aeropuertos y Vías Aéreas de 1982 (49 USC § 4 71, Sección 4 7123), según lo enmendado, (prohíbe la discriminación por motivos de raza, credo (religión), color, origen nacional o sexo);
- La ley de no discriminación de la Administración Federal de Aviación (49 U.S.C. § 47123) (prohíbe la discriminación por motivos de raza, color, origen nacional y sexo);
- Leyes federales de transporte, específicamente 49 U.S.C. § 5332 (que prohíben la discriminación por motivos de raza, color, religión, origen nacional, sexo (incluida la identidad de género), discapacidad, edad, empleo u oportunidad de negocio).

Apéndice B / Organigrama

WASHINGTON COUNTY RIVERLIGHT TRANSIT ORGANIZATIONAL CHART



Apéndice C

Lista de verificación de revisión de cumplimiento del NCDOT para el transporte público

I. Administración de Programas (Requisitos Generales)	
<i>Requisito: FTA C 4702.1B – Requisitos y directrices del Título VI para beneficiarios del ALC, Capítulo III – Requisitos y directrices generales.</i>	
Nota: Todo subbeneficiario de NCDOT que reciba cualquiera de las Subvenciones de la Fórmula del TLC mencionadas anteriormente debe completar esta sección.	
Artículos solicitados (Por favor, adjunte documentos electrónicos (.pdf, .doc, etc.) o proporcione enlaces a versiones en línea)	Completado
1. Una copia del Acuerdo de No Discriminación del Título VI <i>firmado por el destinatario</i>	<input type="checkbox"/>
2. Declaración de Política del Título VI (<i>firmada</i>)	<input type="checkbox"/>
3. Aviso al Público del Título VI, incluyendo una lista de lugares donde se publica el aviso	<input type="checkbox"/>
4. Escribe el nombre y título de tu coordinador del Título VI y adjunta una lista de sus funciones bajo el Título VI Nombre/Título:	<input type="checkbox"/>
5. Procedimientos de queja bajo el Título VI (es decir, instrucciones al público sobre cómo presentar una denuncia por discriminación bajo el Título VI)	<input type="checkbox"/>
6. Formulario de Queja del Título VI	<input type="checkbox"/>
7. Lista de investigaciones, quejas y demandas relacionadas con el Título VI (es decir, registro de quejas por discriminación)	<input type="checkbox"/>
8. Plan de Participación Pública, que incluye información sobre métodos de divulgación para involucrar a las comunidades tradicionalmente desatendidas (por ejemplo, minorías, poblaciones con dominio limitado del inglés (LEP), personas de bajos ingresos, personas con discapacidad), así como un resumen de los esfuerzos de divulgación realizados desde la última presentación del Programa del Título VI	<input type="checkbox"/>
9. Plan de Asistencia Lingüística para proporcionar asistencia lingüística a personas con dominio limitado del inglés (LEP), basado en la Guía LEP del DOT, que requiere realizar análisis de cuatro factores	<input type="checkbox"/>
10. Una tabla que muestra la composición de comités y consejos no electos, cuya composición es seleccionada por el beneficiario, desglosada por raza, y una descripción del proceso que la agencia utiliza para fomentar la participación de minorías en dichos comités	<input type="checkbox"/>
11. Una copia de las actas de la reunión de la junta, resolución u otra documentación apropiada que muestre la junta directiva o la entidad o funcionario competente responsable de las decisiones políticas <i>revisó y aprobó</i> el Programa del Título VI	<input type="checkbox"/>
12. Una descripción de los procedimientos que la agencia utiliza para garantizar la administración no discriminatoria de programas y servicios	<input type="checkbox"/>
13. Si transmites fondos del FTA a otras organizaciones , incluye una descripción de cómo supervisas el cumplimiento de tus subbeneficiarios con el Título VI y un calendario de las presentaciones de tus subbeneficiarios al Programa del Título VI. ➤ Sin subreceptores <input type="checkbox"/>	<input type="checkbox"/>
14. Un análisis de capital bajo el Título VI si ha construido o realizado planificación para una instalación , como un almacén de vehículos, una instalación de mantenimiento, un centro de operaciones, etc. ➤ No se han planificado ni construido instalaciones <input type="checkbox"/>	<input type="checkbox"/>

<p>15. Copias de evaluaciones de justicia ambiental realizadas para cualquier proyecto de construcción durante los últimos tres años y, si es necesario basándose en los resultados, una descripción del programa u otras medidas utilizadas o planificadas para mitigar cualquier impacto adverso identificado en comunidades minoritarias o de bajos ingresos</p> <p>➤ Sin proyectos de construcción <input type="checkbox"/></p>	<input type="checkbox"/>
<p>16. Si el beneficiario ha pasado por una Revisión de Cumplimiento del Título VI en los últimos 3 años, por favor indique el año de la última revisión y quién la realizó. Año/Agencia:</p>	<input type="checkbox"/>

II. Proveedores de transporte público

Requisito: FTA C 4702.1B, Capítulo IV – Requisitos y directrices para proveedores de transporte de rutas fijas.

Nota: Todos los subbeneficiarios del NCDOT que presten servicios de transporte público de ruta fija (por ejemplo, autobús local, exprés o de cercanías; autobús rápido en autobús; tren de cercanías; ferry de pasajeros) deben completar esta sección.

➤ **No aplicable** (Marque esta casilla si no proporciona Ruta fija y saltarse las preguntas 17 y 18. Esta sección no se aplica a ti si *solo* ofrecer servicios de respuesta a la demanda.)

Artículos solicitados (Por favor, adjunte documentos electrónicos (.pdf, .doc, etc.) o proporcione enlaces a versiones en línea)	Completado
<p>17. Los estándares de servicio (medidas cuantitativas) desarrollados para <i>cada modo de ruta fija específico</i> que proporcione el destinatario (los estándares pueden variar según el modo) deben presentarse para cada uno de los siguientes indicadores:</p> <ul style="list-style-type: none"> • La carga del vehículo para cada modo (<i>puede expresarse como la proporción de pasajeros respecto al número total de asientos en un vehículo. Por ejemplo, en un autobús de 40 asientos, una carga de 1,3 asientos significa que todos los asientos están ocupados y hay aproximadamente 12 personas de pie.</i>) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Avance del vehículo para cada modo (<i>medido en minutos, por ejemplo, cada 15 minutos</i>), el avance se refiere al tiempo transcurrido entre dos vehículos que circulan en la misma dirección en una línea o combinación dada. Un menor tiempo corresponde a un servicio más frecuente. La frecuencia de servicio se mide en vehículos por hora (por ejemplo, 4 autobuses por hora). 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Rendimiento puntual para cada modo (<i>expresado en porcentaje, esto es una medida de las partidas completadas según lo programado</i>). El destinatario debe definir qué se considera "puntual". El rendimiento puede medirse solo en función de los orígenes y destinos de la ruta, o de orígenes y destinos así como de puntos temporales específicos a lo largo de una ruta.) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Disponibilidad de servicio para cada modo (<i>Se refiere a una medida general de la distribución de rutas dentro del área de servicio de un proveedor de transporte, como establecer la distancia máxima entre paradas de autobús o estaciones de tren, o requerir que un porcentaje de todos los residentes en el área de servicio esté a menos de un cuarto de milla caminando del servicio de autobús.</i>) 	<input type="checkbox"/>
<p>18. Las políticas de servicio (políticas a nivel de sistema) adoptadas para garantizar que el diseño y las prácticas operativas del servicio no resulten en discriminación por motivos de raza, color u origen nacional, deben presentarse para cada una de las siguientes situaciones:</p> <ul style="list-style-type: none"> • Servicios de transporte para cada modo (<i>por ejemplo, bancos, refugios/marquesinas, materiales impresos, escaleras mecánicas/ascensores y contenedores de residuos</i>). NOTA: Adjunte <u>esta información solo</u> si tiene autoridad para decidir sobre la ubicación de los servicios de transporte público o si establece políticas para determinar la ubicación de los servicios.) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Asignación de vehículos para cada modo (<i>Se refiere al proceso mediante el cual los vehículos de transporte público se ponen en servicio en todo un sistema. Las pólizas para la asignación del vehículo pueden basarse en el tipo o la antigüedad del vehículo, donde la edad sería un indicador del estado, o en el tipo de servicio ofrecido.</i>) 	<input type="checkbox"/>

Apéndice D / Poblaciones de Competencia Limitada

1/7/26, 2:28 PM

language spoken at home - Census Bureau Tables

Language Spoken at Home



Note: This is a modified view of the original table produced by the U.S. Census Bureau. This download or printed version may have missing information from the original table.

Washington County, North Carolina			
Label	Total	Percent	
	Estimate	Margin of Error	Estimate
▼ Population 5 years and over	10,664	±130	(X)
Speak only English	10,597	±145	99.4%
Speak a language other than English	67	±68	0.6%
▼ SPEAK A LANGUAGE OTHER THAN ENGLISH			
▼ Spanish	58	±67	0.5%
5 to 17 years old	0	±21	0.0%
18 to 64 years old	58	±67	0.5%
65 years old and over	0	±21	0.0%
▼ Other Indo-European languages	9	±15	0.1%
5 to 17 years old	0	±21	0.0%
18 to 64 years old	9	±15	0.1%
65 years old and over	0	±21	0.0%
▼ Asian and Pacific Island languages	0	±21	0.0%
5 to 17 years old	0	±21	0.0%
18 to 64 years old	0	±21	0.0%
65 years old and over	0	±21	0.0%
▼ Other languages	0	±21	0.0%

<https://data.census.gov/table?q=language+spoken+at+home&g=050XX00US37187>

1/3

**APÉNDICE E
SUBRECEPTORES**

RDC



**WASHINGTON COUNTY
DEPARTMENT OF SOCIAL SERVICES**
PO Box 10 ~ 209 E Main Street
Plymouth, NC 27962
Phone (252) 793-4041
Fax (252) 793-3195

MEMORANUM OF AGREEMENT

This agreement is between Washington County Department of Social Services, Riverlight Transit and Roanoke Developmental Center (hereafter known as sub-recipient) to address the proper use and accountability for the Elderly and Disabled Transportation Assistance Program (EDTAP) funds in the Rural Operating Assistance Program (ROAP). The ROAP is a state-funded public transportation program administered by the North Carolina Department of Transportation Public Transportation Division.

EDTAP funds pays for transportation services for the elderly and disabled and assists them in residing for longer periods of time in their homes. Trip purposes include the following:

- ✓ Group field trips/tours to community special events
- ✓ Overnight trips to out-of-county destinations
- ✓ Purchase of service

See Appendix A- Eligible Transportation Expense Matrix for additional purposes. (Attached from the Program Administration Guide)

A Plan of Activities must be submitted to Kim Blevins, Transportation Supervisor by November 1, 2025 to outline how the EDTAP funds will be spent for this fiscal year.

Final expenditures must be submitted prior to June 1, 2026 to Lynn Swett, Administrative Officer of Washington County Department of Social Services.

As a Sub-recipient I agree to provide semi-annual reports of the spending of EDTAP funds by:

- February 1, 2026
- June 1, 2026

This agreement was entered into on this 16 day of July in the year of 2025.



Sub-Recipient



REVISIÓN Y ADOPCIÓN DEL PLAN TÍTULO VI

En nombre de la Junta de Comisionados del Condado de Washington, por la presente acuso de recibo el Plan de No Discriminación del Título VI. Nosotros, la Junta, hemos *revisado y adoptamos* este Plan. Nos comprometemos a garantizar que todas las decisiones se tomen conforme a las directrices de no discriminación de este Plan, hasta el fin de que ninguna persona sea excluida de participar, se le niegue los beneficios o sea objeto de discriminación bajo ningún servicio y actividad de Washington County Riverlight Transit por motivos de raza, color u origen nacional, sexo, edad, credo (religión) o discapacidad, protegidos por el Título VI de la Ley de Derechos Civiles de 1964 y las disposiciones de no discriminación de la Administración Federal de Tránsito.

Presidente, Junta de Comisionados del Condado de Washington

FECHA



RESOLUTION 2026-020

DISTRICT TWO RECOVERY COURT 2026-2027

WHEREAS, the Martin-Tyrrell-Washington District Health Department (“MTW”) has taken on the primary role of coordinating the regional evaluation and response to the opioid epidemic and crises following a series of regional meetings to discuss this crises held over the last decade; and

WHEREAS, MTW applied for & received grant funds for funding a Drug Recovery Court Coordinator Position which works in the 2nd Judicial District closely with and under the direct supervision of Judge Regina Parker; and

WHEREAS, MTW intended to contract directly with the NC Administrative Office of the Courts (NCAOC) to fund this position, but due to the specific language of NCGS 153A-212.1, the NCAOC can only contract directly with a county government; and

WHEREAS, In 2019 MTW and Judge Parker requested that Washington County help facilitate the creation/funding of this position by agreeing to serve essentially as a go-between entity to receive the funds from MTW and provide them to the NCAOC; and

WHEREAS, an initial set of agreements almost identical to those attached were created and signed to begin doing so as of October 1, 2019 and have been renewed periodically as necessary; and

WHEREAS, the attached agreements provide for the continuation of this arrangement for an additional twelve (12) month period; and

WHEREAS, the Washington County Board of Commissioners finds that continuation of the Drug Recovery Court Coordinator position serves a valid public purpose by supporting treatment, recovery, accountability, and improved outcomes for individuals involved in the court system who are affected by substance use disorders; and

WHEREAS, no County funds are required for the continuation of this position other than the administrative handling of the agreements and pass-through of grant funding.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Commissioners that the attached contracts are hereby approved and the County Manager and Finance Officer are authorized to execute and deliver said agreements, including any minor administrative, technical, or non-substantive modifications that may be requested or required provided they do not materially alter the intent of the agreements or increase the financial obligation of Washington County, to provide for the continuation of the Drug Recovery Court Coordinator position within the 2nd Judicial District for an additional twelve (12) months.

ADOPTED on this day, the 18th of May, 2026.

John Spruill, Chair
Washington County Board of Commissioners

ATTEST:

Julie J. Bennett, MMC, NCMCC
Clerk to the Washington County Board of Commissioners

MEMORANDUM OF AGREEMENT
BETWEEN THE
MARTIN-TYRRELL-WASHINGTON DISTRICT HEALTH DEPARTMENT
AND
WASHINGTON COUNTY

(FY27)
(July 1st, 2026 – June 30th, 2027)

This Memorandum of Agreement is between the Martin-Tyrrell-Washington District Health Department and Washington County to facilitate the provision of pass-through funding to be used to fund a new Recovery Court Coordinator position.

The Martin-Tyrrell-Washington District Health Department is the grantee for the Adult Drug Court Discretionary Grant Program awarded by the Bureau of Justice Assistance, a division of the United States Department of Justice.

One of the key components of the grant is funding to support a Recovery Court Coordinator position. This position will be supervised by the Chief District Court Judge for North Carolina's Second Judicial District. This position will be housed in the North Carolina Administrative Office of the Courts.

The North Carolina Administrative Office of the Courts has insisted upon receiving the funding for this position directly from a county pursuant to NCGS § 153A-212.1 and a form non-negotiable written Memorandum of Understanding to be entered into between that county and itself.

Washington County was asked to serve as said county by utilizing its authority under the statute cited above and by entering into the non-negotiable Memorandum of Understanding with the North Carolina Administrative Office of the Courts to fund the new Recovery Court Coordinator position if the Martin-Tyrrell-Washington District Health Department agreed to fully reimburse the county with grant funding to be received for such purpose under the grant described above.

Washington County has agreed to the foregoing request upon the condition that it can obtain certain financial and legal assurances from Martin-Tyrrell-Washington District Health Department under this Memorandum of Understanding together with any attached contracts referenced herein. These are requested to more adequately address and resolve certain potential financial or legal risks and concerns that may arise for Washington County under the separate and non-negotiable Memorandum of Agreement it will be required to enter into with the North Carolina Administrative Office of the Courts for funding the new Recovery Court Coordinator position.

The assistance provided hereunder by the Martin-Tyrrell-Washington District Health Department will consist generally of:

1. Ensuring that grant funding for the position and any and all costs arising from the position will be provided to Washington County.
2. Ensuring that the Recovery Court Coordinator has assistance to run the 2nd Judicial District Opioid Coalition and all other activities related to the Recovery Court.
3. Administering the remaining funds in the grant, to be used to contract with other key Recovery Court personnel, supplies, travel and training funds, and other expenses.
4. General oversight responsibility for monitoring and ensuring the overall grant funding compliance with any applicable grant restrictions or any other applicable rules, regulations, or laws.

The assistance provided hereunder by Washington County will consist generally of serving in effect as a pass-through entity by utilizing its statutory authority pursuant to NCGS § 153A-212.1 or other applicable law, to enable the County to provide the necessary funding to the Administrative Office of the Courts to be used to fund the Recovery Court Coordinator position.

All such funding provided by Washington County will be fully reimbursed by the Martin-Tyrrell-Washington District Health Department pursuant to the attached “**Contract for Recovery Court Coordinator services Between the MTW District Health Department and Washington County** (July 1, 2026 – June 30, 2027)” which is attached hereto and incorporated herein by specific reference.

This Memorandum of Agreement is hereby entered into by the following duly authorized agents of each entity as stated, and shall be effective as of July 1, 2027.

Nicole Barnes, Date
Local Health Director
Martin-Tyrrell-Washington
District Health Department

Curtis S. Potter, Date
County Manager / County Attorney
Washington County

**Contract for Recovery Court Coordinator services
Between the MTW District Health Department and Washington County**

(July 1st, 2026 – June 30th, 2027) aka (FY27)

This agreement between the Martin-Tyrrell-Washington District Health Department hereinafter referred to as the “**Department**” and Washington County, hereinafter referred to as the “**County**” is entered into for the purpose of providing Recovery Court Coordinator services for the District 2 Recovery Court, operating out of the North Carolina Administrative Office of the Courts, hereinafter referred to as the “**NCAOC.**” The 2nd Judicial District, hereinafter referred to as the “**Judicial District**” covers the counties of Martin, Tyrrell, Washington, Beaufort, and Hyde.

Whereas both the Department and the County mutually agree that the purpose of providing Recovery Court Coordinator services is to promote optimal health and well-being of residents in Washington County and throughout the District, and

Whereas both the Department and the County mutually agree that the long-term purpose of these funds is to provide full-time Recovery Court Coordinator services to each county in the Judicial District, and

Whereas both the Department and County mutually agree that the Adult Drug Court Discretionary Grant Program awarded by the Bureau of Justice Assistance at the United States Department of Justice is a useful step toward the goal of reducing the impact of the opioid epidemic in our area, and

Whereas both the Department and County mutually agree to continue providing Recovery Court Coordinator services as specified in the annually developed “Memorandum of Agreement between Martin-Tyrrell-Washington District Health Department and Washington County;”

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and the County agree as follows:

The Department agrees:

1. To provide funds not to exceed **\$95,414** to the County as grant sub-contractor for the purpose of supporting one Recovery Court Coordinator position that will be employed by the NCAOC for the July 1st, 2026 to June 30th, 2027 fiscal year pursuant to and in accordance with an Agreement for Recovery Court Coordinator services between Washington County, Judge Regina R. Parker, and North Carolina Administrative Office of the Courts effective July 1st, 2027 which is attached hereto and incorporated herein by reference as if fully set out and referred to hereinafter as the “**RCCAgreement-FY27**”. This amount includes any

liability arising between the County and the NCAOC. Any additional liability arising above the amount specified above will be covered by the Department.

2. That the funds will be paid monthly upon submission of an invoice that specifies personnel and other allowable costs and that the Department shall pay the sub-contractor within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
3. That the funds may be used only for personnel costs (salary and fringe), office supplies, hardware, software, support services, telecommunications, and in-state travel, or other expenses outlined in North Carolina GS § 7A-300 or the **RCCAgreement-FY27**.
4. To immediately notify the County in writing of any known grant funding disputes or compliance issues that may threaten the continuing availability of grant funds to the Department related to this program.

The County as grant Sub-Contractor agrees:

1. To utilize funds not to exceed **\$95,414** for the purpose of supporting one Recovery Court Coordinator position at the NCAOC for the July 1st, 2026 to June 30th, 2027 fiscal year pursuant to and in accordance with the **RCCAgreement-FY27**, and to notify the Department of any additional expenses related to liability and personnel costs.
2. To submit an invoice to the Department monthly that specifies personnel and other allowable costs for the period.
3. To contract with the NCAOC to pay personnel and operating costs for the Recovery Court Coordinator by entering into the **RCCAgreement-FY27**.
4. To inform the Department of the employment of the Recovery Court Coordinator, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.

The parties mutually agree:

1. Term: This contract shall be in effect for the period July 1st, 2026 through June 30th, 2027.
2. Termination: Either party may terminate this contract with or without cause upon 60 days written notice which is the same period of time for unilateral termination available to County under the **RCCAgreement-FY27**.

3. Merger: The Contract is the entire agreement between the parties with respect to the foregoing matter and there are no other verbal or written agreements with respect thereto between the parties which have not been reduced to writing and specifically incorporated into the Contract.
4. Modification: No modifications of the Contract shall be valid unless reduced to writing signed by all parties hereto.
5. Severability: The provisions of this Contract are intended to be severable. Any and all provisions of this Contract that are prohibited, unenforceable, or otherwise not authorized in any jurisdiction shall, as to such portion and/or jurisdiction only, be deemed ineffective to the extent of such prohibition, unenforceability, or non-authorization, without invalidating the remaining provision(s) hereof in such jurisdiction, or affecting the continuing validity, enforceability, or legality hereof in any other jurisdiction.
6. Electronic and/or Duplicate Execution & Order of Execution: The Contract may be executed in multiple counterparts, in which event each executed copy shall be deemed an original document as between the parties. An electronic signature and/or copy of the Contract shall have the same force and affect as the original. Due to the need to comply with statutory auditing requirements, all parties contracting with County shall execute the Contract first and deliver a fully signed copy thereof (preferably via electronic form) to the County for its counter-execution and delivery of a fully signed copy to all parties.

IN WITNESS WHEREOF, the undersigned having been duly authorized by each of the parties hereto, have executed and entered into this agreement on behalf thereof, as of the effective date stated hereinabove.

FOR AND ON BEHALF OF:

FOR AND ON BEHALF OF:

**MARTIN-TYRRELL-WASHINGTON
DISTRICT HEALTH DEPARTMENT**

WASHINGTON COUNTY

Nicole Barnes,
MTW Local Health Director

Curtis S. Potter,
Washington County Manager

Date: _____

Date: _____

(This instrument has been pre-audit in the manner required by the Local Government Budget and Fiscal Control Act.)

Andrea Freeman
MTW Finance Officer

Catherine "Missy" Dixon
Washington County Finance Officer

Date: _____

Date: _____

NORTH CAROLINA

WASHINGTON COUNTY

THIS AGREEMENT is made and entered into, by, and between **Washington County**, (hereinafter “the County”); **Judge Regina R. Parker**, Chief District Court Judge, 2nd Judicial District (hereinafter “the Judge”); and the **North Carolina Administrative Office of the Courts** (hereinafter “the NCAOC”); (collectively, the “Parties” and individually, a “Party”), effective as of the date the last Party signs below.

WITNESSETH

THAT WHEREAS, the Judge has applied to the NCAOC Director for authority to hire one Recovery Court Coordinator to support operations of a recovery court in the 2nd Judicial District;

WHEREAS, pursuant to G.S. 153A-212.1, the County may appropriate funds under contract with the NCAOC for the provision of services for the speedy disposition of cases involving drug offenses, domestic violence, or other offenses involving threats to public safety;

WHEREAS, the County has appropriated funds to implement a program of expediting these cases and has budgeted the annualized sum to pay for the personnel position costs for each position listed in Appendix A, which Appendix A is attached hereto and is incorporated herein as if fully set out;

WHEREAS, the NCAOC Director has found that the Judge has made a showing that the overwhelming public interest warrants the use of additional resources for the speedy disposition of cases involving a threat to public safety within the meaning of that statute;

WHEREAS, the County desires to pay to the NCAOC on behalf of the Judge the amounts specified herein for the use by the Judge to hire personnel as shown in Appendix A;

WHEREAS, the NCAOC is responsible for administering the receipts and expenditures of the Judicial Branch, including the office of the Judge; and

WHEREAS, the Parties hereto have mutually agreed to the terms of this Agreement as hereinafter set out.

NOW THEREFORE, in consideration of the terms and conditions hereinafter set forth, the County does hereby agree to provide funds and the NCAOC agrees to administer the funds on behalf of the Judge for the position(s) shown in Appendix A.

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE AS FOLLOWS:

1. The term of this Agreement shall be for a period of 12 months, beginning on July 1, 2026 and terminating on June 30, 2027.
2. The employee(s) under this Agreement will be the employee(s) of the Judge accordingly for all purposes, and shall be hired by and work under the supervision and direction of the Judge for the 2nd Judicial District.
3. The County will be responsible for paying the personnel and operating costs as budgeted and other related costs that may arise. Any changes in salary shall be communicated in writing to the County, the Judge, and the NCAOC. The parties agree to act in good faith to facilitate such budget amendments as may be necessary from time to time. The Judge shall provide space and furnishings for their staff positions under this Agreement commensurate with other staff offices. The NCAOC shall provide administrative services (including Human Resources processing and payroll services) pursuant to this Agreement, but shall not contribute funds or be responsible for paying any operating expenses of the project, nor shall the NCAOC or County be responsible for the hiring or supervision of the positions.
4. The County shall provide funds to the NCAOC Chief Fiscal Officer as outlined in Appendix A. Expenses for unemployment, workers compensation and disability claims, as outlined in paragraph 9 below, are unforeseen expenses which are not included in Appendix A and may increase the County's financial obligation above and beyond the base amount indicated in Appendix A, should a claim be filed.
5. All payment of funds must be made electronically via an account with the North Carolina Department of State Treasurer, as established through the NCAOC and the North Carolina Office of the State Controller. After each electronic payment of funds, the County must then notify NCAOC's Cash Management Division via email, NCJC.FSD.CashManagement@nccourts.org, detailing the amount and relevant month for which the payment applies, or by attaching the relevant invoice to the email.
6. The County agrees to provide to the NCAOC all operating costs associated with the position(s) in this Agreement in accordance with annual NCAOC position cost statements supplied by the NCAOC Financial Services Division, as shown in Appendix A. Typical operating costs in NCAOC position cost statements represent expenditures such as transportation, meals and lodging, registration fees, maintenance agreements, general office supplies, telephone service and equipment, personal computer, software, and wiring and installation. Using funds provided by the County, the NCAOC will purchase and maintain all equipment outlined in Appendix A. The County will submit payment upon the receipt of a detailed invoice.
7. If the County fails to pay an invoice within thirty (30) days of receipt, the NCAOC will apply the requisite amount of court facilities fees collected pursuant to G.S. 7A-304 and 7A-305 toward the outstanding invoice amount. If the County chooses to remit payment to the NCAOC after the court facilities fees have already been applied to the outstanding invoice

amount, the NCAOC will reclassify the amount of court facilities fees allocated to the outstanding invoice so that that County will receive its full share of court facilities fees pursuant to G.S. 7A-304 and 7A-305.

8. The County agrees that it will increase the payments under this Agreement by the amount necessary to provide for each of the following increases in the compensation or benefits of any person whose position is funded under this Agreement, with each increase to become effective on the effective date of the relevant increase in compensation or benefits. Should the amounts needed for any increase exceed ten percent (10%) of the total contract amount, the County must agree in writing to any amount in excess of ten percent (10%) of the total contract amount. If the County does not agree in writing to pay the amount in excess of ten percent (10%), then the Parties may terminate this Agreement in accordance with paragraph 11 below.
 - a. Any increase in salary due to legislative act, reclassification, in-range adjustment, or longevity
 - b. Any increase in salary to which any assistant or deputy clerk is entitled under the pay plan adopted pursuant to G.S. 7A-102
 - c. Any legislatively mandated increase in the employer contributions to the North Carolina Teachers' and State Employees' Retirement System or the Consolidated Judicial Retirement System
 - d. Any legislatively mandated increase in the employer's premium to provide coverage under the North Carolina Teachers' and State Employees' Major Medical Plan

9. The County agrees to reimburse the NCAOC for any and all costs arising from an unemployment, workers' compensation and/or disability claim submitted by an employee under this Agreement who qualifies for such payments based on his/her duration of employment with the Judicial Branch. The County agrees to reimburse the NCAOC for all costs arising from any such claim that is submitted after the contract period specified in paragraph 1 above, so long as the termination of employment or injury that is the subject of such claim occurred during said contract period. Costs arising from unemployment, workers' compensation and/or disability claims are not included in Appendix A and may result in costs in excess of those outlined in paragraph 4 above. Absent a specific line item in Appendix A for unemployment, workers' compensation, and/or disability costs, such costs may be offset and covered with (i) funds reallocated from other line items, where available; and/or (ii) lapsed salary resulting from vacant positions under this Agreement. Vacant positions under this Agreement may be held vacant for an extended period of time to ensure that there will be a sufficient amount of lapsed salary with which to reimburse the NCAOC for any such claims. This provision does not limit the authority of the Office of the North Carolina Attorney General to represent the NCAOC in any litigation that may arise hereunder. Additionally, the NCAOC may purchase workers' compensation insurance to cover any workers' compensation claims that may be filed in accordance with this Agreement. The County agrees to reimburse the NCAOC for the cost of workers' compensation insurance premiums and deductibles paid by the NCAOC. The NCAOC will send an invoice to the County for payment of any and all costs arising from an unemployment, workers'

compensation and/or disability claim and for insurance premiums and deductibles and the County shall pay any invoice not later than thirty (30) days after the County's receipt of the invoice.

10. The NCAOC and the County shall maintain all appropriate documentation of expenditures under this Agreement for examination by the Office of the State Auditor. The NCAOC shall provide to the County, and the County shall provide to the NCAOC, copies of said documentation upon request.
11. This Agreement may be terminated by the County, the NCAOC, or the Judge upon giving sixty (60) days' prior notice in writing or by mutual consent of all parties.
12. It is understood and agreed between the County, the Judge, and the NCAOC that the renewal or extension of the payment specified in this Agreement is dependent upon and subject to the allocation, availability, or appropriation of funds by the County.
13. It is understood and agreed between the County, the Judge, and the NCAOC that this Agreement is entered into pursuant to G.S. 153A-212.1, and that nothing in this Agreement shall be construed to obligate the NCAOC to maintain or request funding for positions or services initially provided under this Agreement.
14. This Agreement may be amended by written agreements executed by all Parties, except that if the only change is an increase in positions and corresponding costs, then only the County and the NCAOC need sign the amendment.
15. This Agreement, including Appendix A, is the entire agreement among the Parties and there are no other agreements, oral, written, expressed or implied.
16. This Agreement and any amendments hereto may be executed by facsimile or digital signature, and in counterparts, each of which (including any signature pages) will be deemed an original, but all of which together will constitute one in the same instrument. To the extent signed in handwriting and then delivered by means of electronic transmission in portable document format ("PDF"), shall be treated in all manner and respects as an original agreement or instrument, and shall be considered to have the same force and legal effect as an original signature.

IN WITNESS WHEREOF, the Parties, or their duly authorized representatives, have executed this Agreement as of the Effective Date. The undersigned County Manager agrees to provide the NCAOC with copies of minutes or other documentation authorizing him or her to execute this Agreement on behalf of the County.

WASHINGTON COUNTY

BY: _____ Date: _____
County Manager

**CHIEF DISTRICT COURT JUDGE
2nd JUDICIAL DISTRICT**

BY: _____ Date: _____
Judge

NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS

BY: _____ Date: _____
Kesha Howell
NCAOC Chief Operations Officer

Approved as to Form

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

County Attorney

County Finance Director

Date

Date

APPENDIX A

Estimated Contract Costs

3/25/2026

Invoices will be based on actual, not estimated, costs.

Position Title:	FTE	FTE:	Months:	SFY:
Recovery Court Coordinator	Annual	1.00	12	2027
<hr/>				
Salary & Longevity	\$61,152			61,152 ³
Social Security	7.65%			4,679
Retirement	25.89%			15,833
Hospitalization	\$8,886			8,886
Unemployment	1.0%			612
Workers' Compensation	0.15%			92
Office Supplies				800
Training/Conference Registration Fees				0 ¹
Hardware, Software, Support Services				1,560 ²
Data Infrastructure				708 ²
Bar Dues				0 ¹
Duty Station Parking				0 ¹
Cell Phone				0 ¹
Travel				
Mileage (\$0.67/mile)				804
Lodging (\$95/day)				190
Per diem (\$49/day)				98
				<hr/>
Total Estimated Cost				\$95,414

- 1 Expenses not anticipated during this fiscal year.
- 2 Expenses are invoiced regardless of position vacancy status.
- 3 Budgeted salary; actual salary is determined by NCAOC Human Resources.
- 4 Stipend only, hardware not available



RESOLUTION 2026-017

OLDER AMERICANS MONTH 2026

WHEREAS, May is Older Americans Month, a time for us to recognize and honor Washington County's older adults and their immense influence on every facet of American society; and

WHEREAS, our communities benefit when people of all ages, abilities, and backgrounds can participate fully with the highest level of independence; and

WHEREAS, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

WHEREAS, Washington County must ensure that as we age, we have the resources and support needed to stay involved in our communities, reflecting our commitment to inclusivity and connectedness; and

WHEREAS, Washington County recognizes the valuable role of caregivers and the need to promote programs and services that support and foster their well-being;

NOW, THEREFORE the Washington County Board of Commissioners do hereby proclaim May 2026 as Older Americans Month. This year's theme, **"Champion Your Health."** focuses on prevention, wellness, and personal responsibility as cornerstones of healthy aging. It encourages taking an active role in managing your own health, advocating for yourself, accessing preventive care, and making informed decisions that support independence.

The Washington County Board of Commissioners call upon all residents to join me in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

PROCLAIMED on this day, the 18th of May, 2026.

John Spruill, Chair
Washington County Board of Commissioners

ATTEST:

Julie J. Bennett, MMC, NCMCC
Clerk to the Washington County Board of Commissioners



RESOLUTION 2026-018

WORLD EDLER ABUSE AWARENESS DAY 2026

WHEREAS, Older adults deserve to be treated with respect and dignity to enable them to serve as leaders, mentors, volunteers and vital participating members of our communities;

WHEREAS, In 2006, the International Network for the Prevention of Elder Abuse, in support of the United Nations International Plan of Action, proclaimed a day to recognize the significance of elder abuse as a public health and human rights issue; and

WHEREAS, 2026 marks the 20th Annual World Elder Abuse Awareness Day. Its recognition will promote a better understanding of abuse and neglect of older adults; and

WHEREAS, The National Center on Elder Abuse (NCEA), Albemarle Commission Area Agency on Aging and Washington County recognize the importance of taking action to raise awareness, prevent and address elder abuse; and

WHEREAS, As our population lives longer, we are presented with an opportunity to think about our collective needs and future as a nation; and

WHEREAS, Ageism and social isolation are major causes of elder abuse in the United States; and

WHEREAS, Recognizing that it is up to all of us, to ensure that proper social structures exist so people can retain community and societal connections, reducing the likelihood of abuse; and

WHEREAS, Preventing abuse of older adults through maintaining and improving social supports like senior centers, human services and transportation will allow everyone to continue to live as independently as possible and contribute to the life and vibrancy of our communities; and

WHEREAS, Where there is justice there can be no abuse; therefore, NCEA urges all people to restore justice by honoring older adults.

WHEREAS, Join us in our engaging and empowering movement, and putting an end to abuse.

THEREFORE, Washington County Board of Commissioners does hereby proclaim June 15, 2026 as World Elder Abuse Awareness Day in Washington County and encourages all of our communities to recognize and celebrate older adults and their ongoing contributions to the success and vitality of our country.

PROCLAIMED on this day, the 18th of May, 2026.

John Spruill, Chair
Washington County Board of Commissioners

ATTEST:

Julie J. Bennett, MMC, NCMCC
Clerk to the Washington County Board of Commissioners



RESOLUTION 2026-019

RESOLUTION AUTHORIZING THE CONVEYANCE OF A RETIRED K-9 TO ITS FORMER HANDLER AND CURRENT CUSTODIAN

WHEREAS, the Washington County Sheriff's Office previously utilized a K-9 identified as "Wita" in the performance of official law enforcement duties; and

WHEREAS, "Wita" has been officially retired from active service due to age, health, or other appropriate considerations; and

WHEREAS, upon retirement, "Wita" has been in the care and custody of its former handler, Keith Standle who has provided for the K-9's ongoing welfare; and

WHEREAS, the Board of Commissioners recognizes the dedicated service of "Wita" and the unique bond between the K-9 and its handler, and finds that it is in the best interest of the County and the animal's welfare to convey ownership to the handler; and

WHEREAS, pursuant to N.C. Gen. Stat. § 153A-176, a county is authorized to dispose of personal property by private sale or other appropriate method when such action is determined to be in the best interest of the county; and

WHEREAS, the Board of Commissioners finds that conveying the retired K-9 to its former handler for nominal or no consideration serves a valid public purpose, including promoting animal welfare and recognizing public service;

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

1. The County hereby authorizes the conveyance of ownership of the retired K-9 "Wita" to its former handler and current custodian, Keith Standle.
2. The conveyance shall be made for nominal consideration of \$1.00 (or other stated consideration), and the County Manager or Sheriff is authorized to execute any documents necessary to complete the transfer.
3. The Board finds that this conveyance is in the best interest of the County pursuant to N.C.G.S. § 153A-176.
4. The County shall retain no further responsibility for the care, custody, or maintenance of the K-9 following the transfer.
5. This resolution shall become effective upon adoption.

ADOPTED on this day, the 18th of May, 2026.

John Spruill, Chair
Washington County Board of Commissioners

ATTEST:

Julie J. Bennett, MMC, NCMCC
Clerk to the Washington County Board of Commissioners

The	Governing Board BOARD OF COMMISSIONERS
of	Primary Government Unit WASHINGTON COUNTY
and	Discretely Presented Component Unit (DPCU) (if applicable) WASHINGTON COUNTY TRAVEL & TOURISM AUTHORITY

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.
	Auditor Address 1626 S MADISON STREET, WHITEVILLE, NC 28472

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/26	Date Audit Will Be Submitted to LGC 12/31/26
-----	---------------------------------------	--

Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by “U.S. Auditing Standards – AICPA (Clarified),” referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance.

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
MISSY DIXON	FINANCE DIRECTOR/WASHING	mdixon@washconc.org

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.


4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	WASHINGTON COUNTY
Audit Fee (financial and compliance if applicable)	\$ 55,250
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 4,500
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 59,750

Discretely Presented Component Unit	WASHINGTON COUNTY TRAVEL & TOURISM AUTHORITY
Audit Fee (financial and compliance if applicable)	\$ 3,750
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 3,750

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	
Authorized Firm Representative (typed or printed)* ALAN W. THOMPSON	Signature* 
Date* 04/03/26	Email Address* alanthompson@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit* WASHINGTON COUNTY	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	✓
Mayor/Chairperson (typed or printed)*	Signature* 
Date	Email Address* ✓

✓ Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.

Sum Obligated by This Transaction:	\$ 59,750
Primary Governmental Unit Finance Officer* (typed or printed) ✓	Signature* 
Date of Preaudit Certificate* ✓	Email Address* ✓

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*		✓
WASHINGTON COUNTY TRAVEL & TOURISM AUTHORITY		
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)		✓
DPCU Chairperson (typed or printed)*	Signature*	
Date*	Email Address*	✓

SIGN HERE ←

✓ Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.

Sum Obligated by this Transaction:	\$	3,750	
DPCU Finance Officer (typed or printed)*	Signature*		✓
Date of Preaudit Certificate*	Email Address*		

SIGN H ←

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



Thompson, Price, Scott, Adams & Co, P.A.

P.O. Box 398
1626 S Madison Street
Whiteville, NC 28472
Telephone (910) 642-2109
Fax (910) 642-5958

Alan W. Thompson, CPA
R. Bryon Scott, CPA
Gregory S. Adams, CPA

April 3, 2026

Washington County
PO Box 1007
Plymouth, North Carolina 27962

To Management and Those Charged With Governance:

We are pleased to confirm our understanding of the services we are to provide Washington County for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Washington County as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Washington County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Washington County's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Law Enforcement Officers' Special Separation Allowance Schedule of Total Pension Liability (Asset) and Schedule of Total Pension Liability (Asset) as a Percentage of Covered-Employee Payroll
3. Schedule of the Proportionate Share of the Net Pension Liability (Asset) and Schedule of County Contributions – LGERS
4. Schedule of the Proportionate Share of the Net Pension Liability (Asset) and Schedule of County Contributions – ROD
5. Schedule of Proportionate Share of the County's Net OPEB Liability and Contributions – Retiree Health Benefit Fund

We have also been engaged to report on supplementary information other than RSI that accompanies Washington County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and

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we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

1. Schedule of Expenditures of Federal and State Awards.
2. Combining and Individual Fund Financial Statements, Budgetary Schedules, and Other Schedules

Our responsibility for other information included in documents containing the entity's audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually, or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objective also includes reporting on-

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit will be conducted in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility

as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories (if material), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures-Internal Controls

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Washington County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Washington County's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Washington County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and State awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of the schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and State awards; federal or State award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings;

and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by May 1, 2026.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and State awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and State awards. You also agree to make the audited financial statements readily available to intended users of schedules of expenditures of federal and State awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of Washington County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. We may also have to assist with some year-end cash to accrual adjusting entries. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and State awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements, schedules of expenditures of federal and State awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an

individual, (Missy Dixon), who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' report or nine months after the end of the audit period.

We will provide copies of our reports to the Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to Oversight Agencies (or its designee), a federal agency provided direct or indirect funding, or the U.S. Government Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal cognizant agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Alan Thompson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit by approximately May 1, 2026, and to issue our reports no later than December 31, 2026. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, should not exceed \$63,500. Also, any excessive additional fees incurred in obtaining required audit evidence (i.e. bank confirmations) will be billed directly to the Board. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. However, if we are not able to complete the audit as agreed upon in the Request for Proposal and it is determined to be the fault of the auditor (i.e. not because of delays in obtaining confirmations from the State, required actuary reports, being able to get onsite for testing due to government restrictions on travel, etc), there will be a \$1,000 penalty for every 30 days the

audit is late. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

If additional programs are required to be tested that have not been identified as major programs for testing in previous years, additional fees may be charged at standard hourly rates. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. However, we believe our contract as it is will be sufficient to cover but we do want to reserve the right to discuss this issue.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners and management of Washington County. We will make reference to the Component Auditor's audit of Washington County ABC Board in our report on your financial statements if our firm does not complete the ABC audit for the June 30, 2026. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement. If circumstances occur related to the condition of your records, the availability of sufficient appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Washington County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Alan W. Thompson, CPA
Thompson, Price, Scott, Adams & Co., P.A.

RESPONSE:

This letter correctly sets forth the understanding of Washington County.

SIGN HERE

Management signature: _____



Title: _____

Date: _____



SIGN HERE

Governance signature: _____



Title: _____

Date: _____



CC: Board of Commissioners

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 2

DATE: May 18, 2026

ITEM: Public Hearing: Washington County FY27 Recommended Budget, Mr. Curtis Potter, CM/CA

SUMMARY EXPLANATION:

There will be a public hearing tonight for the Washington County's recommended budget for FY27 that was presented at the May 4, 2026 Commissioners meeting.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 3

DATE: May 18, 2026

**ITEM: Travel & Tourism Authority (TTA) Update, Mr. Tom Harrison,
Executive Director**

SUMMARY EXPLANATION:

Mr. Harrison will give an update on what is happening with the TTA.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 4

DATE: May 18, 2026

ITEM: MOU/License/RESO 2026-021 for JROTC Renovations/Use of Old Senior Center Building: Mr. Curtis Potter, CM/CA

SUMMARY EXPLANATION:

See attached documents.



RESOLUTION 2026-021

APPROVING AN MOU & TEMPORARY EARLY ACCESS & REVOCABLE LICENSE AGREEMENT FOR THE BOARD OF EDUCATION TO RENOVATE THE OLD SENIOR CENTER FOR JROTC USE

WHEREAS, Washington County (“County”) owns certain real property and improvements located at 198 NC HWY 45 (the “Property”); and

WHEREAS, the Washington County Board of Education (“BOE”) has requested use of a portion of the Property for educational and JROTC programmatic purposes; and

WHEREAS, the County and BOE desire to cooperate in furtherance of public educational purposes benefiting students within Washington County; and

WHEREAS, pursuant to NCGS 160A-274(b) “*Any governmental unit may, upon such terms and conditions as it deems wise, with or without consideration, exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property.*”; and

WHEREAS, the parties desire to enter into:

1. a Memorandum of Understanding concerning the parties’ anticipated negotiation of a future long-term lease or ground lease arrangement (“MOU”); and
2. a Temporary Early Access and Revocable License Agreement (“License”) permitting limited access to the Property for inspections, planning, design, demolition, renovation, and related activities prior to execution of any final lease agreement; and

WHEREAS, the County Board of Commissioners finds that approval of the MOU and License serve a valid public purpose, and are in the best interests of the County and its citizens.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Commissioners as follows:

1. The MOU and License attached hereto are both hereby approved in substantially the same form as attached and presented to the Board.
2. The County Attorney is authorized to make any additional non-substantive revisions deemed necessary or desirable to finalize the attached instruments prior to final execution.

3. The County Manager is authorized to execute and administer the finalized agreements and any other related documents as may be necessary to carry out the intent of this Resolution.
4. Approval of the MOU and License shall not constitute approval of any future lease, ground lease, conveyance, easement, or other permanent property interest.
5. Any future ground lease or other long-term property agreement concerning the Property shall be subject to separate review and approval by the County Board of Commissioners in accordance with applicable North Carolina law.
6. The County expressly reserves all ownership rights and interests in the Property except as temporarily authorized under the approved License Agreement.

This Resolution shall become effective upon adoption.

ADOPTED on this day, the 18th of May, 2026.

John Spruill, Chair
Washington County Board of Commissioners

ATTEST:

Julie J. Bennett, MMC, NCMCC
Clerk to the Washington County Board of Commissioners



COUNTY OF WASHINGTON

(Re: JROTC Renovations/Use of Old
Senior Center Building on MTW)

This Memorandum of Understanding (“MOU”) is entered into as of May 18th, 2026, by and between Washington County, a body politic and corporate of the State of North Carolina (“County”), and the Washington County Board of Education, a body politic and corporate of the State of North Carolina (“BOE”).

1. Purpose: The purpose of this MOU is to establish the parties’ mutual understanding regarding the proposed use and renovation by the BOE of a portion of the County-owned property located at 198 NC HWY 45 (“Property”) for educational and JROTC purposes. The parties acknowledge that:
 - a. the Property referred to above consists of approximately 7.49 acres and is also known by its assigned NCPIN 6788313118;
 - b. the Property is also the current location of the buildings and associated facilities owned and maintained by the County for the provision of public health services provided by the regional Martin-Tyrrell-Washington public health department (“MTW”);
 - c. until recently, part of one of the County owned buildings was also utilized by the County to operate its Senior Center which recently relocated to Roper, NC;
 - d. the BOE desires to lease, repurpose, and use that same part of the County owned building described in the preceding paragraph to expand its JROTC program from its current location at the adjacent PreK-12 campus;
 - e. the BOE intends to undertake substantial renovations to the proposed premises anticipated to be completed within a project budget estimated not to exceed \$250,000;
 - f. portions of the building and campus presently contain interconnected utilities and shared infrastructure; and
 - g. the parties anticipate negotiating in good faith to finalize a long-term lease or ground lease for the premises which is anticipated to:
 - i. Contain an initial term of 20 years with potential options to renew;
 - ii. Not require the payment of any monetary consideration by the BOE;
 - iii. Be finalized and presented for approval by the end of July 2026;

2. Nonbinding Intent: Except as expressly stated herein, this MOU is intended solely as a statement of present intent and cooperation and does not create a binding obligation requiring either party to enter into a final lease agreement. The parties acknowledge that any final agreement shall be subject to:
 - a. approval by the governing boards of each party;
 - b. review by legal counsel;
 - c. agreement upon legal descriptions, utility arrangements, and access rights; and
 - d. compliance with applicable North Carolina law.

3. Proposed Premises: The parties presently contemplate that the leased premises will consist generally of: the portion of the existing building identified on Exhibit A attached hereto and incorporated herein by reference; and such surrounding areas, access corridors, and utility easements as may later be determined reasonably necessary. The final description of the premises shall be determined in the subsequent lease agreement.

4. Interim Access: The parties anticipate entering into a separate Temporary Early Access and Revocable License Agreement (“License”) permitting the BOE to:
 - a. access the Property;
 - b. conduct inspections and design activities;
 - c. perform limited demolition and renovation work; and
 - d. undertake such additional activities as may be approved by the County.

5. Utilities and Shared Infrastructure: The parties acknowledge that portions of the Property contain shared: utility systems; accessways; drainage systems; and structural and mechanical components. The parties intend that any final lease agreement shall:
 - a. preserve reasonable County access to shared systems;
 - b. allocate maintenance responsibilities;
 - c. provide for utility easements or shared-use rights as necessary; and
 - d. minimize disruption to surrounding County facilities.

6. Educational Use: The parties presently intend that the premises will be used for:
 - a. JROTC instruction and training;
 - b. related educational programming;
 - c. administrative support functions; and
 - d. associated student activities.

No materially different use shall occur absent written County consent.

7. Costs: Unless otherwise agreed in writing:
 - a. each party shall bear its own administrative, legal, and consulting costs related to negotiation of the proposed transaction; and
 - b. the BOE shall bear the costs of its inspections, studies, and proposed renovations.
8. No Property Interest Created: This MOU is not intended to and shall not be construed to convey: fee simple title; a leasehold interest; an easement; or any other real property interest.
9. Other/Misc:
 - a. Merger: The Contract is the entire agreement between the parties with respect to the foregoing matter and there are no other verbal or written agreements with respect thereto between the parties which have not been reduced to writing and specifically incorporated into the Contract.
 - b. Modification: No modifications of the Contract shall be valid unless reduced to writing signed by all parties hereto.
 - c. Severability: The provisions of this Contract are intended to be severable. Any and all provisions of this Contract that are prohibited, unenforceable, or otherwise not authorized in any jurisdiction shall, as to such portion and/or jurisdiction only, be deemed ineffective to the extent of such prohibition, unenforceability, or non-authorization, without invalidating the remaining provision(s) hereof in such jurisdiction, or affecting the continuing validity, enforceability, or legality hereof in any other jurisdiction.
 - d. Governing Law: This Agreement shall be governed by the laws of the State of North Carolina.
 - e. No Waiver of Future Negotiations: Nothing in this Agreement obligates either party to execute a future lease agreement.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first written above.

[SEAL]
ATTEST:

WASHINGTON COUNTY

Julie J. Bennett
Clerk, Board of Commissioners

By: _____
Curtis S. Potter, County Manager

[SEAL]
ATTEST:

**THE WASHINGTON COUNTY
BOARD OF EDUCATION**

David A. White, Secretary

By: _____
David A. White, Superintendent

EXHIBIT A

(Re: JRTOC Renovations/Use of
Old Senior Center Building on MTW Campus)

The “Premises” shall consist at a minimum of that portion of the County owned Property formerly utilized by the County as its Senior Center which is generally shown as the highlighted portion of the building identified below as “198”;

and which is also more particularly described and depicted in the “Permit Drawings Interior Renovation JROTC Facility” attached hereto and incorporated herein by reference.



STATE OF NORTH CAROLINA

COUNTY OF WASHINGTON



TEMPORARY
EARLY ACCESS AND REVOCABLE
LICENSE AGREEMENT

(Re:JRTOC Renovations/Use of
Old Senior Center Building on MTW Campus)

This Temporary Early Access and Revocable License Agreement (“License”) is entered into as of May 18th, 2026, by and between Washington County, a body politic and corporate of the State of North Carolina (“County”), and the Washington County Board of Education, a body politic and corporate of the State of North Carolina (“BOE”).

1. Licensed Premises: County hereby grants to BOE a temporary, revocable license to enter and use the portion of the County-owned property located at 198 NC HWY 45 (“Property”) and generally depicted on Exhibit “A” (“Licensed Premises”) attached hereto and incorporated herein by lease.
2. Purpose of License: The BOE may use the Licensed Premises solely for:
 - a. inspections and testing;
 - b. architectural and engineering activities;
 - c. code and DPI compliance review;
 - d. design and planning work;
 - e. demolition;
 - f. renovation and construction activities; and
 - g. related educational facility preparation activities associated with the BOE’s proposed JROTC program.
3. Nature of Agreement: This Agreement:
 - a. is a temporary revocable license only;
 - b. does not create a leasehold estate or other real property interest;
 - c. does not grant exclusive possession; and
 - d. shall not be construed as a conveyance of real property.

County retains full ownership and control of the Property.

4. Term: The term of this Agreement shall commence on May 18th 2026, and shall terminate upon the earliest of:
 - a. execution of a subsequent lease agreement between the parties;
 - b. written termination by mutual agreement;
 - c. abandonment of the proposed project by the BOE; or

- d. December 31st, 2026.
5. Early Termination: County may terminate this Agreement upon written notice in the event of:
 - a. material breach;
 - b. unsafe conditions;
 - c. unauthorized use; or
 - d. failure to maintain required insurance.
6. BOE Responsibilities: The BOE shall:
 - a. conduct all work in compliance with applicable law;
 - b. obtain required permits and approvals;
 - c. minimize disruption to surrounding facilities, particularly the ongoing use of the larger property by the County's Martin-Tyrrell-Washington regional health department ("MTW");
 - d. coordinate activities with County and MTW representatives;
 - e. maintain the Licensed Premises in a safe condition; and
 - f. the BOE shall be solely responsible for compliance with:
 - i. DPI requirements;
 - ii. building codes;
 - iii. safety regulations; and
 - iv. contractor oversight.
7. Utilities and Shared Systems: The BOE acknowledges that the Property and Premises contain certain shared utilities and infrastructure serving other County facilities. Unless otherwise approved in writing by the County in advance, or authorized on site by the County's duly authorized representative (including without limitation the County's Maintenance Director) the BOE shall not: disconnect, impair, overload, or materially alter any shared systems. The County reserves continuing access rights to all shared utility systems and infrastructure.
8. Insurance: Prior to commencement of work, the BOE shall maintain commercial general liability insurance; workers compensation coverage; builder's risk coverage, if applicable; and such additional coverage as reasonably required by County. County shall be named as an additional insured where commercially appropriate.
9. Indemnification: To the extent permitted by North Carolina law, the BOE shall indemnify and hold harmless the County from claims, damages, or liabilities arising from the BOE's activities under this Agreement.

10. Improvements and Ownership: All improvements constructed upon the Property during the term of this Agreement shall become the property of the County upon installation unless otherwise provided in a subsequent written agreement. If the parties fail to execute a subsequent lease agreement, County may require removal of improvements; stabilization of partially completed work; or restoration of affected areas.

11. Other/Misc:

- a. Merger: The Contract is the entire agreement between the parties with respect to the foregoing matter and there are no other verbal or written agreements with respect thereto between the parties which have not been reduced to writing and specifically incorporated into the Contract.
- b. Modification: No modifications of the Contract shall be valid unless reduced to writing signed by all parties hereto.
- c. Severability: The provisions of this Contract are intended to be severable. Any and all provisions of this Contract that are prohibited, unenforceable, or otherwise not authorized in any jurisdiction shall, as to such portion and/or jurisdiction only, be deemed ineffective to the extent of such prohibition, unenforceability, or non-authorization, without invalidating the remaining provision(s) hereof in such jurisdiction, or affecting the continuing validity, enforceability, or legality hereof in any other jurisdiction.
- d. Governing Law: This Agreement shall be governed by the laws of the State of North Carolina.
- e. No Waiver of Future Negotiations: Nothing in this Agreement obligates either party to execute a future lease agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

[SEAL]

ATTEST:

WASHINGTON COUNTY

Julie J. Bennett
Clerk, Board of Commissioners

By: _____
Curtis S. Potter, County Manager

[SEAL]

ATTEST:

**THE WASHINGTON COUNTY
BOARD OF EDUCATION**

David A. White, Secretary

By: _____
David A. White, Superintendent

EXHIBIT A

(Re: JRTOC Renovations/Use of
Old Senior Center Building on MTW Campus)

The “Premises” shall consist at a minimum of that portion of the County owned Property formerly utilized by the County as its Senior Center which is generally shown as the highlighted portion of the building identified below as “198”;

and which is also more particularly described and depicted in the “Permit Drawings Interior Renovation JROTC Facility” attached hereto and incorporated herein by reference.



PERMIT DRAWINGS
INTERIOR RENOVATION
JROTC FACILITY

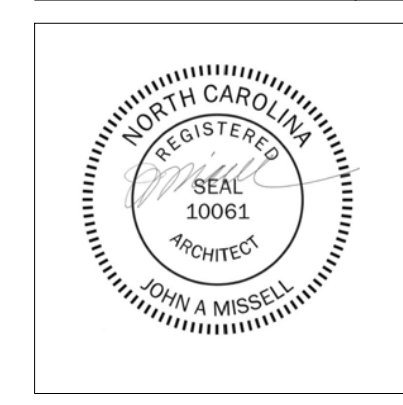
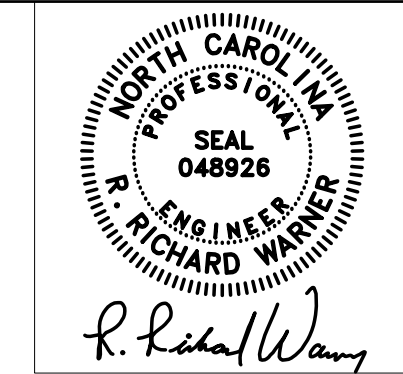
PLYMOUTH NORTH CAROLINA
WASHINGTON COUNTY SCHOOL DISTRICT
90D-K25-3994

DESIGN-BUILD DELIVERY



SHEET INDEX:
COVER SHEET / SHEET INDEX

ARCHITECTURAL DRAWINGS	
A-100	APPENDICES
A-101	LIFE SAFETY PLANS
A-101A	FLOOR PLAN, DEMOLITION PLAN, CEILING PLAN
MECHANICAL & PLUMBING DRAWINGS	
M-001	MECHANICAL SYMBOLS AND ABBREVIATIONS
M-002	MECHANICAL SPECIFICATIONS
MP-201	MECH. & PLUMB. DEMOLITION & FLOOR PLANS
ELECTRICAL DRAWINGS	
E-001	ELECTRICAL SYMBOLS, DETAILS, & ABBREVIATIONS
E-201	ELECTRICAL DEMOLITION & FLOOR PLANS



SET NO.

WASHINGTON COUNTY JROTC
90D-K25-3994

PERMIT DRAWINGS: 10-27-2025

APPENDIX B: 2018 NORTH CAROLINA BUILDING CODE (2015 IBC, IMC, IECC WITH NORTH CAROLINA AMENDMENTS) & 2017 NEC

(EXCEPT 1 AND 2-FAMILY DWELLINGS AND TOWNHOUSES)

Name of Project: WASHINGTON COUNTY JROTC FACILITY
 Address: 198 NC Highway 45 N, Plymouth, NC Zip Code: 27962
 Owner / Authorized Agent: David O. White, Ed.D. Phone # 252-793-5171 E-Mail dawhite@wccsc.org
 Owned By: City/County Private State
 Code Enforcement Jurisdiction: City County Washington State

CONTACT: TODD LACKEY (PERFORMANCE SERVICES, INC.) (317) 407-0514 . TLACKEY@PERFORMANCESERVICES.COM

DESIGNER	FIRM	NAME	LICENSE #	TELEPHONE #	E-MAIL
Architectural	PERFORMANCE SERVICES, INC	JOHN MISSELL	10061	(540) 525-2202	JMISSELL@PERFORMANCESERVICES.COM
Civil	-	-	-	-	-
Electrical	PERFORMANCE SERVICES, INC	RICHARD WARNER	048926	(317) 819-1361	RWARNER@PERFORMANCESERVICES.COM
Fire Alarm	-	-	-	-	-
Plumbing	-	-	-	-	-
Mechanical	PERFORMANCE SERVICES, INC	RICHARD WARNER	048926	(317) 819-1361	RWARNER@PERFORMANCESERVICES.COM
Sprinkler-Standpipe	-	-	-	-	-
Structural	-	-	-	-	-
Retaining Walls>5' High	-	-	-	-	-
Other	-	-	-	-	-

2018 NC CODE FOR: New Construction Addition Renovation
 1st Time Interior Completion
 Shell / Core
 Phased Construction - Shell / Core
 Renovation

2018 NC STATE BUILDING CODE: Prescriptive Repair Chapter 14
 Alteration: Level I Level II Level III
 Historic Property Change of Use

CONSTRUCTED (date) Unknown ORIGINAL OCCUPANCY(S) (Ch. 3) B
 RENOVATED (date) - CURRENT OCCUPANCY(S) (Ch. 3) E (JROTC)
 RISK CATEGORY (table 1604.5) Current: I II III IV
 Proposed: I II III IV

BASIC BUILDING DATA
 Construction Type: I-A II-A III-A IV V-A
 I-B II-B III-B V-B
 Sprinklers: No Partial Yes NFPA 13 NFPA 13R NFPA 13D
 Standpipes: No Yes Class I II III Wet Dry
 Fire District: No Yes (Primary) Flood Hazard Area: No Yes
 Special Inspections Required: No Yes

Gross Building Area:

FLOOR	EXISTING (SQ FT)	NEW (SQ FT)	RENO/ALTER (SQ FT)	SUB-TOTAL
6th Floor	-	-	-	-
5th Floor	-	-	-	-
4th Floor	-	-	-	-
3rd Floor	-	-	-	-
2nd Floor	-	-	-	-
Mezzanine	-	-	-	-
1st Floor	5,050	-	1,520	-
Basement	-	-	-	-
TOTAL:	5,050	-	-	-

ALLOWABLE AREA EXISTING NO CHANGE
 Primary Occupancy Classification: SELECT ONE
 Assembly A-1 A-2 A-3 A-4 A-5
 Business B-1 B-2 B-3
 Educational E-1 E-2 E-3 E-4
 Factory F-1 Moderate F-2 Low F-3 High Hazard
 Hazardous H-1 Detonable H-2 Deflagrate H-3 Combust H-4 Health H-5 HPM
 Institutional I-1 Condition I-2 Condition I-3 Condition I-4
 Mercantile M-1 M-2 M-3 M-4
 Residential R-1 Moderate R-2 Low R-3 High-piled R-4
 Storage S-1 Moderate S-2 Low S-3 High-piled S-4
 Utility and Miscellaneous U-1 U-2 U-3 U-4

Accessory Occupancy Classification(s): -
 Incidental Uses (Table 509): -
 Special Uses (Chapter 4 - List Code Sections): -
 Special Provisions (Chapter 5 - List Code Sections): -
 Mixed Occupancy: No Yes Separation: - Hr. Exception: -

Non-Separated Use (508.3)
 The required type construction for the building shall be determined by applying the height and area limitations for each of the applicable occupancies to the entire building. The most restrictive type of construction, so determined, shall apply to the entire building.
 Separated Use (508.4) - See below for area calculations
 See below for area calculations for each story, the area of the occupancy shall be such that the sum of the ratios of the actual floor area of each use divided by the allowable floor area for each use shall not exceed 1.
 Actual Area of Occupancy A + Actual Area of Occupancy B ≤ Allowable Area of Occupancy A + Allowable Area of Occupancy B ≤ 1
 - + - = + ≤ 1.00

STORY NO.	DESCRIPTION AND USE	(A) BLDG AREA PER STORY (ACTUAL)	(B) TABLE 506.2.4	(C) AREA FOR FRONTAGE INCREASE ^{1,5}	(D) ALLOWABLE AREA PER STORY OR UNLIMITED ^{2,3}
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

¹ Frontage area increases from Section 506.3 are computed thus:
 a. Perimeter which fronts a public way or open space having 20 feet minimum width = (P)
 b. Total Building Perimeter = (P)
 c. Ratio (F/P) = (F/P)
 d. W = Minimum width of public way = (W)
 e. Percent of frontage increase I_f = 100(F/P - 0.25) x W/30 = (%)
² Unlimited area applicable under conditions of Section 507.
³ Maximum Building Area = total number of stories in the building x D (maximum 3 stories) (506.2).
⁴ The Maximum area of open parking garages must comply with Table 406.5.4.
⁵ Frontage increase is based on the unsprinklered area value in Table 506.2.

ALLOWABLE HEIGHT EXISTING NO CHANGE

	ALLOWABLE (TABLE 503)	SHOWN ON PLANS	CODE REFERENCE
Building Height in Feet (Table 504.3)	-	-	-
Building Height in Stories (Table 504.4)	-	-	-

¹ Provide code reference if the "Show on Plans" quantity is not based on Table 504.3 or 504.4.
² The maximum height of air traffic control towers must comply with Table 412.3.1
³ The maximum height of open parking garages must comply with Table 406.5.4

FIRE PROTECTION REQUIREMENTS EXISTING NO CHANGE

BUILDING ELEMENT	FIRE SEPARATION DISTANCE (FEET)	REQD	RATING PROVIDED (W - REDUCTION)	DETAIL # AND SHEET #	DESIGN # FOR RATED ASSEMBLY	DESIGN # FOR RATED PENETRATION	DESIGN # FOR RATED JOINTS
Structural frame, including columns, girders, trusses	-	-	-	-	-	-	-
Bearing walls	-	-	-	-	-	-	-
Exterior	-	-	-	-	-	-	-
North	-	-	-	-	-	-	-
East	-	-	-	-	-	-	-
West	-	-	-	-	-	-	-
South	-	-	-	-	-	-	-
Interior	-	-	-	-	-	-	-
Nonbearing walls and partitions	-	-	-	-	-	-	-
Exterior Walls	-	-	-	-	-	-	-
North	-	-	-	-	-	-	-
East	-	-	-	-	-	-	-
West	-	-	-	-	-	-	-
South	-	-	-	-	-	-	-
Interior walls and partitions	-	-	-	-	-	-	-
Floor construction	-	-	-	-	-	-	-
Including supporting beams and joists	-	-	-	-	-	-	-
Floor Ceiling Assembly	-	-	-	-	-	-	-
Column Supporting Floors	-	-	-	-	-	-	-
Roof construction	-	-	-	-	-	-	-
Including supporting beams and joists	-	-	-	-	-	-	-
Roof Ceiling Assembly	-	-	-	-	-	-	-
Column Supporting Roof	-	-	-	-	-	-	-
Shafts Enclosures - Exit	-	-	-	-	-	-	-
Shafts Enclosures - Other	-	-	-	-	-	-	-
Corridor Separation	-	-	-	-	-	-	-
Occupancy/Fire Barrier Separation	-	-	-	-	-	-	-
Party/Fire Wall Separation	-	-	-	-	-	-	-
Smoke Barrier Separation	-	-	-	-	-	-	-
Smoke Partition	-	-	-	-	-	-	-
Tenant/Dwelling Unit/Sleeping Unit Separation	-	-	-	-	-	-	-
Incidental Use Separation	-	-	-	-	-	-	-

* Indicate section number permitting reduction

PERCENTAGE OF WALL OPENING CALCULATIONS EXISTING NO CHANGE

FIRE SEPARATION DISTANCE (FEET FROM PROPERTY LINES)	DEGREES OF OPENINGS PROTECTION (TABLE 705.8)	ALLOWABLE AREA (%)	ACTUAL SHOWN ON PLANS (%)
-	-	-	-
-	-	-	-
-	-	-	-

LIFE SAFETY SYSTEM REQUIREMENTS EXISTING NO CHANGE
 Emergency Lighting: No Yes
 Exit Signs: No Yes
 Fire Alarm: No Yes
 Smoke Detection Systems: No Yes Partial
 Carbon Monoxide Detection: No Yes

LIFE SAFETY PLAN REQUIREMENTS EXISTING NO CHANGE
 Life Safety Plan Sheet # -
 Fire and/or smoke rated wall locations (Chapter 7)
 Assumed and real property line locations (if not on the site plan)
 Exterior wall opening area with respect to distance to assumed property lines (705.8)
 Occupancy types for each area as it relates to occupant load calculation (Table 1004.1.2)
 Occupancy loads for each area
 Exit access travel distances (1017)
 Common path of travel distances (1006.2.1 & 2006.3.2(1))
 Dead end lengths (1020.4)
 Clear exit widths for each exit door
 Maximum calculated occupant load capacity each exit door can accommodate based on egress width (1005.3)
 Actual occupant load for each exit door
 A separate schematic plan indicating where fire rated floor/ceiling and/or roof structure is provided for purposes of occupancy separation and supporting construction for a fire barrier/fire partition/smoke barrier.
 Location of doors with panic hardware (1010.1.10)
 Location of doors with delayed egress locks and the amount of delay (1010.1.9.7)
 Location of doors with electromagnetic egress locks (1010.1.9.9)
 Location of doors equipped with hold-open devices
 Location of emergency escape windows (1030)
 The square footage of each fire area (202)
 The square footage of each smoke compartment for Occupancy Classification I-2 (407.5)
 Note any code exceptions or table notes that may have been utilized regarding the items above

Section/Table/Note	Title
-	-
-	-

ACCESSIBLE DWELLING UNITS (SECTION 1107) EXISTING NO CHANGE

TOTAL UNITS	ACCESSIBLE UNITS REQUIRED	ACCESSIBLE UNITS PROVIDED	TYPE A UNITS REQUIRED	TYPE A UNITS PROVIDED	TYPE B UNITS REQUIRED	TYPE B UNITS PROVIDED	TOTAL ACCESSIBLE UNITS PROVIDED
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

ACCESSIBLE PARKING (SECTION 1106) EXISTING NO CHANGE

LOT OR PARKING AREA	TOTAL # OF PARKING SPACES		# OF ACCESSIBLE SPACES PROVIDED			TOTAL # ACCESSIBLE PROVIDED
	REQUIRED	PROVIDED	REGULAR WITH 5' ACCESS AISLE	13' ACCESS AISLE	8' ACCESS AISLE	
-	-	-	-	-	-	-
-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-

PLUMBING FIXTURE REQUIREMENTS (TABLE 2902.1) EXISTING NO CHANGE

USE	WATERCLOSETS			URINALS			LAVATORIES			SHOWERS/TUBS	DRINKING FOUNTAINS	
	MALE	FEMALE	UNISEX	MALE	FEMALE	UNISEX	MALE	FEMALE	UNISEX		REGULAR	ACCESSIBLE
SPACE EXISTING	-	-	-	-	-	-	-	-	-	-	-	-
NEW	-	-	-	-	-	-	-	-	-	-	-	-
REQUIRED	-	-	-	-	-	-	-	-	-	-	-	-

SPECIAL APPROVALS EXISTING NO CHANGE
 Special Approval: (Local Jurisdiction, Department of Insurance, SCO, DPI, DHHS, ICC, etc., describe below)
 -
 -
 -

ENERGY SUMMARY EXISTING NO CHANGE

ENERGY REQUIREMENTS:
 The following data shall be considered minimum and any special attribute required to meet the North Carolina Energy Conservation Code shall also be provided. Each Designer shall furnish the required portions of the project information for the plan data sheet. If performance method, state the annual energy cost for the standard reference design vs annual energy cost for the proposed design.
 Existing building envelope complies with code: No Yes (The remainder of this section is not applicable)
 Exempt Building: No Yes (Provide Code or Statutory reference) -

Climate Zone: 3A 4A 5A
 Method of Compliance: Energy Code Performance Prescriptive
 ASHRAE 90.1 Performance Prescriptive
 (If "Other" specify source here) -

THERMAL ENVELOPE (Prescriptive method only)
 Roof/Ceiling Assembly (each assembly)
 Descriptive of assembly: -
 U-Value of total assembly: -
 R-Value of insulation: -
 Skylights in each assembly:
 U-Value of skylight: -
 total square footage of skylights in each assembly: -

Exterior Walls (each assembly)
 Descriptive of assembly: -
 U-Value of total assembly: -
 R-Value of insulation: -
 Openings (windows or doors with glazing)
 U-Value of assembly: -
 Solar heat gain coefficient: -
 Projection factor: -
 Door R-Values: -

Walls below grade (each assembly)
 Descriptive of assembly: -
 U-Value of total assembly: -
 R-Value of insulation: -

Floors over unconditioned space (each assembly)
 Descriptive of assembly: -
 U-Value of total assembly: -
 R-Value of insulation: -

Floors slab on grade
 Descriptive of assembly: -
 U-Value of total assembly: -
 R-Value of insulation: -
 Horizontal/vertical requirement: -
 Slab Heated: -

STRUCTURAL DESIGN EXISTING NO CHANGE

DESIGN LOADS:
 Importance Factors: Snow (I_s) -
 Seismic (I_e) -
 Live Loads: Roof - psf
 Mezzanine - psf
 Floor - psf
 Ground Snow Load: - psf
 Wind Load: Ultimate Wind Speed - mph (ASCE-7)
 Exposure Category -
 Wind Base Shears (for MWFRS) V_e = - V_g = -

SEISMIC DESIGN CATEGORY A B C D
 Provide the following Seismic Design Parameters:
 Occupancy Category (Table 1604.5) I II III IV
 Spectral Response Acceleration S_s - %g S₁ - %g
 Site Classification (ASCE 7) A B C D E F
 Data Source: Field Test Presumptive Historical Data
 Basic Structural System:
 Bearing Wall Dual w/Special Moment Frame
 Building Frame Dual w/Intermediate R/C or Special Steel
 Moment Frame Inverted Pendulum
 Analysis Procedure
 Simplified Equivalent Lateral Force Dynamic
 Architectural, Mechanical, Components anchored? Yes No

LATERAL DESIGN CONTROL: Earthquake Wind
 SOIL BEARING CAPACITIES:
 Field Test (provide copy of test report) - psf
 Presumptive Bearing Capacity - psf
 Pile Size, Type and Capacity -

ELECTRICAL SUMMARY
 SEE ELECTRICAL SHEET E001 FOR ELECTRICAL SUMMARY

MECHANICAL SUMMARY
 SEE MECHANICAL SHEET M001 FOR MECHANICAL SUMMARY

VERIFICATION NOTE
 CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CLEARANCES AND ALL EXISTING FIELD CONDITIONS WORK SHALL BE VERIFIED BY THE ARCHITECT BEFORE PROCEEDING WITH WORK.
 SHOULD DIFFERENT CONDITIONS BE ENCOUNTERED, THE ARCHITECT SHALL BE NOTIFIED IMMEDIATELY.



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Interior Renovations to
JROTC FACILITY
 Plymouth, North Carolina
 Washington County School District
 Design Build

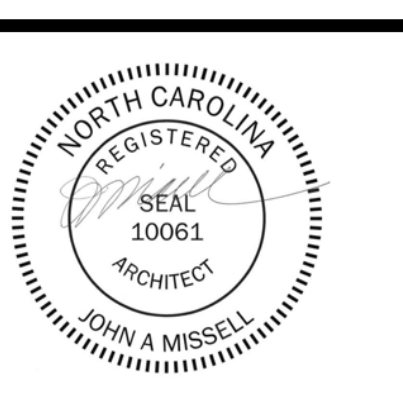
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 DATE: 10-27-2025
 DRAWN BY: RS
 CHECKED BY: RS/JM

REVISION 1 - 11/19/2025
 REVISIONS

PERMIT DRAWINGS
 SHEET

A-100
 APPENDIX B

VERIFICATION NOTE
 CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CLEARANCES AND ALL EXISTING FIELD CONDITIONS WORK CONSTITUTES ACCEPTANCE OF CONDITIONS. SHOULD DIFFERENT CONDITIONS BE ENCOUNTERED, THE ARCHITECT BEING PROCEEDING WITH WORK.



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Interior Renovations to
JROTC FACILITY
 Plymouth, North Carolina
 Washington County School District
 Design Build

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A-101

OVERALL LIFE SAFETY FLOOR PLAN

Code Summary

Applicable Codes

Building Code: 2018 North Carolina State Building Code
 Fire Code: 2018 North Carolina Fire Prevention Code
 Life Safety: 2018 North Carolina State Building Code
 Accessibility: 2009 ANSI A117.1 Accessibility Standards
 Plumbing: 2024 North Carolina State Plumbing Code
 Mechanical: 2025 North Carolina State Mechanical Code
 Electrical: 2023 North Carolina State Electrical Code
 Energy: 2024 North Carolina Energy Conservation Code

Occupancy

Group E-Occupancy, Educational area for education through 12th grade, Section 305 – JROTC Building
 Group B-Occupancy, Business area for pre college and college programs, Section 305.1.2
 WOTW Building

Construction Type

Type !!B Noncombustible Nonrated, Chapter 6 – both structures

Automatic Sprinklers

NA

Fire Alarm Systems

Required, Portable Fire extinguishers are located per IBC 906.1

Smoke Detectors

Required

Code Applicable Sections to "Classification of Work"

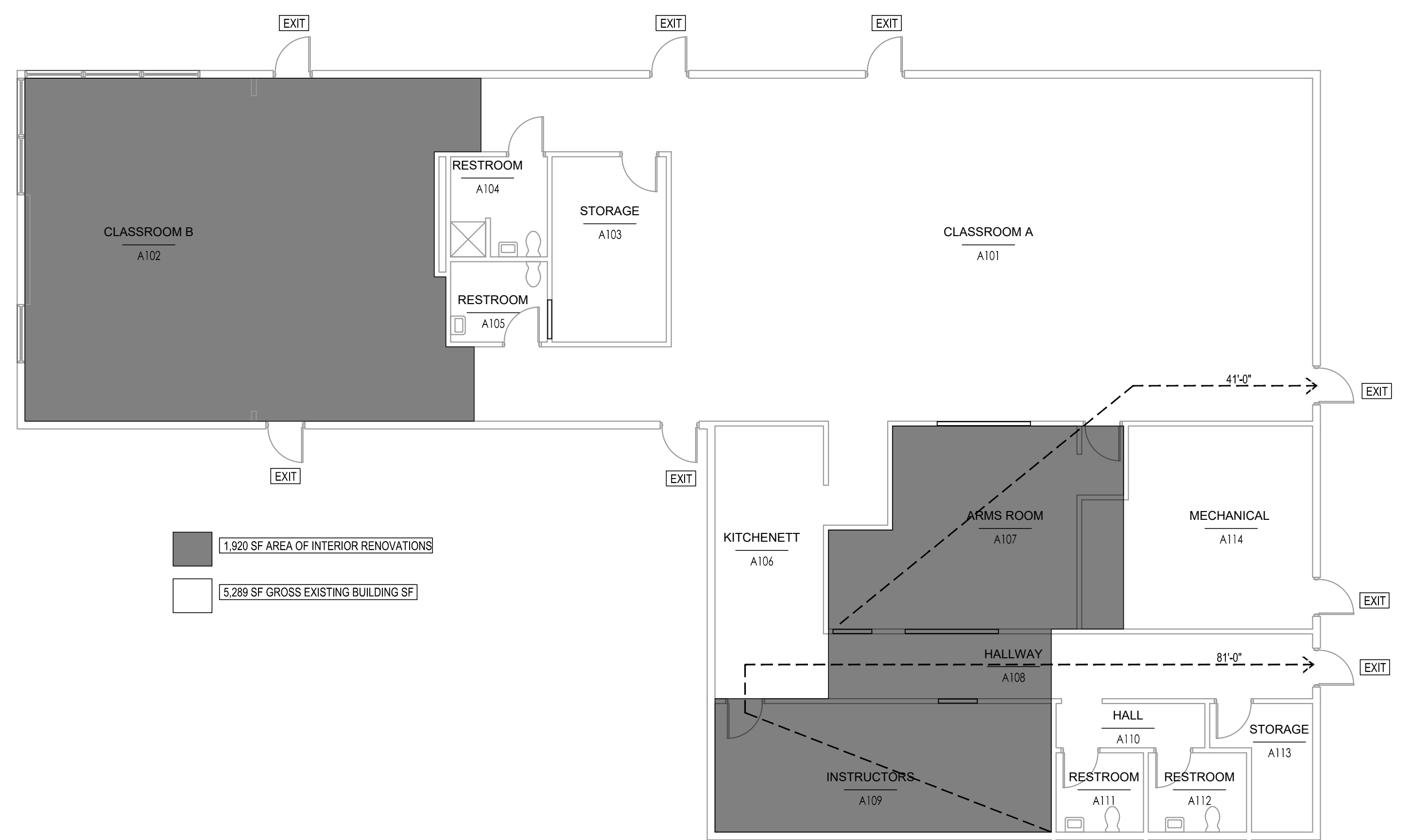
Minor alterations, Chapter 4, Level 1, not significantly impacting a building's structures, systems or occupancy

Building Area Calculations

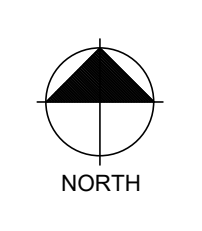
Building	Renovated Area	Allowable Tabular Area	Existing Area
JROTC - Table 506.2		18,000 sf	
Unsprinklered			
WOTW - Table 506.2		27,125 sf (with 100%Frontage)	
Unsprinklered			

Egress Summary

See building diagrams



1 OVERALL LIFE SAFETY FLOOR PLAN
 SCALE: 1/8" = 1'-0"



ACOUSTICAL PANEL CEILING PRODUCT DATA SHEETS

Acoustical Panel Ceiling Designation: APC-1 (Standard Classroom & Hallways).

Acoustical Panel Characteristics: Provide panels complying with ASTM E 1264 for characteristics described below:

Pattern: As specified by product designation below.

Type: III, Form 2, Class A.

Color: White.

Light Reflectance Coefficient: 0.80.

Noise Reduction Coefficient: 0.70

Ceiling Attenuation Class: 35 min.

Edge Detail: Square.

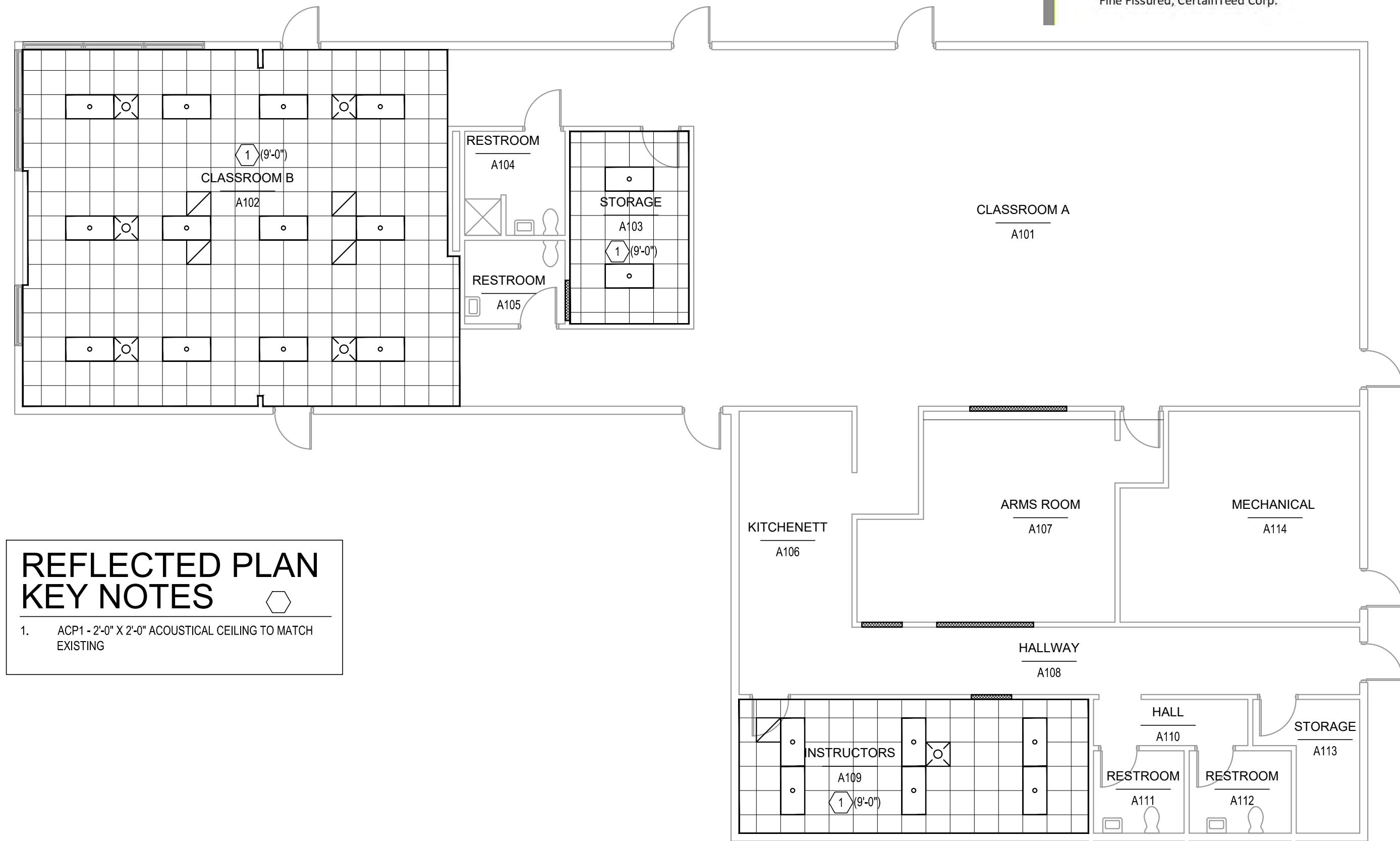
Thickness: 5/8 inch.

Size: 24 by 24 inches.

Suspension System Type: Provide suspension system that complies with requirements in Part 2 "Direct Hung Suspension Systems (Non-Fire Rated)", Article for wide face, capped, double web, heavy duty, steel suspension system.

Panel Products:

School Zone Fine Fissured; Armstrong World Industries, Inc.
 Radar High NRC; USG Interiors, Inc.
 Fine Fissured, CertainTeed Corp.



REFLECTED PLAN KEY NOTES

1. APC1 - 2'-0" X 2'-0" ACOUSTICAL CEILING TO MATCH EXISTING

3 REFLECTED CEILING PLAN
 SCALE: 1/8" = 1'-0"

FINISH SCHEDULE DESIGN INTENT SPEC

- Carpet tile- Interface, Aerial Collection, AE311,color TBD by Architect from manufacturer's full line. Use manufacturer's recommended adhesive and floor prep products. Provide Vinyl Transition strip between dissimilar materials.
- Vct spec: Tarkett VCT II, color TBD by Architect from manufacturer's full line. Use manufacturer's recommended adhesive and floor prep products. Provide Vinyl Transition strip between dissimilar materials.
- Paint spec:
 Interior Surfaces to be Painted, Unless Otherwise Indicated: Including gypsum board, concrete masonry units, and glazed concrete masonry units).
 Two top coats and one coat primer.
 For Primer Coat:
 CMU substrates: Sherwin Williams PrepRite Block Filler, B25W25.
 Gypsum Substrates: Sherwin Williams ProMar 200 Zero VOC Latex Primer B28W/200.
 Top Coat(s): High Performance Architectural Interior Latex; MPI #138, 139, 140, 141, or 142. Products: Sherwin-Williams Pre-Catalyzed Waterbased Epoxy, Eg-Shel, (MPI #139)
- Medium Duty Door/Trim: For surfaces subject to frequent contact by occupants, including metals. Medium duty applications include doors, door frames, railings, handrails, guardrails, and balustrades.
 Two top coats and one coat primer.
 Prime: manufacturer's recommended primer for substrate and paint system and specified.
 Top Coat(s): High Performance Architectural Interior Latex; MPI #138, 139, 140, or 141. Products: Sherwin-Williams Pro Industrial Pre-Catalyzed Waterbased Epoxy, Semi-Gloss (MPI #141)
- Medium Duty Vertical: Including uncoated steel, shop primed steel, and galvanized steel.
 Two top coats. If not shop primed, manufacturer's recommended rust inhibitive primer for paint system
 Top Coat(s): High Performance Architectural Interior Latex; MPI #138, 139, 140, or 141. Products: Sherwin-Williams Pro Industrial Pre-Catalyzed Waterbased Epoxy, Semi-Gloss. (MPI #141)
- Resilient base spec: Tarkett/Johnsonite 4" Vinyl Cove Base, color TBD by Architect from manufacturer's full line

ARCHITECTURAL GENERAL NOTES

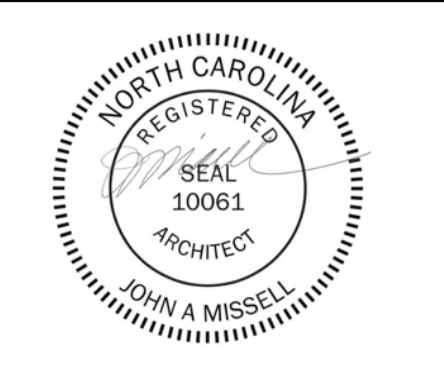
- WHERE DISSIMILAR FLOOR MATERIALS MEET, THEY SHALL DO SO UNDER THE CENTERLINE OF THE DOOR, UNLESS NOTED OTHERWISE
- ALL DIMENSIONS ON FLOOR PLANS ARE TO FINISH FACE OF GWB AT METAL STUD WALLS, UNLESS NOTED OTHERWISE
- HINGE SIDE DOOR JAMB AT WALLS WILL TYPICALLY BE LOCATED 4" MINIMUM FROM ADJACENT WALL UNLESS NOTED OTHERWISE
- SEE REFLECTED CEILING PLANS FOR BULKHEAD LOCATIONS AND DETAIL REFERENCES
- REFER TO ROOM FINISH SCHEDULE AND EQUIPMENT PLANS FOR LOCATION AND EXTENT OF FINISH FLOOR MATERIALS
- PROVIDE WOOD BLOCKING AS REQUIRED, WITHIN METAL STUD WALLS FOR WALL MOUNTED ITEMS.

GENERAL DEMOLITION NOTES

- (ALL NOTES MAY NOT PERTAIN TO THIS SHEET)
- UNLESS NOTED OTHERWISE, DEMOLITION TO BE PART OF THE WORK BY GENERAL CONTRACTOR. COORDINATE WITH OTHER PRIME CONTRACTORS TO SEE IF THERE ARE ITEMS TO BE REUSED
 - DEMOLITION CONTRACTOR IS TO VERIFY HIS WORK IN THE FIELD WITH THE DEMOLITION DRAWINGS, NEW CONSTRUCTION DRAWINGS, AND THE EXISTING IN-FIELD CONDITIONS. REPORT DISCREPANCIES TO THE ARCHITECT
 - "FLOORING" DENOTES FLOOR COVERING MATERIALS INCLUDING BACKINGS, ADHESIVES, BASES, DOWN TO BUT EXCLUSIVE OF FLOOR SLABS AND STRUCTURAL MATERIALS, UNLESS NOTED OTHERWISE
 - "CEILING" DENOTES CEILING MATERIALS INCLUDING SUSPENSION SYSTEMS ADHESIVE RESIDUES, MOLDINGS, UP TO BUT EXCLUSIVE OF STRUCTURAL MATERIALS
 - WALLS TO BE REMOVED SHALL BE REMOVED TO A POINT 2" (MIN.) BELOW THE EXISTING FLOOR SLAB (UNLESS SETTING ON SLAB). PATCH WITH NEW CONCRETE TO BE FLUSH WITH THE EXISTING FLOOR SLAB
 - WHEN OPENINGS ARE CUT INTO AN EXISTING WALL, THE OPENING SHALL BE A MINIMUM OF 1'-4" LONGER THAN THE FINISHED OPENING REQUIRED TO ALLOW FOR 1/2" MIN. OF NEW CMU TOOTHES IN AT EDGES
 - AFTER THE DEMOLITION OF MATERIALS, THE RESULTING EXPOSED SURFACE SHALL BE SMOOTH AND FLUSH WITH EXISTING CONDITIONS
 - "ITEMS TO BE REMOVED BY CONTRACTOR" SHALL INCLUDE WORK BY OTHER TRADES, INCLUDING SITE, STRUCTURAL, PLUMBING, MECHANICAL AND ELECTRICAL
 - MECHANICAL AND ELECTRICAL ITEMS THAT ARE CAPPED AND ABANDONED SHALL BE LOCATED BEHIND FINAL FINISH SYSTEMS
 - COORDINATE THIS WORK WITH DEMOLITION WORK ON SITE, STRUCTURAL, PLUMBING, MECHANICAL, AND ELECTRICAL
 - MATERIALS OF DEMOLITION SHALL BE DISPOSED OF OFF-SITE UNLESS OTHERWISE DIRECTED BY OWNER
 - OWNER TO REMOVE EXISTING FURNITURE, CASEWORK, MISCELLANEOUS ITEMS NOT SHOWN AND NOT TO BE DEMOLISHED, CONTRACTOR TO NOTIFY OWNER IN ADVANCE WHEN ITEMS NEED TO BE REMOVED. CONTRACTOR IS RESPONSIBLE FOR OTHER ITEMS TO BE REMOVED
 - ITEMS TO BE PATCHED. REMOVE ALL LOOSE OR DAMAGED MATERIAL. REFINISH TO LIKE NEW CONDITION, OR IF CONDITION WARRANTS REPLACE IN ENTIRETY
 - THE OWNER SHALL RESERVE RIGHT TO CLAIM ANY MATERIALS THAT ARE BEING DISCLOSED PRIOR TO THE CONTRACTOR DISPOSING OF THEM OFF SITE.

VERIFICATION NOTE

CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CLEARANCES AND ALL EXISTING FIELD CONDITIONS BEFORE STARTING CONSTRUCTION. COMMENCEMENT OF WORK CONSTITUTES ACCEPTANCE OF CONDITIONS. SHOULD DIFFERENT CONDITIONS BE ENCOUNTERED, NOTIFY THE ARCHITECT BEFORE PROCEEDING WITH WORK.



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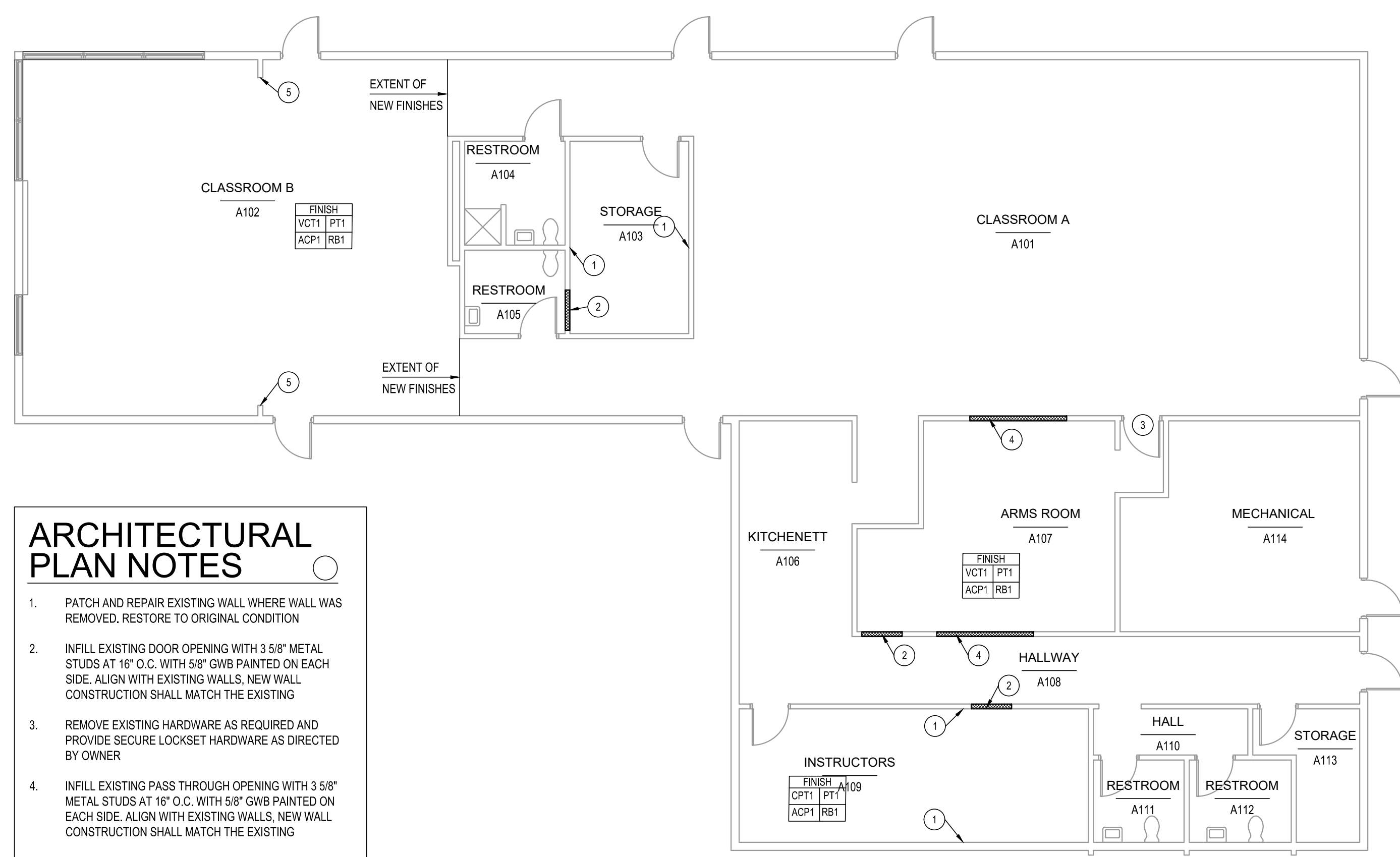
Interior Renovations to
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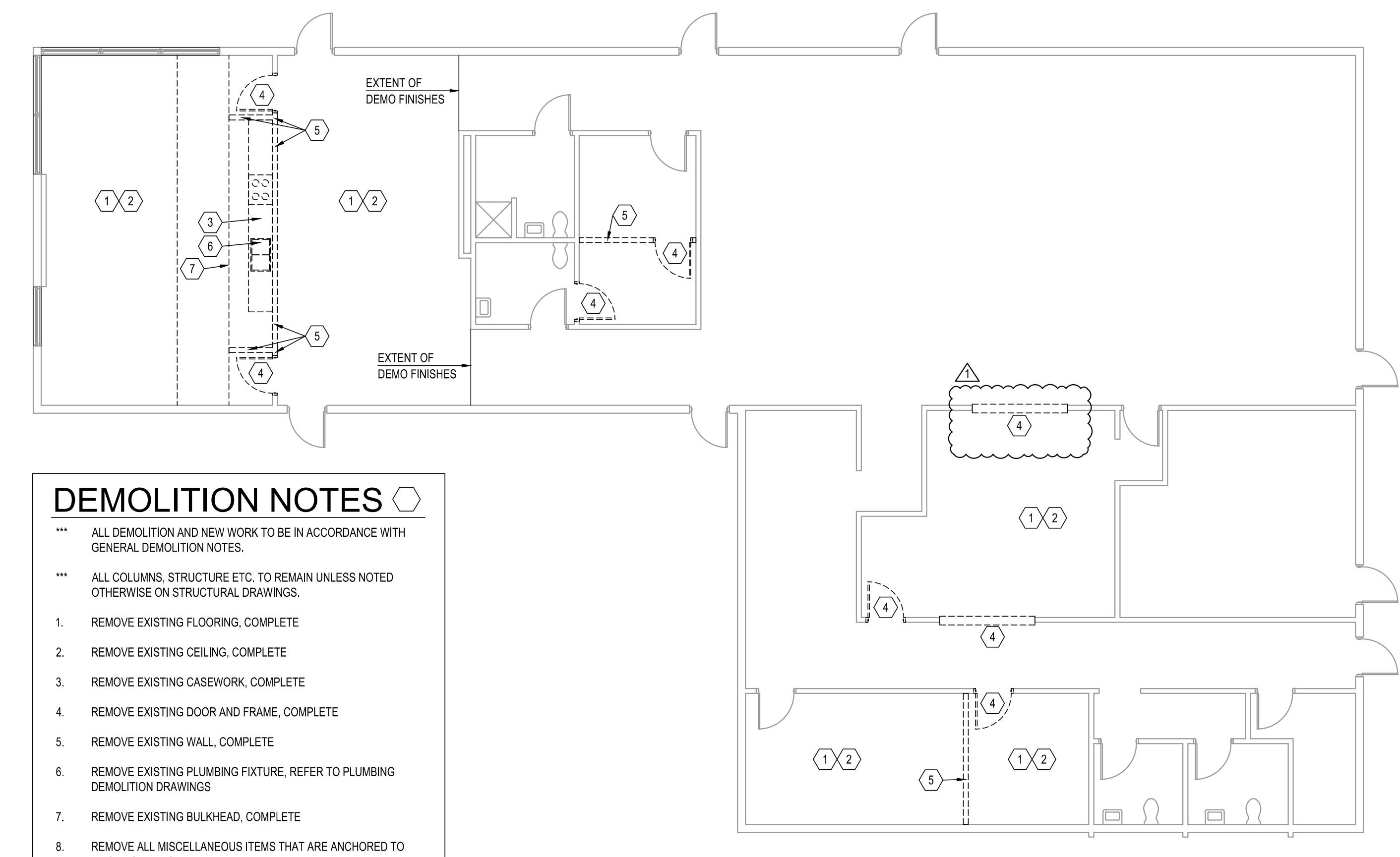
A-101A
 FLOOR PLAN & DEMOLITION PLAN
 PLAN, NOTES AND SCHEDULES



ARCHITECTURAL PLAN NOTES

- PATCH AND REPAIR EXISTING WALL WHERE WALL WAS REMOVED. RESTORE TO ORIGINAL CONDITION
- INFILL EXISTING DOOR OPENING WITH 3/8" METAL STUDS AT 16" O.C. WITH 5/8" GWB PAINTED ON EACH SIDE. ALIGN WITH EXISTING WALLS. NEW WALL CONSTRUCTION SHALL MATCH THE EXISTING
- REMOVE EXISTING HARDWARE AS REQUIRED AND PROVIDE SECURE LOCKSET HARDWARE AS DIRECTED BY OWNER
- INFILL EXISTING PASS THROUGH OPENING WITH 3/8" METAL STUDS AT 16" O.C. WITH 5/8" GWB PAINTED ON EACH SIDE. ALIGN WITH EXISTING WALLS. NEW WALL CONSTRUCTION SHALL MATCH THE EXISTING
- PATCH AND REPAIR END OF WALL TO NEW CONDITION

2 FLOOR / EQUIPMENT / FINISH PLAN
 SCALE: 1/8" = 1'-0"



DEMOLITION NOTES

- ALL DEMOLITION AND NEW WORK TO BE IN ACCORDANCE WITH GENERAL DEMOLITION NOTES.
- ALL COLLUMS, STRUCTURE ETC. TO REMAIN UNLESS NOTED OTHERWISE ON STRUCTURAL DRAWINGS.
- REMOVE EXISTING FLOORING, COMPLETE
- REMOVE EXISTING CEILING, COMPLETE
- REMOVE EXISTING CASEWORK, COMPLETE
- REMOVE EXISTING DOOR AND FRAME, COMPLETE
- REMOVE EXISTING WALL, COMPLETE
- REMOVE EXISTING PLUMBING FIXTURE. REFER TO PLUMBING DEMOLITION DRAWINGS
- REMOVE EXISTING BULKHEAD, COMPLETE
- REMOVE ALL MISCELLANEOUS ITEMS THAT ARE ANCHORED TO EXISTING WALLS
- REMOVE EXISTING 8'-0" x 4'-0" WINDOW, FRAME AND TRIM. PREPARE WALL TO BE INFILLED

1 DEMOLITION FLOOR PLAN
 SCALE: 1/8" = 1'-0"

NOTE: NOT ALL SYMBOLS AND ABBREVIATIONS MAY APPLY TO THIS PROJECT

MECHANICAL ABBREVIATIONS

<p>° DEGREES FAHRENHEIT AC ALTERNATING CURRENT OR AIR CONDITIONING ACC AIR COOLED CONDENSING UNIT AD ACCESS DOOR ("M DWGS.) AREA DRAIN ("M DWGS.) AFT ABOVE FINISHED FLOOR AFMS AIR FLOW MEASURING STATION AGA AMERICAN GAS ASSOCIATION AHU AIR HANDLING UNIT AI ANALOG INPUT AL ACOUSTICALLY LINED AMB AMBIENT ANSI AMERICAN NATIONAL STANDARDS INSTITUTE AO ANALOG OUTPUT AP ACID PROOF OR ACCESS PANEL APD AIR PRESSURE DROP (IN. WC.) ARCH ARCHITECTURAL ARI AIR CONDITIONING AND REFRIGERATION INSTITUTE ARV AIR RELIEF VALVE ASME AMERICAN SOCIETY OF MECHANICAL ENGINEERS ASPE AMERICAN SOCIETY OF PLUMBING ENGINEERS ASHRAE AMERICAN SOCIETY OF HEATING, REFRIGERATION AND AIR CONDITIONING ENGINEERS ASTM AMERICAN SOCIETY FOR TESTING AND MATERIALS ATM ATMOSPHERE AUTO AUTOMATIC AVG AVERAGE AVS ACID VENT STACK AW ACID WASTE AWWA AMERICAN WATER WORKS ASSOCIATION BD BALANCING DAMPER BDB BACKDRIFT DAMPER BE BOTTOM ELEVATION BF BARRIER FREE BFC BELOW FINISHED CEILING BHP BRAKE HORSEPOWER BLDG BUILDING BOD BOTTOM OF DUCT BOP BOTTOM OF PIPING BT BATHUB BTM BOTTOM BTU BTU PER HOUR C CONDENSATE DRAIN CA COMPRESSED AIR CV CONSTANT AIR VOLUME CB CATCH BASIN CCW COUNTERCLOCKWISE CD CARBON DIOXIDE CF CEILING FAN CFM CUBIC FEET PER MINUTE CH CHILLER CHWP CHILLED WATER PUMP CI CAST IRON CLG CEILING CMP CORRUGATED METAL PIPE CO CLEANOUT COMP COMPRESSOR COND CONDENSER CONV CONVECTOR CP CONDENSATE PUMP CPCV CHLORINATED POLYVINYL CHLORIDE CT COOLING TOWER CU CONDENSING UNIT CUH CABINET UNIT HEATER CUV CLASSROOM UNIT VENTILATOR CV CONTROL VALVE CV COEFFICIENT, VALVE FLOW CW CLOCKWISE CWP CONDENSER WATER PUMP DB DECIBEL DB DRAIN BOX OR DRY BULB DC DIRECT CURRENT DF DRINKING FOUNTAIN DG DOOR GRILLE DH DUCT HEATER DI DIGITAL INPUT DIA DIAMETER DFF DIFFUSER DN DOWN DO DIGITAL OUTPUT DS DOWNSPOUT DUC DOOR UNDER CUT DW DISTILLED WATER DWG DRAWING DWH DOMESTIC WATER HEATER DWW DRAINAGE WASTE & VENT. DX DIRECT EXPANSION (REFRIGERATION) EA EACH EAT ENTERING AIR TEMPERATURE (°F) EC ELECTRICAL CONTRACTOR ECO EXTERIOR CLEANOUT EQR EQUIVALENT DIRECT RADIATION EER ENERGY EFFICIENCY RATIO EFF EXHAUST FAN EG EXHAUST GRILLE ELEV ELEVATION</p>	<p>EOM END OF MAIN DRIP ES EMERGENCY SHOWER ESP EXTERNAL STATIC PRESSURE (IN. WC.) ET EXPANSION TANK EW EMERGENCY EYEWASH EWC ELECTRIC WATER COOLER EWT ENTERING WATER TEMPERATURE (°F) EX EXISTING EXH EXHAUST EXIST EXISTING F&T FLOAT AND THERMOSTATIC STEAM TRAP FSD COMBINATION FIRE/SMOKE DAMPER FCO FLOOR CLEANOUT FCU FAN COIL UNIT FD FIRE DAMPER OR FLOOR DRAIN FDC FIRE DEPARTMENT CONNECTION FDN FOUNDATION FE FIRE EXTINGUISHER FHC FIRE HOSE CABINET FRV FLOOR FLOOR FM FACTORY MUTUAL FOW FUEL OIL VENT FPC FIRE PROTECTION CONTRACTOR FPM FEET PER MINUTE FPVAV FAN POWERED VAV UNIT FS FLOOR SINK FT FOOT OR FEET FTG FOOTING FRD FINNED TUBE RADIATION FURN FURNACE G GAS (NATURAL) GA GAUGE OR GAUGE GAL GALLON GC GENERAL CONTRACTOR GV GRAVITY INTAKE VENTILATOR GPD GALLONS PER DAY GPH GALLONS PER HOUR GPM GALLONS PER MINUTE GR GRANS OR GRILLE GRV GRAVITY RELIEF VENTILATOR GT GREASE TRAP HB HOSE BIBB HD HEAD (FT.) HC MERCURY HHPM HEATING HOT WATER PUMP HO HUB OUTLET HORZ HORIZONTAL HP HORSEPOWER HF HOURS HRTU HEATING ONLY ROOFTOP UNIT HX HEAT EXCHANGER HZ HZ FREQUENCY IB INVERTED BUCKET STEAM TRAP ID DIAMETER, INSIDE IE INERT ELEVATION IN INCH/INCHES INT INTERIOR INV INVERT IPS INTERNATIONAL PIPE STANDARD IW INDIRECT WASTE K KELVIN KEC KITCHEN EQUIPMENT CONTRACTOR KW KILOWATT LAB LABORATORY LAT LEAVING AIR TEMPERATURE (°F) LAVL LAVATORY LB POUND LBS POUNDS LD LINEAR DIFFUSER LDR LINEAR RETURN DIFFUSER LP LIQUID PETROLEUM LWT LEAVING WATER TEMPERATURE (°F) MA MIXED AIR MAT MIXED AIR TEMPERATURE (°F) MAX MAXIMUM MB MOP BASIN MCH 1000 BTU PER HOUR MC MECHANICAL CONTRACTOR MCA MINIMUM CIRCUIT AMPACITY MCC MOTOR CONTROL CENTER MD MOTORIZED DAMPER MH MANHOLE MIN MINIMUM MISC MISCELLANEOUS MS MOP SINK MTD MOUNTED MV MANUAL VENT N NITROGEN N/A NOT APPLICABLE NC NORMALLY CLOSED OR NOISE CRITERIA NEC NATIONAL ELECTRIC CODE NFC NATIONAL FIRE CODE NFA NATIONAL FIRE PROTECTION ASSOCIATION NFPA NON-FREEZE WALL HYDRANT NIC NOT IN CONTRACT NO NORMALLY OPEN OR NITROUS OXIDE NOM NOMINAL</p>	<p>NPW NON-POTABLE WATER NTS NOT TO SCALE O OXYGEN OA OUTSIDE AIR OAI OUTSIDE AIR INTAKE OAT OUTSIDE AIR TEMPERATURE (°F) OBD OPPOSED BLADE DAMPER OD OVERFLOW DRAIN OR OUTSIDE DIAMETER OFI OWNER FURNISHED/CONTRACTOR INSTALLED OSD OPEN SITE DRAIN OZ OUNCE P PUMP PBD PARALLEL BLADE DAMPER PC PLUMBING CONTRACTOR PD PRESSURE DROP (IN. OR FT. AS NOTED) PE PNEUMATIC-ELECTRIC PH PHASE (ELECTRICAL) PIV POST INDICATOR VALVE PPM PARTS PER MILLION PRV PRESSURE REDUCING VALVE PSI POUNDS PER SQUARE INCH PSA PSI ABSOLUTE PSIG PSI GAUGE PTAC PACKAGED TERMINAL AIR CONDITIONING UNIT PVC POLYVINYL CHLORIDE R REGISTER R12 REFRIGERANT (12, 22, ETC.) RA RETURN AIR RAD RADIATION RAT RETURN AIR TEMPERATURE (°F) RCP REINFORCED CONCRETE PIPE RD ROOF DRAIN REV REVOLUTION RF RETURN FAN RG RETURN GRILLE RH RODDING HOLE OR RELATIVE HUMIDITY RPM REVO LUTIONS PER MINUTE RPS REVO LUTIONS PER SECOND RTU ROOFTOP UNIT RV RELIEF VALVE OR RELIEF VENT SA SUPPLY AIR SAN SANITARY SD SUPPLY DIFFUSER, SMOKE DAMPER, SPLITTER DAMPER SEER SEASONAL ENERGY EFFICIENCY RATIO SF SQUARE FOOT, SUPPLY FAN OR SAFETY FACTOR SG SUPPLY GRILLE SH SHOWER SK SINK SMACNA SHEET METAL AND AIR CONDITIONING CONTRACTORS NATIONAL ASSOCIATION SP STATIC PRESSURE SPEC SPECIFICATIONS SQ SQUARE SR SUPPLY REGISTER SRV SAFETY RELIEF VALVE SS STAINLESS STEEL OR SERVICE SINK STD STANDARD SV STEAM VENT TCC TEMPERATURE CONTROL CONTRACTOR TD TEMPERATURE DIFFERENCE TE TOP ELEVATION TEMP TEMPERATURE TF TRANSFER FAN TVM THERMOSTATIC MIXING VALVE TONS TONS OF REFRIGERATION TP TRAP PRIMER TRANS TRANSITION TS TAMPER SWITCH TSP TOTAL STATIC PRESSURE (IN. WC.) TVV THERMAL EXPANSION VALVE UCD UNDERCUT DOOR UH UNIT HEATER UL UNDERWRITER'S LABORATORIES UR URINAL UV UNIT VENTILATOR V VOLTS (ELECTRICAL) OR VENT VAC VACUUM VAV VARIABLE AIR VOLUME VB VOLUME BREAKER VD VOLUME DAMPER VEL VELOCITY IN FEET PER MINUTE VERT VERTICAL VF VENTILATION FAN VFD VARIABLE FREQUENCY DRIVE VTR WASTE THROUGH ROOF W WASTE OR WATT WC WATER COLUMN W/ WITH W/O WITHOUT WB WET BULB WC WATER CLOSET WCO WALL CLEANOUT WH WALL HYDRANT WPD WATER PRESSURE DROP (F.L.H.D.) WSP WATER SOURCE HEAT PUMP YD YARD DRAIN</p>
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PIPING SYMBOLS

	RISE IN PIPING
	DROP IN PIPING
	CAPPED PIPING
	PIPE CONTINUED ELSEWHERE AS NOTED
	PIPE GUIDES
	PIPE ANCHORS
	FLEXIBLE PIPE CONNECTOR
	PIPE EXPANSION JOINT
	PIPE EXPANSION LOOP
	CONCENTRIC REDUCER
	ECCENTRIC REDUCER
	UNION, FLANGED UNION
	PITCH (IN DIRECTION OF ARROW)
	DIRECTION OF FLOW
	GATE VALVE
	BALL VALVE
	GLOBE VALVE
	BUTTERFLY VALVES
	PLUG VALVE
	CHECK VALVE
	PRESSURE REDUCING VALVE
	REDUCED PRESSURE BACKFLOW PREVENTER
	DOUBLE CHECK BACKFLOW PREVENTER
	ANGLE VALVE
	PRESSURE RELIEF VALVE
	VALVE WITH OUTSIDE STEM & YOKE
	PNEUMATIC TWO-WAY CONTROL VALVE
	PNEUMATIC THREE-WAY CONTROL VALVE
	ELECTRIC TWO-WAY CONTROL VALVE
	ELECTRIC THREE-WAY CONTROL VALVE
	SOLENOID VALVE
	FLOW SWITCH
	PRESSURE SWITCH
	AQUASTAT
	ORIFICE FLOW METER
	VENTURI FLOW METER
	MANUAL BALANCE VALVE
	AUTOMATIC FLOW CONTROL VALVE
	STRAINER
	STRAINER WITH CAPPED BLOWDOWN
	MANUAL AIR VENT
	AUTOMATIC AIR VENT
	VACUUM BREAKER
	PETE'S PLUG
	THERMOMETER
	PRESSURE GAUGE
	STEAM TRAP WITH DESIGNATION
	REFRIGERATION SIGHT GLASS
	AIR FILTER/DRYER
	REFRIGERATION THERMAL EXPANSION VALVE
	PUMP
	WATER HAMMER ARRESTOR (DESIGNATION OPTIONAL)
	FLOOR DRAIN W/ SIZE & TYPE
	END OF PIPE CLEANOUT
	FLOOR CLEANOUT
	WALL CLEANOUT
	EXTERIOR CLEANOUT/RODDING HOLE
	UNDERGROUND CONCRETE THRUST BLOCK
	THERMOSTATIC MIXING VALVE
	HOSE BIBB
	WATER METER
	GAS METER
	ROOF DRAIN OR OVERFLOW DRAIN
	POST INDICATOR VALVE
	FIRE DEPARTMENT CONNECTION
	VALVE TAMPER SWITCH
	UPRIGHT SPRINKLER HEAD
	PENDANT SPRINKLER HEAD
	DRY PENDANT SPRINKLER HEAD
	SIDEWALL SPRINKLER HEAD
	CONCEALED SPRINKLER HEAD

HVAC SYMBOLS

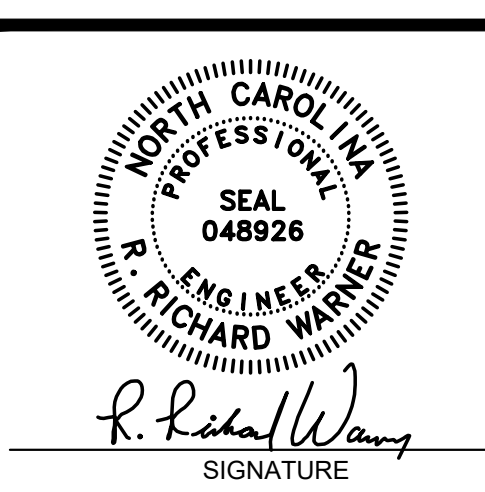
	RISE IN SUPPLY DUCTWORK		CHANGE IN DUCT PRESSURE CLASSIFICATION
	DROP IN SUPPLY DUCTWORK		ELECTRIC DUCT COIL
	RISE IN RETURN DUCTWORK		HYDRONIC DUCT REHEAT COIL
	DROP IN RETURN DUCTWORK		SOUND ATTENUATOR
	RISE IN EXHAUST DUCTWORK		CAPPED DUCTWORK
	DROP IN EXHAUST DUCTWORK		RECTANGULAR DUCTWORK DESIGNATION
	STANDARD RADIUS ELBOW (CENTER RADIUS 1-1/2 TIMES WIDTH OF DUCT)		ROUND SPIRAL DUCTWORK DESIGNATION
	90 DEGREE ELBOW WITH TURNING VANES		OVAL DUCTWORK DESIGNATION
	STANDARD TRANSITIONS		DUCT CONSTRUCTED OF ALUMINUM STAINLESS STEEL
	OFFSET TRANSITION		DIRECTION OF SUPPLY AIR
	SQUARE DUCT TO ROUND DUCT TRANSITION		DIRECTION OF RETURN OR EXHAUST AIR
	BOOT TAP OR SHOE TAP FITTING		PANEL TYPE CEILING DIFFUSER
	SPIN-IN FITTING W/ BALANCE DAMPER		LINEAR SLOT DIFFUSER
	BELLMOUTH FITTING		SUPPLY REGISTER
	CONICAL FITTING		EXHAUST OR RETURN REGISTER
	45° LATERAL FITTING		SIDEWALL REGISTER OR GRILLE
	OFFSET IN DUCTWORK ELEVATION (RISE OR DROP)		CENTRIFUGAL ROOF EXHAUST FAN
	MOTORIZED CONTROL DAMPER		UNIT HEATER
	BALANCE DAMPER		FINNED TUBE RADIATION
	FIRE DAMPER W/ DESIGNATION		CEILING DESTRATIFICATION FAN
	ACCESS DOORS		THERMOSTAT
	FLEXIBLE DUCTWORK, MAXIMUM FIVE FEET		TEMPERATURE SENSOR
	FLEXIBLE DUCT CONNECTION		HUMIDISTAT
	INDICATES DUCT IS TO BE INTERNALLY LINED (SIZE SHOWN IS INTERNAL FREE AREA REQUIREMENT)		DOOR GRILLE

PIPING DESIGNATIONS

<p>HIGH PRESSURE STEAM MEDIUM PRESSURE STEAM LOW PRESSURE STEAM HIGH PRESSURE CONDENSATE MEDIUM PRESSURE CONDENSATE LOW PRESSURE CONDENSATE BOILER BLOW DOWN BOILER FEED PUMPED CONDENSATE VACUUM PUMP DISCHARGE HUMIDIFICATION LINE MAKEUP WATER ATMOSPHERIC VENT HEAT RECLAIM PIPING HEATING WATER SUPPLY HEATING WATER RETURN REFRIGERANT DISCHARGE REFRIGERANT SUCTION REFRIGERANT LIQUID REFRIGERANT HOT GAS BRINE SUPPLY BRINE RETURN CONDENSER WATER SUPPLY CONDENSER WATER RETURN CHILLED WATER SUPPLY CHILLED WATER RETURN DUAL TEMP WATER SUPPLY DUAL TEMP WATER RETURN HEAT PUMP WATER SUPPLY HEAT PUMP WATER RETURN GLYCOL SUPPLY GLYCOL RETURN FUEL OIL SUPPLY FUEL OIL RETURN CONDENSATE DRAIN LINE CONTROL WIRING</p>	<p>HPS MPS LPS HPC MPC LPC BBD BF PC VPD H MJ AV HR HWS HWR RD RS RL RHG BS BR CWS CWR CHWS CHWR DWS DTWR HPS GR HPS HPR GS GR FOR D</p>	<p>STORM DRAIN FOOTING DRAIN TILE WASTE, SANITARY SEWER WASTE, SANITARY GREASE SANITARY FORCED MAIN VENT ACID WASTE ACID VENT INDIRECT DRAIN PUMP DISCHARGE LINE DOMESTIC COLD WATER DOMESTIC HOT WATER DOMESTIC HOT WATER RETURN 140°F HOT WATER 140°F HOT WATER RETURN CHILLED DRINKING WATER SUPPLY CHILLED DRINKING WATER RECY. SOFT WATER CHLORINATED WATER DISTILLED WATER DEIONIZED WATER LAWN SPRINKLER SUPPLY FIRE PROTECTION LINE GAS - LOW PRESSURE GAS - MEDIUM PRESSURE GAS - HIGH PRESSURE GAS VENT MEDICAL COMPRESSED AIR MEDICAL VACUUM OXYGEN NITROGEN NITROUS OXIDE CARBON DIOXIDE WET VACUUM CLEANING DRY VACUUM CLEANING</p>	<p>ST DT SAN GRSN FM AW AV D PD PD 140°F 140°F DWS DWR SW CL DI DE LS F G MG HG GAS VENT MA MV N N N2O CO2 WVC DVC</p>
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REFERENCE INFORMATION

<p>GENERAL NOTES: GENERAL INFORMATION OR REQUIREMENTS WHICH MAY PERTAIN TO ALL SHEETS OF THE DISCIPLINE THE NOTE IS LOCATED ON.</p> <p>PLAN NOTES: KEYED NOTES WHICH ARE SPECIFIC ONLY TO THE SHEET THE NOTE IS LOCATED ON.</p> <p>SECTION REFERENCE: INDICATES LOCATION OF DETAILED ELEVATION OR SECTION THROUGH AREA INDICATED BY MARKER.</p> <p>DETAIL REFERENCE: INDICATES LOCATION OF DETAIL USED TO CLARIFY INSTALLATION, SPECIFY COMPONENTS, ETC.</p>	<p>TYPE CORRESPONDING TO SCHEDULE</p> <p>DIFFUSER, GRILLE, OR REGISTERS</p> <p>SCHEDULED AIRFLOW IN CUBIC FEET PER MINUTE</p> <p>EQUIPMENT TYPE</p> <p>EQUIPMENT DESIGNATIONS</p> <p>LETTER CORRESPONDING TO RELATED AIR SYSTEM (OPTIONAL)</p> <p>SEQUENTIAL NUMBER SPECIFIC TO THE LABELED EQUIPMENT</p> <p>ELEVATION NOTATION</p> <p>12'-0" AFF B.O.D.</p> <p>INDICATES POINT OF CONNECTION TO EXISTING EQUIPMENT, PIPING, OR MATERIALS</p> <p>INDICATES POINT TO DISCONNECT EXISTING EQUIPMENT, PIPING, OR MATERIALS</p>	<p>SHEET DESIGNATIONS</p> <p>M000 SERIES SHEETS: SYMBOLS AND ABBREVIATIONS SHEET</p> <p>M100 SERIES SHEETS: OVERALL FLOOR PLANS AND ROOF PLANS</p> <p>M200 SERIES SHEETS: FLOOR PLANS AS NOTED</p> <p>M300 SERIES SHEETS: ENLARGED FLOOR PLANS, SECTIONS, AND ELEVATIONS</p> <p>M400 SERIES SHEETS: DETAILS SHEETS</p> <p>M500 SERIES SHEETS: SCHEDULES SHEETS</p> <p>LINE TYPE DESIGNATIONS</p> <p>SOLID LINE: LIGHT, SOLID LINE TYPES INDICATE EQUIPMENT OR MATERIALS TO REMAIN.</p> <p>DASHED LINE: INTERMEDIATE OR HEAVY SOLID LINE TYPES INDICATE NEW EQUIPMENT OR MATERIALS.</p> <p>HEAVY DASHED LINE: HEAVY DASHED LINE TYPES INDICATE MATERIALS TO BE REMOVED.</p>
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Interior Renovations to
JROTC FACILITY
Plymouth, North Carolina
Washington County School District
Design Build

JOB NO.: 90D-K25-3994
DATE: 10-27-2025
DRAWN BY: RTL
CHECKED BY: RTL/RAV

REVISIONS

PERMIT DRAWINGS

SHEET

M-001

MECHANICAL SYMBOLS & ABBREVIATIONS

GENERAL REQUIREMENTS:

- EACH SUBCONTRACTOR SHALL GIVE ALL NOTICES AND COMPLY WITH ALL CODES, LAWS, ORDINANCES, RULES AND REGULATIONS, AND ORDERS OF ANY PUBLIC AUTHORITY BEARING ON THE PERFORMANCE OF THE WORK.
- EACH SUBCONTRACTOR SHALL BE RESPONSIBLE FOR THE COST AND SCHEDULING OF ANY REQUIRED INSPECTIONS FOR THE PERFORMANCE OF THEIR WORK.
- EACH SUBCONTRACTOR SHALL SECURE AND PAY FOR ALL PERMITS AND LICENSES NECESSARY FOR THE PROSECUTION OF THEIR WORK.
- THE DRAWINGS ARE DIAGRAMMATIC AND INDICATE THE ARRANGEMENTS OF THE PRINCIPAL EQUIPMENT, DUCTWORK AND PIPING, AND SHALL BE FOLLOWED AS CLOSELY AS POSSIBLE. BECAUSE OF THE SCALE OF THE DRAWINGS, IT IS NOT POSSIBLE TO INDICATE ALL OFFSETS, FITTINGS, EXPANSION JOINTS, ANCHORS, ISOLATION VALVES AND ACCESSORIES WHICH MAY BE REQUIRED. EACH SUBCONTRACTOR SHALL FURNISH AND INSTALL ALL SUPPLEMENTARY OR MISCELLANEOUS ITEMS, PIPE, VALVES, FITTINGS, APPURTENANCES AND DEVICES INCIDENTAL TO, OR NECESSARY FOR, A SOUND, SECURE, COMPLETE, AND SATISFACTORILY OPERATING SYSTEM. CAREFULLY INVESTIGATE THE STRUCTURAL AND FINISH CONDITIONS AFFECTING THE WORK AND THE WORK OF OTHER TRADES AND ARRANGE EQUIPMENT, DUCTWORK, AND PIPING ACCORDINGLY. PROVIDE THE BEST POSSIBLE ARRANGEMENT SO AS TO PROVIDE THE MAXIMUM HEADROOM AND ACCESS.
- EACH SUBCONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS AND SHALL ADJUST THEIR WORK ACCORDING TO ANY VARIATIONS OR DEVIATIONS FROM THOSE SHOWN ON THE PLANS.
- EACH SUBCONTRACTOR IS RESPONSIBLE FOR FURNISHING EQUIPMENT WHICH IS SUITABLE FOR THE SPACE AVAILABLE. SUBCONTRACTOR SHALL PAY FOR ALL MODIFICATIONS TO THEIR WORK AND WORK OF OTHERS REQUIRED TO ACCOMMODATE FURNISHED EQUIPMENT WHICH REQUIRES SPACE DIFFERENT FROM THAT INDICATED ON DRAWINGS.
- EACH SUBCONTRACTOR IS RESPONSIBLE FOR FURNISHING EQUIPMENT WHICH IS SUITABLE FOR THE SERVICES SHOWN ON DRAWINGS. SUBCONTRACTOR SHALL PAY FOR ALL MODIFICATIONS TO THEIR WORK AND WORK OF OTHERS REQUIRED TO ACCOMMODATE EQUIPMENT FURNISHED BY HIM WHICH REQUIRES SERVICES DIFFERENT FROM THOSE INDICATED ON DRAWINGS.
- ELECTRONIC SHOP DRAWINGS (PDF FILE) FOR ALL EQUIPMENT AND WORK SHALL BE SUBMITTED FOR REVIEW.
- THREE BOUND SETS OF INSTRUCTION MANUALS SHALL BE FURNISHED TO PSI PRIOR TO ACCEPTANCE OF THE PROJECT.
- RECORD DRAWINGS SHALL BE KEPT OF ALL DEVIATIONS FROM THE CONTRACT DRAWINGS. RECORD DRAWINGS SHALL BE SUBMITTED TO PSI PRIOR TO ACCEPTANCE OF THE PROJECT. NO SUCH DEVIATIONS FROM THE CONTRACT DRAWINGS SHALL BE MADE WITHOUT PRIOR APPROVAL OF PSI.
- ALL WORK SHALL BE INSTALLED SO AS TO BE ACCESSIBLE FOR OPERATION, MAINTENANCE, AND REPAIR. EACH SUBCONTRACTOR SHALL PROVIDE ACCESS PANELS OF APPROPRIATE SIZE WHEN THEIR WORK IS CONCEALED.
- EACH SUBCONTRACTOR SHALL PROVIDE ALL CONCRETE PADS AND PIERS REQUIRED FOR THE INSTALLATION OF THEIR WORK. CONCRETE PADS SHALL BE NOT LESS THAN 4" HIGH AND SHALL EXTEND A MINIMUM OF 6" BEYOND THE EQUIPMENT OR PRODUCT MOUNTED THEREON. THE TOP OF THE PAD SHALL BE LEVEL. CONCRETE SHALL BE A MINIMUM OF 3000 PSI WITH AIR ENTRAINMENT UNLESS NOTED OTHERWISE.
- PRIOR TO FINAL ACCEPTANCE, PROVIDE TO PSI AND THE OWNER, INSTRUCTIONS ON THE PROPER OPERATION AND MAINTENANCE OF THE SYSTEMS, EQUIPMENT AND CONTROLS SUPPLIED BY THE SUBCONTRACTOR.
- EACH SUBCONTRACTOR SHALL PROVIDE UL RATED FIRE STOPPING WHEN PENETRATING ANY FIRE-RATED WALL OR FLOOR. FIRE STOPPING MATERIALS SHALL BE OF A TYPE AND THICKNESS TO ACHIEVE THE APPROPRIATE FIRE RATING AND SHALL CONFORM TO ALL CODE AND REGULATORY REQUIREMENTS. FIRE STOPPING MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. MAINTAIN FIRE RATING OF WALLS, PARTITIONS, CEILINGS, AND FLOORS AT PENETRATION. MEET REQUIREMENTS OF ASTM E814 THROUGH PENETRATION FIRE TEST BY A NATIONALLY RECOGNIZED TESTING AGENCY AND OTHER ASTM STANDARDS AS APPLICABLE FOR THE INSTALLATION.
- ALL BUILDING SURFACES, WALLS, FLOORS, ETC., WHICH ARE TO BE EXPOSED, DISTURBED, CUT OR PARTIALLY REMOVED BY A SUBCONTRACTOR IN ABANDONING, REMOVING, REPLACING, OR INSTALLING THE WORK, SHALL BE PATCHED AND REPAIRED BY THIS SAME SUBCONTRACTOR, UNLESS OTHERWISE NOTED. THE SUBCONTRACTOR SHALL ONLY EXPOSE, DISTURB, CUT OR REMOVE THE MINIMUM AREA OF SUCH SURFACES NECESSARY TO PERFORM HIS WORK. IF IT BECOMES NECESSARY TO CUT INTO THE WORK OF ANOTHER SUBCONTRACTOR, IT SHALL BE DONE AT THE EXPENSE OF THE CUTTING SUBCONTRACTOR AND WITH THE CONSENT OF THE OTHER SUBCONTRACTOR. CUTTING SHALL BE PERFORMED WITH SUCH TOOLS AND METHODS AS TO PREVENT DAMAGE TO THE SURROUNDING BUILDING STRUCTURE, FINISHES AND EQUIPMENT. NO CUTTING SHALL BE DONE WHICH WILL IN ANYWAY REDUCE THE STRUCTURAL STRENGTH OF THE BUILDING. AS REQUIRED BY THE NATURE OF THE WORK BEING PERFORMED THE CUTTING SUBCONTRACTOR SHALL PROVIDE ALL LINTELS.
- EACH SUBCONTRACTOR SHALL CORE DRILL HOLES THROUGH FLOORS, WALLS, DECKS, ETC., WHERE PASSAGE IS NOT AVAILABLE, TO INSTALL THEIR WORK. PROVIDE STEEL SLEEVES AND PROPERLY SEAL ALL PENETRATIONS AS REQUIRED. SEAL PIPE PENETRATIONS IN EXTERIOR WALLS USING SLEEVES AND MECHANICAL SLEEVE SEALS. MECHANICAL SLEEVE SEALS SHALL BE MODULAR DESIGN, WITH INTERLOCKING RUBBER LINKS SHAPED TO CONTINUOUSLY FILL ANNULAR SPACE BETWEEN PIPE AND SLEEVE. INCLUDE CONNECTING BOLTS AND PRESSURE PLATES.
- EACH SUBCONTRACTOR SHALL PROVIDE ONE (1) FULL YEAR PARTS AND LABOR WARRANTY COVERING THEIR WORK FROM DATE OF ACCEPTANCE BY PSI AND THE OWNER.
- EACH SUBCONTRACTOR SHALL PROVIDE DUST PROTECTION FOR THEIR OPERATIONS TO PROTECT EXISTING EQUIPMENT, FINISHES, AND FURNISHINGS.
- EXISTING EQUIPMENT WHICH IS TO BE REMOVED AND NOT REUSED SHALL BECOME THE PROPERTY OF THE SUBCONTRACTOR UNLESS DESIGNATED SPECIFICALLY TO BE RETAINED BY THE OWNER AND SHALL BE REMOVED FROM THE SITE AND DISPOSED OF PROPERLY ACCORDING TO LOCAL CODES. FOR REFRIGERANT CONTAINING EQUIPMENT, RECOVER WITHOUT VENTING ALL REFRIGERANT IN COMPLIANCE WITH EPA RULE 40 CFR PART 80. PROVIDE PSI WITH CERTIFICATION OF RECOVERY AND DISPOSAL OF REFRIGERANT. DELIVER OWNER RETAINED ITEMS TO OWNER'S STORAGE FACILITY.
- EACH SUBCONTRACTOR SHALL PERFORM A STARTUP OF EACH SYSTEM INCLUDED IN THEIR WORK. STARTUP SHALL BE PERFORMED IN STRICT ACCORDANCE WITH MANUFACTURER'S PRINTED PROCEDURE. SUBCONTRACTOR SHALL BE AVAILABLE FOR STARTUP OF EQUIPMENT PROVIDED BY OTHERS AS NECESSARY FOR THEIR WORK.
- EACH SUBCONTRACTOR SHALL CLEAN WORK AREAS DAILY.
- EACH SUBCONTRACTOR SHALL BE RESPONSIBLE FOR ALL ROOF PENETRATIONS REQUIRED FOR THEIR WORK. WHEN MAKING ROOF PENETRATIONS, MAINTAIN THE INTEGRITY OF ANY GUARANTEE THAT MAY CURRENTLY COVER THE EXISTING ROOF.
- EACH SUBCONTRACTOR SHALL BE RESPONSIBLE FOR ALL CEILING REMOVAL AND REPLACEMENT REQUIRED FOR THE COMPLETION OF THEIR WORK. THIS RESPONSIBILITY INCLUDES TEMPORARY SUPPORT AND REINSTALLATION OF EXISTING CEILING MOUNTED DEVICES. ALL LOGISTICAL DISCONNECT AND RECONNECT, TEMPORARY AND PERMANENT OPENINGS AND/OR THE RELOCATION OF EXISTING SERVICES, DEVICES OR BUILDING STRUCTURE SHALL BE THE RESPONSIBILITY OF THE SUBCONTRACTOR PERFORMING THE WORK UNLESS SPECIFICALLY NOTED OTHERWISE.
- EACH SUBCONTRACTOR SHALL BE RESPONSIBLE FOR ALL EXCAVATION AND BACKFILL REQUIRED FOR THE COMPLETION OF THEIR WORK; DETERMINE LOCATION OF UNDERGROUND UTILITIES AND PERFORM WORK IN A MANNER WHICH WILL AVOID POSSIBLE DAMAGE. PROTECT EXISTING TREES, SHRUBS, FENCES, ROADS, SIDEWALKS, ETC., FROM DAMAGE. REPAIR ANY DAMAGE INCURRED.
- EACH SUBCONTRACTOR SHALL TAKE ALL REASONABLE STEPS AND COMPLY WITH ALL APPLICABLE LAWS TO ENSURE THE SAFETY OF ALL PERSONS AFFECTED BY THEIR WORK AND TO PROTECT ALL PROPERTY FROM DAMAGE OR LOSS DUE TO THEIR OPERATIONS.
- THE PROJECT SCHEDULE PROVIDES A NARROW WINDOW OF OPPORTUNITY TO COMPLETE A TREMENDOUS AMOUNT OF WORK. IT IS THE RESPONSIBILITY OF EACH SUBCONTRACTOR TO IDENTIFY THE DURATION REQUIRED FOR THEIR RESPECTIVE SCOPE OF WORK AND ENSURE A TIMELY COMPLETION OF THAT SCOPE OF WORK WITHIN THE SCHEDULED COMPLETION DATE. ALL SUBCONTRACTORS SHALL BE REQUIRED TO COORDINATE THEIR WORK AND MAN THE PROJECT IN A MANNER WHICH COMPLEMENTS THE OVERALL COMPLETION OF THE PROJECT WITHIN THE SCHEDULE AND ALLOWS FOR THE PROPER TIMING AND COMPLETION OF OTHER TRADES.
- UPON AWARD OF THE CONTRACT, EACH SUBCONTRACTOR SHALL PROVIDE A DETAILED PROJECT SCHEDULE OUTLINE OF THE WORK TO BE PERFORMED, INCLUDING DURATION AND MANPOWER REQUIREMENTS TO CORRESPOND WITH THE MASTER SCHEDULE MAINTAINED BY PSI. ALL SCHEDULE DEVIATIONS SHALL BE IDENTIFIED AND EXPLAINED.
- ALL SUBCONTRACTORS SHALL COORDINATE WITH LOCAL UTILITIES TO ENSURE THAT SERVICES ARE AVAILABLE WHEN REQUIRED, BUT NO LATER THAN BY THE TIME OF FINAL ACCEPTANCE BY PSI.
- MATERIALS, EQUIPMENT, LIGHTING AND STORAGE CONTAINERS SUPPLIED BY PSI SHALL BE RECEIVED, STORED AND PROTECTED AS REQUIRED BY THE SUBCONTRACTOR RESPONSIBLE FOR INSTALLATION AND RETROFIT. IF MATERIALS AND EQUIPMENT ARRIVE DAMAGED, DO NOT TAKE RECEIPT OF ITEMS WITHOUT CONTACTING THE PSI PROJECT MANAGER. ALL MATERIALS, EQUIPMENT AND RIGGING REQUIRED FOR HANDLING, MOVING, STORING AND INSTALLATION SHALL BE PROVIDED BY THE SUBCONTRACTOR RESPONSIBLE FOR INSTALLATION.
- PSI WILL PROVIDE EQUIPMENT AS IDENTIFIED IN THE QUOTING DOCUMENTS. ALL REQUIRED EQUIPMENT NOT IDENTIFIED IN THE QUOTING DOCUMENTS SHALL BE PROVIDED BY THE SUBCONTRACTOR. ALL VIBRATIONS ISOLATION, EQUIPMENT SUPPORTS AND HANGERS SHALL BE PROVIDED BY THE SUBCONTRACTOR INSTALLING THE EQUIPMENT.
- NOT ALL EXISTING EQUIPMENT AND ROUTINGS ARE SHOWN ON THE DRAWINGS. THE SUBCONTRACTOR SHALL BE RESPONSIBLE FOR INVESTIGATING ALL THE EXISTING SITE CONDITIONS AND INCLUDING ALL EQUIPMENT AND WORK NECESSARY TO PROVIDE FULLY FUNCTIONAL, LONG TERM SOLUTIONS WITHIN THEIR BID.
- SOUND STOPPING SHALL BE PERFORMED ON ALL COMPONENTS PASSING THROUGH NON-FIRE RATED WALLS OR FLOORS WHICH EXTEND FROM HORIZONTAL STRUCTURE TO HORIZONTAL STRUCTURE. SOUND STOPPING SHALL CONSIST OF AN INSULATING MATERIAL ON THE INSIDE AND THE OUTSIDE SHALL HAVE AN APPROVED SEALANT OR PLASTER. INSULATING MATERIAL SHALL BE NON-ASBESTOS AND NON-FRAGILE, AND SHALL HAVE A FLAME SPREAD RATING OF NO MORE THAN 25 AND A SMOKE DEVELOPING RATING OF NO MORE THAN 50.

MECHANICAL SPECIFICATIONS:

1.0 BASIC MECHANICAL MATERIALS AND METHODS

- CONNECT DUCTS TO DIFFUSERS WITH FLEXIBLE FLEXIBLE DUCTWORK. ALL DUCTWORK SHALL BE SUPPORTED INDEPENDENT OF DIFFUSERS.

3.0 MECHANICAL INSULATION

- MECHANICAL INSULATION SHALL COMPLY WITH THE REQUIREMENTS OF THE CURRENT NORTH CAROLINA ENERGY CODE (ANSI/ASHRAE/IESNA STANDARD 90.1-2007 WITH NORTH CAROLINA AMENDMENTS).
- INSULATE INDOOR CONCEALED SUPPLY AIR DUCTWORK WITH 1-1/2" THICK GLASS FIBER BLANKET INSULATION, ASTM C553, TYPE II, K-VALUE OF .27 AT 75F, .75 LBS/CUBIC FOOT MINIMUM DENSITY, WITH ALL-SERVICE JACKET, VAPOR BARRIER TYPE, MANUFACTURED FROM KRAFT PAPER, REINFORCING SCRM, ALUMINUM FOL AND VINYL FILM. OVERLAP INSULATION FACING AT SEAMS AND SEAL WITH VAPOR-RETARDER MASTIC AND PRESSURE-SENSITIVE TAPE HAVING SAME FACING AS INSULATION.
- ALL INSULATION SHALL HAVE A FLAME-SPREAD RATING OF 25 OR LESS, AND A SMOKE-DEVELOPED RATING OF 50 OR LESS.
- INSTALL ALL MATERIALS IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.

5.0 PIPING AND SPECIALTIES

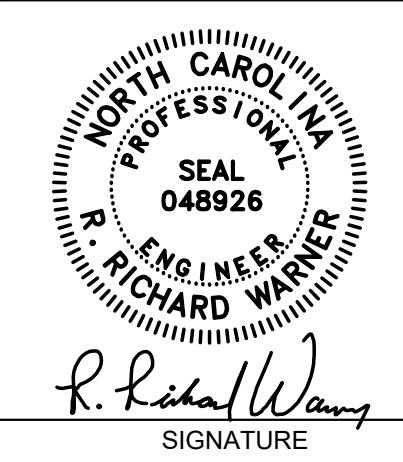
- TYPE L COPPER: ASTM B88, DRAWN-TEMPER COPPER TUBING.
- PRO-PRESS COPPER FITTINGS: ASME B16.18, ASME B16.22 (2" & SMALLER)
- PIPING APPLICATIONS:
 - ABOVE-GROUND DOMESTIC WATER PIPING: TYPE-L, HARD COPPER TUBE, COPPER PRESSURE FITTINGS, SOLDERED JOINTS AND PRO-PRES FITTING SYSTEM ON COPPER 2" & BELOW.

8.0 TESTING AND BALANCING:

- PERFORM TOTAL SYSTEM BALANCE IN ACCORDANCE WITH NEBB PROCEDURAL STANDARDS FOR TESTING, BALANCING AND ADJUSTING OF ENVIRONMENTAL SYSTEMS.
- SUBMIT FIVE (5) COPIES OF COMPLETE TESTING AND BALANCING REPORT TO PSI FOR REVIEW AND APPROVAL.

9.0 DUCTWORK & SHEET METAL ACCESSORIES

- CONSTRUCT RECTANGULAR DUCT OF FIRST QUALITY MATERIALS IN ACCORDANCE WITH CURRENT SMACNA HVAC DUCT CONSTRUCTION STANDARDS, NFPA 90A, NFPA 90B, NFPA 96, ASHRAE AND ALL APPLICABLE CODES. CROSS BREAK SHEET METAL, EXCEPT WHERE RIGID INSULATION IS SPECIFIED.
 - GALVANIZED MATERIALS SHALL BE LOCK FORMING QUALITY; COMPLYING WITH ASTM A653/A653M AND HAVING A MINIMUM OF A G60 COATING DESIGNATION; DUCTS SHALL HAVE MILL-PHOSPHATIZED FINISH WHERE EXPOSED IN FINISHED SPACES. PROVIDE "GALVANNEAL" OR "PAINT-GRIP" IF DUCTWORK IS TO BE PAINTED.
 - SINGLE WALL ROUND AND FLAT OVAL SPIRAL DUCT: SPIRAL LOCKSEAM CONSTRUCTION WITH AN INTERLOCKING HELICAL SEAM RUNNING LENGTH OF DUCT.
 - SEALANT: NON-HARDENING, WATER RESISTANT, NON-TOXIC, NON-FLAMMABLE, FIRE RESISTIVE, COMPATIBLE, WITH MATING MATERIALS; LIQUID USED ALONE OR WITH TAPE, OR HEAVY MASTIC.
 - SEAL ALL LOW PRESSURE DUCTWORK IN ACCORDANCE WITH SMACNA SEAL CLASS "B" (TRANSVERSE JOINTS & LONGITUDINAL SEAMS SEALED). SEAL ALL MEDIUM PRESSURE DUCTWORK AND DUCTS INSTALLED OUTDOORS IN ACCORDANCE WITH SMACNA SEAL CLASS "A" (ALL TRAVERSE JOINTS, LONGITUDINAL SEAMS AND DUCT PENETRATIONS SEALED).
- FABRICATE AND SUPPORT IN ACCORDANCE WITH SMACNA - HVAC DUCT CONSTRUCTION STANDARDS AND ASHRAE HANDBOOKS, EXCEPT WHERE INDICATED OTHERWISE. PROVIDE DUCT MATERIAL, GAGES, REINFORCING AND SEALING FOR OPERATING PRESSURES INDICATED. REFER TO TABLE ENTITLED "DUCT SEALING REQUIREMENTS" IN SMACNA HVAC DUCT CONSTRUCTION STANDARDS.
- STATIC PRESSURE CLASSIFICATIONS: UNLESS OTHERWISE INDICATED, CONSTRUCT DUCTS TO THE FOLLOWING:
 - SUPPLY DUCTWORK: 3-INCH W.G.
- FITTINGS: INSTALL FABRICATED FITTINGS FOR CHANGES IN DIRECTION, CHANGES IN SIZE AND SHAPE, AND FOR CONNECTIONS.
 - ELBOWS (DUCT VELOCITY 1500 FPM OR LESS): RADIUS ELBOW WITH CENTERLINE RADIUS OF MINIMUM 1.0 TIMES WIDTH OF DUCT OR MITERED ELBOW WITH TURNING VANES.
 - ELBOWS (DUCT VELOCITY GREATER THAN 1500 FPM): RADIUS ELBOW WITH CENTERLINE RADIUS OF MINIMUM 1.5 TIMES WIDTH OF DUCT. MITERED ELBOWS ARE NOT PERMITTED.
 - CONVERGING TRANSITIONS: SIDE OF DUCT SHALL NOT EXCEED 30-DEGREE ANGLE TO PROJECTED SAME SIDE.
 - DIVERGING TRANSITIONS: SIDE OF DUCT SHALL NOT EXCEED 20-DEGREE ANGLE TO PROJECTED SAME SIDE.
 - BRANCH TAKE-OFFS: 45-DEGREE TAPERED TAP.
- BRACE ALL DUCTWORK AS REQUIRED TO PREVENT NOISE AND VIBRATION UNDER ALL OPERATING CONDITIONS.
- RECTANGULAR SHEET METAL DUCTWORK: ALL LONGITUDINAL JOINTS SHALL BE "PITTSBURGH" TYPE.
- DUCT SIZES: THE SIZE SHOWN ON DRAWINGS IS THE FREE AREA DIMENSION, AND SHALL BE INCREASED TO ACCOMMODATE ACOUSTICAL LINER WHERE REQUIRED.
- FLEXIBLE DUCT: SPIRAL-WOUND SPRING STEEL WITH FLAMEPROOF VINYL SHEATHING, OR CORRUGATED ALUMINUM, COMPLYING WITH NFPA 90A AND UL 181. INSTALL 1-INCH THICK CONTINUOUS FLEXIBLE FIBERGLASS SHEATH WITH VINYL OR ALUMINUM VAPOR BARRIER JACKET. CLAMPS SHALL BE STAINLESS STEEL WITH HEX SCREW WITH WORM GEAR OR HEAVY NYLON ADJUSTABLE SELF-LOCKING CLAMPS. INSULATION ENDS SHALL BE SEALED WITH VAPOR BARRIER TAPE. FLAME SPREAD RATING NOT GREATER THAN 25 AND SMOKE DEVELOPED RATING NO HIGHER THAN 50.
 - WORKING PRESSURE: 10-INCH W.G. POSITIVE, 1-INCH W.G. NEGATIVE. RATED VELOCITY AT 4000 FPM.
 - 6 FEET MAXIMUM LENGTH.
- AIR DIFFUSERS, REGISTERS AND GRILLES: PROVIDE DEVICES THAT PROVIDE THE THROW, PRESSURE DROP, AND NOISE CRITERIA RATINGS EQUAL TO OR BETTER THAN THAT INDICATED ON THE DRAWINGS. BORDER STYLES SHALL BE COMPATIBLE WITH ADJACENT CEILING TYPE. FINISH SHALL BE BAKED ENAMEL WHITE UNLESS INDICATED OTHERWISE.
- BALANCING DAMPERS (BD): FURNISH & INSTALL WHERE SHOWN ON DRAWINGS. CONSTRUCTION SHALL BE GALV. STEEL, GAUGES HEAVIER THAN DUCT. SHAFT SHALL BE STEEL W/BRASS BEARINGS. BLADES SHALL BE STEEL, SHALL NOT EXCEED 12" WIDE & 48" LONG. FRAMES OF SAME GA. METAL ARE REQ'D WHERE TWO BLADES OR MORE ARE USED. CHECK THAT DAMPERS ARE FREE AND OPERABLE AFTER INSTALLATION.
- DAMPER OPERATORS: BALANCING DAMPERS TO HAVE LOCK-TYPE DAMPER OPERATOR & LINKAGE AS BEST SUITS CONSTRUCTION AND ACCESS CONDITIONS. DAMPERS W/ACCESSIBLE OPERATORS TO BE PROVIDED W/LOCKING DAMPER QUADRANTS COMPLETE W/LOCKING NUTS & GRADUATED SCALE. DAMPERS W/NON-ACCESSIBLE OPERATORS PROVIDED W/YOUNG SERIES 300 CONCEALED REGULATOR & COVERPLATE COMPLETE W/NORM GEAR OR LINKAGE AS REQUIRED FOR SMOOTH DAMPER OPERATION. DAMPERS IN UNDER SLAB DUCTS PROVIDED W/YOUNG SERIES 335 ADJUSTABLE COVER REGULATORS. CHECK THAT DAMPERS ARE FREE AND OPERABLE AFTER INSTALLATION.
- TURNING VANES - DOUBLE WALL VANE CONSTRUCTION - SHALL BE CONSTRUCTED & SPACED AS CALLED FOR IN HVAC DUCT CONSTR. STANDARDS.
- DUCT LINER: FLEXIBLE OR RIGID GLASS FIBER DUCT LINER SHALL BE COMPOSED OF LONG, FLAME ATTENUATED GLASS FIBER BONDED WITH THERMOSETTING RESIN AND SHALL COMPLY WITH NFPA 90A AND 90B, ASTM C553 AND UL 723. DUCT LINER SHALL NOT SUPPORT MICROBIAL GROWTH AND SHALL MEET THE FUNGUS AND BACTERIAL TESTING RESISTANCE PER UL181, ASTM G21, ASTM G22 AND ASTM C1071.
 - MINIMUM 1-INCH THICKNESS, THERMAL CONDUCTIVITY 0.26 AT 75° F MEAN TEMPERATURE, MINIMUM DENSITY 1.5 LB/CU.F.T., OPERATING VELOCITY UP TO 5000 FPM.
 - AIR STREAM SURFACE SHALL BE FACED WITH A SMOOTH GLASS-MAT AND CLEANABLE ACRYLIC COATING.
 - INSULATION ADHESIVE SHALL BE IN ACCORDANCE WITH NFPA 90A, NFPA 90B, AND ASTM C916.
 - DUCT LINER SHALL BE INSTALLED IN ACCORDANCE WITH SMACNA - HVAC DUCT CONSTRUCTION STANDARDS.
 - FIRE-HAZARD CLASSIFICATION: MINIMUM FLAME-SPREAD INDEX OF 25 AND SMOKE DEVELOPED INDEX OF 50 WHEN TESTED ACCORDING TO ASTM E84.
- INSTALL DUCTS WITH FEWEST POSSIBLE JOINTS. USE FABRICATED FITTINGS FOR CHANGES IN DIRECTION, SIZE AND SHAPE AND FOR CONNECTIONS. INSTALL DUCTS PARALLEL AND PERPENDICULAR TO BUILDING LINES; AVOID DIAGONAL RUNS. INSTALL DUCTS WITH A CLEARANCE OF 1-INCH, PLUS ALLOWANCE FOR INSULATION, COORDINATE LAYOUT WITH CEILINGS, FIRE AND SMOKE DAMPERS, LIGHT FIXTURE LAYOUTS, FIRE PROTECTION SPRINKLERS, ETC. SEAL ALL JOINTS AND SEAMS. DO NOT ROUTE DUCTS OVER ELECTRICAL PANELS.
- CLEAN AND REMOVE SURFACE CONTAMINANTS AND DEPOSITS FROM DUCTS, DIFFUSERS, GRILLES, FANS, INTERNAL SURFACES OF AIR HANDLING UNITS, AND COILS COMPLETE PRIOR TO BALANCING.



R. Richard Wang
SIGNATURE

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Interior Renovations to
JROTC FACILITY
Plymouth, North Carolina
Washington County School District
Design Build

JOB NO.: 900-K25-3994

DATE: 10-27-2025

DRAWN BY: RTL

CHECKED BY: RTL/RAV

REVISION-1 11/19/2025

REVISIONS

PERMIT DRAWINGS

SHEET

M-002

MECHANICAL SPECIFICATIONS

ALL TRADES GENERAL NOTES

- ALL MATERIAL/EQUIPMENT REMOVED BY SUBCONTRACTORS SHALL BE DISPOSED OF OFF SITE. OWNER HAS FIRST RIGHT OF REFUSAL FOR ANY EQUIPMENT/MATERIAL/PARTS REMOVED FROM PROJECT.

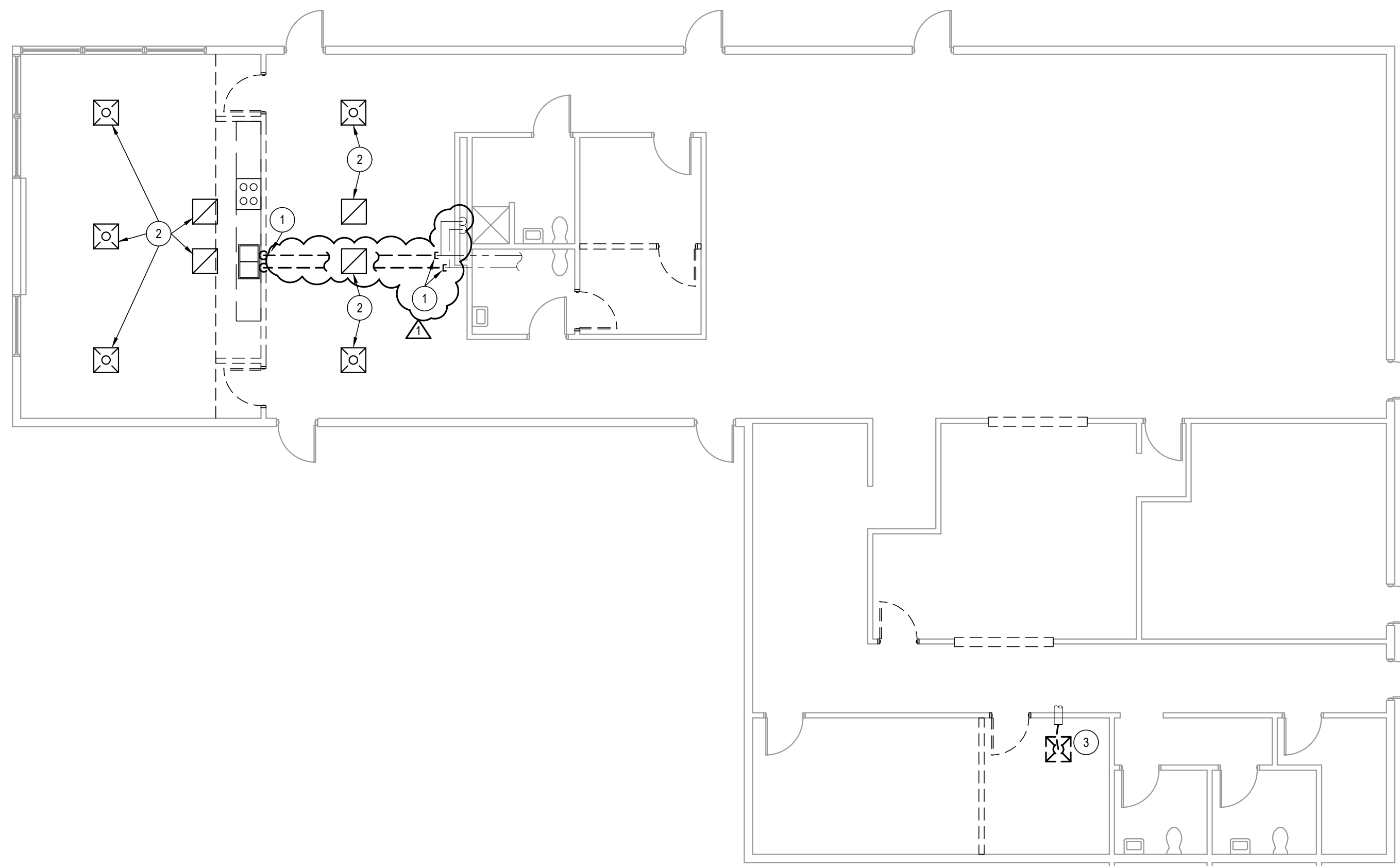
DIFFUSER, GRILLE, & REGISTER SCHEDULE

TAG	CFM	TYPE	FUNCTION	DIMENSIONAL DATA			THROW DATA		MOUNTING	PRESS. DROP (in wtr)	MAX NC SOUND LEVEL	ACCESSORIES		EXAMPLE MFR. & MODEL	NOTES
				MODULE SIZE (in)	MISC. DATA	INLET SIZE (in)	DIRECTION	DISTANCE (ft) @ 100 FPM				BALANCE DAMPER	INSULATION BLANKET		
Supply Devices															
CD-1	176-250	Panel	Supply	24x24		6"ø	4-Way	5	T-Bar Lay-in	0.06	13		X	Titus OMNI	1
Return/Exhaust Devices															
RG-1	100-600	Eggcrate	Ret/Exh	12x12	1/2" cores	12x12			T-Bar Lay-in	0.07	18			Titus 50F	1

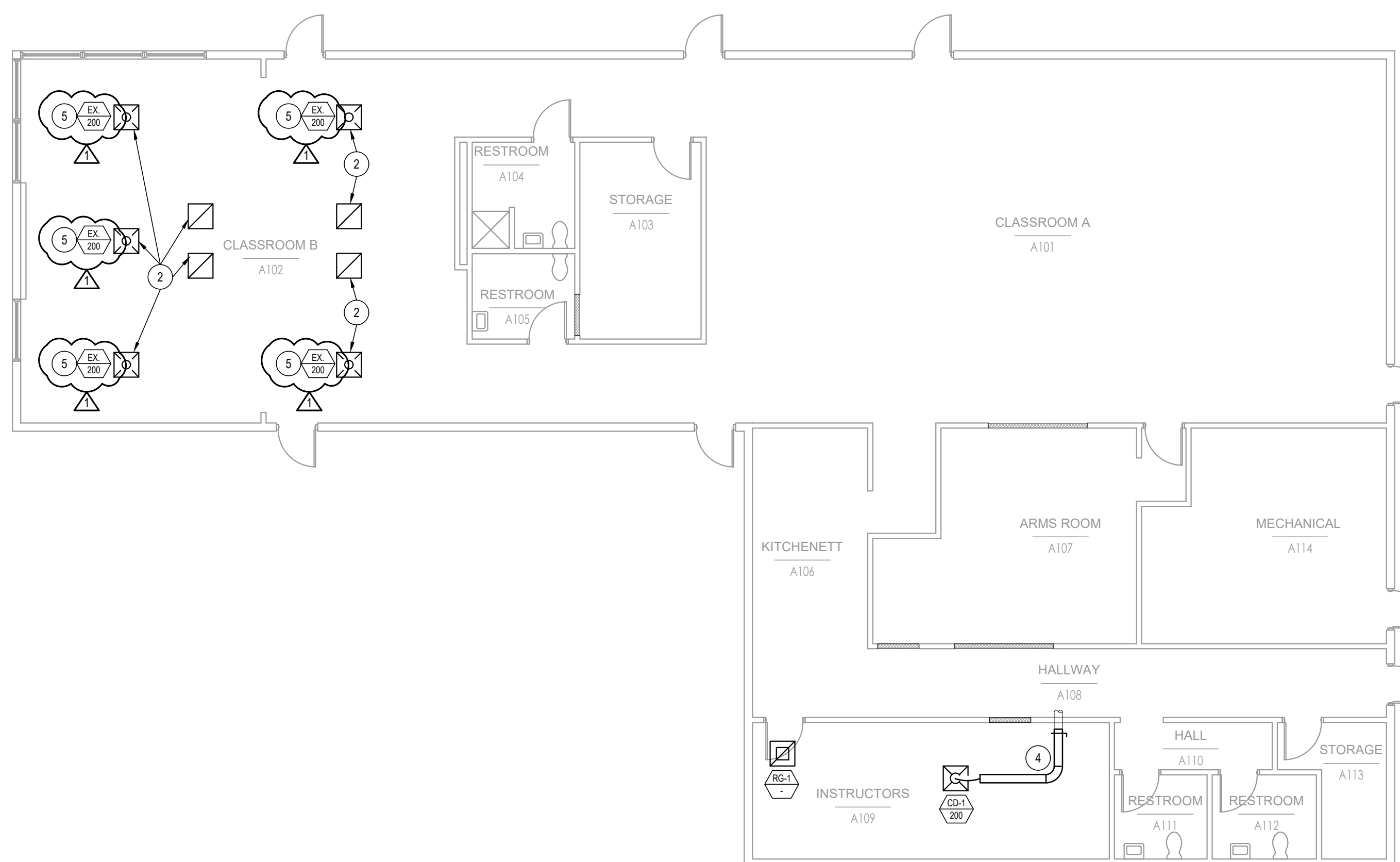
NOTES:
1. Grilles and diffusers shall have white powder coat finish, unless noted otherwise.

Code OA Requirements					
	# Persons	CFM / Person	Sq Ft	CFM/Sqft	OA CFM
Class A 101	30	7.5	1615		225
Class A 102	20	7.5	1045		150
Instructors	2	5	320	0.06	28

Space OA Calculations			
	Total CFM	% OA	OA CFM
Class A 101	1600	15.0%	240
Class A 102	1000	15.0%	150
Instructors	200	15.0%	30



MECHANICAL & PLUMBING DEMOLITION FLOOR PLAN

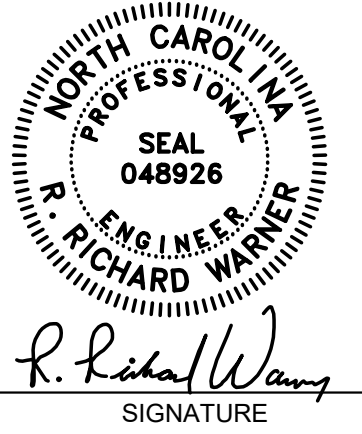


MECHANICAL FLOOR PLAN



PLAN NOTES

- DISCONNECT EXISTING HW & CW PIPING TO FAUCET AND REMOVE PIPING DOWN IN WALL. REMOVE BOTH LINES IN CEILING SPACE BACK TO NEXT EXISTING TAKE-OFF AND CAP AS SHOWN TO CREATE MAX. 1' DEAD LEG PAST TAKE-OFF. PATCH INSULATION TO COVER ALL PIPING.
- EXISTING CEILING DIFFUSERS AND RETURN GRILLES TO BE RELOCATED INTO NEW CEILING GRID. EXTEND BRANCH DUCTS AS REQUIRED.
- DISCONNECT AND REMOVE EXISTING CEILING DIFFUSER. REMOVE FLEX DUCT BACK TO RIGID DUCT CONNECTION.
- EXTEND EXISTING 8"Ø BRANCH DUCT AND CONNECT NEW DIFFUSER.
- BALANCE EXISTING DIFFUSER TO CFM SHOWN.



R. Richard Wray
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Interior Renovations to
JROTC FACILITY
Plymouth, North Carolina
Washington County School District
Design Build

JOB NO.: 90D-K25-3994

DATE: 10-27-2025

DRAWN BY: RTL

CHECKED BY: RTL / RAW

REVISION-1 11/19/2025
REVISIONS

PERMIT DRAWINGS
SHEET

MP-201
MECHANICAL
AND
PLUMBING
PLANS

NOTE: NOT ALL SYMBOLS AND ABBREVIATION MAY APPLY TO THIS PROJECT

TYPICAL ABBREVIATIONS:	
A	AMPS OR AMPACITY
AF	ABOVE FINISHED FLOOR
AIC	AMPERAGE INTERRUPTING CAPACITY
AV	AUDIO-VISUAL
C	CONDUIT
CB	CIRCUIT BREAKER
CCTV	CLOSED CIRCUIT TELEVISION SYSTEM
CKT	CIRCUIT
COMB	COMBINATION
CU	COPPER
E-G	ENGINE-GENERATOR
EC	ELECTRICAL CONTRACTOR
EM	ON EMERGENCY SYSTEM
EMT	ELECTRIC METALLIC TUBING
ENC	ELECTRIC WATER COOLER
EX	EXISTING
EXP	EXPLOSION-PROOF
FA	FIRE ALARM
FDS	FUSIBLE DISCONNECT SWITCH
GC	GENERAL CONTRACTOR
GFI	GROUND FAULT INTERRUPT
GND	GROUND
G	GREEN GROUND CONDUCTOR
HP	HORSE POWER
IMC	INTERMEDIATE METAL CONDUIT
JB	JUNCTION BOX
KVA	KILOVOLTS
KVA	KILOVOLT AMPERES
KW	KILOWATTS
MA	MASTER ANTENNA TELEVISION SYSTEM
MC	MECHANICAL CONTRACTOR
MH	MANHOLE
MTR	MOTOR
NEC	NATIONAL ELECTRICAL CODE
NEMA	NATION ELECTRICAL MANUF. ASSOC.
NIC	NOT IN THIS CONTRACT
PH	PHASE
PBS	PUSH BUTTON STATION
PC	PULL CHAIN
PNL	PANEL
PVC	POLYVINYLCHLORIDE
RGS	RIGID GALVANIZED STEEL CONDUIT
RM	ROOM
STD	STANDARD
SS	STAINLESS STEEL
TV	TELEVISION
TY	TYPICAL
UG	UNGROUND
UNO	UNLESS NOTED OTHERWISE
V	VOLTS
W	WATTS
WAP	WIRELESS ACCESS POINT
WG	WIRE GUARD
WP	WEATHERPROOF

FIRE ALARM LEGEND	
◆	FIRE ALARM MANUAL PULL STATION, MOUNT 48" TO THE CENTER, UNLESS OTHERWISE NOTED.
⊗	COMBINATION FIRE ALARM HORN / VISUAL ANNUNCIATION DEVICE, MOUNT 80" A.F.F. TO BOTTOM OR 6" BELOW CEILING, WHICHEVER IS LOWER. 15 CANDELA IF NOT NOTED HIGHER.
◆	FIRE ALARM HORN, MOUNT 80" A.F.F. TO BOTTOM OR 6" BELOW CEILING TO BOTTOM, WHICHEVER IS LOWER.
⊗	FIRE ALARM VISUAL ANNUNCIATION DEVICE, MOUNT 80" A.F.F. TO BOTTOM OR 6" BELOW CEILING TO BOTTOM, WHICHEVER IS LOWER. 15 CANDELA IF NOT NOTED HIGHER.
◆	DUCT-TYPE SMOKE DETECTOR. INTERLOCK WITH FIRE ALARM SYSTEM FOR AUTOMATIC FAN SHUTDOWN. LOCATE IN DUCT AS NOTED ON PLAN.
◆	CEILING MOUNTED RATE OF RISE HEAT DETECTOR.
◆	CEILING MOUNTED SMOKE DETECTOR.
◆	TAMPER SWITCH, PROVIDE ADDRESS MODULE AND MAKE REQUIRED CONNECTION TO SUPERVISE FIRE PROTECTION SYSTEM.
◆	FLOW SWITCH, PROVIDE ADDRESS MODULE AND MAKE REQUIRED CONNECTIONS TO SUPERVISE FIRE PROTECTION SYSTEM.
FAFP	FIRE ALARM CONTROL PANEL.
FRFP	FIRE ALARM REMOTE ANNUNCIATOR PANEL.
NACP	NOTIFICATION APPLIANCE CIRCUIT POWER PANEL.
WAS	WATER/GAS SOLENOID AS SPECIFIED. PROVIDE ELECTRICAL CONNECTION AS REQUIRED.
WMD	WALL MOUNTED MAGNETIC DOOR HOLDER. F=FLOOR MOUNTED.
◇	ADDRESSABLE RELAY

POWER LEGEND	
<u>SUBSCRIPTS ASSOCIATED WITH RECEPTACLES:</u>	
(GFCI) GROUND FAULT CIRCUIT INTERRUPTER RECEPTACLE.	
(H) HORIZONTALLY MOUNTED 4" ABOVE COUNTER OR ABOVE COUNTER BACKSPASH TO BOTTOM, UNLESS NOTED OTHERWISE	
(WP) WEATHERPROOF COVER WITH GROUND FAULT CIRCUIT INTERRUPTER RECEPTACLE.	
○	SPECIAL RECEPTACLE
○	SINGLE RECEPTACLE WALL OUTLET WITH 20A, 125V SINGLE RECEPTACLE MOUNTED 18" A.F.F. TO BOTTOM, UNLESS NOTED OTHERWISE.
○	DUPLEX RECEPTACLE WALL OUTLET WITH 20A, 125V DUPLEX RECEPTACLE MOUNTED 18" A.F.F. TO BOTTOM, UNLESS NOTED OTHERWISE.
○	DOUBLE DUPLEX WITH (2) 20A, 125V DUPLEX RECEPTACLES, MOUNT 18" A.F.F. TO BOTTOM, UNLESS NOTED OTHERWISE.
○	DUPLEX RECEPTACLE WITH 20A, 125V DUPLEX MOUNTED 4" ABOVE COUNTER OR ABOVE COUNTER BACKSPASH TO BOTTOM, UNLESS NOTED OTHERWISE
○	FLOOR OUTLET AS NOTED.
□	JUNCTION BOX.
○	SURFACE RACEWAY WITH RECEPTACLES AS SPECIFIED ON DRAWING. PLANS SHALL INDICATE LOCATION OF DEVICE BRACKET AND RECEPTACLE.
S ₁	SWITCH WITH PILOT LAMP
S _{WP}	WEATHERPROOF SWITCH
S ₁	MANUAL MOTOR CONTROLLER WITH THERMAL OVERLOAD TO SUIT MOTOR, MOUNT 44" A.F.F. UNLESS NOTED OTHERWISE.
□	PUSH BUTTON STATION AS SPECIFIED. MOUNT 44" A.F.F. TO TOP, UNLESS NOTED OTHERWISE.
○	MUSHROOM HEAD OPERATOR, MOUNT 44" A.F.F. TO CENTER, UNLESS NOTED OTHERWISE.
303	NON-FUSED DISCONNECT SWITCH MOUNTED AT 48" TO TOP, UNLESS NOTED OTHERWISE. SUBSCRIPT INDICATES SWITCH RATING.
303, F20	FUSED DISCONNECT, MOUNT 48" A.F.F. TO TOP. SUBSCRIPT INDICATES SWITCH RATING & FUSE SIZE, FAR-FUSE AS REQUIRED. FIELD VERIFY FUSE SIZE.
303, F20	COMBINATION MAGNETIC MOTOR CONTROLLER SUIT TO MOTOR, MOUNT AT 48" A.F.F. TO TOP, UNLESS INDICATED OTHERWISE. SUBSCRIPT INDICATES SWITCH RATING & FUSE SIZE, FAR-FUSE AS REQUIRED. FIELD VERIFY FUSE SIZE.
303	MAGNETIC MOTOR CONTROLLER SUIT TO MOTOR, MOUNT AT 48" A.F.F. TO TOP, UNLESS INDICATED OTHERWISE. SUBSCRIPT INDICATES SWITCH RATING.
MF	VARIABLE FREQUENCY MOTOR CONTROLLER WITH DISCONNECT SUIT TO MOTOR, MOUNT AT 48" A.F.F. TO TOP, UNLESS INDICATED OTHERWISE.
M	MOTOR AS SCHEDULED.
MP	ELECTRICAL POWER PANEL (RECESSED MOUNTED)
MP	ELECTRICAL POWER PANEL (SURFACE MOUNTED)
⊕	GROUND
OP	DOOR OPERATOR PUSH PLATE
<u>HOMERUN NOMENCLATURE:</u>	
<u>TYPICAL:</u>	
F20	(3) THREE PHASE CONDUCTORS AND (1) ONE NEUTRAL CONDUCTOR
F20	(2) TWO PHASE CONDUCTORS AND (1) ONE NEUTRAL CONDUCTOR
F20	(1) ONE PHASE CONDUCTOR AND (1) GROUND CONDUCTOR
SIZING: SEE FEEDER AND BRANCH CIRCUIT SCHEDULE ON SHEET E-501	
<u>TYPICAL SYMBOL DESIGNATIONS</u>	
○	DEVICE SHOWN AS SUCH ARE SURFACE MOUNTED

FEEDER AND BRANCH CIRCUIT SCHEDULE					
FEEDER/BRANCH CIRCUIT DESIGNATION	CONDUCTOR SIZE PER CONDUIT		CONDUIT SIZE AND QUANTITY		
	PHASE & NEUTRAL	EQUIPMENT GROUND	1P, 1N, 1G, 2P, 1G	2P, 1N, 1G, 3P, 1G	3P, 1N, 1G
F20	12	12	3/4"	3/4"	3/4"
F30	10	10	3/4"	3/4"	3/4"
F40-50	8	10	3/4"	3/4"	3/4"
F60	6	10	3/4"	3/4"	1"
F70-F80	4	8	3/4"	1"	1-1/4"
F90-F100	3	8	1"	1"	1-1/4"
F110	2	6	1"	1-1/4"	1-1/4"
F125	1	6	1-1/4"	1-1/4"	1-1/2"
F150	10	6	1-1/4"	1-1/2"	1-1/2"
F175	20	6	1-1/4"	1-1/2"	2"
F200	30	6	1-1/2"	2"	2"
F225	40	4	1-1/2"	2"	2-1/2"
F250	250	4	2"	2"	2-1/2"
F300	350	4	2"	2-1/2"	3"
F350	500	3	2-1/2"	3"	3-1/2"
F400	30	3	(2) 1-1/2"	(2) 2"	(2) 2"
F450	40	2	(2) 1-1/2"	(2) 2"	(2) 2-1/2"
F500	250	2	(2) 2"	(2) 2"	(2) 2-1/2"
F600	350	1	(2) 2"	(2) 2-1/2"	(2) 3"
F700-800	500	1/0	(2) 2-1/2"	(2) 3"	(2) 3-1/2"

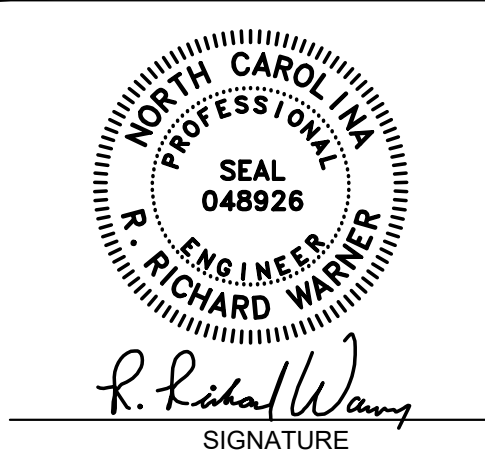
LIGHTING LEGEND	
S	SINGLE POLE SWITCH
S ₃	THREE WAY SWITCH
S ₄	FOUR WAY SWITCH
S _D	AUTOMATIC DOOR SWITCH
S _P	SWITCH WITH PILOT LAMP
S _K	KEY OPERATED SWITCH
S _{WP}	WEATHER PROOF SWITCH
○	DIMMER (CONNECTED TO OS OR VS WHERE APPLICABLE) (X = VS INTEGRAL VACANCY SENSOR)
○	DIMMER WITH INTEGRAL OCCUPANCY SENSOR
○	OCCUPANCY SENSOR MOUNTED AT SWITCH HEIGHT
○	VACANCY SENSOR MOUNTED AT SWITCH HEIGHT
"a,b,c"	LOWER CASE LETTERS AT LUMINAIRES INDICATE SWITCHING ARRANGEMENT.
"x"	CEILING MOUNTED LUMINAIRES AS SCHEDULED. "X" INDICATES FIXTURE TYPE.
"nl"	CEILING MOUNTED LUMINAIRES WITH EMERGENCY BATTERY BACKUP CONNECTION. "X" INDICATES FIXTURE TYPE. "NL" INDICATES UNSWITCHED FIXTURE.
EM	EMERGENCY WALL PACK
○	CEILING MOUNTED FIXTURE AS SCHEDULED.
○	WALL MOUNTED LUMINAIRE AS SCHEDULED.
NL	INDICATES UNSWITCHED LIGHT FIXTURE WHEN SHOWN ON LIGHTING PLAN ADJACENT TO LUMINAIRES
+20'-0"	SYMBOL INDICATED MOUNTING HEIGHT OF WALL MOUNTED LUMINAIRES FROM A.F.F. TO BOTTOM
○	CEILING MOUNTED SINGLE FACED EXIT LIGHT FIXTURE AS SCHEDULED WITH DIRECTIONAL ARROW AS SHOWN ON DRAWINGS.
○	CEILING MOUNTED DOUBLE FACED EXIT LIGHT FIXTURE AS SCHEDULED WITH DIRECTIONAL ARROWS AS SHOWN ON DRAWINGS.
○	WALL MOUNTED SINGLE FACED EXIT LIGHT FIXTURE AS SCHEDULED WITH DIRECTIONAL ARROWS AS SHOWN ON DRAWINGS. MOUNT 7'-4" A.F.F. UNLESS NOTED OTHERWISE.
○	WALL MOUNTED DOUBLE FACED EXIT LIGHT FIXTURE AS SCHEDULED WITH DIRECTIONAL ARROWS AS SHOWN ON DRAWINGS. MOUNT 7'-4" A.F.F. UNLESS NOTED OTHERWISE.
○	CEILING MOUNTED OCCUPANCY SENSOR
○	CEILING MOUNTED VACANCY SENSOR
○	CEILING MOUNTED DAYLIGHT HARVESTING SENSOR

TECHNOLOGY LEGEND	
TV	INTERCOM SPEAKER VOLUME CONTROL.
CS	INTERCOM CALL SWITCH AS SPECIFIED. MOUNT 44" A.F.F. TO TOP, UNLESS NOTED OTHERWISE.
VO	VOICE/DATA OUTLET IN WALL. STUB 1" CONDUIT FROM OUTLET INTO NEAREST ACCESSIBLE CEILING AND BUSH END. MOUNT 18" A.F.F. TO BOTTOM, UNLESS NOTED OTHERWISE. (X=CABLE QUANTITY)
VO	DATA OUTLET IN WALL. STUB 1" CONDUIT FROM OUTLET INTO NEAREST ACCESSIBLE CEILING AND BUSH END. MOUNT 18" A.F.F. TO BOTTOM, UNLESS NOTED OTHERWISE. (X=CABLE QUANTITY). PROJ.=MOUNT AT PROJECTOR HEIGHT CENTERED ON WHITE BOARD)
VO	VOICE OUTLET IN WALL. STUB 1" CONDUIT FROM OUTLET INTO NEAREST ACCESSIBLE CEILING AND BUSH END. MOUNT 18" A.F.F. TO BOTTOM, UNLESS NOTED OTHERWISE. (X=CABLE QUANTITY)
VO	WIRELESS ACCESS POINT PROVIDED BY OWNER. PROVIDE DATA CABLES WITH 10' EXTRA COILED AT LOCATION. (X=CABLE QUANTITY)
H-3	EMPTY OUTLET FOR WALL MOUNTED SPEAKER BY OTHERS FOR PAINTEROOM SYSTEM AS SPECIFIED.
S	EMPTY OUTLET FOR CEILING MOUNTED SPEAKER BY OTHERS FOR PAINTEROOM SYSTEM AS SPECIFIED.
CV	CLOSED CIRCUIT TV CAMERA
CR	CARD READER AS SPECIFIED. MOUNT 44" A.F.F. TO TOP, UNLESS NOTED OTHERWISE.
TV	TV MONITOR ROUGH-IN. REFER TO DETAIL SHEETS. COORDINATE MTG. HT.
AV	AUDIO VISUAL OUTLET
S ₃	INTERCOM - PUSH TO CALL
WP	WALL MOUNTED PROJECTOR
ES	ELECTRIC STRIKE. PROVIDE DEVICE, AND LOW VOLTAGE TRANSFORMER FOR DEVICE SHOWN.
EX	REQUEST TO EXIT. PROVIDE DEVICE, BACK BOX, CABLE, AND 1" CONDUIT TO ABOVE ACCESSIBLE CEILING.
AP	ADA PUSH PLATE
IS	INTERCOM STATION
V	VOLUME CONTROL

NOTE: NOT ALL LIGHTING OR GENERAL NOTES APPLY TO THIS PROJECT

- GENERAL LIGHTING NOTES:
- IT IS THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR (EC) TO COORDINATE ANY AND ALL INFORMATION OF THIS PROJECT NECESSARY TO SUPPLY AND INSTALL LIGHTING AS REQUIRED AND DESCRIBED ON THE LIGHT FIXTURE SCHEDULE AND SHOWN ON THE PLANS AND IN THE SPECIFICATIONS.
 - THE PROPER TRIM FOR THE VARIOUS CEILING SYSTEMS ON THIS PROJECT, AS DEFINED ON THE REFLECTED CEILING PLANS AND ROOM FINISH SCHEDULES, INCLUDING SLOPE ADAPTERS, CEILING THICKNESS ADAPTERS, DRYWALL FLANGES, PLASTER FRAMES, SIDE SUPPORTS, FRAMES AND ANY OTHER ACCESSORIES.
 - A FIXTURE CATALOG NUMBER SPECIFIED, WHICH INCLUDES A CEILING TYPE, DOES NOT NECESSARILY MEAN THE FIXTURE IS NOT USED IN ANOTHER TYPE OF CEILING. IN ADDITION, CONTRACTOR SHALL VERIFY CEILING CONSTRUCTION AND THICKNESS. FIXTURE MOUNTING ASSEMBLIES SHALL BE DESIGNED FOR, AND NOT FIELD MODIFIED, THE DESIGNED CEILING TYPE AND THICKNESS.
 - ALL TRIM RINGS OF DOWNLIGHTS SHALL BE PAINTED WHITE UNLESS SPECIFICALLY NOTED OTHERWISE.
 - PROVIDE FIXTURES WITH THE CORRECT AND PROPER VOLTAGES. WHERE VOLTAGES ARE ENCRYPTED INTO THE FIXTURE NUMBER, THE FIXTURE MANUFACTURER SHALL VERIFY VOLTAGES AS INDICATED ON SCHEDULE (AFTER LAMPS).
 - ALL LED FIXTURES SHALL BE INHERENTLY DIMMABLE. ALL LED FIXTURES SHOWN SWITCHED SHALL BE FIELD CONVERTIBLE TO A DIMMING FIXTURE WITH NO ADDITIONAL COST.
 - ALL FIXTURES CONTAINING LED LAMPS, SHALL ALL BE RATED FOR THE SAME COLOR AND TEMPERATURE AND BY THE SAME LED MANUFACTURER.
 - WHERE A FIXTURE IS INDICATED ON THE DRAWINGS AS MULTIPLE SWITCHED, PROVIDE MULTIPLE BALLASTS.
 - TANDEM WIRING OF FIXTURES IS NOT ACCEPTABLE.
 - ALL 'LED' FIXTURES SHALL BE SERVICEABLE FROM UNDERSIDE OF CEILING.
 - ALL EXTERIOR 'LED' FIXTURES SHALL BE 4000K CCT.
 - ALL INTERIOR 'LED' FIXTURES SHALL BE 4000K CCT.
 - 'NL' ADJACENT TO A FIXTURE INDICATES A 'NIGHT LIGHT' OR NON-SWITCHED FIXTURE. IF 'NL' IS NOT INDICATED, FIXTURES SHALL BE SWITCHED.
 - FIXTURES INDICATED 'HATCHED' OR 'EM' SHALL CONTAIN AN EMERGENCY BATTERY UNIT WHICH SHALL PROVIDE (1) LAMP FULL LUMEN OUTPUT FOR 90 MINUTES. THIS BATTERY UNIT SHALL MONITOR AN UNSWITCHED LIGHTING CIRCUIT SERVING SAME FIXTURE.
 - THE EXACT LOCATIONS OF LIGHT FIXTURES SHALL BE GOVERNED BY THE ARCHITECTURAL DRAWINGS. THE ELECTRICAL DRAWINGS SHALL INDICATE THE TYPE AND CIRCUITING INFORMATION OF THE FIXTURES.
 - ANY NECESSARY WIRING FOR NIGHT LIGHTS AND/OR EMERGENCY LIGHTING SHALL BE PROVIDED.
 - TAKE PARTICULAR CARE TO ASSURE LAMP COLOR RENDERING AND TEMPERATURE IS CONSISTENT BETWEEN ALL LIGHT FIXTURES REGARDLESS OF SOURCE TYPE.
 - ALL LAMPS & LIGHT SOURCES SHALL HAVE A COLOR RENDERING INDEX OF 85. ALL OTHER LAMPS SHALL MATCH, LOOK AND APPEAR THE SAME REGARDLESS OF THE TYPE OF PHOSPHORUS COATINGS OR APPLICATIONS.
 - THE ELECTRICAL CONTRACTORS' BIDS ARE TO INCLUDE THE LIGHTING MANUFACTURERS SPECIFIED IN THE LIGHT FIXTURE SCHEDULE. AN ALTERNATE LIGHTING BID BY OTHER MANUFACTURERS MAY BE CONSIDERED IF THE PRODUCT IS EQUAL IN APPEARANCE AND PERFORMANCE AND OF THE SAME MATERIALS OF THAT WHICH IS SPECIFIED AND THERE IS A DOLLAR SAVINGS TO THE OWNER. THE ENGINEER SHALL BE THE FINAL AUTHORITY AS TO WHAT IS EQUAL IN APPEARANCE AND PERFORMANCE AND MATERIALS. A BID MAY BE CONSIDERED INVALID AND/OR UNRESPONSIVE IF IT CONTAINS MATERIAL THAT IS NOT SPECIFIED ON THE LIGHTING FIXTURE SCHEDULE. THE ONLY MANUFACTURERS THAT WILL BE CONSIDERED FOR AN ALTERNATE LIGHTING BID ARE BY PRE-APPROVAL ONLY. TWO WEEKS MINIMUM PRIOR TO BID IS REQUIRED.
 - ALL WIRING ABOVE CEILINGS SHALL BE PLENUM RATED.
 - REPLACE LAMPS IN RELOCATED FIXTURES. ALL LAMPS WITHIN THE SAME AREA SHALL BE NEW UPON COMPLETION OF PROJECT. THIS INCLUDES LAMPS IN FIXTURES TO REMAIN IN PLACE WITHIN AN AREA THAT HAS RECEIVED ANY NEW LAMPS.
 - ALL LAMPS WITHIN THE SAME AREA SHALL BE FROM THE SAME BOX OR MANUFACTURER'S RUN OF LAMPS.
 - ALL EMERGENCY TYPE LIGHTING FIXTURES SHALL BE CONNECTED TO AN UN-SWITCHED LIGHTING CIRCUIT SERVING THE SAME AREA.

- GENERAL NOTES:
- THE ELECTRICAL CONTRACTOR IS TO PROVIDE ALL REQUIRED LABOR, MATERIAL, EQUIPMENT, AND CONTRACTORS SERVICES NECESSARY TO COMPLETE INSTALLATION OF SYSTEMS REQUIRED IN FULL CONFORMITY WITH APPLICABLE CODES AND ORDINANCES. THE FINISHED JOB SHALL BE FUNCTIONAL AND COMPLETE IN EVERY DETAIL INCLUDING ANY AND ALL SUCH ITEMS FOR A COMPLETE SYSTEM.
 - ALL MATERIAL AND WORKMANSHIP SHALL MEET ALL APPLICABLE STATE AND LOCAL CODES, ORDINANCES, UTILITY COMPANY REGULATIONS AND NATIONALLY ACCEPTED CODES AND STANDARDS. THE ELECTRICAL CONTRACTOR WILL BEAR ALL COSTS ARISING IN CORRECTING ANY NONCOMPLIANCE WITH THE REQUIREMENTS OF APPLICABLE CODES.
 - ELECTRICAL CONTRACTOR SHALL COORDINATE ANY ELECTRICAL OR LIGHTING REQUIREMENTS OF MILLWORK WITH ARCHITECTURAL WOODWORK CONTRACTOR AS NECESSARY.
 - DO NOT LOCATE BOXES BACK TO BACK WITHIN PARTITIONS. STAGGER AS REQUIRED TO MINIMIZE SOUND TRANSMISSION.
 - ADJACENT OUTLETS SHALL BE GANGED WHEN POSSIBLE. IF THEY CANNOT BE GANGED THEY SHALL BE INSTALLED WITH 1" BETWEEN FACE PLATES.
 - PROVIDE BLANK COVER PLATES TO MATCH EXISTING FOR ANY ABANDONED ELECTRICAL OR COMMUNICATIONS BOXES REMAINING IN WALLS TO REMAIN.
 - ELECTRICAL CONTRACTOR SHALL VERIFY WORKING CONDITION OF ALL NEW SWITCHES, LIGHT FIXTURES, EXIT, AND EMERGENCY LIGHTS AND OUTLETS AND SHALL REPLACE ANY NON-OPERATIONAL UNITS.
 - DO NOT SCALE DRAWINGS. ALL DIMENSIONS GIVEN ARE TO BE ADHERED TO UNLESS FIELD CONDITIONS DEEM OTHERWISE. ANY CONFLICTS THAT MAY EXIST WITH NEW CONSTRUCTION MUST BE REVIEWED BY ENGINEER PRIOR TO CONSTRUCTION OF WORK. DO NOT CIRCUMVENT DIMENSIONS BY ATTACHING RECEPTACLES TO NEAREST STUD.
 - ELECTRICAL/DATA OUTLET LOCATIONS TO BE COORDINATED WITH TENANT PRIOR TO ROUGH-IN. ALL LOCATIONS TO BE VERIFIED WITH FURNITURE PLACEMENT.
 - ALL EQUIPMENT FEEDERS SHALL INCLUDE A NEUTRAL UNLESS NOTED OTHERWISE CONTRACTOR SHALL PROVIDE ELECTRICAL CONNECTIONS TO ALL EQUIPMENT, COORDINATE REQUIREMENTS ACROSS ALL TRADES.
 - ALL EXPOSED CONDUITS, RACEWAYS, CLAMPS, FITTINGS SHALL BE PAINTED TO MATCH CEILING. COORDINATE WITH GENERAL CONTRACTOR FOR PAINT COLOR.
 - ALL EXPOSED WIRING SHALL BE RUN PARALLEL OR PERPENDICULAR TO THE STRUCTURE IN A NEAT MANNER. SECURED AND OUT OF SIGHT AS MUCH AS POSSIBLE.
 - MC CABLE IS ACCEPTABLE AND IS TO BE INSTALLED PARALLEL OR PERPENDICULAR TO THE STRUCTURE IN A NEAT MANNER. SECURED AND OUT OF SIGHT AS MUCH AS POSSIBLE. NO MC CABLE SHALL BE INSTALLED EXPOSED BELOW CEILING.
 - ALUMINUM BUS FOR ELECTRICAL EQUIPMENT IS NOT ACCEPTABLE.
 - ALUMINUM FEEDERS ARE ACCEPTABLE FOR SIZES 100 AMPS AND LARGER.
 - CONNECTION TO LOCAL CIRCUITS: WHEN CONNECTING TO AN EXISTING CIRCUIT THE CONTRACTOR SHALL ENSURE THE TOTAL CONNECTED LOAD ON THAT CIRCUIT DOES NOT EXCEED 80% OF THE NOMINAL BREAKER AND CONDUCTOR SIZES. THE CONTRACTOR SHALL INCLUDE NEW CONDUIT, CONDUCTORS, BOXES, HARDWARE AND CIRCUIT BREAKER(S).
 - LOCATIONS AND QUANTITIES OF EXISTING DEVICES ARE APPROXIMATE AND FOR REFERENCE ONLY. THE CONTRACTOR SHALL VERIFY ACTUAL FIELD CONDITIONS TO THE EXTENT REQUIRED TO PERFORM THE WORK IN COMPLIANCE WITH APPLICABLE BUILDING CODES AND AUTHORITIES. ADDITIONALLY, THE CONTRACTOR SHALL VERIFY THAT THE PERFORMANCE REQUIREMENTS INDICATED ON THE DRAWINGS AND SPECIFICATIONS ARE MET.
 - CONTRACTOR SHALL PATCH AND PAINT ANY SURFACES OR ASSEMBLIES AFFECTED BY THE SCOPE OF THIS PROJECT. CONTRACTOR SHALL REPLACE CEILING TILES DAMAGED DURING CONSTRUCTION, NEW CEILING TILES SHALL MATCH EXISTING.
 - CONTRACTOR SHALL UPDATE ALL PANEL SCHEDULES MODIFIED.
 - WHERE MULTIPLE DEVICES ARE LINED UP ON A WALL, THE TOP OF THE BOXES' FINISH PLATES SHALL ALL LINE UP. THE ELEVATION SHALL BE AS NOTED FOR THE GENERAL PURPOSE DEVICES.
 - PAINT ALL EXPOSED CONDUITS AND BOXES.
 - PROTECT AND MAINTAIN PROPER CLEARANCE AROUND THE TELECOMMUNICATIONS INFRASTRUCTURE BEFORE AND AFTER CONSTRUCTION.
 - IF EXISTING RACEWAYS CONTAINING CONDUCTORS ARE TO BE REUSED FOR NEW HOMERUNS, THEN ALL CONDUCTORS IN THAT RACEWAY SHALL BE REMOVED AND REPLACED WITH NEW AND SHALL CONTAIN DEDICATED NEUTRALS AND EGC.
 - WHERE DEVICES ARE REMOVED/DEMOLISHED, ALL ASSOCIATED WIRES AND CABLES SHALL BE REMOVED TO SOURCE SERVING THAT DEVICE ONLY.
 - RECEPTACLES SHALL NOT BE WIRED BACK TO BACK BETWEEN SEPARATE ROOMS. RECEPTACLE CIRCUITS SHALL BE EXTENDED UP TO ABOVE CEILING AT EACH DEVICE LOCATION.
 - DEVICES TO BE DEMOLISHED WILL BE SHOWN USING DARK, DASHED LINE WEIGHT.
 - DEVICES THAT ARE EXISTING TO REMAIN WILL BE SHOWN USING LIGHT LINE WEIGHT.
 - EMT RACEWAY SHALL BE USED ON INTERIOR APPLICATIONS, UNLESS NOTED OTHERWISE. SCHEDULE 40 PVC SHALL BE USED OUTDOORS AND BELOW SLAB, UNLESS NOTED OTHERWISE HEREIN. RIGID CONDUIT SHALL BE USED TO TRANSITION THRU FLOORS, WALL OR ROOF. MINIMUM SIZE FOR INTERIOR CONDUITS SHALL BE 3/4"; MINIMUM SIZE FOR OUTDOOR CONDUITS SHALL BE 1".
 - MINIMUM CONDUCTORS SIZE SHALL BE #12 AND MUST COMPLY WITH TABLE 310.16 OF NATIONAL ELECTRICAL CODE (NEC), LATEST EDITION). WHERE CIRCUIT RUNS EXCEED 150' THE CONTRACTOR SHALL INCREASE THE WIRE SIZE TO THE NEXT NOMINAL VALUE TO ACCOUNT FOR VOLTAGE DROP.
 - REFER TO DRAWINGS AND SPECIFICATIONS OF OTHER TRADES FOR ADDITIONAL WORK REQUIRED BY THE DIVISION 26 THRU 28 CONTRACTORS.
 - CONTRACTOR SHALL PROVIDE A NEAT AND ORDERLY PROFESSIONAL INSTALLATION. ALL LOCAL CODES SHALL BE STRICTLY ADHERED TO AS A MINIMUM. ALL REQUIREMENTS OF THE LATEST APPROVED ADDITION OF NFPA 70E SHALL BE FOLLOWED.
 - ALL CIRCUITS SHALL HAVE A SEPARATE NEUTRAL PER OVER CURRENT PROTECTION DEVICE HANDLE.



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Interior Renovations to
JROTC FACILITY
Plymouth, North Carolina
Washington County School District
Design Build

JOB NO.: 900-K25-3994
DATE: 10-27-2025
DRAWN BY: RTL
CHECKED BY: RTLRAV

REVISIONS
PERMIT DRAWINGS
SHEET

E-001
ELECTRICAL
SYMB., ABBR., &
SPECIFICATIONS

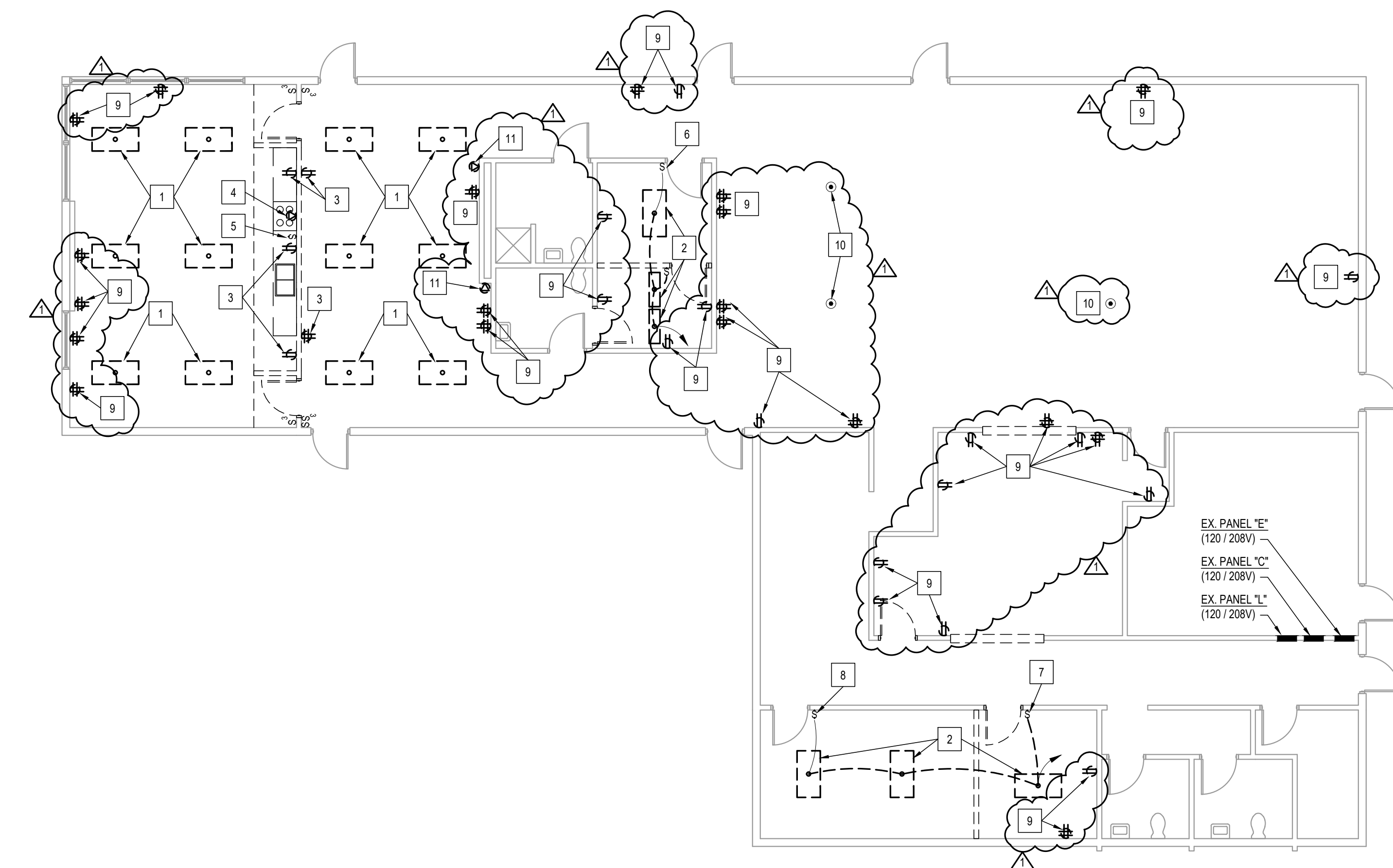
ALL TRADES GENERAL NOTES

1. ALL MATERIAL/EQUIPMENT REMOVED BY SUBCONTRACTORS SHALL BE DISPOSED OF OFF SITE. OWNER HAS FIRST RIGHT OF REFUSAL FOR ANY EQUIPMENT/MATERIAL/PARTS REMOVED FROM PROJECT.

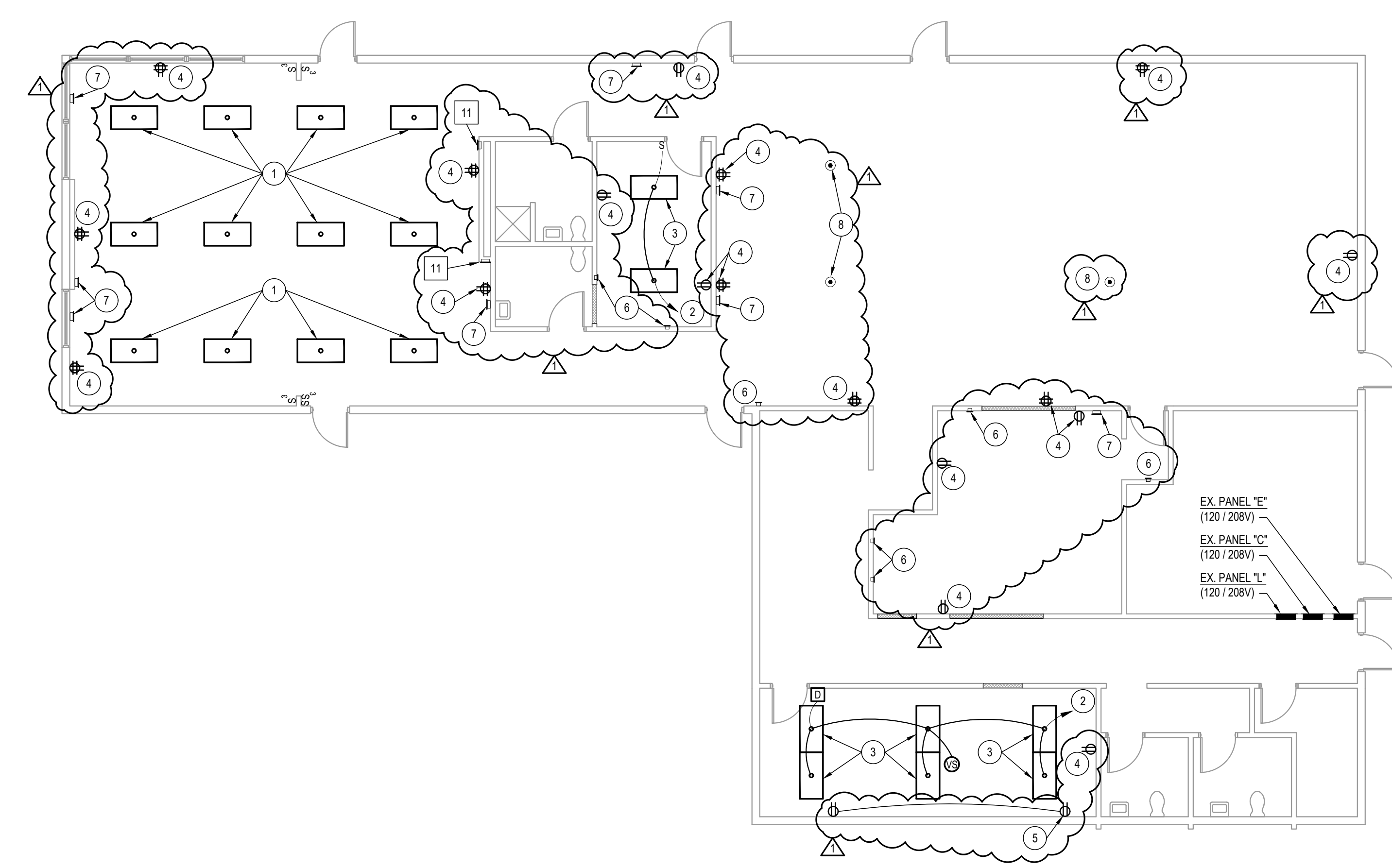
ELECTRICAL GENERAL NOTES

1. WHEN PROVIDING NEW ELECTRICAL CIRCUITS OR RECONNECTING TO EXISTING ELECTRICAL CIRCUITS, THE ELECTRICAL SUBCONTRACTOR SHALL VERIFY THAT ALL EXISTING WIRING, RACEWAYS, OVERCURRENT PROTECTION, PANEL SIZE, MOTOR STARTERS, DISCONNECT SWITCHES, ETC., ARE SUITABLE FOR THE NEW LOAD AND SHALL MAKE ALL NECESSARY MODIFICATIONS. WHEN PROVIDING NEW ELECTRICAL CIRCUITS, THE ELECTRICAL SUBCONTRACTOR SHALL PROVIDE ALL NEW BREAKERS, FUSES, SWITCHES, ENCLOSURES, CONDUIT, WIRING, ETC., FOR A COMPLETE INSTALLATION. CONNECT THE NEW ELECTRICAL CIRCUIT TO THE NEAREST EXISTING POWER PANEL WITH THE PROPER AMOUNT OF AVAILABLE SPARE CAPACITY.
2. WHEN REMOVING AN ELECTRICAL CIRCUIT, REMOVE ALL OBSOLETE STARTERS, DISCONNECTS, CONTACTORS, ETC. PATCH, REPAIR AND REFINISH ANY DISTURBED CEILING AND WALL SURFACES.
3. ALL NEW WIRING SHALL BE MIN. (2#12 + #12 GND IN MIN. 3/4" C.

LIGHTING FIXTURE SCHEDULE						
TYPE	DESCRIPTION	MOUNTING	TYPE	VOLT	MANUFACTURER	MAX WATT
A	2x4 LENSED LED VOLUMETRIC TROFFER 2x4x4 FT. STEEL HOUSING, SMOOTH FROSTED LOW-GLARE ACRYLIC LENS, MATTE WHITE FINISH, 0-10V DIMMABLE DRIVER TO 1% LUMEN OUTPUT, 80+ CRI.	CEILING	3000 LUMEN LED 4000K	120/277	METALLIX #24CZ2-30-S-UNV-L840-HCD COLUMBIA #LCAT24-40VW-G-ED1-U WILLIAMS #LT-24-L30/840-AF-DIM1-UNV LITHONIA #2BLT4-30L-ADSM-GZ1-LP840	25



ELECTRICAL DEMOLITION FLOOR PLAN



ELECTRICAL POWER & LIGHTING FLOOR PLAN

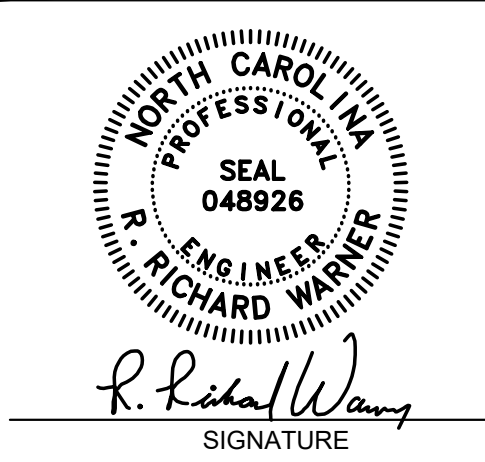


DEMOLITION PLAN NOTES

1. TEMPORARILY HANG EXISTING LIGHT FIXTURES TO ENABLE NEW LAY-IN CEILING SYSTEM. EXISTING FIXTURES WILL BE REUSED IN NEW CEILING GRID.
2. DISCONNECT AND REMOVE EXISTING LIGHT FIXTURES. REUSE EXISTING CIRCUITS WHERE POSSIBLE AND REMOVE THE ABANDONED CIRCUITS. HOME RUN TO PANEL SHALL REMAIN. SEE NEW WORK ON THIS SHEET.
3. DISCONNECT AND REMOVE WALL RECEPTACLE CIRCUIT BACK TO NEXT EXISTING DEVICE THAT IS NOT WITHIN WALL OR BULKHEAD TO BE REMOVED. REMAINING DEVICES ON EXISTING CIRCUIT SHALL REMAIN IN SERVICE.
4. REMOVE 240V 2-POLE ELECTRIC RANGE CIRCUIT BACK TO PANEL AND LABEL AS SPARE. DISCONNECT EXISTING RANGE HOOD AND REMOVE CIRCUIT BACK TO NEXT EXISTING DEVICE THAT IS NOT WITHIN WALL OR BULKHEAD TO BE REMOVED.
5. DISCONNECT UNDER COUNTER LIGHTING CIRCUIT AND REMOVE BACK TO NEXT EXISTING DEVICE THAT IS NOT WITHIN WALL OR BULKHEAD TO BE REMOVED.
6. EXISTING WALL SWITCH AND CIRCUIT TO CEILING SHALL BE REUSED.
7. REMOVE WALL SWITCH AND CIRCUIT TO LIGHTS IN CEILING.
8. EXISTING CIRCUIT FROM SWITCH UP TO CEILING SHALL BE REUSED WITH NEW DIMMER. SEE NEW WORK ON THIS SHEET.
9. REMOVE EXISTING DUPLEX OR DOUBLE DUPLEX RECEPTACLES WITHIN EXISTING BOX. SEE NEW WORK PLAN NOTE FOR FURTHER INSTRUCTIONS.
10. REMOVE EXISTING DUPLEX RECEPTACLE FROM EXISTING FLOOR OUTLET BOX.
11. REMOVE 240V 2-POLE RECEPTACLE AND CIRCUIT BACK TO PANEL AND LABEL AS SPARE. PROVIDE METAL BLANK COVER PLATE FOR EXISTING BOX.

ELECTRICAL PLAN NOTES

1. POSITION EXISTING LIGHT FIXTURE IN NEW CEILING GRID AS SHOWN. EXTEND CIRCUITRY AS REQUIRED.
2. EXISTING HOME RUN TO PANEL SHALL BE REUSED FOR NEW LIGHTING CIRCUITRY.
3. NEW LIGHT FIXTURE TYPE "A". SEE LIGHTING FIXTURE SCHEDULE THIS SHEET.
4. REPLACE EXISTING DUPLEX OR DOUBLE DUPLEX RECEPTACLES WITH NEW TAMPER-PROOF DUPLEX RECEPTACLES IN EXISTING BOX.
5. INSTALL ONE DUPLEX RECEPTACLE IN EXISTING DOUBLE BOX. EXTEND A CIRCUIT FROM THIS BOX TO NEW DUPLEX RECEPTACLE LOCATION AS SHOWN. CONDUIT AND NEW BOX TO BE SURFACE MOUNTED. PROVIDE NEW METAL COVER PLATE FOR EXISTING DOUBLE BOX FOR ONLY ONE RECEPTACLE.
6. SPLICE CONDUCTORS FROM REMOVED RECEPTACLE TO COMPLETE CIRCUIT TO DOWNSTREAM DEVICES AND PROVIDE METAL BLANK COVER PLATE FOR EXISTING SINGLE BOX. PROVIDE LABEL ON COVER TO READ "LIVE 120V".
7. SPLICE CONDUCTORS FROM REMOVED RECEPTACLES TO COMPLETE CIRCUIT TO DOWNSTREAM DEVICES AND PROVIDE METAL BLANK COVER PLATE FOR EXISTING DOUBLE BOX. PROVIDE LABEL ON COVER TO READ "LIVE 120V".
8. SPLICE CONDUCTORS FROM REMOVED RECEPTACLES TO COMPLETE CIRCUIT TO DOWNSTREAM DEVICES AND PROVIDE METAL BLANK COVER PLATE FOR EXISTING FLOOR OUTLET BOX.



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REVISION-1 11/19/2025
REVISIONS

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SHEET

E-201
ELECTRICAL PLANS

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 5

DATE: May 18, 2026

ITEM: Washington County Water CIP, Mr. Will Larsen, The Wooten Company

SUMMARY EXPLANATION:

Mr. Will Larson of The Wooten Company will speak to the Board on it's Water CIP.
There will need to be a motion to approve.

See attached.

WATER DISTRIBUTION SYSTEM CAPITAL IMPROVEMENTS PLAN



WASHINGTON COUNTY NORTH CAROLINA



5.13.2026

Colleen M. Bailey, P.E.



5.13.2026

William A. Larsen, P.E.

TWC Project No.: 2451-BP

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Appendix A

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Appendix B

American Water Works Association (AWWA) Desktop Analysis

Appendix C

Cost Estimate Table Itemizations

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FIGURES

Figure 2.1 – Population Projections for Washington County and County

ACKNOWLEDGEMENT

The Wooten Company would like to thank the administration and staff of Washington County for their considerable assistance in providing the information necessary for the compilation of this report.

1.0 INTRODUCTION

1.1 Statement of Goals

The goal of this Capital Improvements Plan (CIP) is to provide a road map for the Washington County Water System (County) to use in building, repairing, and sustaining the water infrastructure capacity, with the intent of continuing to provide water services to its citizens and other utility customers. Specifically, the County wishes to provide affordable, safe and reliable potable water and adequate water pressure for fire protection.

The scope of this report has been restricted to the focus of water supply, treatment, and distribution system needs while still addressing ongoing issues with these elements.

1.2 Service Area

Washington County is in eastern North Carolina and situated east of Martin and Bertie County and North of Beaufort and Hyde County. The County owns and operates its own water distribution system which is supplied by three wells which tap into the Castle Hayne Aquifer. The County is connected to the water systems for the Towns of Plymouth and Creswell to serve as a back-up emergency water source for each other. Additionally, the County provides water to the Town of Roper and is currently in the process of upgrading its interconnection with the Town.

1.3 Delivery Method

Water services are, and for the foreseeable future will continue to be, delivered under the typical municipal customer model for residential, commercial, and industrial customers within the County's limits. When directly serving end users, Terms and Conditions of use and service are dictated by ordinance and local government policies. Washington County is responsible for the treatment, supply, and distribution up to and including the individual customer meter for its residents.

2.0 PROJECT AREA

2.1 Demographics

Washington County is located in the coastal plain of eastern North Carolina. **Map 3** in **Appendix A** provides an aerial map of the County and its distribution system. Table 2.1 shows the median household income in Washington County, and North Carolina for a family, according to the US Census Bureau:

Entity	2024 Census Bureau
Washington County	\$41,750
North Carolina	\$69,904

According to the US Bureau of Labor Statistics, Washington County reported a 2024 unemployment rate of 4.5%. This unemployment rate is high compared to neighboring Beaufort County (3.7%), and lower when compared to Bertie County (4.9%). In comparison, the state of North Carolina's 2024 unemployment rate was 3.6%.

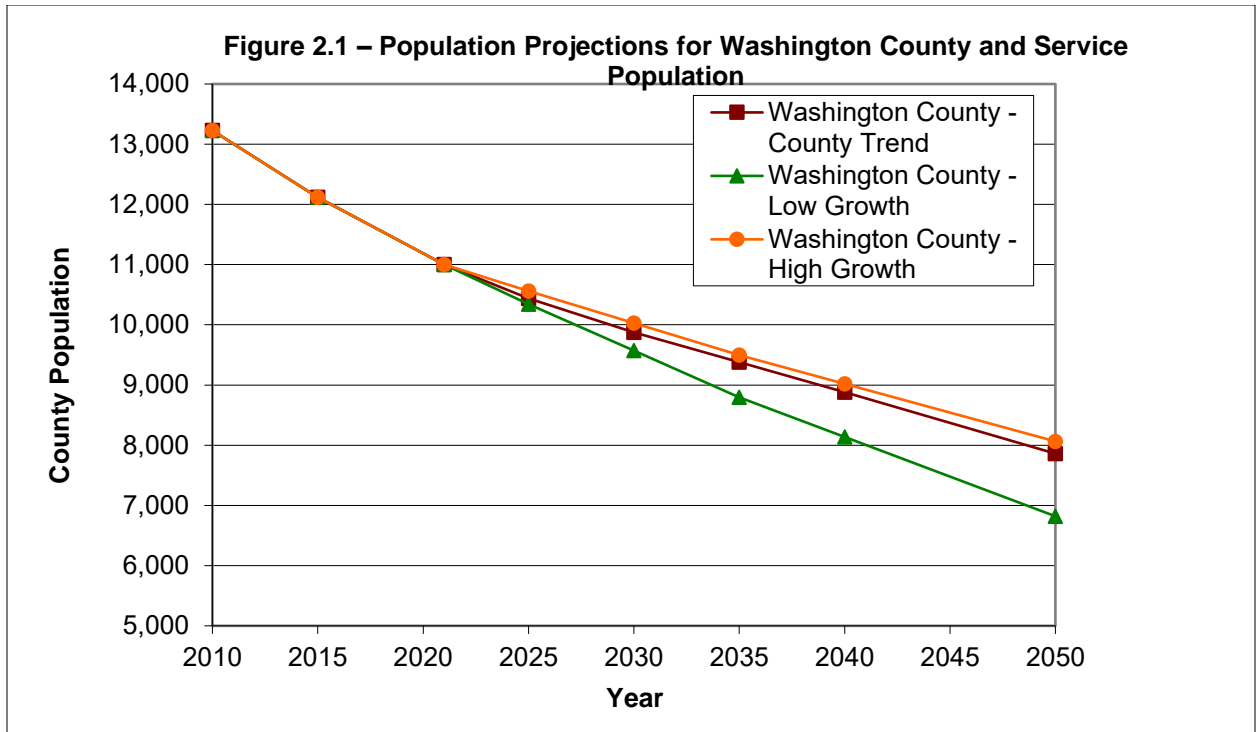
According to the 2020 census data, the population for the County was 11,003 and the average house size was 2.29 persons. The total population make up by race included 45.1% Non-Hispanic White, 48.6% African American, 3.37% Hispanic, and 2.93% some other race or combination of races. Table 2.2 and Figure 2.1 show the historical population trends and projected growth through Year 2050 for Washington County. Historical data for Washington County was collected from the NC Office of State Budget and Management.

Entity	2010	2015	2020	2025	2030	2035	2040
Washington County	13,228	12,116	11,004	10,440	9,877	8,882	7,861

¹ Years 2025, 2030, 2035, 2040, and 2050 figures were extrapolated using population trend of Washington County as predicted by NC OSBM.

² County Water System customer population projections are based on Washington County Water Service reports from Local Water Supply Planning

Figure 2.1 – Population Projections for Washington County



The population of Washington County decreases by around 1.3% per year. While North Carolina’s population is growing, the major metropolitan areas of Raleigh, Durham, Greensboro, Winston-Salem, and Charlotte are seeing the most growth. This is primarily due to the surging computer, healthcare, and university job markets. Rural areas have traditionally relied on agriculture, textiles, and local business operations which continue to struggle against career opportunities associated with urban growth and therefore many small towns, especially in eastern NC, are expected to decrease in population.

2.2 Land Area and Use

Washington County consists primarily of agricultural land uses with a much smaller but significant amount of acreage in woodlands. Woodland uses are predominately found along area drainage paths and in areas dominated by particularly poorly drained soils. Residential developments are pocketed and scattered and do not account for significant acreage. Some commercial and industrial land uses are located within the County’s distribution system. Most of the land used within the service area is agricultural or residential, with commercial, industrial, recreational, and institutional (school and churches) making up a much smaller portion.

2.2.1 Topography

The average elevation of Washington County is 16 ft above mean sea level (MSL). The study area is best characterized as relatively flat, with most of the elevation being shed due to local streams and water bodies. Drainage ways and area streams are slow moving and often surrounded by swamps. Higher, better-drained lands are generally either cultivated or urbanized, while lower lying and poorly drained lands are often still wooded. Drainage is generally to the north and east, with most areas flowing into the Albemarle Sound. **Map 2** in **Appendix A** provides a topographic map of the study area.

2.2.2 Geology, Soils & Agricultural Resources

Based on an estimated County Water System boundary, and soil information from the United States Department of Agriculture (USDA) Web Soil Survey, the soils in the County areas are primarily made up of Cape Fear Loam (10.8%), Belhaven Muck (9.7%), Portsmouth Fine Sandy Loam (8.2%), Dorovan Muck (6.7%), and Roanoke Loam (6.2%).

A summary description of each of these soils' association given in the "Soil Survey for Washington County" is restated in Table 2.3:

Table 2.3 – Soils Descriptions	
<i>Cape Fear loam</i>	<i>0 to 2 percent slope. Well drained, Clayey marine deposits over loamy sand or sandy fluviomarine deposits.</i>
<i>Belhaven muck</i>	<i>0 to 2 percent slope. Poorly drained, woody and herbaceous organic material over sandy and loamy fluviomarine deposits.</i>
<i>Portsmouth fine sandy loam</i>	<i>0 to 2 percent slope. Poorly drained, loamy fluviomarine deposits over sandy fluviomarine deposits.</i>
<i>Dorovan muck</i>	<i>0 to 2 percent slope, Poorly drained and frequently flooded. Woody organic muck material.</i>
<i>Roanoke loam</i>	<i>0 to 2 percent slope. Poorly drained, Clayey marine deposits and/or fluviomarine deposits.</i>

Prime farmland is encountered in the form of Cape Fear and Roanoke loam, while Portsmouth fine sandy loam is classified as prime farmland if drained. Dorovan and Belhaven muck are considered "Not Prime Farmland" because it is poorly drained and frequently flooded.

2.2.3 Hydrology

2.2.3.1 Groundwater

The Castle Hayne aquifer is the primary drinking water source for the study area. The County operates three (3) wells that supply its customers with water; 12-hour yields of 324,000 gallons per day (GPD). With a metered average daily water use of 250,400 GPD, existing supply quantities are adequate.

Table 2.4 provides a breakdown of the supply well information. Well information was provided from County's 2024 Local Water Supply Plan (LWSP).

Well ID	Average Daily Withdrawal (MGD)	12-Hour Supply (MGD)	Well Depth (FT)	Pump Intake Level (FT)	Well Diameter (IN)
Well #1	0.4258	0.3240	280	190	12
Well #2	0.4498	0.3420	285	150	12
Well #3	0.4331	0.3240	285	190	12

The wells draw from the Castle Hayne aquifer. The total depths of the well range from 280 to 285 feet. Groundwater for private water supplies generally relies on lower yielding, more shallow wells. Some private residences may rely on dug or bored wells. However, water attained from such wells usually has too high an iron content to be palatable and drilled wells greater than 100 feet in depth are generally necessary to reach water of acceptable iron content.

2.2.3.2 Surface Waters

Washington County is primarily part of the Roanoke River Basin and Pasquotank River Basin. Surface waters typically drain out into the Albemarle Sound.

2.2.3.3 Water Quality

The Albemarle Sound and streams that feed into the sound from District 2 are classified as either C;Sw water (Aquatic Life, Secondary Recreation, Fresh Water; Swamp

Waters) or SC (Protected for Aquatic Life, Secondary Recreation, biological integrity; Tidal Salt Waters).

2.2.4 Climate

Washington County experiences a humid subtropical climate. Rainfall averages around 52 inches per year, with August being typically the wettest month of the year. The average daily temperature is 62°F, but summer temperatures of up to 100°F occur from time to time. January is, on average, the coolest month with an average daily high temperature of 54°F and average daily low temperature of 33°F, but periods do occur nearly every year with subfreezing temperature. Snowfall averages about 2-inches per year, but accumulations are relatively rare. Sunshine is prevalent, approximately 65% of time in the summer, and 55% of time in the winter; prevailing winds are normally from the southeast and are typically mild.

3.0 EXISTING WATER FACILITIES

3.1 Water Supply and Distribution Systems

3.1.1 Overview

The County draws water from three (3) groundwater wells and maintains its own distribution system. There are five (5) elevated storage tanks: a 100,000-gallon tank on Morattock Road, a 200,000-gallon tank off Industrial Park Road, a 200,000-gallon tank off West Millpond Road, a 100,000-gallon tank on the corner of Breezy Banks Road and Pearidge road, and a 100,000-gallon tank off Mt. Tabor Road. In addition, a 500,000-gallon ground level tank is located alongside the 200,000 gallon above ground located off West Millpond Road. Table 3.1 below summarizes water production and billings for Year 2023-2024 and calculates water unaccounted for in the system. **Map 3**, the Water System Base Map, has been included in **Appendix A** to provide information on the configuration of the existing water distribution system. In addition, the American Water Works Association (AWWA) Desktop Analysis, which evaluates the distribution system for water loss, can be found in **Appendix B**.

Table 3.1 indicates that the County did not meter 101.2 million gallons of the total water produced (162.7 million gallons) through its existing distribution system, which is equivalent to a 38% loss. Acceptable water loss in distribution systems of Washington County's size is generally considered 10% or less. Percentages greater than 10% warrant development of a pro-active leak detection program and pipe rehabilitation/replacement. The county inspects the system daily for any visible leaks in the water system and water meters are read monthly to track overall water loss. Leaks discovered by staff or reported by the County's citizens are repaired according to AWWA standards. Small leaks (6-inch lines and smaller) are usually repaired by County staff with materials on hand. Larger leaks (8-inch lines and larger) may require the assistance of an outside Contractor with excavation equipment and tools.

Table 3.1 – Year 2024 Produced and Billed Water				
Year 2024	Water Produced, (Gal)	Billed Water Usage, (Gal)	Water Unaccounted For, (Gal/mo.)	Water Unaccounted For, (%)
January 24	14,911,000	8,565,300	6,345,700	43%
February 24	13,606,800	8,012,700	5,594,100	41%
March 24	14,477,000	8,565,300	5,911,700	41%
April 24	15,303,000	8,289,000	7,014,000	46%
May 24	15,875,100	8,565,300	7,309,800	46%
June 24	16,650,000	8,289,000	8,361,100	50%
July 24	16,039,400	8,565,300	7,474,100	47%
August 24	15,617,800	8,565,300	7,052,500	45%
September 24	13,692,200	8,289,000	5,403,200	39%
October 24	13,029,300	8,565,300	4,464,000	34%
November 24	12,219,000	8,289,000	3,930,000	32%
December 24	12,799,900	8,565,300	4,234,600	33%
Total	162,700,500	101,125,800	61,574,700	
Average	13,558,375	8,427,150	5,131,225	38%

The amount of water lost (or unbilled) in the County’s system accounts for 38% of the total water produced for the County. The County should begin recording unmetered water usage and look for ways to lower the probability of negative water loss occurring in their water loss data. Table 3.2 shows the number of connections per user class and the average metered daily usage. The County had an average daily sold amount of 0.0330 MGD to the Town of Roper in 2024 according to the Local Water Supply Plan.

Table 3.2 – Water Use by Customer Type		
Customer Type	No. of Metered Connections	Metered Average Use (MGD)
Residential	2,806	0.2249
Non-Residential	105	0.0184
Total	2,911	0.2433

The distribution system contains no asbestos cement or cast iron pipes and a nominal amount of ductile iron pipe at metering locations and utility crossings. Table 3.3 summarizes the lengths and material types within the County’s distribution system.

Table 3.3 – Water Distribution System Materials		
Material Type	% of Lines	Approximate Line Length (miles)
Polyvinyl Chloride	99%	134.6
Ductile Iron	1%	1.4
Total	100%	136

Washington County currently operates and maintains five (5) elevated water tanks and one (1) ground tank within its water system. The five tanks are spread out consistently within the existing water system. With the current system in place the County operates with an average static pressure of between 50-60 psi. Utilizing the County hydraulic model, scenarios were run to evaluate the impacts of adding an additional elevated tank to the system to model if any increases in fire flow potential; however, while an extremely localized benefit surrounding the tank would be realized, the benefits of adding a tank would not be realized benefits would not be widely spread proportional to the upfront capital and on-going maintenance costs. Broader and more economical benefits will be seen by looping and extending waterlines within the distribution system.

Washington County operates and maintains 147 fire hydrants throughout the county’s distribution network. Utilizing the hydraulic model and calibrating fire flow testing, each fire hydrant has been classified and labeled by its calculated fire flow. The fire flow is based on the water supply available from the hydrant in GPM (gallons per minute),

measured with residual pressure at 20 psi. A map showing all the hydrants locations as well as their individual classifications is shown in Appendix A. The total number of hydrants and their classification is shown in table 3.4 below.

Table 3.4– Fire Hydrant Classification		
Classification	Hydrant Capacity (GPM)	Number of Hydrants
AA	> 1,500 GPM	8
A	1,000 GPM -1,499 GPM	11
B	500 GPM – 999 GPM	46
C	< 500 GPM	82

One Hundred forty-eight (148) fire hydrant inspections were conducted in the fall of 2023. Inspections revealed Forty-one (41) of the hydrants suffered from superficial wear and tear due to lack of regular maintenance by the County. Twenty-one (21) hydrants suffered from significant wear and tear with minor deficiencies in the form of leaking hydrants, leaning hydrants or hydrants buried halfway into the ground. For the purposes of this report, superficial wear and tear is defined as requiring sandblasting and repainting of the hydrant’s body, lubrication and/or the reattachment of nozzle chains. Significant wear and tear with minor deficiencies is defined as requiring the same level of treatment called for by those hydrants with superficial wear and tear, but also including such requirements as repairing the hydrant, replacing gaskets, realigning a leaning hydrant, or elevating a hydrant that had sunk into the ground. **Appendix A** contains **Map 4**, which gives the locations of the County’s fire hydrants. Tables 3.5 and 3.6 provide a summary of the hydrant inspection results and their recommendations.

Generally, the fire hydrants in Washington County require only minor maintenance. Twenty-one (21) hydrants should be replaced and forty-one (41) require rehabilitation.

Table 3.5 – Hydrant Inspection Deficiencies Summary	
Hydrant Quantity	Observed Deficiency
41	Superficial Wear and Tear
21	Significant Wear and Tear with Minor Deficiencies

Table 3.6 – Hydrant Recommendations Summary	
Hydrant Quantity	Recommended
21	Replace
41	Rehabilitation (Sandblast & Repaint, Grease cap threads, Etc..)

3.1.2 Present Condition and Improvement Needs

The wells and pumps in the Washington County system can supply the current maximum daily demand.

The distribution system is composed of primarily 6-inch PVC pipe (62% of the system). The current system has no asbestos cement pipe and only 1% is made of cast iron with a nominal amount of ductile iron at metering locations or utility crossings.

3.1.2.1 Recently Completed Projects

The County replaced all meters within its system to AMR meters with leak detection capabilities in 2014. The new meters can be read through an automatic reader system by a drive by method. In total, 2,355 residential AMR meters and 41 commercial AMR meters were installed.

Custom Controls Unlimited, LLC was contracted in November 2023 to add a new SCADA System for the County’s water utility assets. This included a Master PLC based RTU located at the water treatment facility, and satellite RTUs located at the existing supply wells, elevated tanks, and booster stations not located at the WTP facility. These improvements were completed by the Fall of 2024.

3.1.2.2 Currently Ongoing Projects

The County has secured funding through a VUR ARPA grant (VUR-D-ARP-0103) to replace the three (3) interconnections with the Roper Water System which are currently out of service, outdated, or undersized. Additionally, this project includes the installation of storage tank mixers to all the County’s water storage tanks.

The County has also secured funding for the installation of approximately 37,350 LF of 12" transmission main and a 550-gpm booster pump station between the Water Treatment Plant in Roper, NC and the Pea Ridge community. These improvements will improve distribution from the elevated tank and provide acceptable system pressures in the Pea Ridge area.

3.1.2.3 Recommended Improvement Projects

The following capital improvements for the County's water supply and distribution system have been identified.

1. Twelve (12) fire flow tests at various fire hydrants throughout the county were conducted by The Wooten Company. These results, along with elevated water tank data, were used to help calibrate the model of the County's water system in WaterGems. A fire flow analysis for the system was performed with a minimum fire flow and residual pressure target set to 250 gpm at 20 psi residual pressure. Nineteen (19) fire hydrants failed to meet the minimum requirements. The following five (5) projects are recommended improvements that would help meet these minimum requirements.
 - 1.1. Approximately 34,600 LF 6" water main extension along Hollis Road. This project will create an additional loop which will improve hydraulic function and redundancy in the system.
 - 1.2. Rehabilitation/Replacement of approximately 4,845 LF of 6-inch water main along Mackeys Road and Cross Road. This project was derived from the Hazen-William C-factor during model calibration and will improve sections of water main that are experiencing deficiencies due to aging and deterioration of the pipes. Further field investigations are required to confirm conditions of the pipe and determine whether rehabilitation by lining or if replacement of the water mains is necessary.
 - 1.3. Approximately 7,500 LF of 6-inch water main extension along Jones White Road and Davenport Forks Road. This project will create an additional loop which will improve hydraulic function and redundancy in the system.

- 1.4. Rehabilitation/Replacement of approximately 9,200 LF of 4-inch and 11,600 LF of 6-inch water mains along Back Road and Mt. Tabor Road, and 14,100 LF of 8-inch water mains along NC Hwy 94. This project was derived from the Hazen-William C-factor during model calibration and will improve sections of water main that are experiencing deficiencies due to aging and deterioration of the pipes. Further field investigations are required to confirm conditions of the pipe and determine whether rehabilitation by lining or if replacement of the water mains is necessary.
- 1.5. Rehabilitation/Replacement of approximately 5,050 LF of 6-inch water main along Cypress Shores Road and 5,000 LF of 8-inch water main along NC Hwy 32. This project was derived from the Hazen-William C-factor during model calibration and will improve sections of water main that are experiencing deficiencies due to aging and deterioration of the pipes. Further field investigations are required to confirm conditions of the pipe and determine whether rehabilitation by lining or if replacement of the water mains is necessary.
- 1.6. The implementation of a reverse osmosis system to help elevate the excess calcium within the system. Washington County currently operates with excess calcium in their raw water supply. County staff have inquired about an alternative solution to this issue outside of softening. One option for solving this issue is a reverse osmosis (RO) system. The main objective of the RO system is to remove and/or reduce the feed water calcium concentration. A major advantage of the RO system compared to other processes it produces cleaner water than any other processes.

The treatment process is further explained as influent water is fed to the storage tank, from which feed water is pumped via two feed pumps (1 working and 1 stand by) to RO cartridge filters (assuming no visible suspended solids (SS) are present in the feed. If feed contains SS, then a media filtration is required prior to the RO cartridge filter). Prior to the RO cartridge filters, sodium bi-sulfite is added to dechlorinate the water to avoid damages to membranes, and antiscalant is added to avoid the fouling of the membrane. The filtered water enters the RO, where

dissolved solids (such as calcium and magnesium etc.) are removed and/or reduced, the clean permeate is discharged to a tank, where as the reject from collected in the tank and discharged as client determined. The permeate from the tank is pumped to wherever it is required. Washington County would likely utilize its existing waste discharge main to the neighboring Roper collection system

2. Regular maintenance of the existing elevated storage tanks is required to remove rust and reinforce safety.

2.1. Mt Tabor (100,000 Gallon) elevated water tank needs repairs to the exterior coating. Based on inspections performed by USG Water in April of 2024, the exterior coating has moderate to heavy mildew throughout the tank and there is flaking paint and corrosion present. It is also recommended that the logo be retraced during the same renovation. Sediment is present at the bottom of the tank. Tank should be cleaned at the next scheduled washout inspection.

2.2. Plymouth South Tank (100,000 Gallon) elevated water tank needs repairs to the exterior coating. Based on inspections performed by USG Water in May of 2025, the exterior coating is wearing thin, and corrosion is beginning to show. There is visible sediment at the bottom of the tank, and a washout inspection of the tank is recommended.

2.3. Water Plant Tank (200,000 Gallon) elevated water tank needs repairs to the exterior coating. Based on inspections performed by USG Water in April of 2024, the exterior coating is wearing thin. Additionally, there is visible sediment at the bottom of the tank, and a washout inspection of the tank is recommended.

2.4. Plant Ground Tank (500,000 Gallon) ground storage tank had visible sediment at the bottom based on inspections performed by USG Water in May of 2025 and a washout of the tank interior is recommended. The exterior of the tank also has light to moderate mildew present and should be pressure washed and cleaned.

In addition to specific repairs and replacements, the County is also encouraged to create and implement the following programs to ensure continuous, reliable water service for its customers. Such programs distribute the associated costs over several years for easier management and budgeting purposes.

1. Valve Exercising Program

All water system isolation and hydrant valves should be exercised once per year at a minimum. This will ensure that the internal mechanisms do not seize allowing the County to isolate specific sections of the water system for the maintenance and repairs needed. In addition, street gate valves should be installed during the replacement/rehabilitation of hydrants such that specific hydrants can be isolated for maintenance and repairs.

2. Fire Hydrant Replacement Program

All fire hydrants should be visually inspected annually and flow-tested/evaluated every 5 years. Caps should be removed, cleaned and threads oiled. The operating nut should be lubricated. Bare metal should be scraped and painted. Intruding vegetation should be removed to allow adequate access. Flow testing will allow the County to verify available flow and pressure for firefighting events.

3.1.3 Previously Completed Reviews

The County does not currently have a previous capital improvements plan. This will be the first CIP developed for the County.

3.1.4 Specific Limitations

Washington County is not operating under an Administrative Order or Special Order by Consent for its water supply and distribution system. Limitations to reliable service are typically associated with leaking water lines which reduce available water pressure and require frequent isolation of parts of the system for repairs. The water quality is generally good and the wells, while aging, are able to meet current demand. Elevated storage volumes are sufficient to meet average daily and maximum daily demand.

3.2 GPS/GIS Mapping

The existing water distribution system was GPS-mapped to survey-grade accuracy, showing known locations of all waterlines, system valves, hydrants, hydrant valves and master meters. A GIS database was developed thereafter containing attributes for the waterlines (location, diameter, material), system valves (location, size), hydrants (location, manufacturer, number of outlets), hydrant valves (location, size) and master meters (location, manufacturer, size). GPS/GIS mapping of the existing water infrastructure gives the County a tool allowing them immediate access to accurate utility infrastructure location data for use during normal operation and maintenance, emergency situations, and future planning. It is recommended that the County complete stormwater system mapping in the coming years. The County has also uploaded their data into InfraForce, a cloud-based software program where a third party manages and updates the GIS data for the County and the County would have continuous data access through a web browser and internet connection.

4.0 CAPITAL IMPROVEMENTS NEEDS

The proposed water improvements are aimed at future cost avoidance, increased system reliability, and to meet future growth and regulatory requirements. Considering the prioritization needs, it is recommended that the proposed improvements be implemented as follows. Table 4.1 is organized by infrastructure categories and provides a prioritized schedule that Washington County may use in planning infrastructure projects and improvements. **Map 5** in **Appendix A** provides the location of the proposed improvements in the County. Proposed water system improvements, as described in Section 3.1 and shown in Table 4.1, total approximately \$27.3 million over the next 20 years.

Priority 1 items are suggested to be addressed during FYs 2026 and 2027. Priority 1 items represent immediate needs of the County's infrastructure. Priority 2 items are suggested to be addressed between FYs 2028 and 2031. Priority 2 represents important items that are not critical at this time. Priority 3 items are suggested to be addressed between FYs 2032 and 2046. Priority 3 items represent long-term goals for the infrastructure of the County. Due to the length of water lines and the number of hydrants and valves planned to be rehabilitated or replaced, such improvements will take place across multiple priority time frames.

4.1 Priority 1: Proposed Improvements Needs (0 to 1 years)

Water line replacement will help to reduce water loss and improve system pressure and water quality. Fire hydrant improvements within this time frame will focus on the replacement and rehabilitation of hydrants with severe deficiencies, such as tilted or damaged hydrants. Water distribution and fire hydrant improvements are itemized in an expanded cost estimate table which can be found in **Appendix E**.

4.2 Priority 2: Proposed Improvements Needs (2 to 5 years)

Water line replacement will help to reduce water loss and improve system pressure and water quality. Fire hydrant improvements within this time frame will focus on the replacement and rehabilitation of hydrants with severe deficiencies, such as tilted or damaged hydrants. Water distribution, hydrant, groundwater well rehabilitation, and elevated storage tank rehabilitation improvements are itemized in expanded cost

estimate tables which can be found in **Appendix E**. These improvements will take place across multiple priority time frames.

The continuation of replacement/rehabilitation programs of meters, valves, and fire hydrants will continue within these four years and will take place across multiple priority time frames.

4.3 Priority 3: Proposed Improvements Needs (6 to 20 years)

The replacement of meters, valves, and fire hydrants are to be phased in over a period of years to offset the cost of a single replacement project. Rehabilitation of the remaining elevated storage tanks will be implemented in this priority time frame.

The improvement items above are shown in 2026 construction costs. Table 4.1 on the next page uses a 20-year average annual inflation factor to estimate costs for the years in which the improvements are anticipated to be necessary.

Table 4.1 – Cost Estimates & Schedule of CIP Improvements		
Priority	Improvements	Costs
Priority 1 (FY 2026–2027)	Water Distribution System	\$ 241,000
	Water Supply & Treatment Improvements	\$ 200,000
	Storage Tank Improvements	\$ 242,725
	Total Proposed Priority 1 Improvements	\$ 683,725
	<i>Annualized Cost per Year (Total Cost/2 Years)</i>	<i>\$ 341,863</i>
Priority 2 (FY 2028–2031)	Water Distribution System	\$ 7,077,311
	Water Supply & Treatment Improvements	\$ 215,000
	Storage Tank Improvements	\$ 596,771
	Total Proposed Priority 2 Improvements	\$ 7,889,082
	<i>Annualized Cost per Year (Total Cost/4 Years)</i>	<i>\$ 1,972,270</i>

Table 4.1 – Cost Estimates & Schedule of CIP Improvements		
Priority	Improvements	Costs
Priority 3 (FY 2032–2046)	Water Distribution System	\$ 11,618,750
	Water Supply & Treatment Improvements	\$ 3,315,500
	Storage Tank Improvements	\$1,409,343
	Total Proposed Priority 3 Improvements	\$ 16,335,591
	<i>Annualized Cost per Year (Total Cost/15 Years)</i>	<i>\$ 1,089,040</i>

5.0 CAPITAL IMPROVEMENTS FINANCING

Washington County, like many other communities in eastern North Carolina, is confronted with aging infrastructure. The County constructed the majority of its water distribution collection system toward the end of the 20th century. Now, these facilities are reaching the end of their useful service lives at approximately the same times. Major repairs and rehabilitation will be needed over the next 20 years with some in the next 2 years. The following are the funding opportunities available to the County which could be utilized to finance these future needs: Community Development Block Grant (CDBG), Drinking Water State Revolving Fund (DWSRF), United States Department of Agriculture-Rural Development (USDA-RD) grants/loans, profit loans, local funds, and the state reserves.

Financing of needed capital improvements can be accomplished through the acquisition of Federal and State grants or loans, private lending or local cash reserves. It is often necessary to use a combination of all three (3) funding sources to maintain reasonable monthly water charges for a utility's customers. When determining grant/loan ratios, funding agencies will consider a host of economic indicators including population median household income, poverty rate, and ability to pay ratio and tier ranking of the County. As expected, negatively affected (i.e. economically distressed) units of local government often qualify for a higher grant threshold which is beneficial for County.

5.1 Financing Plan

Over the past three decades, the State of North Carolina has established several programs and funding sources to assist in financing the need for new, upgraded, or expanded infrastructure. Simultaneously, the Federal government has underwritten the financing of water facilities as well.

Today, several funding sources remain, but favorable loan programs are taking the place of the once-plentiful grant programs. The current downturn of the economy is adding additional hardships when trying to fund projects, but with government loans some work is still progressing. Usually, the optimum funding package includes a small grant, with the remaining monies coming from a loan. Not too surprisingly, loan programs differ both in interest rate and term, which forces the local government applicant to evaluate the various options.

5.2 Grants

Washington County's median household income level allows it to be eligible for a USDA Rural Development grant, which could range from 20-80% of a particular project's cost. A grant from USDA is always coupled with a 40-year loan. Interest rates for the loan can vary in accordance with the financial status of the applicant. The poverty interest rate is less than the standard borrowing rate and is currently set at 3.125%. Through the USDA-RD's Water and Wastewater Disposal Loan and Grant program, approximately \$63 million is available each year.

Likewise, the County may qualify for a Drinking Water SRF grant which is also coupled with a loan. DWSRF program funds may offer as much as 50% grant/50% loan depending on several evaluation factors. The accompanying loans have 20-year payback periods at 0% or 2% interest depending on the type of project. Types of water projects funded include replacement, rehabilitation, upgrades, expansions and extensions. Community Development Block Grant Infrastructure Funds may be used to improve utilities that serve low-to-moderate income areas. An applicant may apply for up to \$2 million over a 3-year period. Evaluation factors include low-to-moderate income levels, poverty rate, water and sewer enterprise fund operating ratio, regulatory relief, and demonstration of critical need.

In short, the County's strategy with regards to grant funding should be to monitor its availability and determine the most favorable conditions under which to apply. Most grant programs allow, and sometimes prefer, other grant funding programs to match grant dollars. Setting up a project to best utilize the dollars available often takes considerable time and coordination but ultimately affords the water customers a lower monthly water bill.

5.3 Loans

Loan financing is generally available, yet the terms and conditions vary and require careful consideration based upon existing economic conditions. When a local government is experiencing growth and a capital project can be developed or "phased" over several construction periods, short-term loans would seem like a worthwhile approach. Where growth is not as pronounced, it may be best to select a loan program

over a more extended period to maintain user charges within a range that minimizes the impact on the resident customer base.

Depending on the magnitude and phasing of the long-term improvements, the County may want to pursue long-term loan financing in addition to the grant funds described above. For loans, the County would likely have the choice of a USDA-Rural Development loan (40 years @ 3.5%) or a state low-interest SRF loan (20 years @ 0 or 2%). Both programs require that the applicant first contact private lending institutions for more favorable lending terms prior to receiving government assistance.

5.4 Local Cash Reserves

Over the years, the County has prudently budgeted funds for water-related capital improvements. Should grant funds be deficient, or if lending rates were to become unfavorable, it is possible that the County could draw some money from its capital reserves fund to pay a portion of project costs. This funding can also be used as a local match for loan or grant funding applications. In either case, the County should give careful consideration to adjusting water rates so that, in addition to maintaining sufficient cash flow for routine operation and maintenance, sufficient funds are set aside for purposes of undertaking necessary capital improvements projects.

APPENDIX A
MAPS



Map 1
Project Location
Water CIP
Washington County, NC
December 2025

Legend

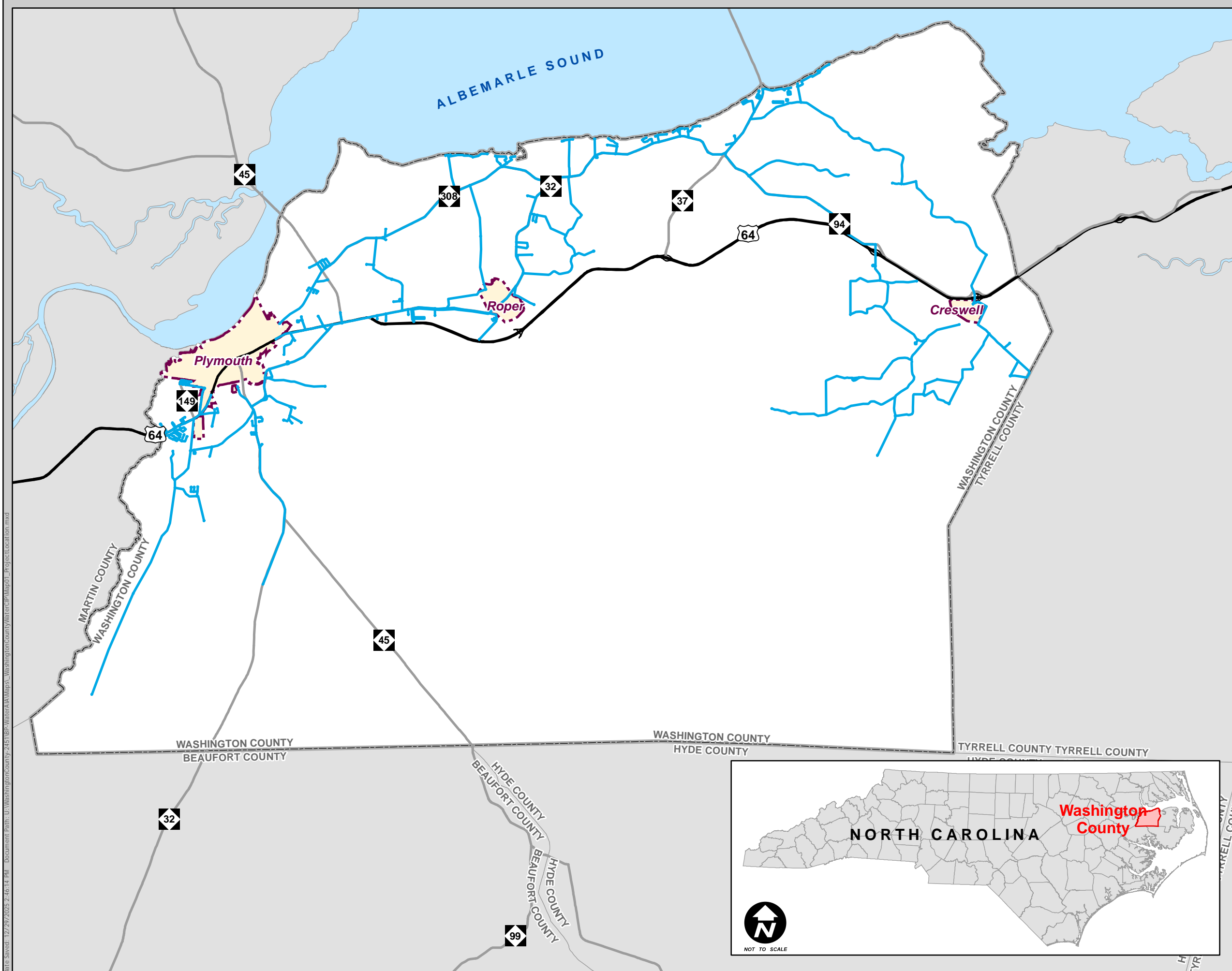
- Water Line
- US Route
- NC Route
- Ramp
- Municipal Boundary
- Washington County
- Other County



0 1.25 2.5
Miles

Wooten

The Wooten Company makes every effort to produce and publish GIS maps using the most current and accurate information possible, however the maps are strictly for planning purposes only. The maps are compiled from recorded deeds, plats, and other public and private records and data. Users of the maps are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information on this map. The Wooten Company assumes NO responsibility for the information contained on the maps unless the map is signed and sealed by a licensed Professional Land Surveyor. Please contact the GIS Group at (919) 828-0531 or toohan@thewootencompany.com for data source information.



Date Saved: 12/29/2025 2:46:14 PM Document Path: U:\WashingtonCounty\Water\Map01_ProjectLocation.mxd



Map 2 Topography Water CIP Washington County, NC December 2025

Legend

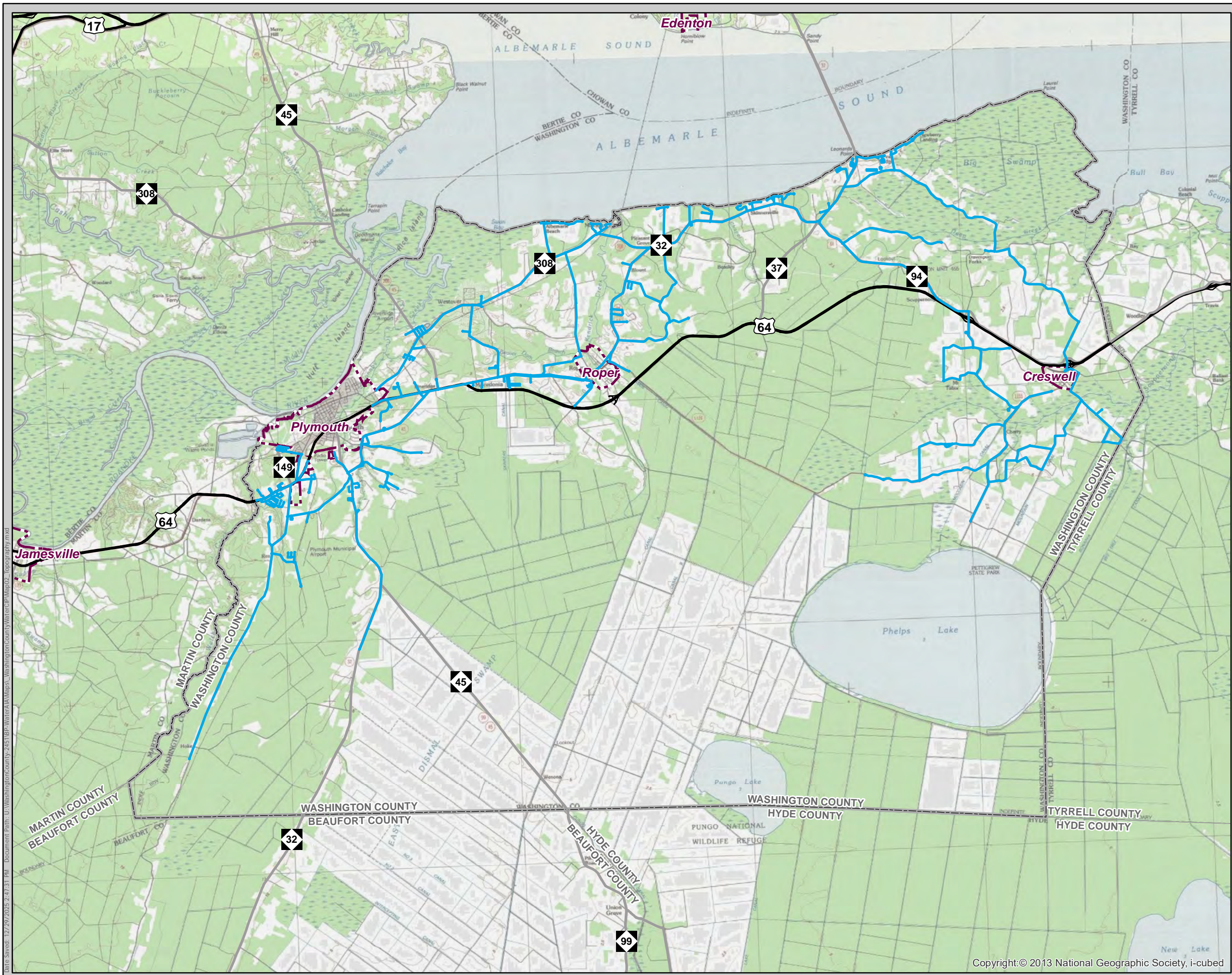
- Water Line
- US Route
- NC Route
- Ramp
- Municipal Boundary
- Washington County
- Other County

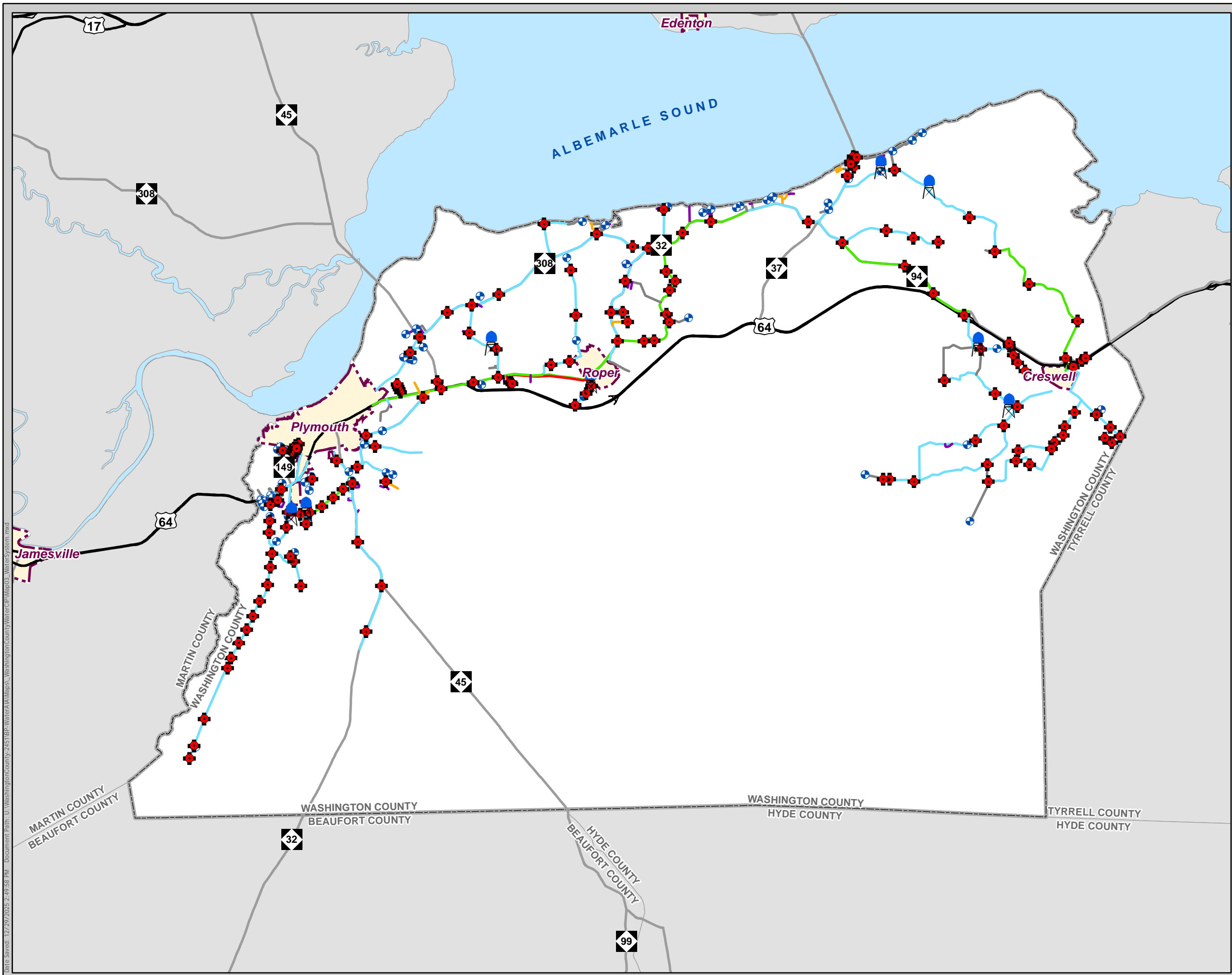


0 1.25 2.5
Miles

Wooten

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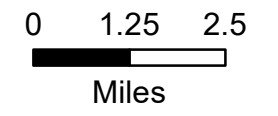




Map 3 Water System Water CIP Washington County, NC December 2025

Legend

- Tank
- System Valve
- Fire Hydrant
- 2" Water Line
- 3" Water Line
- 4" Water Line
- 6" Water Line
- 8" Water Line
- 12" Water Line
- US Route
- NC Route
- Ramp
- Municipal Boundary
- Washington County
- Other County



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Date Saved: 12/29/2025 2:49:58 PM Document Path: U:\WashingtonCounty\2451\BPA\Water\A\Maps\WashingtonCountyWaterCIPMap03_WaterSystem.mxd



Map 4 Fire Hydrant Spacing Water CIP Washington County, NC December 2025

Legend

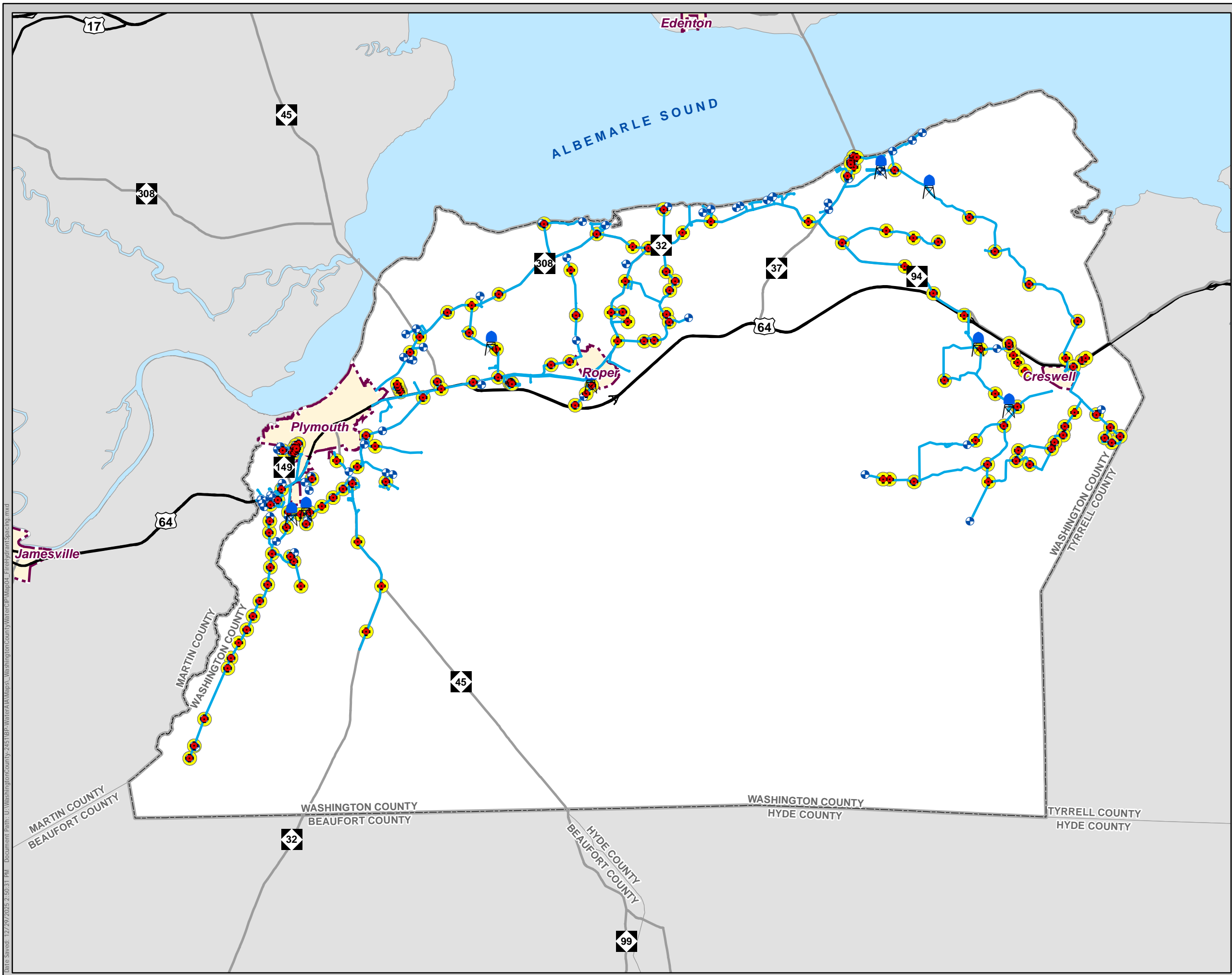
- Tank
- System Valve
- Fire Hydrant
- 1000' Fire Hydrant Spacing
- Water Line
- US Route
- NC Route
- Ramp
- Municipal Boundary
- Washington County
- Other County



0 1.25 2.5
Miles



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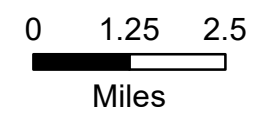
Date Saved: 12/29/2025 2:50:31 PM Document Path: U:\WashingtonCounty\2451\BPA\Water\Map04_EireHydrantSpacing.mxd



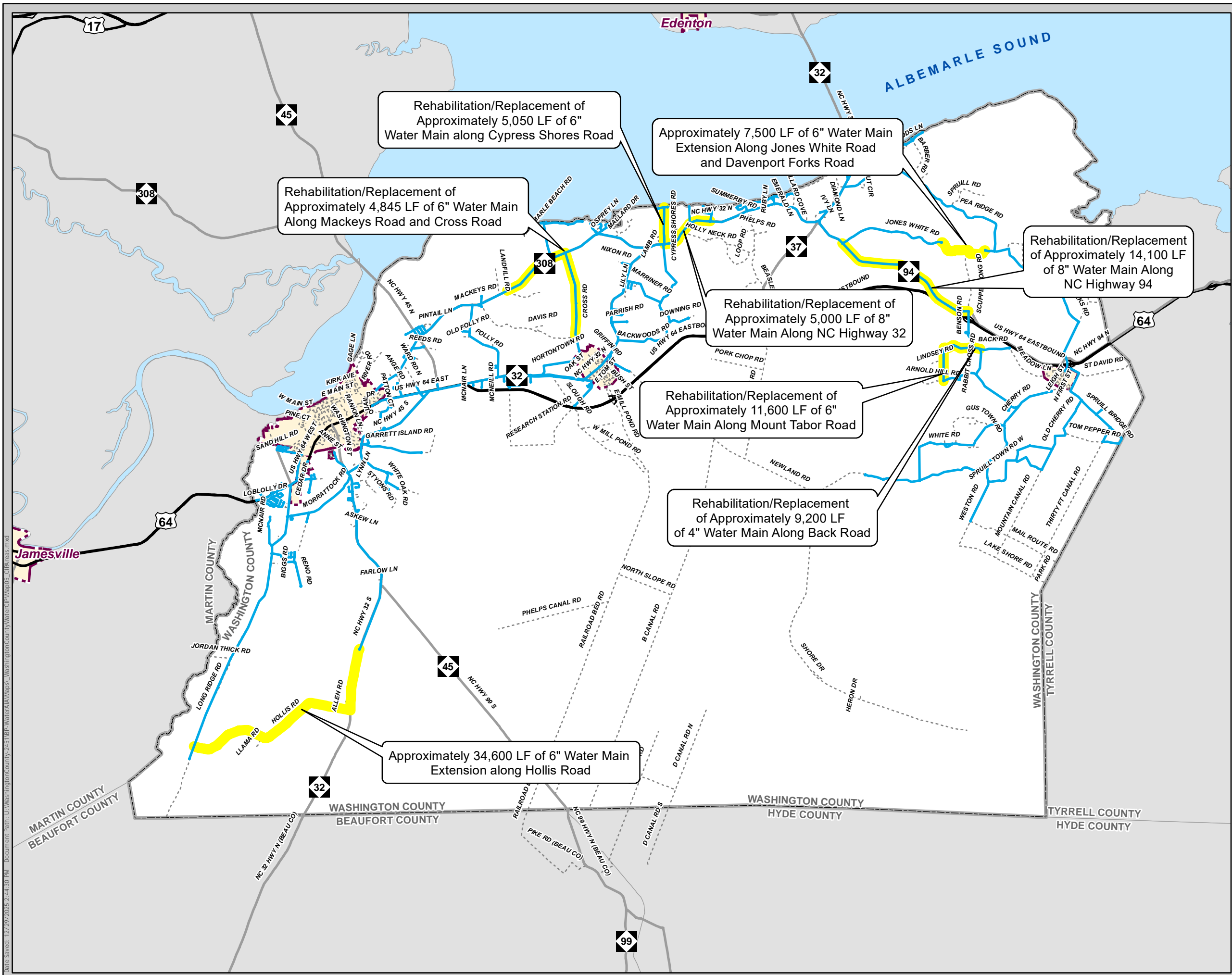
Map 5 CIP Areas Water CIP Washington County, NC December 2025

Legend

- Water Line
- CIP Area
- US Route
- NC Route
- Ramp
- Municipal Boundary
- Washington County
- Other County



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Fire Hydrant Classification

Washington County, NC

April 2026

Legend

Fire Flow

- C - < 500 GPM
- B - 500 - 999 GPM
- A - 1,000 - 1,499 GPM
- AA - > 1,500 GPM
- Ground Storage Tank
- Elevated Storage Tank
- 2" Water Main
- 3" Water Main
- 4" Water Main
- 6" Water Main
- 8" Water Main
- 12" Water Main

- US Route
- NC Route
- Ramp
- Street
- Parcel
- River/Lake/Pond
- Municipal Boundary
- County Boundary



0 2,500 5,000 10,000
Feet

Wooten

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APPENDIX B
AMERICAN WATER WORKS ASSOCIATION
(AWWA) DESKTOP ANALYSIS



AWWA Free Water Audit Software v6.1

FWAS v6.1

American Water Works Association Copyright © 2025, All Rights Reserved.

This spreadsheet-based water audit tool is designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. It provides a "top-down" summary water audit format and is not meant to take the place of a full-scale, comprehensive water audit format. Auditors are strongly encouraged to refer to the most current edition of AWWA M36 Manual for Water Audits for detailed guidance on the water auditing process and targeting loss reduction levels. This tool contains several separate worksheets. Sheets can be accessed using the tabs at the bottom of the screen, or by clicking the TOC links below.

Table of Contents (TOC)

- Start Page** The current sheet. Enter contact information and basic audit details.
- Worksheet** Enter the required data on this worksheet to calculate the water balance and data grading.
- Interactive Data Grading** Answer questions about operational practices for each audit input, and the data validity grades will automatically populate.
- Dashboard** Review NRW components, performance indicators and graphical outputs to evaluate the results of the audit.
- Notes** Enter notes to explain how values were calculated, document data sources, and related information about data management practices.
- Blank Sheet** By popular demand! A blank sheet. The world is your canvas.
- Water Balance** The values entered in the Worksheet automatically populate the Water Balance.
- Carbon Calculations** An **optional** component to enter information on the utility's carbon intensity and calculation of carbon reduction through leakage reduction
- Carbon Balance** The values entered in the Worksheet and optional Carbon Calculations automatically populate the Carbon Balance.
- Loss Control Planning** Use this sheet to interpret the results of the audit validity score and performance indicators.
- Definitions** Use this sheet to understand the terms used in the audit process.
- Service Connection Diagram** Diagrams depicting possible customer service connection line configurations.
- Acknowledgements** Acknowledgements for development of the AWWA Free Water Audit Software v6.1.

AWWA Web Resources for Water Loss Control

<https://www.awwa.org/resource/water-loss-control/>

Items referenced in the Free Water Audit Software v6.0 on the web:

- Data Grading Matrix v6.0
- Example Water Audit v6.0
- Water Audit Compiler v6.0
- AWWA Reports on Performance Indicators
- M36 Manual
- Leakage Emissions Initiative - Water Loss Control Committee Report¹⁰

If you have questions or comments regarding this software please contact us at: wlc@awwa.org

Enter Basic Information

Name of Utility:	Washington County Water System
Name of Contact Person:	Lee Sasser
Email:	lsasser@washconc.org
Telephone Ext.:	252-793-7545
City/Town/Municipality:	Washington County
State / Province:	North Carolina (NC)
Country:	U.S.A.
Audit Preparation Date:	Dec 23 2025
Audit Year:	2024
Audit Year Label:	Calendar (Fiscal, Calendar, etc)
Audit Period Start Date:	Aug 01 2023
Audit Period End Date:	Aug 31 2024
Volume Reporting Units:	Million gallons (US)
Water System Structure:	Retail
Water Type:	Potable Water
System ID Number:	04-94-025
Validator Name/ID:	n/a
Validator Email:	n/a
Estimated Total Population Served by Water Utility:	6,693

Key of Input Acronyms

In order of appearance in the Worksheet

- VOS** Volume from Own Sources
- VOSEA** VOS Error Adjustment
- WI** Water Imported
- WIEA** WI Error Adjustment
- WE** Water Exported
- WEEA** WE Error Adjustment
- BMAC** Billed Metered Authorized Consumption
- BUAC** Billed Unmetered Authorized Consumption
- UMAC** Unbilled Metered Authorized Consumption
- UUAC** Unbilled Unmetered Authorized Consumption
- SDHE** Systematic Data Handling Errors
- CMI** Customer Metering Inaccuracies
- UC** Unauthorized Consumption
- Lm** Length of mains
- Nc** Number of service connections
- Lp** Average length of (private) customer service line
- AOP** Average Operating Pressure
- CRUC** Customer Retail Unit Charge
- VPC** Variable Production Cost

Color Key

User input

Calculated

Optional default

Guidance for the Worksheet

Choosing to enter unit of **percent** or **volume** (applies to VOSEA, WIEA, WEEA, CMI) choose entry option:

1.00%	percent	or
	volume	25.000

Choosing to enter **default** or **custom input** (applies to UUAC, SDHE, UC) choose entry option:

0.25%	default	or
	custom	75.000

Guidance for the Interactive Data Grading

Use acronym buttons in IDG header to navigate among inputs. Acronym Key above. White = needs answers, orange = complete, clear = not required. Example below.

VOS	VOSEA	WI	WIEA	WE	WEEA	BMAC	BUAC	UMAC	UUAC
SDHE	CMI	UC	Lm	Nc	Lp	AOP	CRUC	VPC	

After clicking an acronym button, answer all visible questions in the order they're presented, choosing best-fit answer

Grade will populate when all visible questions are complete for an input **7**

The limiting criteria will be labeled along the right. If only 1 limiting criterion is shown, improving on that criterion will achieve a higher data grade. If multiple limiting criteria are shown, improving on *each* limiting criterion is necessary to achieve a higher data grade. A complete inventory of data grading criteria is available in the Data Grading Matrix v6.0 (see web resources)

Limiting



AWWA Free Water Audit Software: Worksheet

FWAS v6.1

American Water Works Association.

Water Audit Report for: **Washington County Water System**

Audit Year: **2024** **Aug 01 2023 - Aug 31 2024** **Calendar**

Click 'n' to add notes

Click 'g' to determine data validity grade

To edit water system info: [go to start page](#)

To access definitions, click the [input name](#)

All volumes to be entered as: MILLION GALLONS (US) PER YEAR

[Water Supplied Error Adjustments](#)

WATER SUPPLIED

choose entry option:

VOS	Volume from Own Sources:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="5"/>	<input type="text" value="200.432"/>	MG/Yr	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="8"/>	<input type="text" value="percent"/>
WI	Water Imported:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="n/a"/>	<input type="text" value="0.000"/>	MG/Yr				
WE	Water Exported:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="1"/>	<input type="text" value="12.045"/>	MG/Yr	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="4"/>	<input type="text" value="percent"/>

VOSEA
WIEA
WEEA

WATER SUPPLIED: MG/Yr

AUTHORIZED CONSUMPTION

choose entry option:

BMAC	Billed Metered:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="5"/>	<input type="text" value="86.559"/>	MG/Yr				
BUAC	Billed Unmetered:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="2"/>	<input type="text" value="0.000"/>	MG/Yr				
UMAC	Unbilled Metered:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="2"/>	<input type="text" value="0.000"/>	MG/Yr				
UUAC	Unbilled Unmetered:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="3"/>	<input type="text" value="0.216"/>	MG/Yr	<input type="text" value="0.25%"/>	<input type="text" value="default"/>		

Default option selected for Unbilled Unmetered, with automatic data grading of 3

AUTHORIZED CONSUMPTION: MG/Yr

WATER LOSSES

MG/Yr

Apparent Losses

Default option selected for Systematic Data Handling Errors, with automatic data grading of 3

choose entry option:

SDHE	Systematic Data Handling Errors:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="3"/>	<input type="text" value="0.216"/>	MG/Yr	<input type="text" value="0.25%"/>	<input type="text" value="default"/>		
CMI	Customer Metering Inaccuracies:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="2"/>	<input type="text" value="0.000"/>	MG/Yr	<input type="text" value="percent"/>		<input type="text" value="under-registration"/>	
UC	Unauthorized Consumption:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="3"/>	<input type="text" value="0.216"/>	MG/Yr	<input type="text" value="0.25%"/>	<input type="text" value="default"/>		

Default option selected for Unauthorized Consumption, with automatic data grading of 3

Apparent Losses: MG/Yr

Real Losses

Real Losses: MG/Yr

WATER LOSSES: MG/Yr

NON-REVENUE WATER

NON-REVENUE WATER: MG/Yr

SYSTEM DATA

Lm	Length of mains:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="8"/>	<input type="text" value="136.0"/>	miles	(including fire hydrant lead lengths)
Nc	Number of service connections:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="5"/>	<input type="text" value="2,710"/>		(active and inactive)
	Service connection density:				<input type="text" value="20"/>	conn./mile main	

Are customer meters typically located at the curbstop/property line?

Lp
Average length of customer service line has been set to zero and a data grading of 10 has been applied

AOP Average Operating Pressure: psi

COST DATA

CRUC	Customer Retail Unit Charge:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="5"/>	<input type="text" value="\$15.00"/>	\$/1000 gallons (US)	Total Annual Operating Cost
VPC	Variable Production Cost:	<input type="text" value="n"/>	<input type="text" value="g"/>	<input type="text" value="3"/>	<input type="text" value="\$4,049.96"/>	\$/Million gallons	

Click here to calculate carbon emissions ----> [carbon](#)

WATER AUDIT DATA VALIDITY TIER:

***** The Water Audit Data Validity Score is in Tier II (26-50). See Dashboard tab for additional outputs. *****

[go to dashboard](#)

A weighted scale for the components of supply, consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION TO IMPROVE DATA VALIDITY:

Based on the information provided, audit reliability can be most improved by addressing the following components:

- 1: Volume from Own Sources (VOS)
- 2: Billed Metered (BMAC)
- 3: Customer Metering Inaccuracies (CMI)

KEY PERFORMANCE INDICATOR TARGETS:

OPTIONAL: If targets exist for the operational performance indicators, they can be input below:

Unit Total Losses:	<input type="text"/>	gal/conn/day
Unit Apparent Losses:	<input type="text"/>	gal/conn/day
Unit Real Losses ^A :	<input type="text"/>	gal/conn/day
Unit Real Losses ^B :	<input type="text"/>	gal/mile/day

If entered above by user, targets will display on KPI gauges (see Dashboard)

2024

White = incomplete
Orange = complete
Use acronyms for navigation

VOS VOSEA WI WIEA WE WEEA BMAC BUAC UMAC UUAC
SDHE CMI UC Lm Nc Lp AOP CRUC VPC

FWAS v6.1 American Water Works Association. Copyright © 2025, All Rights Reserved.

Limiting criteria (see Start Page for details)

go to input **Volume from Own Sources (VOS) - Data Grading Criteria** go to notes

vos	Criteria Question	Select Best-Fit Answers to All Visible Questions	
vos.0	Did the water utility supply any water from its own sources during the audit year?	Yes	
vos.1	What percent of own supply volume is metered?	>99%	
<p>For questions 2-10 below: Choose the answer that applies for those meters that measure >90% of the finished water volume.</p> <p>In-situ flow accuracy testing = a test process that confirms the flow measuring accuracy of the primary device (the flowmeter), in its installed location, using an independent reference volume.</p> <p>Electronic calibration = a process that checks for error in the metering secondary device(s) and/or the tertiary device(s).</p> <p>Secondary device can include conversion to mA, meter transmitter or similar instrumentation.</p> <p>Tertiary device can include SCADA, historian or other computerized archival system.</p>			
vos.2	What is the frequency of electronic calibration?	Less than annual but within last 5 years	Limiting
vos.3	What level of data transfer errors are checked as part of the electronic calibration process?	Data transfer errors are checked at secondary device(s), but not to tertiary device(s)	
vos.4	Is the most recent electronic calibration documentation available for review?	Yes	
vos.5	What is the frequency of in-situ flow accuracy testing?	Less than annual but within last 5 years	Limiting
vos.6	Is the most recent in-situ flow accuracy testing documentation available for review?	Yes	
vos.7	What are the total volume-weighted average results of in-situ flow accuracy testing (during or closest to audit year)?	At or within ±3%	
vos.8	Have testing and calibration procedures been closely scrutinized for compliance with procedures described in the AWWA M36 and/or M33 Manual(s)?	Yes	
vos.9	Which best describes the frequency of finished water meter readings?	Continuous	
vos.10	Which best describes the frequency of data review for anomalies/errors? These can include numbers that are outside of typical patterns, and zero or 'null' values that may reflect a gap in data recording.	Once per month	
FINAL DATA GRADE FOR THIS AUDIT INPUT:		5	

[go to input](#) **Volume from Own Sources Error Adjustment (VOSEA) - Data Grading Criteria** [go to notes](#)

vosea	Criteria Question	Select Best-Fit Answers to All Visible Questions	
vosea.1	Are tank levels monitored automatically & recorded daily?	Yes	
vosea.2	Are daily changes of stored water volumes in distribution system tanks included in the tabulation of the daily "Volume from Own Sources" quantity?	No	Limiting
vosea.3	Is the annual net distribution storage change included in either the VOS input or the VOSEA input?	No	
vosea.4	Are the flow accuracy test and/or electronic calibration results included in the VOSEA input in the water audit?	No error adjustment made due to absence of testing or calibration results	
FINAL DATA GRADE FOR THIS AUDIT INPUT:		8	

[go to input](#)

Water Imported (WI) - Data Grading Criteria

[go to notes](#)

wi	Criteria Question	Select Best-Fit Answers to All Visible Questions
wi.0	Did the water utility import any water during the audit year?	No
wi.1		
<p>For questions 2-10 below: Choose the answer that applies for those meters that measure >90% of the water imported volume.</p> <p>In-situ flow accuracy testing = a test process that confirms the flow measuring accuracy of the primary device (the flowmeter), in its installed location, using an independent reference volume.</p> <p>Electronic calibration = a process that checks for error in the metering secondary device(s) and/or the tertiary device(s).</p> <p>Secondary device can include conversion to mA, meter transmitter or similar instrumentation.</p> <p>Tertiary device can include SCADA, historian or other computerized archival system.</p>		
wi.2		
wi.3		
wi.4		
wi.5		
wi.6		
wi.7		
wi.8		
wi.9		
wi.10		
FINAL DATA GRADE FOR THIS AUDIT INPUT:		n/a

[go to input](#) **Water Imported Error Adjustment (WIEA) - Data Grading Criteria** [go to notes](#)

wiew	Criteria Question	Select Best-Fit Answers to All Visible Questions
wiew.1		
wiew.2		
wiew.3		
wiew.4		
FINAL DATA GRADE FOR THIS AUDIT INPUT:		n/a

Water Exported (WE) - Data Grading Criteria

go to input

go to notes

we	Criteria Question	Select Best-Fit Answers to All Visible Questions
we.0	Did the water utility export any water during the audit year?	Yes
we.1	What percent of water exported is metered?	<25%
<p>For questions 2-10 below: Choose the answer that applies for those meters that measure >90% of the water exported volume.</p> <p>In-situ flow accuracy testing = a test process that confirms the flow measuring accuracy of the primary device (the flowmeter), in its installed location, using an independent reference volume.</p> <p>Electronic calibration = a process that checks for error in the metering secondary device(s) and/or the tertiary device(s).</p> <p>Secondary device can include conversion to mA, meter transmitter or similar instrumentation.</p> <p>Tertiary device can include SCADA, historian or other computerized archival system.</p>		
we.2		
we.3		
we.4		
we.5		
we.6		
we.7		
we.8		
we.9		
we.10		
FINAL DATA GRADE FOR THIS AUDIT INPUT:		1

Limiting

[go to input](#) **Water Exported Error Adjustment (WEEA) - Data Grading Criteria** [go to notes](#)

weea	Criteria Question	Select Best-Fit Answers to All Visible Questions	
weea.1	Is an agreement in place between Exporting and Importing Utility?	Yes, written	Limiting
weea.2	Are meter accuracy testing or electronic calibration requirements stipulated in the water purchase agreement?	No, but meter accuracy testing and/or electronic calibration is conducted upon request of the importing utility	
weea.3	Are flow accuracy test and/or electronic calibration results used to inform the error adjustment input in the water audit?	No	
weea.4	Who has access to the export meter readings including current and archived data?	Exporting and Importing Utility	
FINAL DATA GRADE FOR THIS AUDIT INPUT:		4	

[go to input](#)

Billed Metered Authorized Consumption (BMAC) - Data Grading Criteria

[go to notes](#)

bmac	Criteria Question	Select Best-Fit Answers to All Visible Questions
bmac.0	Were any customers metered in the audit year?	Yes
bmac.1	For billed metered accounts, what % of bills are estimated in a typical billing cycle?	5% or less
bmac.2	How often does the utility read its customer meters? For systems with multiple read frequencies, select the reading frequency that describes the majority of your customers.	Monthly
bmac.3	Is the BMAC volume pro-rated to represent consumption occurring exactly during the audit period?	Yes
bmac.4	How frequently does internal review by utility staff of the BMAC volumes occur?	Annually
bmac.5	What level of detail is examined in the internal review of BMAC volumes?	Totals grouped by use type or customer class and specific accounts flagged for anomalous consumption
bmac.6	When was the most recent billing data review by someone who is independent of the utility billing process?	Within last 3 years
bmac.7	What level of detail was examined in the review by someone who is independent of the utility billing process?	Not sure
FINAL DATA GRADE FOR THIS AUDIT INPUT:		5

Limiting

[go to input](#) **Billed Unmetered Authorized Consumption (BUAC) - Data Grading Criteria** [go to notes](#)

Inconsistency between Worksheet BUAC input and buac.0 response

buac	Criteria Question	Select Best-Fit Answers to All Visible Questions	
buac.0	Was there any billed consumption on unmetered accounts in the audit year?	Yes	
buac.1	What portion of billed accounts are unmetered (% by number of accounts)?	5% or less	
buac.2	Methodology to quantify consumption for unmetered accounts?	Estimated based on assumptions of consumption by customer characteristics (i.e. customer type or meter size)	Limiting
buac.3	How frequently is unmetered customer consumption estimated?	Monthly	
FINAL DATA GRADE FOR THIS AUDIT INPUT:		2	

go to input
go to notes
Unbilled Metered Authorized Consumption (UMAC) - Data Grading Criteria

Inconsistency between Worksheet UMAC input and umac.0 response

umac	Criteria Question	Select Best-Fit Answers to All Visible Questions	
umac.0	Did the water utility have any unbilled-metered consumption in the audit year?	Yes	
umac.1	Does the water utility policy articulate which accounts are exempt from billing?	Policy includes specific exemptions	
umac.2	How many unbilled metered accounts exist?	Unknown	Limiting
umac.3	How often is each unbilled customer meter read? For systems with multiple read frequencies, select the reading frequency that describes the majority of your customers.	Monthly or more frequently	
umac.4	How often are unbilled metered volumes reviewed for error?	Less than annually	
FINAL DATA GRADE FOR THIS AUDIT INPUT:		2	

[go to input](#)

Unbilled Unmetered Authorized Consumption (UUAC) - Data Grading Criteria

[go to notes](#)

This Data Grading Criteria is hidden when the 'default' input is used on the Worksheet

FINAL DATA GRADE FOR THIS AUDIT INPUT:

3

[go to input](#)

Systematic Data Handling Error (SDHE) - Data Grading Criteria

[go to notes](#)

This Data Grading Criteria is hidden when the 'default' input is used on the Worksheet

FINAL DATA GRADE FOR THIS AUDIT INPUT:

3

[go to input](#)

Customer Metering Inaccuracies (CMI) - Data Grading Criteria

[go to notes](#)

cmi	Criteria Question	Select Best-Fit Answers to All Visible Questions
cmi.0	Was there any metered customer usage during the audit period?	Yes
cmi.1	Do you test meters reactively (when triggered by customer complaint or billing/consumption flag)?	Reactive testing conducted
cmi.2	For small size customer meters, which best describes the frequency of proactive testing (effort beyond when triggered by customer complaint or billing/consumption flags)?	No proactive small meter testing activity to date
cmi.3		
cmi.4	For mid and large size customer meters, which best describes the frequency of the proactive testing program?	Not recurring, last testing effort occurred more than 5 years prior to audit period
cmi.5		
cmi.6	Which best describes how the input was derived?	Guesstimated without any customer meter testing data as a reference
cmi.7	Has the input derivation been reviewed by someone with expert knowledge in the M36 methodology?	No
cmi.8	To what extent does meter replacement occur and for which meters?	Annual proactive replacement of subset of meters (i.e. by age or throughput)
cmi.9	Which best describes the reliability of meter installation records?	Records are kept for meter installations, and they include data on installation date, type, size, and manufacturer
FINAL DATA GRADE FOR THIS AUDIT INPUT:		2

Limiting

[go to input](#)

Unauthorized Consumption (UC) - Data Grading Criteria

[go to notes](#)

This Data Grading Criteria is hidden when the 'default' input is used on the Worksheet

FINAL DATA GRADE FOR THIS AUDIT INPUT:

3

[go to input](#) **Length of Mains (Lm) - Data Grading Criteria** [go to notes](#)

Lm	Criteria Question	Select Best-Fit Answers to All Visible Questions	
Lm.1	How was the input derived?	Derived directly from Mains inventory (GIS, ledger, etc)	Limiting
Lm.2	Are hydrant laterals included in the input derivation?	No	
Lm.3	Which best describes how the Mains inventory (GIS, ledger, etc) is kept up to date?	Additions or subtractions are updated in the mains inventory (GIS, ledger, etc), at least annually	
Lm.4	Which best describes how the Mains inventory (GIS, ledger, etc) is field validated to confirm field conditions match the inventory?	Field validation is accomplished (i.e. in daily operations or specific validation projects)	
FINAL DATA GRADE FOR THIS AUDIT INPUT:		8	

[go to input](#)

Number of Service Connections (Nc) - Data Grading Criteria

[go to notes](#)

Nc	Criteria Question	Select Best-Fit Answers to All Visible Questions
Nc.1	How was the input derived?	Extracted from Services inventory (GIS, billing system, etc)
Nc.2	What is the count of services based on?	Non-premise based, i.e. meter count, customer count
Nc.3	Are inactive (but still pressurized) service lines included in the input? These may be metered or unmetered.	No
Nc.4	Which best describes how the inventory of service connections (GIS, billing system, etc) is kept up to date?	Additions or subtractions are updated in the service line inventory (GIS, billing system, etc), at least annually
Nc.5	Which best describes how the inventory of service connections (GIS, billing system, etc) is field validated to confirm field conditions match the inventory?	Field validation is accomplished for a portion of the system (i.e. in daily operations or specific validation projects)
FINAL DATA GRADE FOR THIS AUDIT INPUT:		5

Limiting

[go to input](#)
Average Length of (Private) Customer Service Line (Lp) - Data Grading Criteria
[go to notes](#)

Lp	Criteria Question	Select Best-Fit Answers to All Visible Questions
Lp.0	Are customer meters typically located at the curbstop or property line?	Yes
Lp.1		
Lp.2		
Lp.3		
Lp.4		
FINAL DATA GRADE FOR THIS AUDIT INPUT:		10

Average Operating Pressure (AOP) - Data Grading Criteria

[go to input](#)

[go to notes](#)

aop	Criteria Question	Select Best-Fit Answers to All Visible Questions	
aop.1	Which best describes checks on the boundary integrity for the system's pressure zone(s)?	Not applicable, the system operates as a single pressure zone	Limiting
aop.2	Which best describes how one-time pressure readings (i.e. from hydrants) are collected?	Collected only if there are low pressure complaints, or new development requests	
aop.3	Which best describes where continuous pressure data (via temporary data loggers or permanent telemetry) is collected?	Continuous pressure data is not collected	
aop.4			
aop.5	How was the input derived?	Calculated from field data as a simple average	
FINAL DATA GRADE FOR THIS AUDIT INPUT:		6	

[go to input](#) **Customer Retail Unit Charge (CRUC) - Data Grading Criteria** [go to notes](#)

cruc	Criteria Question	Select Best-Fit Answers to All Visible Questions	
cruc.0	Was any metered consumption billed on a volumetric basis in the audit period?	Yes	
cruc.1	Which best describes the use and reliability of the current rate structure?	Customer bill calculations have been checked to confirm the rate structure is correctly implemented	
cruc.2	Choose the option that best describes how the input was derived	Rate structure has multiple volumetric rates, but only one rate was selected for this input	Limiting
cruc.3	Is there any additional volumetric revenue the utility receives that depends on water meter readings, such as sewer?	No	
cruc.4	Has the input derivation been reviewed by someone with expert knowledge in the M36 methodology?	No	
FINAL DATA GRADE FOR THIS AUDIT INPUT:		5	

go to input
go to notes
Variable Production Cost (VPC) - Data Grading Criteria

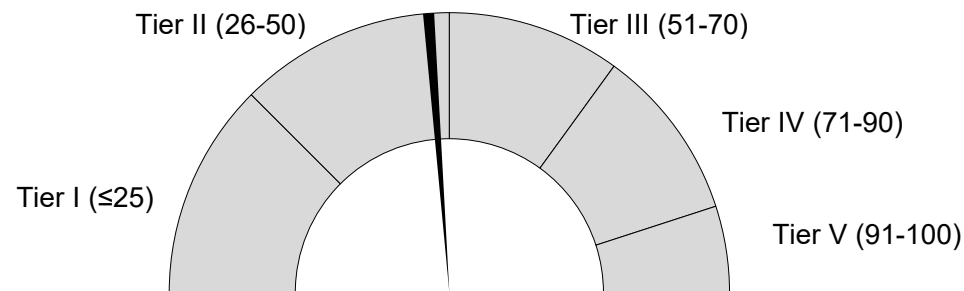
vpc	Criteria Question	Select Best-Fit Answers to All Visible Questions	
vpc.1	Choose the option that best describes how the input was derived	Only one source of water exists, which was the basis for the input derivation	
vpc.2	Choose the option that best describes which short-run marginal costs have been included in the input, using the definitions below for reference. Short-run marginal costs can include the following: - chemicals + power for treatment, typically applicable if the utility is producing/treating water - power for distribution, typically applicable if pumps exist in the distribution network - water acquisition costs, typically applicable if the utility is purchasing water or incurs any extraction costs for withdrawing from a source Some short-run marginal costs may not be applicable. The auditor should analyze the system characteristics to determine which costs are applicable for inclusion in the VPC input derivation. See also the latest AWWA M36 Manual for further guidance.	Some but not all applicable short-run marginal costs are included	Limiting
vpc.3	Choose the option that best describes which long-run marginal costs have been included in the input, using the definitions below for reference. Long-run marginal costs can include the following: - water treatment residuals management, typically applicable if solids are produced from water treatment process - accelerated wear & tear on dynamic equipment, typically applicable if pumps exist for treatment and/or distribution, or any other equipment exists that wears out as a function of use instead of time (i.e. filter media, chemical dosing pumps, uv disinfection bulbs, etc) - payouts for damage claims from main and service line breaks, typically applicable if damage claims are paid by the utility - accelerated expansion of supply capacity, typically applicable if the utility is at or nearing supply capacity, or scarcity costs in water scarce areas - full cost pricing that includes all lifecycle costs and externalities (internalized or not) Some long-run marginal costs may not be applicable. The auditor should analyze the system characteristics to determine which costs are applicable for inclusion in the VPC input derivation. See also the latest AWWA M36 Manual for further guidance.	Long-run marginal costs have not been evaluated for applicability, and are not included	
vpc.4	Has the input derivation been reviewed by someone with expert knowledge in the M36 methodology?	No	
FINAL DATA GRADE FOR THIS AUDIT INPUT:		3	



Data Validity

Data Validity Score: **47** Data Validity Tier: **Tier II (26-50)**

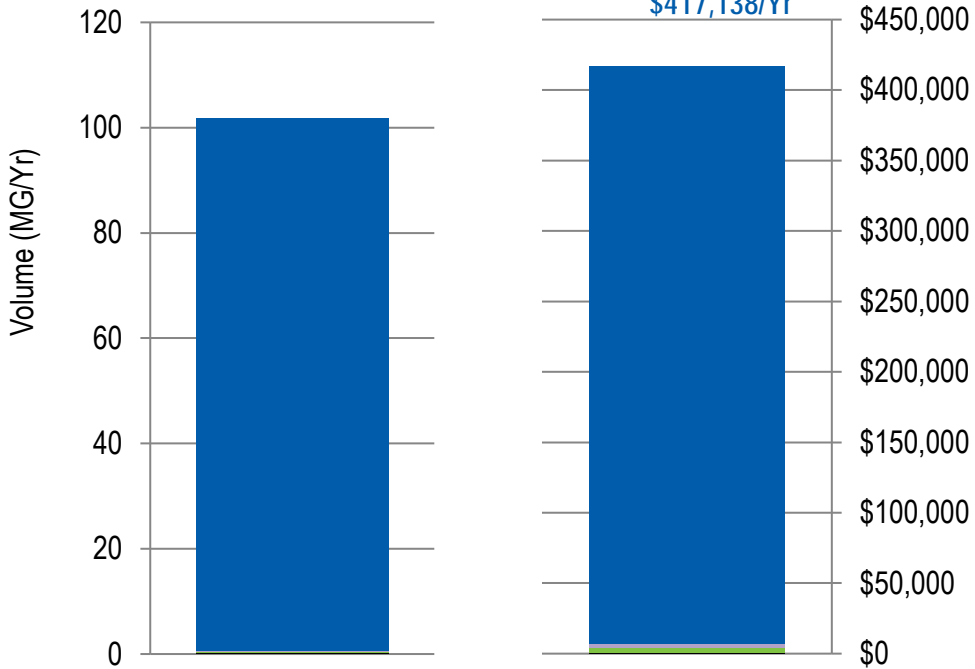
See [Loss Control Planning](#) for Tier Details



NRW Components Summary

Total Volume of NRW = 102 MG/Yr

Total Cost of NRW = \$417,138/Yr



Real Losses	Unauthorized Consumption
Systematic Data Handling Errors	Unbilled Unmetered Auth Cons
Customer Metering Inaccuracies	Unbilled Metered Authorized Cons

	Volume MG/Yr	Value \$/Yr	Carbon Emissions mt/Yr
Apparent Losses	0.4	\$6,492	0
Real Losses	101.2	\$409,770	0
Unbilled Authorized Cons	0.2	\$876	0
Non-Revenue Water	101.8	\$417,138	0

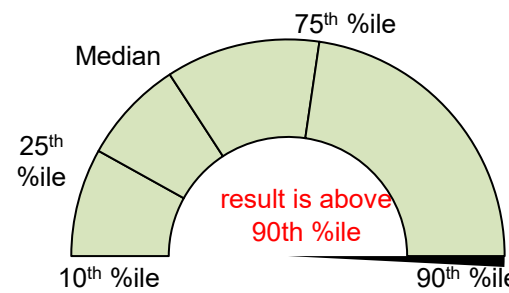
mt = metric tons

Actual KPI result

Key Performance Indicators

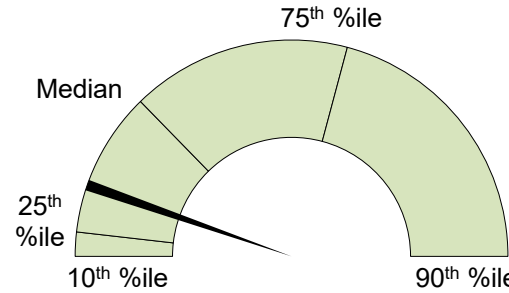
gauge %iles per validated industry ranges²

Target (see Worksheet)



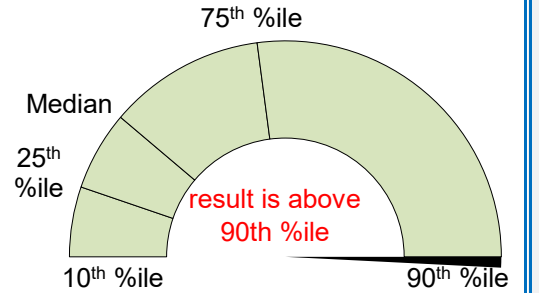
Total Loss Cost Rate

153.60 \$/conn/year



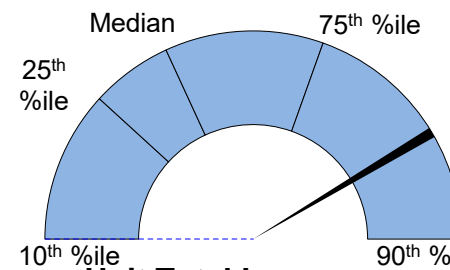
Apparent Loss Cost Rate

2.40 \$/conn/year



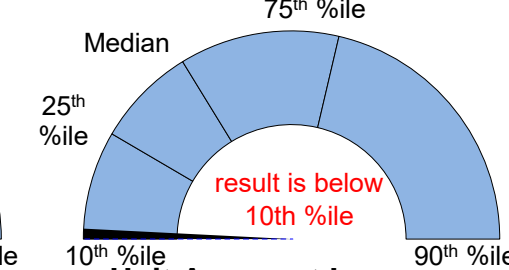
Real Loss Cost Rate

151.21 \$/conn/year



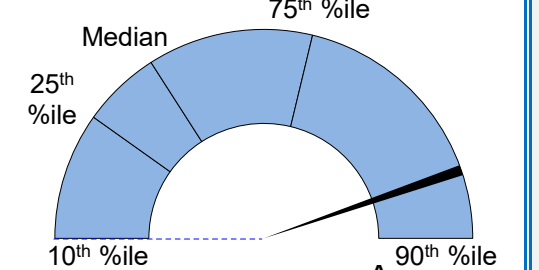
Unit Total Losses

102.7 gal/conn/day



Unit Apparent Losses

0.4 gal/conn/day

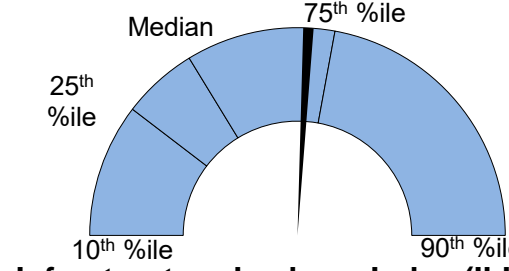
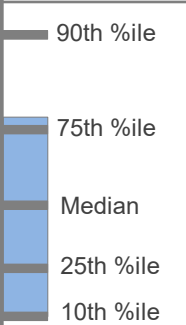


Unit Real Losses^A

102.3 gal/conn/day

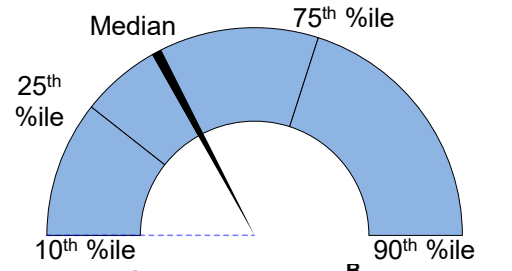
Average Operating Pressure

84 psi



Infrastructure Leakage Index (ILI)

2.9 dimensionless



Unit Real Losses^B

2,038 gal/mile/day

See UARL definition for additional guidance on the ILI

(UARL) Unavoidable Annual Real Losses

35.0 MG/Yr

35.4 gal/conn/day

Guidance Information for Key Performance

- The eight indicators shown are the recommended suite per the AWWA Water Loss Control Committee 2020 Position on KPIs¹.
- A suite of KPIs is necessary, as no single KPI can holistically communicate water loss performance for a given water system.
- See Table 1 below for Uses and Limitations for each KPI, excerpted from the AWWA Water Loss Control Committee Report (2020)¹, with naming conventions updated.
- Percentiles (%iles) shown on KPI gauges come from Level 1 validated data in the AWWA WLCC Reference Water Audit Dataset (2020)².
- KPI %iles shown above are not segregated by cohorts. Limited KPI data by cohorts may be found in WRF 4695 Guidance Manual, Appendix B (2019)⁵.
- Actual KPI results that fall below 10th %ile or above 90th %ile do not necessarily imply error, but should be viewed with scrutiny.
- Percentiles not intended to imply targets. Targets may be input by user for operational KPIs, if desired, on Worksheet.
- See UARL and ILI in Definitions tab for discussion of size and pressure limitations.
- Systems that fall on the extreme ends of size or connection density should use caution when interpreting Unit Losses KPIs.

Table 1

Source: AWWA Water Loss Control Committee Report (2020)¹, with naming conventions updated

2020 AWWA Water Audit Method – Water Audit Outputs and Key Performance Indicators: Uses and Limitations

Type	Indicator	Description	Suitable Purposes					Uses and Limitations	Principal Users
			Assessment	Bench-Marking	Target-Setting	Planning	Tracking		
Attribute	Apparent Loss Volume	Calculated by Free Water Audit Software	✓				✓	Assess loss level	Utility, Regulators
	Apparent Loss Cost	Calculated by Free Water Audit Software	✓				✓	Assess cost loss level	Utility, Regulators
	Real Loss Volume	Calculated by Free Water Audit Software	✓				✓	Assess loss level	Utility, Regulators
	Real Loss Cost	Calculated by Free Water Audit Software	✓				✓	Assess loss cost level	Utility, Regulators
	Unavoidable Annual Real Loss (UARL)	Calculated by Free Water Audit Software	✓				✓	Reveal theoretical technical low level of leakage	Utility, Regulators
Volume	Unit Apparent Losses (vol/conn/day)	Strong and understandable indicator for multiple users.	✓	✓	✓	✓	✓	Used for performance tracking and target-setting	Utility, Regulators
	Unit Real Losses ^A (vol/conn/day)	Strong and understandable indicator for multiple users.	✓	✓	✓	✓	✓	Used for performance tracking and target-setting	Utility, Regulators, Policy Makers
	Unit Real Losses ^B (vol/pipeline length/day)	Strong and understandable indicator for use by utilities with low connection density.	✓	✓	✓	✓	✓	Data collection and assessment of systems with “low” connection density	Utility, Regulators, Policy Makers
	Unit Total Losses (vol/conn/day) New KPI	Strong and understandable indicator, suitable for high-level performance measurement.	✓				✓	High level indicator for trending analysis. Not appropriate for target-setting or benchmarking	Utilities, Customers
	Infrastructure Leakage Index (ILI)	Robust, specialized ratio KPI; can be influenced by pressure and connection density.	✓	✓			✓	Benchmarking after pressure management is implemented	Utilities
Value	Apparent Loss Cost Rate (value/conn/year) New KPI	Indicators with sufficient technical rigor. Provide the unit financial value of each type of loss, which is useful for planning and assessment of cost efficiency of water loss reduction and control interventions and programs.	✓			✓	✓	Data collection and assessment on AWWA indicators or contextual parameters to use in conjunction with Loss Cost Rates	Utilities, Regulators, Customers
	Real Loss Cost Rate (value/conn/year) New KPI		✓			✓	✓		Utilities, Regulators, Customers
Validity	Data Validity Tier (DVT)	Strong indicator of water loss audit data quality, if data has been validated. Tier provides guidance on priority areas of activity.	✓	✓		✓	✓	Assess caliber of data inputs of the water audit	Regulators, Utilities



Water Audit Report for: Washington County Water System
Audit Year: 2024

Calendar
Aug 01 2023 - Aug 31 2024

General Notes:	Data provided by Washington County for well production volumes and customer billing records.	
Audit Item	Notes on Input Derivation	Notes on Data Validity Grading
Volume from Own Sources (VOS)	Daily readings and monthly totals provided by Washington County	
Volume from Own Sources Error Adjustment (VOSEA)		
Water Imported (WI)	N/A	
Water Imported Error Adjustment (WIEA)	N/A	
Water Exported (WE)	Water is sold to Roper as a bulk customer and then remetered by Roper municiple staff	

[go to worksheet](#)

[go to grading](#)

[go to worksheet](#)

[go to grading](#)

[go to worksheet](#)

[go to grading](#)

[go to worksheet](#)

[go to grading](#)

[go to worksheet](#)

[go to grading](#)

		Audit Item	Notes on Input Derivation	Notes on Data Validity Grading
go to worksheet	go to grading	Water Exported Error Adjustment (WEIA)		
go to worksheet	go to grading	Billed Metered Authorized Consumption (BMAC)		
go to worksheet	go to grading	Billed Unmetered Authorized Consumption (BUAC)		
go to worksheet	go to grading	Unbilled Metered Authorized Consumption (UMAC)		
go to worksheet	go to grading	Unbilled Unmetered Authorized Consumption (UUAC)		
go to worksheet	go to grading	Systematic Data Handling Errors (SDHE)		
go to worksheet	go to grading	Customer Metering Inaccuracies (CMI)		Washington County replaced all meters with electronic radio read meters with leak detection capability in 2014.

		Audit Item	Notes on Input Derivation	Notes on Data Validity Grading
go to worksheet	go to grading	Unauthorized Consumption (UC)		
go to worksheet	go to grading	Length of Mains (Lm)	136 miles was taken from the LWSP for Washington County	
go to worksheet	go to grading	Number of Service Connections (Nc)	Average of metered customers from Washington County records	
go to worksheet	go to grading	Average Length of (private) Customer Service Line (Lp)		
go to worksheet	go to grading	Average Operating Pressure (AOP)		
go to worksheet	go to grading	Customer Retail Unit Charge (CRUC)		
go to worksheet	go to grading	Variable Production Cost (VPC)	Treatment and Operations costs from the FY 2024 Audit divided by total supplied water	

Hello, I am a blank sheet, at your service.

AWWA Free Water Audit Software
Water Balance



VOLUME in MG/Yr

FWAS v6.1

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Water Audit Report for: **Washington County Water System**

Audit Year: **2024**

Aug 01 2023 - Aug 31 2024

Data Validity Tier: **Tier II (26-50)**

Volume from Own Sources (VOS) (corrected for known errors) 200.432	System Input Volume 200.432	Water Exported (WE) (corrected for known errors) 12.045	Billed Water Exported				Revenue Water (Exported) 12.045
		Water Supplied 188.387	Authorized Consumption 86.775	Billed Authorized Consumption 86.559	Billed Metered Consumption (BMAC) (water exported is removed) 86.559	Revenue Water 86.559	
Unbilled Authorized Consumption 0.216	Billed Unmetered Consumption (BUAC) 0.000			Non-Revenue Water (NRW)			
Water Imported (WI) (corrected for known errors) 0.000			Water Losses 101.612	Apparent Losses 0.433	Unbilled Metered Consumption (UMAC) 0.000	101.828	
				Real Losses 101.179	Unbilled Unmetered Consumption (UUAC) 0.216		
					Systematic Data Handling Errors (SDHE) 0.216		Unauthorized Consumption (UC) 0.216
					Customer Metering Inaccuracies (CMI) 0.000		Target Leakage Reduction 0.000
				Leakage Level After Reduction 101.179			



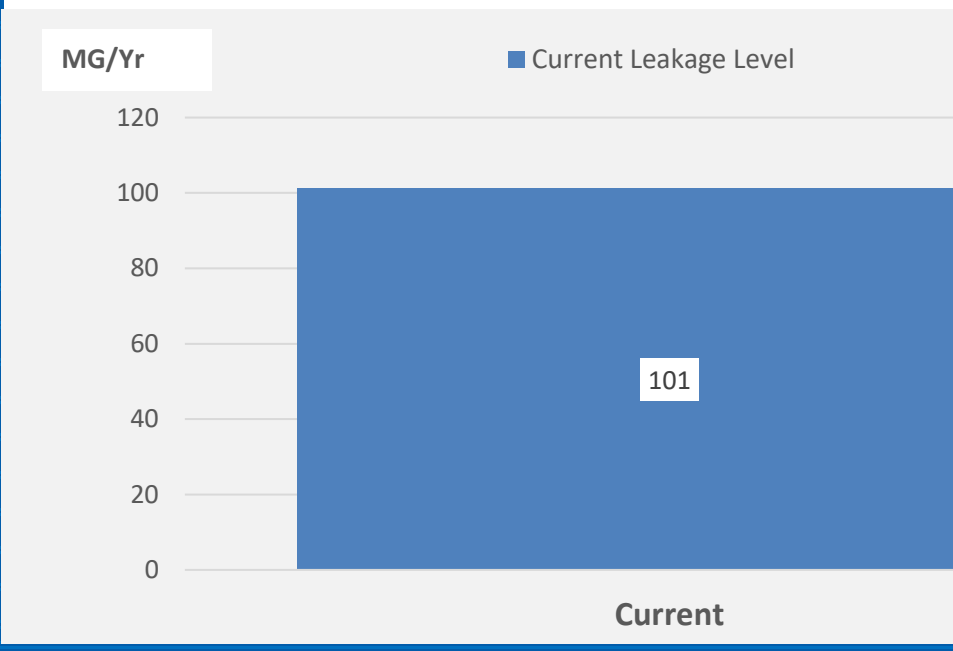
Need Help? Click [Item Name](#) below for Definitions & Guidance

Carbon Intensity Calculation		Value	Units
Add Note	System Input Volume	200	MG/Yr
Add Note	Reference Carbon Intensity		g/kWh
	Utility Energy Usage		kWh
	Utility Energy Intensity	0	kWh/MG
	Utility Carbon Intensity	0.00	mt/MG

Carbon Reduction Calculation		Volume MG/Yr	Carbon mt/yr
	System Input Volume	200	0
	Current Leakage Level	101	0
Add Note	Target Leakage Reduction		0
	Leakage Level After Reduction	101	0

Carbon Reduction Visualization

← Select Volume or Carbon



Calculation Notes

Calculated: From Water Balance

User Provided: From Utility's energy source(s) , in grams CO₂ equivalent per kWh

User Provided: From Utility Energy Bill(s)

Calculated: *Utility Energy Usage* divided by *Volume of Water Supplied*

Calculated: *Reference Carbon Intensity* times *Utility Energy Intensity*, convert g to metric tons (mt)

Calculation Notes

mt = metric tons

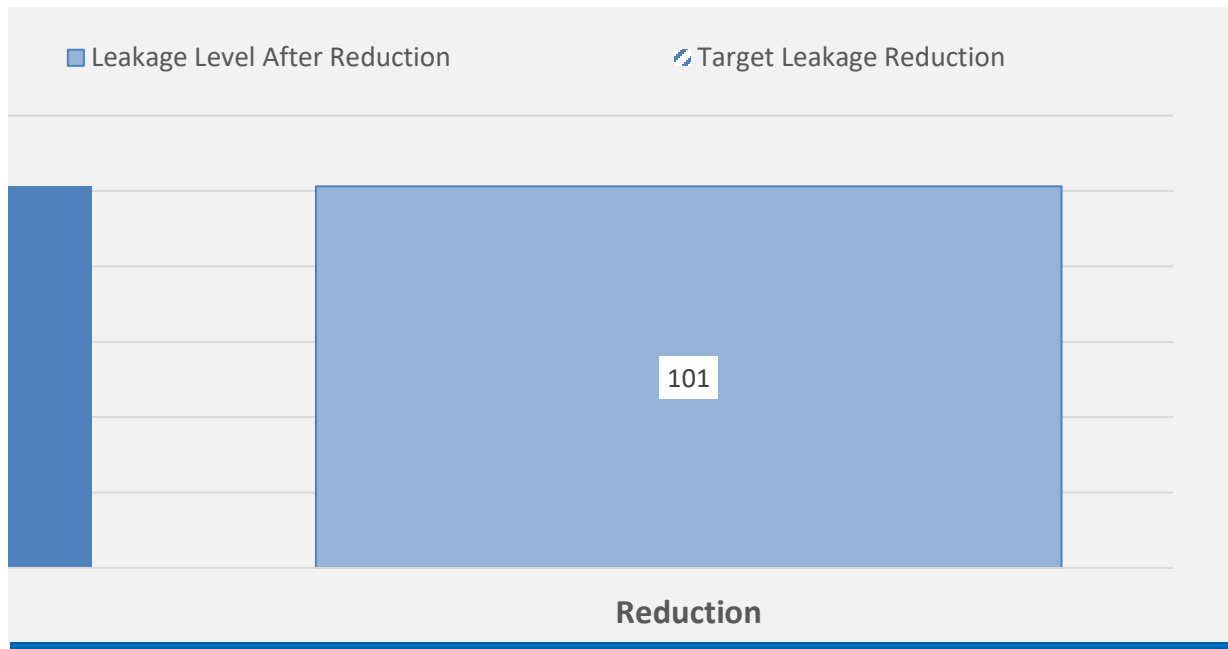
Calculated: From Water Balance

Calculated: From Water Balance

User Provided: Manual input, typically based on a Real Loss Component Analysis

Calculated: Current Leakage Level minus Target Leakage Reduction

n for display



AWWA Free Water Audit Software
Carbon Balance (Optional)

FWAS v6.1

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VOLUME in MG/Yr

CARBON in metric tons (mt)

Water Audit Report for: **Washington County Water System**

Audit Year: **2024**

Aug 01 2023 - Aug 31 2024

Data Validity Tier: **Tier II (26-50)**

Volume from Own Sources (VOS) (corrected for known errors) 200 MG/Yr	System Input Volume 200 MG/Yr mt	Water Exported (WE) (corrected for known errors) 12 MG/Yr	Billed Water Exported mt				Revenue Water (Exported) 12 MG/Yr
		Water Supplied 188 MG/Yr mt	Authorized Consumption 87 MG/Yr mt	Billed Authorized Consumption 87 MG/Yr mt	Billed Metered Consumption (BMAC) (water exported is removed) mt 87 MG/Yr	Revenue Water 87 MG/Yr mt	
Unbilled Authorized Consumption MG/Yr mt	Unbilled Metered Consumption (UMAC) mt			Non-Revenue Water (NRW) 102 MG/Yr mt			
Water Imported (WI) (corrected for known errors)		Water Losses 102 MG/Yr mt	Apparent Losses MG/Yr mt		Systematic Data Handling Errors (SDHE) mt	MG/Yr	
				Real Losses 101 MG/Yr mt	Customer Metering Inaccuracies (CMI) mt	MG/Yr	
				Unauthorized Consumption (UC) mt	MG/Yr		
				Target Leakage & Carbon Reduction mt	MG/Yr		
				Leakage Level After Reduction mt	101 MG/Yr		



AWWA Free Water Audit Software: Determining Water Loss Standing

FWAS v6.1

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Water Audit Report for: Washington County Water System
 Audit Year: 2024 Aug 01 2023 - Aug 31 2024
 Data Validity Tier: Tier II (26-50)

Water Loss Control Planning Guide

Water Audit Data Validity Tier (Score Range)					
Functional Focus Area	Tier I (1-25)	Tier II (26-50)	Tier III (51-70)	Tier IV (71-90)	Tier V (91-100)
Audit Data Collection	Launch auditing and loss control team; address supply metering deficiencies	Analyze business process for customer metering and billing functions and water supply operations; Identify data gaps; improve supply metering	Establish/revise policies and procedures for data collection	Refine data collection practices and establish as routine business process	Annual water audit is a reliable gauge of year-to-year water efficiency standing
Short-term loss control	Research information on leak detection programs; Begin flowcharting analysis of customer billing system	Conduct loss assessment investigations on a sample portion of the system: customer meter testing, leak survey, unauthorized consumption, etc	Establish ongoing mechanisms for customer meter accuracy testing, active leakage control and infrastructure monitoring	Refine, enhance or expand ongoing programs based upon economic justification	Stay abreast of improvements in metering, meter reading, billing, leakage management and infrastructure rehabilitation
Long-term loss control		Begin to assess long-term needs requiring large expenditure: customer meter replacement, water main replacement program, new customer billing system or AMR/AMI system	Begin to assemble economic business case for long-term needs based upon improved data becoming available through the water audit process	Conduct detailed planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management	Continue incremental improvements in short-term and long-term loss control interventions
Target-setting			Establish long-term apparent and real loss reduction goals (+10 year horizon)	Establish mid-range (5 year horizon) apparent and real loss reduction goals	Evaluate and refine loss control goals on a yearly basis
Benchmarking			Preliminary Comparisons - can begin to rely upon with PIs for performance comparisons for real losses	Performance Benchmarking with PIs is meaningful in comparing real loss standing	Identify Best Practices/ Best in class; PIs are very reliable as real loss performance indicators for best in class service

For validity scores of 50 or below, the shaded blocks should not be focus areas until better data validity is achieved.



AWWA Free Water Audit Software: Definitions

FWAS v6.1

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Item Name	Description
<p>Apparent Losses</p> <p>Find</p>	<p>= systematic data handling errors + customer metering inaccuracies + unauthorized consumption</p> <p>Apparent Losses include all types of inaccuracies associated with customer metering (worn meters as well as improperly sized meters or wrong type of meter for the water usage profile) as well as systematic data handling errors (meter reading, billing, archiving and reporting), plus unauthorized consumption (theft or illegal use).</p> <p>NOTE: Over-estimation of Apparent Losses results in under-estimation of Real Losses. Under-estimation of Apparent Losses results in over-estimation of Real Losses.</p>
<p>AUTHORIZED CONSUMPTION</p> <p>Find</p>	<p>= billed metered + billed unmetered + unbilled metered + unbilled unmetered consumption</p> <p>The volume of metered and/or unmetered water taken by registered customers, the water utility's own uses, and uses of others who are implicitly or explicitly authorized to do so by the water utility; for residential, commercial, industrial and public-minded purposes.</p> <p>Typical retail customers' consumption is tabulated usually from established customer accounts as billed metered consumption, or - for unmetered customers - billed unmetered consumption. These types of consumption, along with billed water exported, provide revenue potential for the water utility. Typically a lag will exist between timing for reading of supply meters and reading of customer meters. A lag-time correction should typically be calculated to account for this. Be certain to tabulate the water exported volume as a separate component and do not "double-count" it by including in the billed metered consumption component as well as the water exported component.</p> <p>Unbilled authorized consumption occurs typically in non-account uses, including water for fire fighting and training, flushing of water mains and sewers, street cleaning, watering of municipal gardens, public fountains, or similar public-minded uses. Occasionally these uses may be metered and billed (or charged a flat fee), but usually they are unmetered and unbilled. In the latter case, the water auditor may use a default value to estimate this quantity, or implement procedures for the reliable quantification of these uses. This starts with documenting usage events as they occur and estimating the amount of water used in each event. (See Unbilled Unmetered Authorized Consumption)</p>
<p>View Service Connection Diagram</p> <p>Average Length of (private) Customer Service Line (Lp)</p> <p>Find</p>	<p>This is the average length of underground customer service line, Lp, that is owned and maintained by the customer; from the point of ownership transfer to the customer water meter, or building line (if unmetered). The quantity is one of the data inputs for the calculation of Unavoidable Annual Real Losses (UARL), which serves as the denominator of the performance indicator: Infrastructure Leakage Index (ILI). The value of Lp is multiplied by the number of customer service connections to obtain a total length of customer owned piping in the system. The purpose of this parameter is to account for the unmetered service line infrastructure that is the responsibility of the customer for arranging repairs of leaks that occur on their lines. In many cases leak repairs arranged by customers take longer to be executed than leak repairs arranged by the water utility on utility-maintained piping. Leaks run longer - and lose more water - on customer-owned service piping, than utility owned piping.</p> <p>If the customer water meter exists near the ownership transfer point (usually the curb stop located between the water main and the customer premises) this distance is zero because the meter and transfer point are the same. This is the often encountered configuration of customer water meters located in an underground meter box or "pit" outside of the customer's building. The Free Water Audit Software asks a "Yes/No" question about the meter at this location. If the auditor selects "Yes" then this distance is set to zero and the data grading score for this component is set to 10.</p> <p>If water meters are typically located inside the customer premise/building, or properties are unmetered, it is up to the water auditor to estimate a system-wide average Lp length based upon the various customer land parcel sizes and building locations in the service area. Lp will be a shorter length in areas of high density housing, and a longer length in areas of low density housing and varied commercial and industrial buildings. General parcel demographics should be employed to obtain a total Lp length (Lc) and subsequently a weighted average Lp length for the entire system.</p> <p>Refer to the "Service Connection Diagram" worksheet for a depiction of the service line/metering configurations that typically exist in water utilities. This worksheet gives guidance on the determination of the Average Length, Lp, for each configuration.</p>
<p>Average Operating Pressure (AOP)</p> <p>Find</p>	<p>This is the average pressure in the distribution system that is the subject of the water audit. If the water utility is compiling the water audit for the first time, the average pressure can be approximated, but with a low data grading. In subsequent years of auditing, effort should be made to improve the accuracy of the average pressure quantity. This will then qualify the value for a higher data grading.</p> <p>In the absence of a hydraulic model, the average pressure may be approximated by obtaining readings of static water pressure from a representative sample of fire hydrants or other system access points evenly located across the system. A weighted average of the pressure can be assembled; but be sure to take into account the elevation of the fire hydrants, which typically exist several feet higher than the level of buried water pipelines.</p> <p>If your water utility has an up-to-date and calibrated hydraulic model of the water distribution system, it can be utilized to obtain a very accurate quantity of average pressure. However using the average pressure of all "nodes" in the system model is not necessarily the most accurate way to calculate the average operating pressure. This is especially true if there are significant pressure differences throughout the system, and the "nodes" are not evenly distributed throughout the distribution system. The most accurate calculation is to obtain the average pressure that each pipe segment experiences. The way to do this is to calculate the pressure at each end of the pipe. Then calculate the average of those two values and multiply this average value by the length of that pipe. This must be calculated for all pipe segments in the model. Finally calculate the sum of all of these values and divide by the total pipe length. This effectively calculates a weighted average of pressure over the total pipe length. For low density systems (<32 connections/mile), average mains pressures at the service connection or curb stop may have greater influence and should be considered.</p>
<p>Billed Authorized Consumption</p>	<p>All consumption that is billed and authorized by the utility. This may include both metered and unmetered consumption. See "Authorized Consumption" for more information.</p>

Item Name	Description
<p>Billed Metered Authorized Consumption (BMAC)</p> <p>Find</p>	<p>All metered consumption which is billed to retail customers, including all groups of customers such as domestic, commercial, industrial or institutional. It does NOT include water supplied to neighboring utilities (water exported) which is metered and billed. Be sure to subtract any consumption for exported water sales that may be included in these billing roles. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component. The metered consumption data can be taken directly from billing records for the water audit period. The accuracy of yearly metered consumption data can be refined by including an adjustment to account for customer meter reading lag time since not all customer meters are read on the same day of the meter reading period. However additional analysis is necessary to determine the lag time adjustment value, which may or may not be significant.</p>
<p>Billed Unmetered Authorized Consumption (BUAC)</p> <p>Find</p>	<p>All billed consumption which is calculated based on estimates or norms from water usage sites that have been determined <u>by utility policy</u> to be left unmetered. This is typically a very small component in systems that maintain a policy to meter their customer population. However, this quantity can be the key consumption component in utilities that have not adopted a universal metering policy. This component should NOT include any water that is supplied to neighboring utilities (water exported) which is unmetered but billed. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.</p>
<p>Customer Metering Inaccuracies (CMI)</p> <p>Find</p>	<p>Apparent water losses caused by the collective under-registration of customer water meters. Many customer water meters gradually wear as large cumulative volumes of water are passed through them over time. This causes the meters to under-register the flow of water. This occurrence is common with smaller residential meters of sizes 5/8-inch and 3/4 inch after they have registered very large cumulative volumes of water, which generally occurs only after periods of years. For meters sized 1-inch and larger - typical of multi-unit residential, commercial, institutional and industrial accounts - meter under-registration can occur from wear or from the improper application of the meter; i.e. installing the wrong type of meter or the wrong size of meter, for the flow pattern (profile) of the consumer. For instance, many larger meters have reduced accuracy at low flows. If an oversized meter is installed, most of the time the routine flow will occur in the low flow range of the meter, and a significant portion of it may not be registered. It is important to properly select and install all meters, but particularly large customer meters, size 1-inch and larger.</p> <p>The auditor has two options for entering data for this component of the audit. The auditor can enter a percentage under-registration (typically an estimated value), this will apply the selected percentage to the two categories of metered consumption to determine the volume of water not recorded due to customer meter inaccuracy. Note that this percentage is a composite average inaccuracy for <u>all</u> customer meters in the entire meter population. The percentage will be multiplied by the sum of the volumes in the Billed Metered and Unbilled Metered components. Alternatively, if the auditor has substantial data from meter testing activities, he or she can calculate their own loss volumes, and this volume may be entered directly.</p> <p>Note that a value of zero will be accepted but is not recommended, as all metered systems tend to have some degree of inaccuracy. A positive value should be entered. A value of zero in this component is generally valid only if the water utility does not meter its customer population.</p> <p>The formula for calculating a volume of CMI from a percentage input is as follows: $CMI\ volume = (BMAC+UMAC)/(1-CMI\%)-(BMAC+UMAC)$</p>
<p>Customer Retail Unit Charge (CRUC)</p> <p>Find</p>	<p>The Customer Retail Unit Charge represents the volumetric portion of the total charges that customers pay for water service. The CRUC does not include fixed charges. This unit charge cost is applied routinely to the components of Apparent Loss, since these losses represent water reaching customers but not (fully) paid for. Since most water utilities have a rate structure that includes a variety of different charges costs based upon class of customer, a volume-weighted average of water sold at each unique rate should be calculated to determine a single composite charge that should be entered into this cell. Finally, the weighted average charge should also include additional charges for sewer, storm water or biosolids processing, but only if these charges are based upon the volume of potable water consumed.</p> <p>For water utilities in regions with limited water resources and a questionable ability to meet the drinking water demands in the future, the Customer Retail Unit Charge Cost might also be applied to value the Real Losses; instead of applying the Variable Production Cost to Real Losses. In this way, it is assumed that every unit volume of leakage reduced by leakage management activities will be sold to a customer.</p> <p>Note: the Free Water Audit Software allows the user to select the units that are charged to customers (either \$/1,000 gallons, \$/hundred cubic feet, or \$/1,000 litres) and automatically converts these units for purpose of calculating Apparent Loss valuations. The monetary units are United States dollars, \$.</p>
<p>Infrastructure Leakage Index (ILI)</p> <p>Find</p>	<p>The ratio of the Current Annual Real Losses (Real Losses) to the Unavoidable Annual Real Losses (UARL). This performance indicator is dimensionless.</p> <p>NOTES ON THE UARL AND ILI:</p> <ol style="list-style-type: none"> 1. This Free Water Audit Software version 6 presents the calculated UARL and ILI for systems of all sizes and all pressures. Some published research is now available on predicting how UARL is likely to be modified when modeling low leakage limits in systems that are very small (< 3000 conn), or have very low average pressures, or have very high pressures (aka boundary cases). Inherent over- or under- estimation of UARL volume may exist in these boundary cases, as they operate at or near the limits of the UARL model assumptions. More widespread application and understanding of system specific corrections to the UARL model in these boundary cases is now likely to occur, but are not included in the FWAS at the time of this publication. Caution is advised when using the standard UARL modeled value (and subsequently the ILI) for boundary cases. In boundary cases, the ILI may still be considered a general Performance Indicator, but not used as an absolute performance measurement or for benchmark comparisons. 2. The UARL term is based on average operating pressure in a given audit year, and a utility's current pressure conditions may not be optimized. Thus, ILI should always be interpreted with some measure of pressure, and only used for tracking progress if all justifiable pressure management has already been completed.

Item Name	Description
Length of Mains (Lm) <input type="button" value="Find"/>	<p>Length of all pipelines (except service connections) in the system starting from the point of system input metering (for example at the outlet of the treatment plant). It is also recommended to include in this measure the total length of fire hydrant lead pipe. Hydrant lead pipe is the pipe branching from the water main to the fire hydrant. Fire hydrant leads are typically of a sufficiently large size that is more representative of a pipeline than a service connection. The average length of hydrant leads across the entire system can be assumed if not known, and multiplied by the number of fire hydrants in the system, which can also be assumed if not known. This value can then be added to the total pipeline length. Total length of mains can therefore be calculated as:</p> <p>Length of Mains, miles = (total pipeline length, miles) + [{(average fire hydrant lead length, ft) x (number of fire hydrants)} / 5,280 ft/mile]</p> <p style="text-align: center;">or</p> <p>Length of Mains, kilometres = (total pipeline length, kilometres) + [{(average fire hydrant lead length, metres) x (number of fire hydrants)} / 1,000 metres/kilometre]</p>
NON-REVENUE WATER <input type="button" value="Find"/>	<p>= Apparent Losses + Real Losses + Unbilled Metered Consumption + Unbilled Unmetered Consumption. This is water which does not provide revenue potential to the utility.</p>
Number of Service Connections (Nc) <input type="button" value="Find"/>	<p>Number of customer service connections, extending from the water main to supply water to a customer. This includes the actual number of pressurized piping connections, including fire connections, whether active or inactive. This may differ substantially from the number of customers (or number of accounts). Note: this number does not include the pipeline leads to fire hydrants. The total length of piping supplying fire hydrants should be included in the "Length of mains" input, and excluded from the Number of service connections input.</p>
Real Losses <input type="button" value="Find"/>	<p>Physical water losses from the pressurized system (water mains and customer service connections) and the utility's storage tanks, up to the point of customer consumption. In metered systems this is the customer meter, in unmetered situations this is the first point of consumption (stop tap/tap) within the property. The annual volume lost through all types of leaks, breaks and overflows depends on frequencies, flow rates, and average duration of individual leaks, breaks and overflows.</p>
Reference Carbon Intensity <input type="button" value="Find"/>	<p>This is a user-provided input. It is the measure of CO2 equivalent (grams CO2e), including carbon dioxide and other greenhouse gases, emitted per unit of energy produced in kWh. This will vary based on the composition of a water utility's sources of electricity (fossil-derived sources vs renewable sources). If a water utility does not have this specific information from its power provider(s), this number can be estimated from freely available sources such as: https://app.electricitymaps.com</p>
Revenue Water	<p>Those components of System Input Volume that are billed and have the potential to produce revenue.</p>
Service Connection Density <input type="button" value="Find"/>	<p>=number of customer service connections / length of mains</p>
Systematic Data Handling Errors (SDHE) <input type="button" value="Find"/>	<p>Apparent losses caused by accounting omissions, errant computer programming, gaps in policy, procedure, and permitting/activation of new accounts; and any type of data lapse that results in under-stated customer water consumption in summary billing reports. Systematic Data Handling Errors occur as a customer consumption volume and can result in a direct loss of revenue potential. Water utilities can find "lost" revenue by keying on this component.</p> <p>Utilities typically measure water consumption volumes registered by water meters at customer premises. The meter should be read routinely (ex: monthly) and the data transferred to the Customer Billing System, which generates and sends a bill to the customer. Data Transfer Errors result in the registered consumption volume value being less than the actual consumption volume, creating an apparent loss. Such error might occur from illegible and mis-recorded hand-written readings compiled by meter readers, inputting an incorrect meter register unit conversion factor in the automatic meter reading equipment, or a variety of similar errors.</p> <p>Apparent losses also occur from Data Analysis Errors in the archival and data reporting processes of the Customer Billing System. Inaccurate estimates used for accounts that fail to produce a meter reading are a common source of error. Billing adjustments may award customers a rightful monetary credit, but do so by creating a negative value of consumption volume, thus under-stating the actual consumption. Account activation lapses may allow new buildings to begin using water for months without meter readings and billing. Poor permitting and construction inspection practices can result in a new building water service commencing without a billing account, a water meter and meter reading; i.e., the customer is unknown to the utility's billing system. Close auditing of the permitting, metering, meter reading, billing and reporting processes of the water consumption data trail can uncover data management gaps that create volumes of systematic data handling error. Utilities should routinely analyze customer billing records to detect data anomalies and quantify these losses. For example, a billing account that registers zero consumption for two or more billing cycles should be checked to explain why usage has seemingly halted. Given the revenue loss impacts of these losses, water utilities are well-justified in providing continuous oversight and timely correction of data transfer errors & data handling errors.</p> <p>If the water auditor has not yet gathered detailed data or assessment of systematic data handling error, it is recommended that the auditor apply the default value of 0.25% of the Billed Authorized Consumption volume. However, if the auditor has investigated the billing system and its controls, and has well validated data that indicates the volume from systematic data handling error is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations and select an appropriate grading. Negative or zero values are not allowed for this audit component.</p> <p>Note: occasionally billed consumption volumes for a customer account may be over-stated due to issues of double-counting an account or applying an over-stated meter multiplier. The possibility of such occurrences should be explored in the data validation process, particularly if billed authorized consumption volumes for the year, or for any sub-group of customers (by classification or meter size), appears to be inordinately high. It is recommended to correct any such errors in the billed consumption total for the year, rather than consider these volumes part of Systematic Data Handling Error.</p>

Item Name	Description
Target Leakage Reduction <input type="button" value="Find"/>	This is a user-provided volume. It represents the volume of leakage targeted for reduction through real loss control activities. AWWA-recommended practice is to perform a Leakage Component Analysis (LCA) following the top-down water audit, using the freely available WRF Leakage Component Analysis Model (https://www.waterrf.org/resource/leakage-component-analysis-model). The Target Leakage Reduction is typically determined as part of the LCA. Further guidance on this and related analyses may be found in the AWWA M36 Manual, 5th Edition (2025).
Total annual operating cost (optional input) <input type="button" value="Find"/>	*This input has been made optional, as it is no longer used in calculating a Performance Indicator. Auditors are welcome to continue to track this input as desired.* These costs include those for operations, maintenance and any annually incurred costs for long-term upkeep of the drinking water supply and distribution system. It should include the costs of day-to-day upkeep and long-term financing such as repayment of capital bonds for infrastructure expansion or improvement. Typical costs include employee salaries and benefits, materials, equipment, insurance, fees, administrative costs and all other costs that exist to sustain the drinking water supply. Depending upon water utility accounting procedures or regulatory agency requirements, it may be appropriate to include depreciation in the total of this cost. This cost should not include any costs to operate wastewater, biosolids or other systems outside of drinking water.
Unauthorized Consumption (UC) <input type="button" value="Find"/>	Includes water illegally withdrawn from fire hydrants, illegal connections, bypasses to customer consumption meters, or tampering with metering or meter reading equipment; as well as any other ways to receive water while thwarting the water utility's ability to collect revenue for the water. Unauthorized consumption results in uncaptured revenue and creates an error that understates customer consumption. In most water utilities this volume is low and, if the water auditor has not yet gathered detailed data for these loss occurrences, it is recommended to use the default value of 0.25% of the Billed Authorized Consumption volume. However, if the auditor has investigated unauthorized occurrences, and has well validated data that indicates the volume from unauthorized consumption is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations. Note that a value of zero will not be accepted since all water utilities tend to have some volume of unauthorized consumption occurring in their system.
Unavoidable Annual Real Losses (UARL) <input type="button" value="Find"/>	<p>The UARL is a theoretical reference value representing the technical low limit of leakage for well managed systems in good condition, with aggressive active leakage control. It is a key variable in the calculation of the Infrastructure Leakage Index (ILI).</p> <p>UARL (gallons) = $(5.41L_m + 0.15N_c + 7.5L_c) \times P \times 365 \text{ d/year}$, or UARL (litres) = $(18.0L_m + 0.8N_c + 25.0L_c) \times P \times 365 \text{ d/year}$</p> <p>where: L_m = length of mains (miles or kilometres) N_c = number of customer service connections L_p = the average length of customer service connection piping (feet or metres) (see the Worksheet "Service Connection Diagram" for guidance on deterring the value of L_p) L_c = total length of customer service connection piping (miles or km) $L_c = N_c \times L_p$ (miles or kilometres) P = Average operating pressure (psi or metres) (see Average Operating Pressure definition)</p> <p>NOTES ON THE UARL AND ILI:</p> <p>1. This Free Water Audit Software version 6 presents the calculated UARL and ILI for systems of all sizes and all pressures. Some published research is now available on predicting how UARL is likely to be modified when modeling low leakage limits in systems that are very small (< 3000 conn), or have very low average pressures, or have very high pressures (aka boundary cases). Inherent over- or under- estimation of UARL volume may exist in these boundary cases, as they operate at or near the limits of the UARL model assumptions. More widespread application and understanding of system specific corrections to the UARL model in these boundary cases is now likely to occur, but are not included in the FWAS at the time of this publication. Caution is advised when using the standard UARL modeled value (and subsequently the ILI) for boundary cases. In boundary cases, the ILI may still be considered a general Performance Indicator, but not used as an absolute performance measurement or for benchmark comparisons.</p> <p>2. The UARL term is based on average operating pressure in a given audit year, and a utility's current pressure conditions may not be optimized. Thus, ILI should always be interpreted with some measure of pressure, and only used for tracking progress if all justifiable pressure management has already been completed.</p>
Unbilled Authorized Consumption	All consumption that is unbilled, but still authorized by the utility. This includes Unbilled Metered Authorized Consumption (UMAC) + Unbilled Unmetered Authorized Consumption (UUAC). See "Authorized Consumption" for more information.
Unbilled Metered Authorized Consumption (UMAC) <input type="button" value="Find"/>	Metered consumption which is authorized by the water utility, but, for any reason, is <u>deemed by utility policy</u> to be unbilled. This might for example include metered water consumed by the utility itself in treatment or distribution operations, or metered water provided to civic institutions free of charge. It does not include water supplied to neighboring utilities (water exported) which may be metered but not billed.

Item Name	Description												
<p>Unbilled Unmetered Authorized Consumption (UUAC)</p> <p>Find</p>	<p>Any kind of Authorized Consumption which is neither billed nor metered. This component typically includes water used in activities such as fire fighting, flushing of water mains and sewers, street cleaning, fire flow tests conducted by the water utility, etc. In most water utilities it is a small component.</p> <p>This component does NOT include water supplied to neighboring utilities (water exported) which is unmetered and unbilled – an unlikely case. Also, if any potable water used at a water treatment plant is tapped from a location <u>upstream</u> of the meter(s) used to determine the Volume from Own Sources in the audit, this is outside of the boundary of the audit and should therefore not be included as part of Unbilled, Unmetered Authorized Consumption.</p> <p>This component has many sub-components of water use which may not yet be quantified. The default is 0.25% of the Billed Authorized Consumption volume (BMAC + BUAC), and is recommended for temporary use if customized estimates are not yet available, with recommendation to begin tracking and estimating these volumes for the next audit.</p> <p>Note that a value of zero is not permitted, since all water utilities likely have some volume of water in this component occurring in their system. If a default value is selected, the user does not need to grade the item; a grading value of 3 is automatically applied.</p>												
<p>Units and Conversions</p>	<p>The user may develop an audit based on one of three unit selections:</p> <ol style="list-style-type: none"> 1) Million Gallons (US) 2) Megalitres (Thousand Cubic Metres) 3) Acre-feet <p>Once this selection has been made in the instructions sheet, all calculations are made on the basis of the chosen units. Should the user wish to make additional conversions, a unit converter is provided below (use drop down menus to select units):</p> <div style="text-align: center;"> <table border="1" style="margin: auto;"> <tr> <td style="padding: 5px;">Enter Units:</td> <td style="padding: 5px;">Convert From...</td> <td style="padding: 5px;">=</td> <td style="padding: 5px;">Converts to.....</td> </tr> <tr> <td style="text-align: center; padding: 5px;">100</td> <td style="text-align: center; padding: 5px;">Million Gallons (US)</td> <td></td> <td style="text-align: center; padding: 5px;">306.888329 Acre-feet</td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">(conversion factor = 3.0689)</td> </tr> </table> </div>	Enter Units:	Convert From...	=	Converts to.....	100	Million Gallons (US)		306.888329 Acre-feet	(conversion factor = 3.0689)			
Enter Units:	Convert From...	=	Converts to.....										
100	Million Gallons (US)		306.888329 Acre-feet										
(conversion factor = 3.0689)													
<p>Utility Carbon Intensity</p> <p>Find</p>	<p>This is a calculated value and is specific to the water utility. It represents the rate of CO2 equivalent (grams CO2e), including carbon dioxide and other greenhouse gases, emitted per unit of drinking water obtained, produced and distributed. It is calculated as Reference Carbon Intensity (grams CO2e/kWh) times Utility Energy Intensity (kWh/volume), with grams being converted to metric tons (mt), resulting in units of mt/volume.</p> <p>Unit conversion: 1,000,000 grams = 1 metric ton (mt)</p>												
<p>Utility Energy Intensity</p> <p>Find</p>	<p>This is a calculated value and is specific to the water utility. It represents the rate of energy in kWh used by the water utility per unit of drinking water obtained, produced and distributed. It is calculated as Utility Energy Usage (kWh) divided by System Input Volume (volume), resulting in units of kWh/volume.</p>												
<p>Utility Energy Usage</p> <p>Find</p>	<p>This is a user-provided input. It is the total energy in kWh used by the water utility during the water audit year to obtain, produce and distribute drinking water. This number can typically be determined from a water utility's energy bills for the audit year. Energy usage that does not vary with production and distribution of drinking water, such as "overhead" usage (building HVAC, lighting, etc.) should not be included in the Utility Energy Usage total. If the water utility's energy bills do not separate out such "overhead" usage, the user may make reasonable assumptions for what portion of total energy was used to obtain, produce and distribute drinking water.</p> <p>For water utilities that import water: energy usage of the exporting water utility should not be included in the Utility Energy Usage total. It is recommended to encourage the exporting water utility to complete its own Water and Carbon Balance using the AWWA Free Water Audit Software v6.1.</p>												
<p>Variable Production Cost (VPC) (applied to Real Losses)</p> <p>Find</p>	<p>The cost to produce and supply the next unit of water (e.g., \$/million gallons). This cost can include both short-run and long-run marginal costs. See the VPC data grading questions on IDG tab for examples of short-run and long-run marginal costs that may be included.</p> <p>It is common to apply the VPC unit cost to the volume of Real Losses. However, if water resources are strained and the ability to meet future drinking water demands is in question, then the water auditor may be justified in applying the Customer Retail Unit Charge to the Real Loss volume, rather than applying the Variable Production Cost.</p>												
<p>Volume from Own Sources (VOS)</p> <p>Find</p>	<p>The volume of water withdrawn (abstracted) from water resources (rivers, lakes, streams, wells, etc) controlled by the water utility, and then treated for potable water distribution. Most water audits are compiled for utility retail water distribution systems, so this volume should reflect the amount of treated drinking water that entered the distribution system. Often the volume of water measured as treated effluent of the treatment works is slightly less than the volume measured at the raw water source, since some of the water is used in the treatment process. Thus, it is useful if flows are metered at the effluent of the treatment works. Water treatment plants are also often supplied potable drinking water and therefore are a "customer" of the water utility. If the service connection line serving the water treatment plant is downstream of treated water effluent flowmeters, this water should be metered and billed as billed authorized consumption. In this case, this volume of water does not enter into any calculations for Volume from Own Sources. If the service connection line supplying potable water to the treatment plant is upstream of treated water effluent flowmeters, then this water is considered "process" water and included with calculations accounting for process water use.</p> <p>If metering exists only at the raw water source, an adjustment for water used in the treatment process should be included to account for water consumed in treatment operations such as filter backwashing, basin flushing and cleaning, plant potable water consumption (if the supply is drawn upstream of effluent flowmetering.) and similar uses. If the audit is conducted for a wholesale water agency that sells untreated water, then this quantity reflects the measure of the raw water, typically metered at the source.</p>												

Item Name	Description
<p>Volume from own sources: error adjustment</p> <p>Find</p>	<p>An estimate or measure of the degree of inaccuracy that exists in the master (production) meters measuring the annual Volume from own Sources, and any error in the data trail that exists to collect, store and report the summary production data. This adjustment is a weighted average number that represents the collective error for all master meters for all days of the audit year and any errors identified in the data trail. Meter error can occur in different ways. A meter or meters may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Data error can occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of inaccuracy in master meters and data errors in archival systems are common. Enter a <u>positive</u> percentage or volume, then select 'under-registration' or 'over-registration' from the drop-down immediately adjacent. See Water Supplied Error Adjustments definition for guidance on how to calculate this input.</p>
<p>Water Exported (WE)</p> <p>Find</p>	<p>The Water Exported volume is the bulk water conveyed or sold by the water utility to neighboring water systems that exists outside of their service area. Typically this water is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water utility that is selling or transferring the water: i.e. the exporter. If the water utility who is compiling the annual water audit sells or transfers bulk water in this manner, they are an exporter of water.</p> <p>Note: The Water Exported volume is typically sold to wholesale customers who are charged a wholesale rate that is different than retail rates charged to the retail customers existing within the service area. Many state regulatory agencies require that the Water Exported volume be reported to them as a quantity separate and distinct from the retail customer billed consumption. For these reasons - and others - the Water Exported volume is always quantified separately from Billed Authorized Consumption in the standard water audit. Be certain not to "double-count" this quantity by including it in both the Water Exported box and the Billed Metered Consumption box of the water audit Worksheet. This volume should be included only in the Water Exported box.</p>
<p>Water Exported: Error Adjustment (WEEA)</p> <p>Find</p>	<p>An estimate or measure of the volume by which the Water Exported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived exported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of error in their metered data, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived data. Enter a positive percentage or volume, then select 'under-registration' or 'over-registration' from the drop-down immediately adjacent. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment. Corrections to data gaps or other errors found in the archived data should also be included as a portion of this meter error adjustment. See Water Supplied Error Adjustments definition for guidance on how to calculate this input.</p>
<p>Water Imported (WI)</p> <p>Find</p>	<p>The Water Imported volume is the bulk water purchased to become part of the Water Supplied volume. Typically this is water purchased from a neighboring water utility or regional water wholesale supplier, and is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water supplier selling the water to the utility conducting the water audit. The water supplier selling the bulk water usually charges the receiving utility based upon a wholesale water rate.</p>
<p>Water Imported: Error Adjustment (WIEA)</p> <p>Find</p>	<p>An estimate or measure of the volume by which the Water Imported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived imported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some level of meter inaccuracy, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived metered data. Enter a positive percentage or volume, then select 'under-registration' or 'over-registration' from the drop-down immediately adjacent. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment. See Water Supplied Error Adjustments definition for guidance on how to calculate this input.</p>

Item Name	Description
<p>Water Supplied Error Adjustments</p> <p>Find</p>	<p>Disclaimer: The guidance provided below should be considered general, representing a typical approach to determining Error Adjustment. Supply metering setups, metering technologies, instrumentation, data recording/archival, and data management systems can vary significantly from one water utility to the next. Inherent margins of error will also vary among different testing and calibration methods and the measurement systems being tested. Other factors that may be important include, but are not limited to, frequency of testing and calibration practices, data communication outages in the audit period, tested flowrates versus typical operating flowrates, and test durations. All of these factors must be considered when assessing Error Adjustment for the Water Supplied inputs. Each specific situation should be carefully analyzed to determine the most appropriate approach for determining the Error Adjustment to input, if any.</p> <p>General: For the Water Supplied inputs, there are three typical sources of error that may warrant an Error Adjustment on the Worksheet.</p> <ol style="list-style-type: none"> 1. Meter error: measurement inaccuracy in the meter(s) used to derive the input volume, typically identified through in-situ flow accuracy testing. Applicable for VOS, WI and WE. If no such testing has been performed, adjustment for meter error is not typically recommended. 2. Data transfer error: inaccuracy in archived volumes, typically due to gaps in data, programming errors impacting unit conversions, and/or programming errors impacting totalization of measured volumes over the audit period. Applicable for VOS, WI and WE. These errors are typically identified through electronic calibration to verify data transfer at the secondary device (i.e. conversion to mA, meter transmitter or similar instrumentation) and/or the tertiary device (i.e. SCADA, historian or other computerized archival system). 3. Net distribution storage change: The difference between end of audit period and beginning of audit period for total finished water stored, downstream of the system input meter(s). Typically applicable for VOS or WI. This volume is typically derived by comparing distribution storage tank water levels at end and beginning of the water audit period and using approximate tank geometry to convert levels to volumes. <p>Derivation Guidance:</p> <p>If an Error Adjustment input is being calculated as a <u>volume</u>, each source of error (described above) may be separately calculated, with careful consideration of under- vs over-registration, then added together to determine the composite <u>volume</u> to input. The composite input should be entered on the Worksheet as a positive number, then under- or over-registration selected on the adjacent dropdown.</p> <p>If an Error Adjustment input is being calculated as a <u>percent</u>, some very general guidance for calculating each error source (described above) is provided below. The auditor is again cautioned that each specific water supply setup needs to be evaluated closely as noted in the <u>Disclaimer</u>. Refer to the latest AWWA M36 Manual for additional discussion and guidance on this matter.</p> <ol style="list-style-type: none"> 1. Meter error: If in-situ flow accuracy testing has been performed, and inherent testing method error is understood, first the <i>meter accuracy %</i> may be determined as follows: $\text{meter accuracy \%} = \text{System input meter(s) volume} / \text{Reference volume}$ <p>Then, the <i>meter error %</i> may be determined as follows: $\text{meter error \%} = \text{meter accuracy \%} - 100\%$</p> 2. Data transfer error: If electronic calibration at the secondary (i.e. conversion to mA, meter transmitter or similar instrumentation) and/or tertiary (i.e. SCADA, historian or other computerized archival system) devices has been performed, first the <i>data transfer accuracy %</i> may be determined as follows: $\text{data transfer accuracy \%} = \text{Tertiary device volume} / \text{Reference volume (typically at Secondary device)}$ <p>Then, the <i>data transfer error %</i> may be determined as follows: $\text{data transfer error \%} = \text{data transfer accuracy \%} - 100\%$</p> <p>If no error is identified, or if electronic calibration has not been performed, or if no secondary or tertiary devices exist, a <i>data transfer error %</i> adjustment is not typically recommended.</p> 3. Net distribution storage change. If meter error and/or data transfer error are being calculated as a %, it is recommended to make the adjustment for net distribution storage change as a volume adjustment, directly in the VOS or WI input, as applicable. <p>The final step is to add <i>meter error %</i> and <i>data transfer error %</i>: $\text{Error Adjustment \%} = \text{meter accuracy \%} + \text{data transfer error \%}$</p> <p>If the total Error Adjustment % calculates out as a negative number, it represents an under-registration. Vice versa, if positive. The composite input should be entered on the Worksheet as a positive number, then under- or over-registration selected on the adjacent dropdown.</p>
<p>WATER LOSSES</p> <p>Find</p>	<p>= apparent losses + real losses = water supplied - authorized consumption</p> <p>Water Losses are the difference between Water Supplied and Authorized Consumption. Water losses can be considered as a total volume for the whole system, or for partial systems such as transmission systems, pressure zones or district metered areas (DMA), if one of these configurations are the basis of the water audit.</p>



Average Length of Customer Service Line

The three figures shown on this worksheet display the assignment of the Average Length of Customer Service Line, L_p , for the three most common piping configurations.

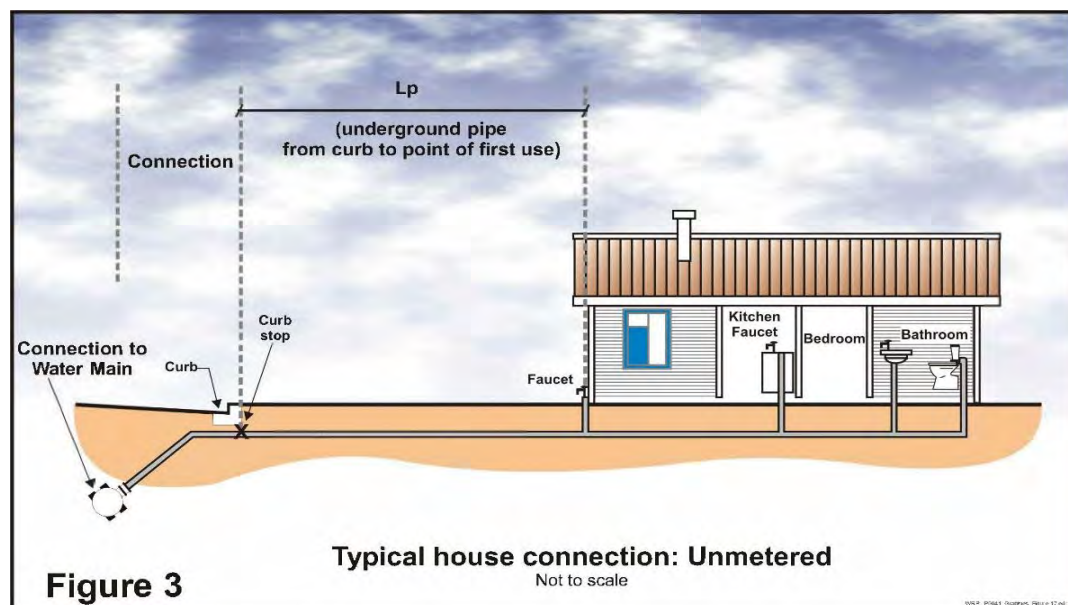
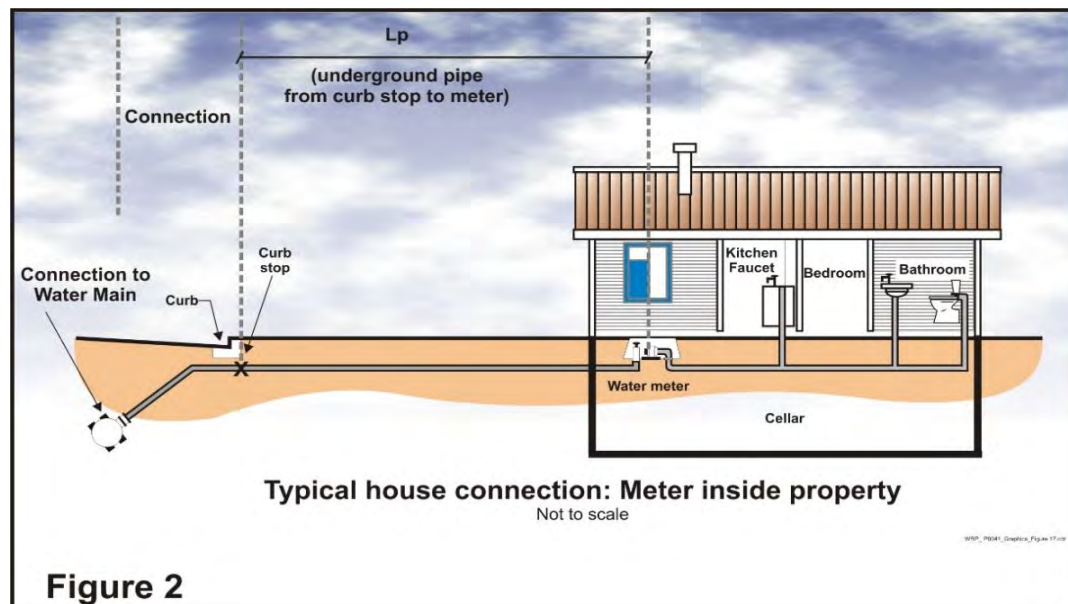
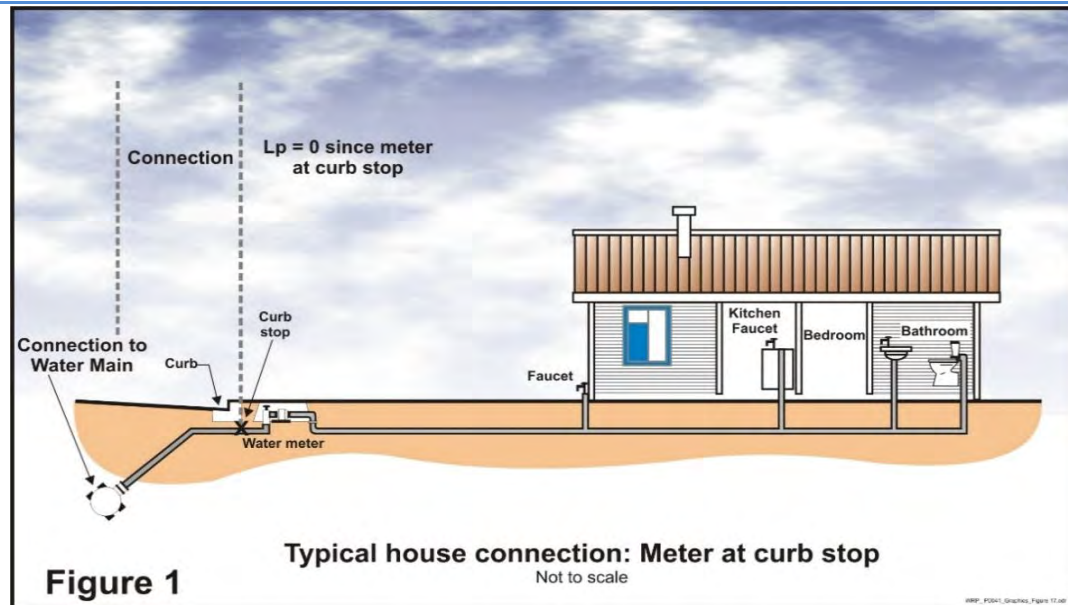
Figure 1 shows the configuration of the water meter outside of the customer building next to the curb stop valve. In this configuration $L_p = 0$ since the distance between the curb stop and the customer metering point is essentially zero.

Figure 2 shows the configuration of the customer water meter located inside the customer building, where L_p is the distance from the curb stop to the water meter.

Figure 3 shows the configuration of an unmetred customer building, where L_p is the distance from the curb stop to the first point of customer water consumption, or, more simply, the building line.

In any water system the L_p will vary notably in a community of different structures, therefore the average L_p value is used and this should be approximated or calculated if a sample of service line measurements has been gathered.

[Click for more information](#)





American Water Works Association

Dedicated to the World's Most Important Resource®

AWWA Free Water Audit Software - Version 6.1

developed by the

Water Loss Control Committee of the American Water Works Association

June 2025



World Water Loss Day
4th December

This software is intended to serve as a basic tool to compile a preliminary, or “top-down”, water audit. It is recommended that users also refer to the current edition of the AWWA M36 Publication, Water Audits and Loss Control Programs, for detailed guidance on compiling a comprehensive, or “bottom-up”, water audit using the same water audit methodology.

DEVELOPED BY:	Will Jernigan, PE	<i>Software Chair</i>	Cavanaugh
	David Sayers		Black & Veatch
	Kate Gasner		E Source
	George Kunkel, PE		Kunkel Water Efficiency Consulting
	Andrew Chastain-Howley, PG, MCSM		Black & Veatch
	Michael Thompson, PE		Delaware River Basin Commission

A special thanks to those members of the AWWA Water Loss Control Committee and other water industry stakeholders who assisted in the review and testing of this software.

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VERSION HISTORY:			
Version:	Release Date:	Number of Worksheets:	Key Features and Developments
v1	2005/ 2006	5	The AWWA Water Audit Software was piloted in 2005 (v1.0 beta). The early versions (1.x) of the software restricted data entry to units of Million Gallons per year. For each entry into the audit, users identified whether the input was measured or estimated.
v2	2006	5	The most significant enhancement in v2 of the software was to allow the user to choose the volumetric units to be used in the audit, Million Gallons or Thousand Cubic Metres (megalitres) per year. Two financial performance indicators were added to provide feedback to the user on the cost of Real and Apparent losses.
v3	2007	7	In v3, the option to report volumetric units in acre-feet was added. Another new feature in v3 was the inclusion of default values for two water audit components (unbilled unmetered and unauthorized consumption). v3 also included two examples of completed audits in units of million gallons and Megalitres. Several checks were added into v3 to provide instant feedback to the user on common data entry problems, in order to help the user complete an accurate water audit.
v4 - v4.2	2010	10	v4 (and versions 4.x) of the software included a new approach to data grading. The simple "estimated" or "measured" approach was replaced with a more granular scale (typically 1-10) that reflected descriptions of utility practices and served to describe the confidence and accuracy of the input data. Each input value had a corresponding scale fully described in the Grading Matrix tab. The Grading Matrix also showed the actions required to move to a higher grading score. Grading descriptions were available on the Reporting Worksheet via a pop-up box next to each water audit input. A water audit data validity score is generated (max = 100) and priority areas for attention (to improve audit accuracy) are identified, once a user completes the required data grading. A service connection diagram was also added to help users understand the impact of customer service line configurations on water losses and how this information should be entered into the water audit software. An acknowledgements section was also added. Minor bug fixes resulted in the release of versions 4.1 and 4.2. A French language version was also made available for v4.2.
v5	2014	12	In v5, changes were made to the way Water Supplied information is entered into software, with each major component having a corresponding Master Meter Error Adjustment entry (and data grading requirement). This required changes to the data validity score calculation; v5 of the software uses a weighting system that is, in part, proportional to the volume of input components. The Grading Matrix was updated to reflect the new audit inputs and also to include clarifications and additions to the scale descriptions. The appearance of the software was updated in v5 to make the software more user-friendly and several new features were added to provide more feedback to the user. Notably, a dashboard tab has been added to provide more visual feedback on the water audit results and associated costs of Non-Revenue Water. A comments sheet was added to allow the user to track notes, comments and to cite sources used.
v6	2020	11	v6 brings an overhaul to the user interface for data grading, now presented as a series of questions on the Interactive Data Grading (IDG) tab for each input that, when answered (by selecting best-fit answer from a dropdown menu), automatically determines the data grade for the given input. This provides transparency to the data practices selected and which specifically are limiting, removes subjectivity in data grade assignments, and provides clarity on candidate next steps for data validity improvements. IDG tab includes navigation buttons across top banner for ease of movement between inputs, and color signals for completion. The Worksheet (fka Reporting Worksheet) includes overt designation of error adjustment as "under" or "over" for the 3 Water Supplied inputs, as well as Customer Metering Inaccuracies. This makes the convention consistent, transparent, and reduces chance of user error. A Blank Sheet has been added allowing the user to, as desired, perform supplemental calculations or capture additional relevant information. The Dashboard has been overhauled to include Data Validity, NRW Components and Key Performance Indicators (KPIs). KPIs are presented in gauge format, depicting the specific KPI result against the range of results from Level 1 validated data in North America (see Web Resources, Start Page). Percentage-based indicators (% of supply, % of cost) removed as these indicators were deemed unreliable and sunset by the AWWA Water Loss Control Committee, subsequent to research and reporting from its NRW Performance Indicators Task Force.

v6.1	2025	13	v6.1 introduced two new tabs: Carbon Calculations - allows the user to enter information on the utility's energy usage and carbon intensity. In conjunction with a user-defined target leakage reduction this will calculate a carbon reduction related to the leakage reduction Carbon Balance - mimics the Water Balance tab and adds metric tons of carbon associated with each water volume This release also addressed some minor bugs that could occur in certain data grading configurations where hidden questions still contained answers.
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If you have questions or comments regarding the software please contact us via email at: wlc@awwa.org

APPENDIX C
COST ESTIMATE TABLE ITEMIZATIONS

Appendix C
Washington County
Water Projected Capital Improvements 2026-2046
May-26

2026 20 Year Inflatc 2.16%

	TOTAL	2026		2027		2028		2029		2030		2031		2032		2033	
		Priority 1		Priority 2		Priority 2		Priority 2		Priority 2		Priority 2		Priority 2		Priority 2	
Water Distribution System Improvements																	
Water Distribution System Improvements: 1. Hollis Road Extension	\$ 5,678,627									\$ 5,678,627							
Water Distribution System Improvements: 2. Replacement along Mackeys & Cross Roads	\$ 926,684			\$ 926,684													
Water Distribution System Improvements: 3. Jones White Road & Davenport Forks Road Extension	\$ 1,283,517													\$ 1,283,517			
Water Distribution System Improvements: 4. Replacement Project	\$ 6,193,411																
Water Distribution System Improvements: 5. Replacement along Cypress Shores Road & Hwy 32	\$ 2,358,822																
Hydrant Replacement (8/Yr)	\$ 1,428,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000
Water Valve Replacement (5/Yr)	\$ 1,050,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Meter Replacement*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leak Detection Equipment	\$ 10,000		\$ 5,000														
<i>Subtotal Distribution</i>	\$ 18,929,060	\$ 118,000	\$ 123,000	\$ 1,044,684	\$ 118,000	\$ 5,796,627	\$ 118,000	\$ 1,401,517	\$ 118,000								
Water Supply & Treatment Improvements																	
SCADA Improvements/Updates	\$ 60,000									\$ 15,000							
Well 1 Improvements/Rehabilitation	\$ 200,000					\$ 200,000											
Well 2 Improvements/Rehabilitation	\$ 200,000	\$ 200,000															
Well 3 Improvements Rehabilitation	\$ 200,000																
Reverse Osmosis Integration	\$ 3,070,500																
<i>Subtotal Water Supply & Treatment</i>	\$ 260,000	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Elevated Storage Tank Improvements																	
Industrial Park Tank (200,000 Gallon) Rehabilitation	\$ 596,771									\$ 596,771							
Mt. Tabor Tank (100,000 Gallon) Rehabilitation	\$ 418,884													\$ 418,884			
Pea Ridge Tank (100,000 Gallon) Rehabilitation	\$ 103,075		\$ 103,075														
Plymouth South Tank (100,000 Gallon) Rehabilitation	\$ 393,688																
Water Plant Tank (200,000 Gallon) Rehabilitation	\$ 596,771																
Plant Tank (500,000 Gallon) Rehabilitation	\$ 139,650		\$ 139,650														
<i>Subtotal Elevated Storage Tank</i>	\$ 1,015,655	\$ -	\$ 242,725	\$ -	\$ -	\$ -	\$ -	\$ 596,771	\$ 418,884	\$ -							
Subtotal Water System Cost	\$ 24,908,398	\$ 318,000	\$ 365,725	\$ 1,044,684	\$ 318,000	\$ 5,811,627	\$ 714,771	\$ 1,820,400	\$ 118,000								
Adjusted for Inflation	\$ 29,525,495	\$ 318,000	\$ 373,625	\$ 1,089,815	\$ 338,606	\$ 6,313,751	\$ 791,966	\$ 2,056,324	\$ 135,842								

Notes:
* Meter Replacement Costs are included in the County's Operations Budget

Project Year												
2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046

Priority 3												
	\$ 6,193,411		\$ 2,358,822									
\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ 5,000									
\$ 118,000	\$ 6,311,411	\$ 118,000	\$ 2,481,822	\$ 118,000	\$ 118,000	\$ 118,000	\$ 118,000	\$ 118,000	\$ 118,000	\$ 118,000	\$ 118,000	\$ 118,000
	\$ 15,000					\$ 15,000					\$ 15,000	
								\$ 200,000			\$ 1,535,250	\$ 1,535,250
\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 200,000	\$ -	\$ 1,535,250	\$ 1,550,250

\$ 393,688												
\$ 596,771												
\$ 990,459	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,108,459	\$ 6,326,411	\$ 118,000	\$ 2,481,822	\$ 118,000	\$ 118,000	\$ 133,000	\$ 118,000	\$ 318,000	\$ 118,000	\$ 1,653,250	\$ 1,668,250	\$ 118,000
\$ 1,300,000	\$ 7,556,265	\$ 143,488	\$ 3,071,502	\$ 148,586	\$ 151,134	\$ 173,219	\$ 156,232	\$ 427,901	\$ 161,330	\$ 2,296,034	\$ 2,352,900	\$ 168,976

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 6

DATE: May 18, 2026

**ITEM: Other Items by Chairman, Commissioners, County Manager/Attorney,
Finance Officer or Clerk**

SUMMARY EXPLANATION:

- a) **Calendar Modifications**
Staff has been asked to move a couple of meetings. Amending the Washington County Commissioners' Regular Meeting Schedule is required by motion. We are looking to change Monday, June 1 to Monday, June 8 and Tuesday, September 8 to Monday, September 14, 2026.
- b) **Appointment to the TTA Board**
The TTA Board is asking the Commissioners' to appoint Mr. Beau Thomason to the TTA Board.
- c) **Budget Transfers & Amendments**
Ms. Dixon has added budget transfers & amendments. See attached.





REVISED

Washington County Commissioners'
Regular Meeting Schedule
2026

DAY(S) OF WEEK	DATE(S) OF WEEK
1 st Monday	January 5, 2026
1 st Monday	February 2, 2026
1 st Monday	March 2, 2026*
1 st Monday	April 6, 2026
1 st Monday	May 4, 2026
2 nd Monday	June 8 2026
1 st Monday	July 6, 2026
1 st Monday	August 3, 2026**
2 nd Monday	September 14, 2026
1 st Monday	October 5, 2026
1 st Monday	November 2, 2026
1 st Monday	December 7, 2026

Meetings are held at 6:00 PM in the Commissioners' Room at 116 Adams Street, Plymouth, unless otherwise noted.

*Meeting to possibly be held in Roper.
Location will be announced at a later date.

**Meeting to possibly be held in Creswell.
Location will be announced at a later date.

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2026 - 104
CORRECTED

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: May 4, 2026

RE: Sheriff/Senior Center/SS Economic Support/SS Admin/School Capital Outlay/Projects & Grants Fund

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits Discretionary-County Portion	(5,415.00)	(665.00)	(6,080.00)
10-4310-611	Gun Permits Discretionary-County Portion	28,220.00	665.00	28,885.00
10-3540-030	Gun Permits-State Portion	(6,320.00)	(615.00)	(6,935.00)
10-4310-612	Gun Permits-State Portion	7,370.00	615.00	7,985.00
10-3540-040	Finger Printing	(670.00)	(70.00)	(740.00)
10-4310-613	Finger Printing	8,171.00	70.00	8,241.00
Sheriff				
10-3500-081	SS Admin - Community Donations-Christmas	(2,889.00)	(3.00)	(2,892.00)
10-5310-258	SS Admin - Community Donations-Christmas	4,602.76	3.00	4,605.76
Senior Center				
10-3360-000	Recreation-Donations	(2,200.00)	(100.00)	(2,300.00)
10-6120-350 650	Recreation-Donations	6,637.68	100.00	6,737.68
Recreation				
21-3230-402	Truist PK-12 Financing-Earned Income	(7,912.71)	(180.07)	(8,092.78)
21-5912-701	Truist PK-12 Financing-Earned Income	12,341.75	180.07	12,521.82
School Capital Outlay				
58-3290-000	Projects & Grants-Interest Earned	(20,657.75)	(62.19)	(20,719.94)
58-4100-001	Projects & Grants-Expenditure of Interest Earned	20,657.75	62.19	20,719.94
Projects & Grants Fund				
Balanced:		41,936.48	-	41,936.48

Justification:

This amendment is being requested to increase the following due to additional revenue being received: Sheriff's Office - gun permitting and finger printing; DSS - Community Christmas donations; Recreation - for donations received; School Capital Outlay - for interest earned and Projects & Grants Fund - for interest earned.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 4, 2026
RE: School Capital Outlay

BA #: 2026 - 107
CORRECTED

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
21-3990-000	Appropriated Fund Balance-School Capital Outlay	(14,429.04)	(326,637.58)	(341,066.62)
21-8000-600				
21-5912-701	Designated for Future Appropriation	300,981.00	(200,981.00)	100,000.00
21-5912-693	Capital Outlay-Arch, Planning, Surveying, Engineering	-	10,132.35	10,132.35
21-5912-702	Capital Outlay-PK12 Construction	-	517,486.23	517,486.23
School Capital Outlay				
Balanced:		286,551.96	-	286,551.96

Justification:

This amendment is being requested to allocate fund balance and transfer monies from Designated for Future Appropriations to the Capital Outlay lines appropriate to pay out SFLA and Metcon for the PK 12 School and to pay for a required permit.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: April 29, 2026
RE: Facilities-Clerk of Court

BT #: 2026 - 110

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Work	Old	+ or (-)	New
10-4265-202	Clerk of Court-Maintenance & Repair-Building	1,444.00	(1,300.00)	144.00
10-4265-201	Clerk of Court-Departmental Supplies	3,200.00	1,300.00	4,500.00
Facilities-Clerk of Court		4,644.00	-	4,644.00

Justification:

This transfer is being requested to move monies within the Facilities-Clerk of Court Budget from the Building Maintenance & Repair line to the Departmental Supplies line in order to allow the purchase of a desk, hutch, and lateral file cabinet for the Magistrate's Office.

Budget Officer's Initials CDP

Approval Date: 4/30/26

Initials: MD
Batch #: 2026-110
Date: 4/29/2026

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2026 - 111

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: April 29, 2026

RE: Water Operations/Water Treatment

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Work	Old	+ or (-)	New
35-7130-315	Water Operations-Training	4,000.00	(1,500.00)	2,500.00
35-7130-320	Water Operations-Communications	3,700.00	1,500.00	5,200.00
Water Operations				
35-7135-200	Water Treatment-Supplies & Materials	17,000.00	(600.00)	16,400.00
35-7135-210	Water Treatment-Uniforms	2,000.00	(900.00)	1,100.00
35-7135-320	Water Treatment-Communications	4,000.00	1,500.00	5,500.00
Water Treatment				
		30,700.00	-	30,700.00

Justification:

This transfer is being requested to move monies within the Water Operations budget from Training to Communications and within the Water Treatment budget from the Supplies & Materials and Uniforms lines to Communications in order to pay the telephone and internet bills for the remainder of the fiscal year.

Budget Officer's Initials CP

Approval Date: 4/30/26

Initials:	<u>MD</u>
Batch #:	<u>2026-111</u>
Date:	<u>4/29/2026</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: April 29, 2026
RE: Central Services

BT #: 2026 - 112

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Work	Old	+ or (-)	New
10-8300-451	Central Services - Insurance-Property & Liability	413,028.00	(5,000.00)	408,028.00
10-8300-391	Central Services - Software Licenses	23,404.00	5,000.00	28,404.00
Central Services		436,432.00	-	436,432.00

Justification:

This transfer is being requested to move monies within the Central Services budget from the Property & Liability Insurance line to the Software Licenses line in order to purchase the MS065 licenses prior to fiscal year end. There was not enough monies budgeted in this line because of adding 11 MDT's and various other new staff to the licenses.

Budget Officer's Initials esp

Approval Date: 4/30/26

Initials:	<u>cm</u>
Batch #:	<u>2026-112</u>
Date:	<u>4/30/2026</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: April 29, 2026
RE: Elections

BT #: 2026 - 113

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Work	Old	+ or (-)	New
10-4170-370	Elections - Printing	13,000.00	(162.00)	12,838.00
10-4170-390	Elections - Dues & Subscriptions	180.00	162.00	342.00
Elections		13,180.00	-	13,180.00

Justification:

This transfer is being requested to move monies within the Elections budget from the Printing line to the Dues & Subscriptions line in order to pay for the Post Office Box rental prior to fiscal year end.

Finance
Budget Officer's Initials MD
Per Budget Orderance
authority
Approval Date: 4/30/2026

Initials:	<u>MD</u>
Batch #:	<u>2026-113</u>
Date:	<u>5/1/2026</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

BT #: 2026 - 114

Date: May 7, 2026

RE: Senior Center/Projects & Grants Fund

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Work	Old	+ or (-)	New
10-5150-250	Senior Center - Maintenance & Repair Vehicle	3,000.00	(1,400.00)	1,600.00
10-5150-260	Senior Center - Departmental Supplies	4,100.00	1,400.00	5,500.00
Senior Center				
58-4260-558	Projects & Grants - Cap Reserves HVAC Repairs/Replacements	60,811.00	(7,300.00)	53,511.00
58-4260-559	Projects & Grants - Cap Outlay HVAC Repairs/Replacements	6,296.00	7,300.00	13,596.00
Projects & Grants				
		74,207.00	-	74,207.00

Justification:

This transfer is being requested to move monies as follows: within the Senior Center budget from the Vehicle Maintenance & Repair line to the Departmental Supplies line in order to pay for supplies that have been ordered for fiscal year end; and within the Projects & Grants budget from the HVAC Capital Reserves line to the Capital Outlay Repairs/Replacements line - this is to cover the costs of the replacement of the Clerk of Court HVAC System that was paid for out of the incorrect account code - charges will be moved once transfer is approved.

Budget Officer's Initials CSF

Approval Date: 5/7/26

Initials: MD
Batch #: 2026-114
Date: 5/7/2026

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 7, 2026
RE: SS Admin/SS Economic Support

BT #: 2026 - 115

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Work	Old	+ or (-)	New
10-5310-011	SS Admin - Salaries & Wages-Regular	2,085,945.00	(500.00)	2,085,445.00
10-5380-377	SS Economic Support - State Foster Care	199,250.00	500.00	199,750.00
10-5310-090	SS Admin - FICA Tax	169,888.00	(10,500.00)	159,388.00
10-5310-181	SS Admin - Group Insurance	442,650.00	(15,000.00)	427,650.00
10-5310-310	SS Admin - Travel	12,500.00	(1,000.00)	11,500.00
10-5310-315	SS Admin - Training	19,000.00	(1,500.00)	17,500.00
10-5310-600	SS Admin - Contracted Services	429,150.00	28,000.00	457,150.00
10-5380-384	SS Economic Support - Child Care (MOE-Part of the \$64K min)	5,000.00	(1,750.00)	3,250.00
10-5380-190	SS Economic Support - WF Employment Services	5,000.00	1,750.00	6,750.00
SS Admin/SS Economic Support		3,368,383.00	-	3,368,383.00

Justification:

This transfer is being requested to move monies within various lines of the Department of Social Services budget. The transfer is to enable DSS to increase the State Foster Care line to pay cost of care for the children in DSS custody that have outside resources and do not qualify for higher IV-E Foster Care Reimbursement; to increase the Contracted Services line as DSS is still struggling to hire and train new staff members, as a result it is necessary to contract in order to ensure the safety of the children; and to increase the Work First Employment Services line as the agency has just picked up two clients that will need assistance with maintaining employment to become self-sufficient. All lines are reimbursable at different rates but the overall transfer does not change revenues.

Budget Officer's Initials CSB

Approval Date: 5/7/26

Initials:	<u>CSB</u>
Batch #:	<u>2026-115</u>
Date:	<u>5/7/2026</u>

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2026 - 116

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: May 18, 2026

RE: Facilities/Senior Center

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3353-000	Insurance Proceeds	(101,541.55)	(564.89)	(102,106.44)
10-4265-256	Insurance Proceeds	52,294.93	564.89	52,859.82
Facilities				
10-3509-010	Senior Center Trips	(12,569.00)	598.00	(11,971.00)
10-5150-380	Senior Center Trips	12,569.00	(598.00)	11,971.00
Senior Center				
Balanced:		(49,246.62)	-	(49,246.62)

Justification:

This amendment is being requested for the following: Facilities - increase the Insurance Proceeds revenue and expenditure lines due to receiving additional monies for supplements to two wrecked vehicles; and reduce the Senior Center Trip revenue and expenditures lines due to having to refund two senior participants for a trip that they are not going on and have requested their money back.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

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Batch #:

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Date:

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Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2026 - 117

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: May 18, 2026

RE: SS Admin/SS Economic Support

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3500-050	DSS Foster Care/Adoption Return	(229,383.00)	(28,475.00)	(257,858.00)
10-3490-000	DSS Administration Reimbursement	(2,956,474.00)	9,770.00	(2,946,704.00)
10-5310-611	SS Family Reunification (Psych Evals)	27,000.00	(10,000.00)	17,000.00
10-5380-383	Special Links (100%)	3,000.00	(3,000.00)	-
10-5310-268	Food Stamps Direct Charge	5,000.00	(500.00)	4,500.00
10-5310-011	SS Admin - Salaries & Wages-Regular	2,085,445.00	(10,000.00)	2,075,445.00
10-5310-100	SS Admin - Retirement	479,684.00	(10,000.00)	469,684.00
10-5380-376	Title IV-Foster Care	166,245.00	52,205.00	218,450.00
SS Admin/SS Economic Support				
Balanced:		(419,483.00)	-	(419,483.00)

Justification:

This amendment is being requested to move monies from various lines to increase the Title IV-E Foster Care line. DSS has 31 children in the custody of the agency. Earlier this year, it was anticipated that some of the children would be reunited with family but due to circumstances with the families, these children remain in care. There have also been new children taken into custody. This amendment will allow DSS to continue to pay for services for the children through fiscal year end. There are several children in care whose needs are still unknown and their cost of care may change at any point during the remainder of the fiscal year. These lines are reimbursable at different rates therefore creating additional revenue back to the county.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 7

DATE: May 18, 2026

ITEM: Closed Session

SUMMARY EXPLANATION:

A Closed Session has been scheduled pursuant to NCGS §143-318.11(a)(3) (attorney-client privilege) and NCGS §143-318.11(a)(6) (personnel).