

MOORE COUNTY BOARD OF COMMISSIONERS

TUESDAY, MARCH 2, 2021

REGULAR MEETING, 10:30 A.M.

CALL TO ORDER

INVOCATION – Pastor Chris Hrabosky, Seven Lakes Baptist Church

PLEDGE OF ALLEGIANCE – David Lambert, Solid Waste Director

I. PUBLIC COMMENT PERIOD (Procedures are attached to agenda.)

II. ADDITIONAL AGENDA

CHAIRMAN – Does any Commissioner have a conflict of interest concerning agenda items the Board will address in this meeting?

III. APPROVAL OF CONSENT AGENDA

All items listed below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.

A. Minutes: February 16, 2021, Regular Meeting and Closed Session

B. Budget Amendments

C. Retail Malt Beverage and Fortified Wine Licenses

D. Appointment of Review Officers

E. Water Pollution Control Plant Permit Renewal

F. Health Department Agreement Addendums for Family Planning FY22 Funding, General Aid to Counties FY22 Funding, School Nurse Funding Initiative FY22, WIC Program FY22 Funding, Consolidated Agreement for FY22

IV. RECOGNITIONS

V. PRESENTATIONS

A. Samaritan Colony (Harold Pearson, Executive Director / Maggie Sergio, Development Director)

B. Town of Carthage – Request for EDA Grant Matching Funds (Tom Robinson / Kathy Liles)

C. Health – COVID-19 Update (Robert Wittmann, Health Director)

D. Finance – Sandhills Center Quarterly Report (Caroline Xiong, Finance Director)

VI. QUASI-JUDICIAL HEARINGS

A. Legal – Request for Refund of Excise Tax (Misty Leland, County Attorney)

VII. OLD BUSINESS

A. Planning – Request for General Use Rezoning from Rural Agricultural (RA) to Neighborhood Commercial (B-1) – NC Hwy 705 (Debra Ensminger, Planning/Transportation Director)

B. Triangle Trails Initiative – Request for Adoption of Resolution of Support (Laura Williams, Clerk)

VIII. NEW BUSINESS

A. Solid Waste – Request for Authorization for County Manager to Sign Change Orders – Cell 6 Project (David Lambert, Solid Waste Director)

B. Finance – Request to Amend FY 21 Budget Ordinance (Caroline Xiong, Finance Director)

C. Legal – Request for Approval of Resolution Accepting Larry R. and Lisa Caddell Stock Donation (Misty Leland, County Attorney)

IX. APPOINTMENTS

X. ADDITIONAL AGENDA

XI. MANAGER'S REPORT

XII. COMMISSIONERS' COMMENTS

XIII. CLOSED SESSION – pursuant to N.C.G.S. 143-318.11(a)(3), (a)(4), and (a)(6)

ADJOURNMENT

COMMISSIONERS UPCOMING MEETINGS / EVENTS:

- Pre-agenda, Wednesday, March 10, 9:00am (Ritter / Quis)
- Special Meeting (Highway Corridors Work Session), Wednesday, March 10, 10:00am
- Regular Meeting, Tuesday, March 16, 5:30pm
- Pre-agenda, Wednesday, March 31, 9:00am (Daeke / Quis)

- Special Meeting (Occupancy Tax Work Session), Wednesday, March 31, 10:00am
- Good Friday Holiday, County Offices Closed, Friday, April 2
- Regular Meeting, Tuesday, April 6, 10:30am

PUBLIC COMMENT PROCEDURES

MOORE COUNTY BOARD OF COMMISSIONERS

The Moore County Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government. In addition to public hearings, a special time is set aside for the purpose of receiving such comments and suggestions. All comments and suggestions addressed to the Board during the Public Comment Period shall be subject to the following procedures:

1. The Public Comment period will be held at the beginning of the Board meeting. The comment period will be limited to a maximum of thirty minutes.
2. Persons who wish to address the Board during the Public Comment Period will register on a sign-up sheet available on the table outside the entrance door to the Commissioners' Meeting Room indicating contact information and topic. Sign-up sheets will be available beginning 30 minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request to County Staff.
3. Each person signed up to speak will have three (3) minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker and one additional time period which may be yielded to him/her by another individual who has also signed up to speak on a particular topic.
4. Speakers will be acknowledged by the Board Chairperson in the order in which their names appear on the sign-up sheet. Speakers will address the Board from the lectern at the front of the room and begin their remarks by stating their name and address.
5. Public comment is not intended to require the Board to answer any impromptu questions. Speakers will address all comments to the Board as a whole and not one individual commissioner. Discussions between speakers and members of the audience will not be allowed.
6. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory or embarrassing to any citizens, official or employee of Moore County shall not be allowed. Speaker must be respectful and courteous in

their remarks and must refrain from personal attacks and the use of profanity.

7. Only one speaker will be acknowledged at a time. If the time period runs out before all persons who have signed up get to speak, those names will be carried over to the next Public Comment Period.

8. Any applause will be held until the end of the Public Comment Period.

9. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Clerk to the Board.

10. Speakers shall not discuss any of the following: matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, matters which are made confidential by law; matters which are the subject of public hearings.

11. Information sheets outlining the process for the public's participation in Board meetings will also be available in the rear of the Commissioner's Meeting Room.

12. Action on items brought up during the Public Comment Period will be at the discretion of the Board.

Adopted on the 5th day of March 2007 by a 5 to 0 vote of the Moore County Board of Commissioners.

Revised on the 7th day of April 2015.

Revised on the 7th day of February 2017.

MOORE COUNTY BOARD OF COMMISSIONERS

TUESDAY, FEBRUARY 16, 2021

REGULAR MEETING, 5:30 P.M.

The Moore County Board of Commissioners convened for a regular meeting at 5:30pm, Tuesday, February 16, 2021. The meeting was conducted remotely via simultaneous electronic communication.

Commissioners Present:

Chairman Frank Quis, Vice Chairman Louis Gregory, Jerry Daeke, Catherine Graham, Otis Ritter

Chairman Quis called the meeting to order at 5:38pm. Reverend Rick Martindale of the First Presbyterian Church of Carthage offered the invocation and Clerk to the Board Laura Williams led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

Clerk to the Board Laura Williams read public comments submitted by the following and hereby incorporated as a part of these minutes by attachment as Appendix A: Timothy Kempf, John Misiaszek, Sarah Jane Harmon.

Chairman Quis noted current events and all for which there was to be thankful.

Chairman Quis asked whether any commissioner had a conflict of interest concerning agenda items the Board would address in the meeting and there was none.

ADDITIONAL AGENDA

Upon motion made by Commissioner Graham, seconded by Commissioner Ritter, the Board voted to add an appointment to the Juvenile Crime Prevention Council to the agenda.

CONSENT AGENDA

Upon motion made by Commissioner Graham, seconded by Commissioner Daeke, the Board voted 5-0 to approve the following consent agenda items:

Minutes: February 2, 2021, Regular Meeting and Closed Session

Tax Releases/Refunds – January 2021

Advertisement of Tax Liens on Real Property

Budget Amendments

Digital Learning Invoices for Moore County Schools

Vass Phase 4 Sewer System Improvements Project Ordinance Revision 4
Deed of Dedication for Magnolia on Knoll

The tax releases/refunds resolutions, budget amendments, and project ordinance revision are hereby incorporated as a part of these minutes by attachment as Appendices B, C, and D, respectively.

PRESENTATIONS

Health – COVID-19 Update

Health Director Robert Wittmann provided an update regarding COVID-19, including the status of vaccine clinics, vaccination of school employees, etc. Deputy Director/PIO Matt Garner then provided a presentation. Commissioner Gregory inquired regarding the County's data on COVID deaths and why the numbers reported did not match what was known. Mr. Wittmann provided explanation and offered that the department could begin issuing two reports, one unconfirmed and one confirmed. Chairman Quis indicated he understood the logic and that he would have no issue with two reports if that was consistent with the way other counties reported but said he did not have enough information. Mr. Wittmann offered to research and to report his findings to the Board of Health and to the commissioners at their next meeting. Chairman Quis said everyone was looking for timely but also accurate information. Chairman Quis inquired regarding long-term care vaccines and Mr. Wittmann said he would get the requested information from the State.

PUBLIC HEARINGS

Public Hearing / Planning – Request for General Use Rezoning from Rural Agricultural (RA) to Neighborhood Commercial (B-1) – NC Hwy 705

Planning/Transportation Director Debra Ensminger presented a request for a general use rezoning from Rural Agricultural (RA) to Neighborhood Commercial (B-1) of an approximate 0.641 acre parcel located on NC HWY 705, ParID# 10002382. Chairman Quis opened the duly advertised public hearing regarding this matter. Mr. John Parker, representing the applicant, Rhetson Companies, Inc., provided a brief presentation regarding the request. Chairman Quis asked if he was at liberty to share what business was intended to be located on the property and Mr. Parker said Dollar General. There were no further speakers. Chairman Quis closed the public hearing.

Public Hearing / Planning – Request for Approval of Unified Development Ordinance Text Amendments:

Highway Corridor Overlay District Development Standards – continued from November 17, 2020

Planning/Transportation Director Debra Ensminger reviewed that text amendments to the Unified Development Ordinance regarding the Highway Corridor Overlay District would be discussed at an upcoming work session. The commissioners discussed whether to continue the hearing to the March 16 or the April 20 regular meeting. Upon motion made by Commissioner Graham, seconded by Commissioner Daeke, the Board voted 5-0 to continue the hearing to April 20, 2021 at 5:30pm.

NEW BUSINESS

Public Works – Request for Approval Amendment # 2 to McGill Associates Contract for Vass Phase 2
Wastewater Collection System Expansion

Public Works Director Randy Gould requested approval of an amendment to the contract with McGill Associates for professional services for the Vass Phase 2 Wastewater Collection System Expansion Project. Upon motion made by Commissioner Daeke, seconded by Commissioner Graham, the Board voted 5-0 to

approve Amendment # 2 in the amount of \$28,350 to the agreement with McGill Associates for the Vass Phase 2 Wastewater Collection System Expansion Project contingent upon approval by the County Attorney.

Solid Waste – Request for Approval of Contract Amendment for Republic Services Contract

Solid Waste Director David Lambert requested the Board's approval of a contract amendment with Republic Services, which he had reviewed in a presentation to the Board at the previous regular meeting. County Attorney noted the draft status of the contract in the Board's meeting packet but said there had been no substantive changes, and she briefly reviewed these immaterial modifications. Upon motion made by Commissioner Ritter, seconded by Commissioner Graham, the Board voted 5-0 to approve Contract Amendment No. 7 with Republic Services and authorize the Chairman to sign all necessary documents.

APPOINTMENTS

Local Emergency Planning Committee

Upon motion made by Commissioner Ritter, seconded by Commissioner Daeke, the Board voted 5-0 to appoint Corey Roberts as the hospital representative to the Local Emergency Planning Committee filling the unexpired term of Shannon Stroud through December 1, 2021.

Board of Equalization and Review

Upon motion made by Commissioner Graham, seconded by Commissioner Ritter, the Board voted 5-0 to reappoint Susan Adams and Frank Dean to the Board of Equalization and Review for additional three-year terms expiring March 31, 2024 and to appoint Commissioner Jerry Daeke as Chairman for the 2021-2022 session.

Juvenile Crime Prevention Council

Upon motion made by Commissioner Graham, seconded by Commissioner Ritter, the Board voted 5-0 to appoint Judge Warren McSweeney as the Chief District Court Judge designee to the Juvenile Crime Prevention Council for a two-year term expiring February 28, 2023.

MANAGER'S REPORT

County Manager Wayne Vest noted that the Sandhills Community College bonds would be issued the following day and told the commissioners to be looking for an email with the results. He also reminded everyone of the budget work session upcoming on February 24, 2021.

CLOSED SESSION

Upon motion made by Commissioner Graham, seconded by Commissioner Ritter, the Board voted 5-0 to enter into closed session pursuant to N.C.G.S. 143-318.11(a)(3) and (a)(6).

Upon motion made by Commissioner Daeke, seconded by Commissioner Ritter, the Board voted 5-0 to return

to open session at approximately 8:45pm.

Upon motion made by Commissioner Graham, seconded by Commissioner Gregory, the Board voted 5-0 to seal the minutes.

ADJOURNMENT

There being no further business, upon motion made by Commissioner Graham, seconded by Commissioner Daeke, the Board voted 5-0 to adjourn the February 16, 2021, regular meeting of the Moore County Board of Commissioners at 8:49pm.

Francis R. Quis, Jr., Chairman

Laura M. Williams, Clerk to the Board

Agenda Item:

Meeting Date: March 2, 2021

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Debra Ensminger

Director, Planning and Transportation

DATE: February 16, 2021

SUBJECT: Review Officer for Moore County

PRESENTER: Debra Ensminger

REQUEST:

This is a request to consider appointing Betty Lynd and Joel Strickland as additional Review Officers for Moore County.

BACKGROUND:

Pursuant to NCGS 40-30.2, "[t]he board of commissioners of each county shall, by resolution, designate by name one or more persons experience in mapping or land records management as a Review Officer to review each map and plat required to be submitted for review before the map or plat is presented to the register of deeds for recording."

A Review Officer must review every plat for compliance with the recording requirements of the North Carolina General Statues. Review Officers do not have the authority to review plats for conformance with local and development regulations. Those functions remain within the jurisdiction that has the legal authority to control those regulations. In most cases, Review Officer will verify that the local planning agency has signed off prior to releasing the plat for recording. Once the Review Officer releases the plat, it can then be recorded with the Register of Deeds.

Additionally, a Review Officer may review any plats for conformance with State Statutes, regardless of which jurisdiction may have land development control over the property presented on the plat.

IMPLEMENTATION PLAN:

Upon approval staff will assume duties as Review Officer for Moore County.

FINANCIAL IMPACT STATEMENT:

None anticipated.

RECOMMENDATION SUMMARY:

Make a motion to allow the Chairman to execute the attached resolution appointing Betty Lynd and Joel Strickland as Review Officers for Moore County and, once executed, a copy will be recorded in the Register of Deeds Office and indexed in the name of each Review Officer.

SUPPORTING ATTACHMENTS:

Resolution
RESOLUTION

WHEREAS, Pursuant to NCGS 40-30.2, "[t]he board of commissioners of each county shall, by resolution, designate by name one or more persons experience in mapping or land records management as a Review Officer to review each map and plat required to be submitted for review before the map or plat is presented to the register of deeds for recording."

NOW THEREORE, BE IT RESOLVED, the Moore County Board of Commissioners appoints the following staff members as Review Officer for Moore County: Betty Lynd & Joel Strickland

BE IT FURTHER RESOLVED that upon discontinuing employment or otherwise assuming different job responsibilities with the County of Moore, the duties of an appointed individual shall cease.

BE IT FURTHER RESOLVED that a copy of this Resolution appointing these staff members as Review Officer for Moore County be recorded in the Moore County Register of Deed's Office and indexed in the name of the Review Officer.

Adopted this the 2nd of March 2021.

Frank Quis, Chairman
Moore County Board of Commissioners

Laura M. Williams
Clerk to the Board

Agenda Item:

Meeting Date: March 2, 2021

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Stephen Morgan, WPCP Superintendent

DATE: 2/4/21

SUBJECT: WPCP Permit Renewal (NC0037508)

PRESENTER: Randy Gould

REQUEST:

Authorize Chairman to sign permit renewal application for WPCP permit NC0037508.

BACKGROUND:

The WPCP holds permit NC0037508 and must meet effluent limits and requirements set by the State of North Carolina Division of Water Resources. This permit must be renewed every 5 years. The current permit expires October 31, 2021 and the renewal application must be submitted 180 days prior to expiration. The current permit contains limits for the plant at a flow of 10MGD. The County is requesting no changes to limits or requirements.

IMPLEMENTATION PLAN:

Authorize Chairman to sign permit renewal.

FINANCIAL IMPACT STATEMENT:

None- the annual permit fee will remain \$3440.00.

RECOMMENDATION SUMMARY:

Make a motion to authorize Chairman to sign permit renewal

SUPPORTING ATTACHMENTS:

Permit renewal application (as it will be submitted)

United States Office of Water EPA Form 3510-2A Environmental Protection Agency Washington, D.C. Revised
March 2019

Water Permits Division

Application Form 2A

New and Existing Publicly

Owned Treatment Works

NPDES Permitting Program

Note: Complete this form if your facility is a new or existing publicly owned treatment works.

Paperwork Reduction Act Notice

The U.S. Environmental Protection Agency estimates the average burden to collect information and complete Form 2A to average between 4.7 and 24.7 hours, depending on the number of sections the applicant must complete. The estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and reviewing the collection of information. Send comments about the burden estimate or any other aspect of this collection of information to the Chief, Information Policy Branch (PM-223), U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW, Washington, DC 20460, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, marked "Attention: Desk Officer for EPA."

FORM 2A—GENERAL INSTRUCTIONS

Who Must Complete Form 2A?

All new and existing publicly owned treatment works (POTWs) and other dischargers designated by the National Pollutant Discharge Elimination System (NPDES) permitting authority must complete Form 2A. Note that you may wish to consult the “General Instructions” of NPDES Application Form 1 to determine if your treatment works is required to submit any additional NPDES application forms.

At the state level, either the U.S. Environmental Protection Agency (EPA) or an approved state agency administers the NPDES permit program. If you are located in a jurisdiction in which an EPA regional office administers the NPDES permit program, you should use Form 2A and all other applicable forms described in these instructions. If you are located in a jurisdiction where a state administers the NPDES permit program, contact the state to determine the forms you should complete. States often develop their own application forms rather than use the federal forms. See <http://www.epa.gov/npdes/npdes-state-program-information> for a list of states that have approved NPDES permit programs and those that do not.

Exhibit 2A–1 (see end of this section) provides contact information for each of EPA's 10 regional offices. Since the exhibit's content is subject to change, consult EPA's website for the latest information:

<http://www.epa.gov/aboutepa#regional>.

Where to File Your Completed Form

- If you are in a jurisdiction with an approved state NPDES permit program, file according to the instructions on the state forms.
- If you are in a jurisdiction where EPA is the NPDES permitting authority (i.e., the state is not an NPDES-authorized state), mail the completed application forms to the EPA regional office that covers the state in which your facility is located (see Exhibit 2A–1).

When to File Your Completed Form

Form 2A must be submitted at least 180 days before your present NPDES permit expires or, if you are a new discharger, at least 180 days before the date on which the discharge is to commence, unless the NPDES permitting authority has granted permission for a later date.

Fees

EPA does not require applicants to pay a fee for applying for NPDES permits. However, states that administer the NPDES permit program may charge fees. Consult with state officials for further information.

Public Availability of Submitted Information

EPA will make information from NPDES permit application forms available to the public for inspection and copying upon request. You may not claim any information on Form 2A (or related attachments) as confidential.

You may make a claim of confidentiality for any information that you submit to EPA that goes beyond the information required by

Form 2A. If you do not assert a claim of confidentiality at the time you submit your information to the NPDES permitting authority, EPA may make the information available to the public without further notice to you. EPA will handle claims of confidentiality in accordance with the Agency's business confidentiality regulations at Part 2 of Title 4 of the Code of Federal Regulations (CFR).

Completion of Forms

Form 2A is divided into six major sections. It also contains five effluent monitoring tables (Tables A through E) and an industrial discharge information table (Table F), all located at the end of the form. Note that not all applicants are required to complete each section of the form or all of the tables. The questions on the form will direct you to the items and tables you must complete.

Print or type in the specified areas only. If you do not have enough space on the form to answer a question, you may continue on additional sheets, as necessary, using a format consistent with the form.

Provide your EPA Identification Number from the Facility Registry Service, NPDES permit number, and facility name at the top of each page of Form 2A and any attachments. If your facility is new (i.e., not yet constructed), write or type "New Facility" in the space provided for the EPA Identification Number and NPDES permit number. If you do not know your EPA Identification Number, contact your NPDES permitting authority. See Exhibit 2A-1 for contact information. Additionally, for Tables A through E, provide the applicable outfall number at the top of each page.

Do not leave any response areas blank unless the form directs you to skip them. If the form directs you to respond to an item that does not apply to your facility or activity, enter "NA" for "not applicable" to show that you considered the item and determined a response was not necessary for your facility.

If you have previously submitted information that answers a specific question to EPA or an approved state NPDES agency, you may either repeat the information in the space provided or attach a copy of the previous submission.

Note for New Dischargers

Provide all information available to you at the time you complete Form 2A. If you do not have information to respond to an item because your facility has yet to discharge, write or type "data are not available" next to the item on the form. Note that you are required to submit actual data no later than 24 months after your facility commences to discharge.

The NPDES permitting authority will consider your application complete when it and any supplementary material are received and completed according to the authority's satisfaction. The NPDES permitting authority will judge the completeness of any application independently of the status of any other permit application or permit for the same facility or activity.

Definitions

The legal definitions of all key terms used in the various NPDES application forms are included in the "Glossary" at the end of these instructions.

FORM 2A—GENERAL INSTRUCTIONS CONTINUED

Exhibit 2A–1. Addresses of EPA Regional Contacts and Covered States

REGION 1 REGION 6 U.S. Environmental Protection Agency, Region 1 U.S. Environmental Protection Agency,
Region 6 5 Post Office Square, Suite 100, Boston, MA 02109-3912 1445 Ross Avenue, Suite 1200, Dallas, TX
75202-2733 Phone: (617) 918-1111; toll free: (888) 372-7341 Phone: (214) 665-2200; toll free: (800) 887-6063 Fax:
(617) 918-0101 Fax: (214) 665-7113 Website: <http://www.epa.gov/aboutepa/epa-region-1-new-england> Website:
<http://www.epa.gov/aboutepa/epa-region-6-south-central> Covered states: Connecticut, Maine, Massachusetts, New
Hampshire, Rhode Covered states: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas Island, and Vermont
REGION 2 REGION 7 U.S. Environmental Protection Agency, Region 2 U.S. Environmental Protection Agency,
Region 7 290 Broadway, New York, NY 10007-1866 11201 Renner Boulevard, Lenexa, KS 66219 Phone: (212)
637-3000; toll free: (877) 251-4575 Phone: (913) 551-7003; toll free: (800) 223-0425 Fax: (212) 637-3526 Website:
<http://www.epa.gov/aboutepa/epa-region-7-midwest> Website: <http://www.epa.gov/aboutepa/epa-region-2> Covered
states: Iowa, Kansas, Missouri, and Nebraska Covered states: New Jersey, New York, Virgin Islands, and Puerto
Rico
REGION 3 REGION 8 U.S. Environmental Protection Agency, Region 3 U.S. Environmental Protection Agency,
Region 8 1650 Arch Street, Philadelphia, PA 19103-2029 1595 Wynkoop Street, Denver, CO 80202-1129 Phone:
(215) 814-5000; toll free: (800) 438-2474 Phone: (303) 312-6312; toll free: (800) 227-8917 Fax: (215) 814-5103 Fax:
(303) 312-6339 Website: <http://www.epa.gov/aboutepa/epa-region-3-mid-atlantic> Website:
<http://www.epa.gov/aboutepa/epa-region-8-mountains-and-plains> Covered states: Delaware, District of Columbia,
Maryland, Pennsylvania, Virginia, Covered states: Colorado, Montana, North Dakota, South Dakota, Utah, and and

West Virginia Wyoming

REGION 4 REGION 9 U.S. Environmental Protection Agency, Region 4 U.S. Environmental Protection Agency, Region 9 Sam Nunn Atlanta Federal Center 75 Hawthorne Street, San Francisco, CA 94105 61 Forsyth Street, SW, Atlanta, GA 30303-8960 Phone: (415) 947-8000; toll free: (866) EPA-WEST Phone: (404) 562-9900; toll free: (800) 241-1754 Fax: (415) 947-3553 Fax: (404) 562-8174 Website: <http://www.epa.gov/aboutepa/epa-region-9-pacific-southwest> Website: <http://www.epa.gov/aboutepa/about-epa-region-4-southeast> Covered states: Arizona, California, Hawaii, Nevada, Guam, American Samoa, Covered states: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, and Trust Territories South Carolina, and Tennessee

REGION 5 REGION 10 U.S. Environmental Protection Agency, Region 5 U.S. Environmental Protection Agency, Region 10 77 West Jackson Boulevard, Chicago, IL 60604-3507 1200 Sixth Avenue, Suite 900, Seattle, WA 98101 Phone: (312) 353-2000; toll free: (800) 621-8431 Phone: (206) 553-1200; toll free: (800) 424-4372 Fax: (312) 353-4135 Fax: (206) 553-2955 Website: <http://www.epa.gov/aboutepa/epa-region-5> Website: <http://www.epa.gov/aboutepa/epa-region-10-pacific-northwest> Covered states: Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin Covered states: Alaska, Idaho, Oregon, and Washington

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FORM 2A—LINE-BY-LINE INSTRUCTIONS

Section 1. Basic Application Information for All Applicants

Facility Information

Item 1.1. Enter the facility's official or legal name. Do not use a colloquial name. Provide the mailing address of the facility. Next, give the name (first and last), title, work telephone number, and email address of the person who is thoroughly familiar with the operation of the facility and with the facts reported in this application.

Include a complete location address for the facility if different from the mailing address. If the facility lacks a street name or route number, give the most accurate, alternative geographic information (e.g., section number or quarter section number from county records or "at intersection of Routes 425 and 22").

Item 1.2. Indicate whether the application is for a facility that has not yet commenced discharge. If yes, be advised that you are required to submit actual data no later than 24 months after your facility commences to discharge.

Applicant Information

Item 1.3. Indicate if the applicant is different from the entity listed under Item 1.1. If so, specify the applicant name and address. Provide the name (first and last) of a contact, including his/her title, telephone number, and email address.

Item 1.4. Indicate if the applicant is the facility's owner, operator, or both.

Item 1.5. Specify whether the NPDES permitting authority should send correspondence to the facility or the applicant.

Existing Environmental Permits

Item 1.6. Indicate all environmental permits or construction approvals received or applied for (including dates) under the noted programs. Print or type the corresponding permit number for each.

Collection System and Population Served

Item 1.7. Specify the municipalities served by the treatment works, including unincorporated connector districts. For each municipality, indicate the population served, the percentage of each collection system type if known (e.g., separate sanitary or combined storm and sanitary), and collection system ownership status. Finally, indicate the total percentage of sewer line each type comprises.

Do not report privately owned collection systems discharging industrial waste to the treatment works in Item 1.7. Those facilities must be reported on Table F.

Indian Country

Item 1.8. Indicate if the POTW is located in Indian Country.

Item 1.9. Note whether the treatment works discharges to a receiving stream that flows through Indian Country.

Design and Actual Flow Rates

Item 1.10. Provide the facility's design flow rate in million gallons per day (mgd). Next, specify the facility's actual annual average daily flow rate and maximum daily flow rate for each of the previous three years (in mgd).

Discharge Points by Type

Item 1.11. Provide the facility's total number of effluent discharge points to waters of the United States by type (e.g., treated effluent, untreated effluent, combined sewer overflows, bypasses, and constructed emergency overflows).

Outfalls and Other Discharge or Disposal Methods

Outfalls Other Than to Waters of the United States

Item 1.12. Indicate whether the POTW discharges wastewater to basins, ponds, or other surface impoundments that do not have outlets for discharge to waters of the United States. If yes, continue to Item 1.13. If no, skip to Item 1.14.

Item 1.13. Specify the location of each surface impoundment, the average daily volume discharged to each surface impoundment in gallons per day (gpd), and whether the discharge is continuous or intermittent.

Item 1.14. Indicate if the facility applies wastewater to land. If yes, continue to Item 1.15. If no, skip to Item 1.16.

Item 1.15. Provide the location of each land application site; the size of each land application site (in acres); the average daily volume applied to each land application site (in gpd), and whether the land application is continuous or intermittent.

Item 1.16. Note whether the facility's effluent is transported to another facility for treatment prior to discharge. If yes, continue to Item 1.17. If no, skip to Item 1.21.

Item 1.17. Describe the means by which the effluent is transported, such as by tank truck or pipe.

Item 1.18. Specify whether the facility's effluent is transported by a party other than the applicant. If yes, continue to Item 1.19. If no, skip to Item 1.20.

Item 1.19. Provide the name, mailing address, contact person, phone number, and email address of the entity that transports the discharge.

Item 1.20. Provide the name, mailing address, contact person, phone number, email address, and NPDES permit number (if any) of the receiving facility. Also specify the average daily flow rate from the facility into the receiving facility in mgd.

Item 1.21. Indicate if wastewater is disposed of in a manner other than those already mentioned in Items 1.14 through 1.21 that do not have outlets to waters of the United States, such as underground percolation and underground injections. If yes, continue to Item 1.22. If no, skip to Item 1.23.

Item 1.22. Provide a description of the disposal method, including the location and size of each disposal site; the annual average daily discharge volume (in gpd), and whether disposal through this method is continuous or intermittent.

Variance Requests

Item 1.23. If known at the time of application, check all of the authorized variances that you plan to request or renew. Note that you are not being asked to submit any other information at this time. Contact your NPDES permitting authority to determine the

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FORM 2A—LINE-BY-LINE INSTRUCTIONS CONTINUED

specifics of what you should provide and when. The ability to request a variance is not limited to the time of application, and an applicant may request a variance consistent with statutory and regulatory requirements.

Contractor Information

Item 1.24. Indicate if any of the operational or maintenance activities associated with wastewater treatment and effluent quality of the POTW are the responsibility of a contractor. If yes, continue to Item 1.25. If no, skip to Section 2.

Item 1.25. Provide a listing of all contractors (by company name). For each, specify the mailing address, a contact name, telephone number, and email address. Also summarize the operational and maintenance responsibilities of each contractor.

Section 2. Additional Information

Outfalls to Waters of the United States

Design Flow

Item 2.1. Indicate whether the treatment works has a design flow greater than or equal to 0.1 mgd. If yes, continue to Item 2.2. If no, skip to Section 3.

Inflow and Infiltration

Item 2.2. Specify the POTW's current average daily volume of inflow and infiltration (in gpd) and steps the facility is taking to minimize inflow and infiltration.

Topographic Map

Item 2.3. Prepare a topographic map (or other map if a topographic map is unavailable) extending at least one mile beyond property boundaries of the treatment plant, including all unit processes and showing the following: (1) treatment plant area and unit processes; (2) major pipes or other structures through which wastewater enters the treatment plant and the pipes or other structures through which treated wastewater is discharged from the treatment plant (include outfalls from bypass piping, if applicable); (3) each well where fluids from the treatment plant are injected underground; (4) wells, springs, and other surface water bodies listed in public records or otherwise known to the applicant within $\frac{1}{4}$ mile of the treatment works' property boundaries; (5) sewage sludge management facilities (including onsite treatment, storage, and disposal sites); and (6) location at which waste classified as hazardous under the Resource Conservation and Recovery Act (RCRA) enters the treatment plant by truck, rail, or dedicated pipe.

On each map, include the map scale, a meridian arrow showing north, and latitude and longitude to the nearest

second. Latitude and longitude coordinates may be obtained in a variety of ways, including use of hand held devices (e.g., a GPS enabled smartphone), internet mapping tools (e.g., <https://mydasdata.larc.nasa.gov/latitude/longitude-finder/>), geographic information systems (e.g., ArcView), or paper maps from trusted sources (e.g., U.S. Geological Survey or USGS).

On all maps of rivers, show the direction of the current. In tidal waters, show the directions of ebb and flow tides.

You may develop your map by going to USGS's National Map

website at <http://nationalmap.gov/>. (For a map from this site, use the traditional 7.5-minute quadrangle format. If none is available, use a USGS 15-minute series map.) You may also use a plat or other appropriate map. Briefly describe land uses in the map area (e.g., residential, commercial). An example of an acceptable location map is shown as Exhibit 2A–2 at the end of these instructions. Note: Exhibit 2A–2 is provided for illustration only; it does not show an actual facility. Note that you have completed your topographic map and attached it to the application.

Flow Diagram

Item 2.4. Provide a process flow diagram or schematic showing the processes of the treatment plant, including all bypass piping and all backup power sources or redundancy in the system. This includes a water balance showing all treatment units, including disinfection (e.g., chlorination and dechlorination), and showing daily average flow rates at influent and discharge points, and approximate daily flow rates between treatment units. Also provide a narrative description of the diagram/schematic. Answer “Yes” to Item 2.4 once you have completed and attached your diagram to the application.

Scheduled Improvements and Schedules of Implementation

Item 2.5. Indicate whether any improvements to the facility are scheduled. If yes, list and briefly describe each scheduled improvement and continue to Item 2.6. If no, skip to Section 3.

Item 2.6. For each scheduled improvement, indicate the outfall number of each outfall affected and the scheduled or actual dates of completion for the following: (1) commencement of construction, (2) completion of construction, (3) commencement of discharge, and (4) attainment of operational level.

Item 2.7. Note whether the appropriate permits/clearances concerning other federal/state requirements have been obtained and briefly explain your response.

Section 3. Information on Effluent Discharges

Description of Outfalls

Item 3.1. Provide a description of each of the POTW's wastewater discharge outfalls. The application form provides reporting space for three outfalls. If your facility has more than this number, attach additional sheets as necessary. For each outfall, provide the outfall number. Indicate the state, county, and city or town where each outfall is located. Note the distance from shore in feet and the depth below the surface in feet. Specify the average daily flow rate through the outfall in mgd. Also specify the latitude and longitude of each outfall to the nearest second. Latitude and longitude coordinates may be obtained in a variety of ways, including use of hand held devices (e.g., a GPS enabled smartphone), internet mapping tools (e.g., <https://mydasdata.larc.nasa.gov/latitude/longitude-finder/>), geographic information systems (e.g., ArcView), or paper maps from trusted sources (e.g., USGS). The location of each outfall (i.e., where the coordinates are collected) shall be the point where the discharge is released into a water of the United States. For further guidance, refer to <http://www.epa.gov/geospatial/latitude/longitude-data-standard>.

FORM 2A—LINE-BY-LINE INSTRUCTIONS CONTINUED

Seasonal or Periodic Discharge Data

Item 3.2. Indicate whether any of the outfalls described under Item 3.1 have seasonal or periodic discharges. If yes, continue to Item 3.3. If no, skip to Item 3.4.

Item 3.3. Specify the following for each applicable outfall: (1) number of times per year discharge occurs, (2) average duration of each discharge, (3) average flow of each discharge in mgd, and (4) months in which discharge occurs.

Diffuser Type

Item 3.4. Note whether any of the outfalls listed under Item 3.1 are equipped with a diffuser. If yes, continue to Item 3.5. If no, skip to Item 3.6.

Item 3.5. Briefly describe the diffuser type at each applicable outfall.

Waters of the United States

Item 3.6. Note whether the POTW discharges or plans to discharge wastewater to waters of the United States from one or more discharge points. If yes, continue to Item 3.7. If no, skip to Section 6.

Receiving Water Description

Item 3.7. Provide receiving water and related information in the table provided on the form (if known): (1) name of receiving water, (2) name of watershed/river/stream system and U.S. Soil Conservation Service 14-digit watershed code, (3) name of state management/river basin and U.S. Geological Survey (USGS) 8-digit hydrologic unit code, (4) acute and chronic critical low flow in cubic feet per second (cfs) and total hardness of receiving stream at critical low flow, in milligrams per liter (mg/L) of calcium carbonate, if applicable.

Treatment Description

Item 3.8. Specify the highest level of treatment provided for discharges from each outfall (e.g., primary, equivalent to secondary, secondary, or advanced). Also indicate the following design removals (in percent) for the following parameters for each outfall: (1) biochemical oxygen demand (BOD5 or CBOD5), (2) total suspended solids (TSS), (3) phosphorus (if applicable), (4) nitrogen (if applicable), and (5) any other removals that an advanced treatment system is designed to achieve.

Item 3.9. Provide a description of the type(s) of disinfection used for wastewater discharged through each outfall. Indicate the seasons the disinfection type is used. Note whether the POTW dechlorinates if disinfection is accomplished through chlorination. Otherwise, check "Not Applicable."

Effluent Testing Data and Tables A through E

Items 3.10 to 3.26. These items require you to collect and report data for the parameters and pollutants listed in Tables A through E, located at the end of Form 2A. The instructions for completing the tables are table-specific, as are the criteria for determining who should complete them.

Important note: Read the “General Instructions for Reporting, Sampling, and Analysis” later in these instructions before

completing Items 3.10 to 3.26 and Tables A through E.

Item 3.10 and Table A. All applicants that discharge wastewater to waters of the United States must provide effluent data for Table A parameters. Respond “Yes” to Item 3.10 when you have completed Table A and attached it to your application.

Item 3.11. Answer whether the POTW has conducted any whole effluent toxicity (WET) tests during the 4.5 years prior to the date of the application on any of the facility’s discharges or on any receiving water near the discharge points. If yes, continue to Item 3.12. If no, skip to Item 3.13.

Item 3.12. For each applicable outfall, note the number of acute and chronic WET tests conducted since the last permit reissuance of the facility’s discharges or of the receiving water near the discharge points.

Item 3.13. Note whether the POTW has a design flow greater than or equal to 0.1 mgd. If yes, continue to Item 3.14. If no, skip to Item 3.16.

Item 3.14 and Table B. Answer whether the treatment works uses chlorine for disinfection, uses it elsewhere in the treatment process, or otherwise has reasonable potential to discharge chlorine in its effluent. If yes, complete Table B including chlorine. If no, complete Table B, omitting chlorine.

Item 3.15. Answer “Yes” when you have completed monitoring for all applicable Table B parameters and attached the results to your application.

Item 3.16 and Screen for Tables C through E. Indicate whether one or more of the conditions apply to your POTW. If yes, continue to Item 3.17. If no, skip to Section 4.

Item 3.17 and Table C. Answer “Yes” to indicate you have completed monitoring for all applicable Table C pollutants and attached the results to your application package.

Item 3.18 and Table D. Answer “Yes” to indicate you have completed monitoring for applicable Table D pollutants required by your NPDES permitting authority and attached the results to your application package, or “No” if the NPDES permitting authority has not required additional sampling for the pollutants in Table D.

Item 3.19 and Additional Screen for Table E. Answer whether the POTW conducted either (1) a minimum of four quarterly WET tests for one year preceding this permit application or (2) at least four annual WET tests in the past 4.5 years. If yes, continue to Item 3.20. If no, complete tests and Table E and then skip to Item 3.26.

Item 3.20 and Additional Screen for Table E. Report whether you have previously submitted the results of the WET tests indicated in Item 3.19 to your NPDES permitting authority. If yes, continue to Item 3.21. If no, provide the results in Table E and skip to Item 3.26.

Item 3.21. Report the dates the testing data were submitted to your NPDES permitting authority and provide a summary of the results.

Item 3.22. Regardless of how you may have provided the results of previously conducted WET analyses to your NPDES permitting authority, indicate if any of the tests resulted in toxicity. If yes,

FORM 2A—LINE-BY-LINE INSTRUCTIONS CONTINUED

continue to Item 3.23. If no, skip to Item 3.26.

Item 3.23. Describe the cause(s) of toxicity.

Item 3.24. Indicate if the POTW has conducted a toxicity reduction evaluation. If yes, continue to Item 3.25. If no, skip to Item 3.26.

Item 3.25. Provide details of any toxicity reduction evaluations performed.

Item 3.26. Answer “Yes” when you have completed Table E for all applicable outfalls and attached the results to the application package, or answer “No” if the item is not applicable because you previously submitted WET data to your NPDES permitting authority.

Section 4. Industrial Discharges, Table F, and Hazardous Wastes

Item 4.1. Indicate if the POTW receives discharges from significant industrial users (SIUs) or non-significant categorical industrial users (NSCIUs), including SIUs and NSCIUs that truck or haul waste. If yes, continue to Item 4.2. If no, skip to Item 4.7.

1. SIUs are defined as:

a. All industrial users subject to categorical pretreatment standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N (CIUs); and

b. Any other industrial user per 40 CFR 403.3 that:

i. Discharges an average of 25,000 gpd or more of process wastewater to the treatment works (with certain exclusions); or

ii. Contributes a process wastestream that makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the treatment plant; or

iii. Is designated as an SIU by the control authority.

2. The control authority may determine that an Industrial User subject to categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N is a NSCIU rather than a SIU on a finding that the Industrial User never discharges more than 100 gpd of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the Pretreatment Standard) and the following conditions are met:

a. The Industrial User, prior to the control authority's finding, has consistently complied with all applicable categorical Pretreatment Standards and Requirements;

b. The Industrial User annually submits the certification statement required in 40 CFR 403.12(q) together with any additional information necessary to support the certification statement; and

c. The Industrial User never discharges any untreated concentrated wastewater.

Item 4.2. Indicate the number of SIUs and NSCIUs that discharge to the POTW.

Item 4.3. Answer whether the POTW has an approved

pretreatment program, which is defined at 40 CFR 403.3 as a program administered by a POTW that meets the criteria established in 40 CFR 403.8 and 403.9 and that has been approved by the NPDES permitting authority.

Item 4.4. Answer whether you have submitted either of the following to the NPDES permitting authority that contains

information substantially identical to that required in Table F: (1) a pretreatment program annual report submitted within one year of the application or (2) a pretreatment program. If yes, continue to Item 4.5. If no, skip to Item 4.6. Item 4.5. Identify the title and date of the pretreatment program annual report or pretreatment program referenced in Item 4.4 and skip to Item 4.7.

Item 4.6 and Table F. Complete Table F by providing the following information for each SIU that discharges to the POTW: (1) name and mailing address; (2) description of all industrial processes that affect or contribute to each SIU's discharge; (3) a list of the principal products and raw materials that affect or contribute to the SIU's discharge; (4) average daily volume of wastewater discharged by each SIU, indicating the amount attributable to process flow and non-process flow; (5) whether the SIU is subject to local limits; (6) whether the SIU is subject to categorical standards and the categories/subcategories under which the SIU is subject; and (7) whether any problems (e.g., upsets, pass-through interference) have occurred at the POTW that can be attributed to the SIU in the past 4.5 years. Answer "Yes" to Item 4.6 when you have completed and attached Table F to the application package.

Note: SIUs include users that truck or haul industrial waste to the POTW. Information for these users must be provided in Table F.

Item 4.7. Indicate if the POTW receives or has been notified that it will receive by truck, rail, or dedicated pipe any wastes that are regulated as RCRA hazardous wastes pursuant to 40 CFR 261. If yes, continue to Item 4.8. If no, skip to Item 4.9.

Item 4.8. For each hazardous waste received, provide the hazardous waste number, the method by which the waste is received (e.g., by truck, dedicated pipe, rail, etc.), and the amount of waste received annually (specify units).

Item 4.9. Answer whether the POTW receives, or has been notified that it will receive, wastewaters that originate from remedial activities, including those undertaken pursuant to Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Sections 3004(u) or 3008(h) of RCRA. If yes, continue to Item 4.10. If no, skip to Section 5.

Item 4.10. Answer whether the POTW receives (or expects to receive) less than 15 kilograms per month of non-acute hazardous wastes as specified at 40 CFR 261.30(d) and 261.33(e). If yes, skip to Section 5. If no, continue to Item 4.11.

Item 4.11. In an attachment to the application, provide an identification and description of the site(s) or facility(ies) at which the wastewater originates; the identities of the wastewater's hazardous constituents, as listed in Appendix VII of 40 CFR 261, if known; and the extent of treatment, if any, the wastewater receives

General Instructions for Reporting, Sampling, and Analysis

Important note: Read these instructions before completing Tables A through E and Section 3 of Form 2A.

General Items

Complete the applicable tables for each outfall at your facility. Be sure to note the EPA Identification Number, NPDES permit number, facility name, and applicable outfall number at the top of each page of the tables and any associated attachments.

You may report some or all of the required data by attaching separate sheets of paper instead of completing Tables A through E for each of your outfalls, so long as the sheets contain all of the required information and are similar in format to Tables A through E. For example, you may be able to print a report in a compatible format from the data system used in your analysis of metals completed under Table C.

Note for new dischargers. Provide all information available to you at the time you complete Form 2A. If you do not have information to respond to an item because your facility has yet to discharge, write or type "data are not available" next to the item on the form. Note that you are required to submit actual data no later than 24 months after your facility commences discharge.

Reporting of Effluent Data

Where effluent data are requested, do not provide information on CSOs. The latter information is requested instead under Section 5 of Form 2A.

Provide data for each outfall through which effluent is discharged. When an applicant has two or more outfalls with substantially identical effluents, the NPDES permitting authority may allow the applicant to test only one outfall and report that quantitative data as applying to the substantially identical outfall. If the permitting authority grants your request, attach a separate sheet to the application form identifying the outfall tested and describing why the other outfall(s) are substantially identical.

At a minimum, effluent testing data must be based on at least three samples taken within 4.5 years prior to the date of the permit application. Samples must be representative of the seasonal variation in the discharge from each outfall. Existing data may be used, if available, in lieu of sampling done solely for the purpose of this application. All existing data for pollutants specified in Tables A through D that is collected within 4.5 years of the application must be included in the pollutant data summary that you submit. If, however, you sampled for a specific pollutant on a monthly or more frequent basis, it is only necessary, for such pollutant, to summarize all data collected within 1 year of the application.

Except as specified below, all required quantitative data shall be collected in accordance with sufficiently sensitive analytical methods approved under 40 CFR 136 or required under 40 CFR chapter I, subchapter N or O. A method is "sufficiently sensitive" when:

- The method minimum level (ML) is at or below the level of the applicable water quality criterion for the measured pollutant or pollutant parameter.
- The method ML is above the water quality criterion, but the amount of the pollutant or pollutant parameter in the facility's discharge is high enough that the method detects and quantifies the level of the pollutant or pollutant parameter in the discharge.
- The method has the lowest ML of the analytical methods approved under 40 CFR 136 or required under 40 CFR

chapter I, subchapter N or O, for the measured pollutant or pollutant parameter.

Consistent with 40 CFR 136, you may provide matrix-or sample-specific MLs rather than the published levels.

Further, where you can demonstrate that, despite a good faith effort to use a method that would otherwise meet the definition of “sufficiently sensitive,” the analytical results are not consistent with the quality assurance (QA)/quality control (QC) specifications for that method, then the NPDES permitting authority may determine that the method is not performing adequately and the NPDES permitting authority should select a different method from the remaining EPA-approved methods that is sufficiently sensitive consistent with 40 CFR 122.21(e)(3)(i). Where no other EPA-approved methods exist, you must select a method consistent with 40 CFR 122.21(e)(3)(ii).

When there is no analytical method that has been approved under 40 CFR 136; required under 40 CFR chapter I, subchapter N or O, and is not otherwise required by the NPDES permitting authority, you may use any suitable method but shall provide a description of the method. When selecting a suitable method, other factors such as a method's precision, accuracy, or resolution, may be considered when assessing the performance of the method. Effluent monitoring data must comply with the QA/QC requirements of 40 CFR 136 (and other appropriate QA/QC requirements for standard methods for analytes not addressed by 40 CFR 136).

Clearly specify the units of measure on Tables A through E for each parameter/pollutant analyzed. Values should be reported as concentration or mass, except for flow, temperature, pH, color, and fecal coliform organisms, unless otherwise requested or required by the NPDES permitting authority. Flow, temperature, pH, color, and fecal coliform organisms must be reported as mgd, degrees Celsius (°C), standard units, color units, and most probable number per 100 milliliters (MPN/100 mL), respectively. Use the following abbreviations in the columns requiring “units” in Tables A through D.

Concentration Mass

ppm = parts per million lbs = pounds

mg/L = milligrams per liter ton = tons (English tons)

ppb = parts per billion mg = milligrams

µg/L = micrograms per liter g = grams

kg = kilograms

per 100 milliliters MPN = most probable number

T = tonnes (metric tons)

General Instructions for Reporting, Sampling, and Analysis Continued

Grab samples must be used for pH, temperature, cyanide, total phenols, residual chlorine, oil and grease, fecal coliform (including *E. coli*), and volatile organic compounds. For all other pollutants, 24-hour composite samples must be used. For a composite sample, only one analysis of the composite of aliquots is required.

The effluent monitoring data provided must include at least the following for each parameter: (1) the maximum daily discharge based upon actual sample values, (2) average daily discharge for all samples, expressed as concentration or mass, and the number of samples used to obtain this value, (3) the analytical method used, and (4) the threshold level (i.e., method detection limit, minimum level, or other designated method endpoints) for the analytical method used.

Metals must be reported as “total recoverable metal,” unless all approved analytical methods for the metal inherently measure only its dissolved form (e.g., hexavalent chromium) or otherwise directed by the NPDES permitting authority.

Sampling

The collection of samples for the reported analyses should be supervised by a person experienced in performing sampling of domestic wastewater. You may contact your NPDES permitting authority for detailed guidance on sampling techniques and for answers to specific questions. See Exhibit 2A–1 for contact information. Any specific requirements in the analytical methods— for example, for sample containers, sample preservation, holding times, and the collection of duplicate samples—must be followed. The time when you sample should be representative of your normal operation, to the extent feasible, with your treatment system operating properly with no system upsets. Collect samples from the center of the flow channel, where turbulence is at a maximum, at a site specified in your present NPDES permit, or at any site adequate for the collection of a representative sample.

Further Requirements for Table E, Whole Effluent Toxicity Testing

Each applicant required to perform WET testing must provide results of a minimum of four quarterly tests for a year, from the year preceding the permit application, or the results from four tests performed at least annually in the 4.5-year period prior to the application, provided the results show no appreciable toxicity using a safety factor determined by the NPDES permitting authority.

Applicants must conduct tests with multiple species (no less than two species; e.g., fish, invertebrate, plant) and test for acute or chronic toxicity, depending on the range of receiving water dilution. See 40 CFR 122.21(j)(5)(v) for further details.

WET testing must be conducted using methods approved under 40 CFR 136. West coast facilities in Washington, Oregon, California, Alaska, Hawaii, and the Pacific Territories are exempted from 40 CFR 136 chronic methods and must use alternative guidance as directed by the NPDES permitting authority.

FORM 2A—LINE-BY-LINE INSTRUCTIONS CONTINUED

or will receive before entering the POTW. Answer “Yes” to Item 4.11 when you have completed and attached the information to the application package.

Section 5. Combined Sewer Overflows

CSO Map and Diagram

Item 5.1. Indicate if the treatment works has a combined sewer system. If yes, continue to Item 5.2. If no, skip to Section 6.

Item 5.2. Attach a CSO system map to the application. The map should indicate: (1) all CSO discharge points, (2) sensitive use areas potentially affected by CSOs (e.g., beaches, drinking water supplies, shellfish beds, sensitive aquatic ecosystems, and outstanding national resource waters), and (3) waters supporting threatened and endangered species potentially affected by CSOs. Answer “Yes” to Item 5.2 when you have completed the map and attached it to the application package.

Item 5.3. Prepare a diagram of the CSO collection system. The diagram should show the following: (1) the location of major sewer trunk lines, both combined and separate sanitary; (2) the locations of points where separate sanitary sewers feed into the combined sewer system; (3) in-line and off-line storage structures; (4) the locations of flow-regulating devices; and (5) the locations of pump stations. Answer “Yes” to Item 5.3 when you have completed the diagram and attached it to the application package.

CSO Outfall Description

Item 5.4. Provide the following information for each CSO outfall: (1) outfall number; (2) state, county, city or town and ZIP code in which the outfall is located; (3) latitude and longitude of the outfall, to the nearest second, (4) distance of the outfall from shore and depth of the outfall below water surface. Latitude and longitude coordinates may be obtained in a variety of ways, including use of hand held devices (e.g., a GPS enabled smartphone), internet mapping tools (e.g., <https://mynasadata.larc.nasa.gov/latitudelongitude-finder/>), geographic information systems (e.g., ArcView), or paper maps from trusted sources (e.g., USGS). The location of each CSO outfall (i.e., where the coordinates are collected) shall be the point where the discharge is released into a water of the United States.

CSO Monitoring

Item 5.5. Indicate whether the POTW has monitored any of the following items in the past year for each of its CSO outfalls: (1) rainfall, (2) CSO flow volume, (3) CSO pollutant concentrations; (4) receiving water quality, (5) CSO frequency, and (6) number of storm events.

CSO Events in Past Year

Item 5.6. For each CSO outfall, record (1) the number of CSO events in the past year, (2) the average duration in hours per event, (3) the average volume per CSO event in million gallons, and (4) the minimum rainfall that caused a CSO event in inches of rainfall in the past year. Note whether your responses for sub-items (2) through (4) above are based on actual or estimated data.

CSO Receiving Waters

Item 5.7. For each CSO outfall, record the following receiving water information: (1) name of receiving water; (2) name of watershed/stream system and the U.S. Soil Conservation Service watershed (14-digit) code, if known; (3) name of the state management/river basin and the USGS 8-digit hydrologic cataloging unit code, if known; and (4) a description of any known water quality impacts on the receiving water caused by the CSO (e.g., permanent or intermittent beach closings, permanent or intermittent shellfish bed closings, fish kills, fish advisories, other recreational loss, or exceedance of any applicable state water quality standard).

Section 6. Checklist and Certification Statement

Item 6.1. Review the checklist provided. In Column 1, mark the sections of Form 2A that you have completed and are submitting with your application. In Column 2, indicate for each section whether you are submitting attachments.

Item 6.2. The Clean Water Act provides for severe penalties for submitting false information on this application form. CWA Section 309(c)(2) provides that "Any person who knowingly makes any false statement, representation, or certification in any application, ...shall upon conviction, be punished by a fine of no more than \$10,000 or by imprisonment for not more than six months, or both."

FEDERAL REGULATIONS AT 40 CFR 122.22 REQUIRE THIS APPLICATION TO BE SIGNED AS FOLLOWS:

A. For a corporation, by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (1) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-or decision-making functions for the corporation, or (2) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively.

C. For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes: (1) The chief executive officer of the agency, or (2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

END

Submit your completed Form 2A and all associated attachments (and any other required NPDES application forms) to your NPDES permitting authority.

2A-9

Exhibit 2A–2. Example Topographic Map

2A-10

FORM 2A—GLOSSARY

Note: This glossary includes terms used in the various NPDES application forms, including Form 2A. The definitions are from the NPDES regulations at 40 CFR 122.2 unless otherwise specified. If you have any questions concerning the meaning of any of these terms, contact your NPDES permitting authority.

ANIMAL FEEDING OPERATION (defined at § 122.23) means a lot or facility (other than an aquatic animal production facility) where the following conditions are met;

- Animals (other than aquatic animals) have been, are, or will be stabled or confined and fed or maintained for a total of 45 days or more in any 12-month period; and
- Crops, vegetation, forage growth, or post-harvest residues are not sustained in the normal growing season over

any portion of the lot or facility.

APPLICATION means the EPA standard national forms for applying for a permit, including any additions, revisions, or modifications to the forms; or forms approved by EPA for use in approved states, including any approved modifications or revisions.

APPROVED PROGRAM or APPROVED STATE means a State or interstate program which has been approved or authorized by EPA under part 123.

AQUACULTURE PROJECT (defined at § 122.25) means a defined managed water area which uses discharges of pollutants into that designated area for the maintenance or production of harvestable freshwater, estuarine, or marine plants or animals. DESIGNATED PROJECT AREA means the portions of the waters of the United States within which the permittee or permit applicant plans to confine the cultivated species, using a method or plan or operation (including, but not limited to, physical confinement) which, on the basis of reliable scientific evidence, is expected to ensure that specific individual organisms comprising an aquaculture crop will enjoy increased growth attributable to the discharge of pollutants, and be harvested within a defined geographic area.

AVERAGE MONTHLY DISCHARGE LIMITATION means the highest allowable average of daily discharges over a calendar month, calculated as the sum of all daily discharges measured during that month divided by the number of daily discharges measured during that month.

AVERAGE WEEKLY DISCHARGE LIMITATION means the highest allowable average of daily discharges over a calendar week, calculated as the sum of all daily discharges measured during a calendar week divided by the number of daily discharges measured during that week.

BEST MANAGEMENT PRACTICES (BMPs) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the United States. BMPs include treatment requirements, operation procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

BIOSOLIDS (see sewage sludge).

BYPASS (defined at § 122.41(m)) means the intentional diversion of waste streams from any portion of a treatment facility.

COMBINED SEWER OVERFLOW (CSO) means a discharge from a combined sewer system (CSS) at a point prior to the Publicly Owned Treatment Works (POTW) Treatment Plant (defined at § 403.3(r)).

COMBINED SEWER SYSTEM (CSS) means a wastewater collection system owned by a State or municipality (as defined by section 502(4) of the CWA) which conveys sanitary wastewaters (domestic, commercial and industrial wastewaters) and storm water through a single-pipe system to a Publicly Owned Treatment Works (POTW) Treatment Plant (as defined at § 403.3(r)).

CONCENTRATED ANIMAL FEEDING OPERATION (defined at § 122.23) means an animal feeding operation that is defined as a Large CAFO or as a Medium CAFO by the terms of (A) or (B) below, or that is designated as a CAFO in accordance with 40 CFR 122.23(c). Two or more AFOs under common ownership are considered to be a single AFO for the purposes of determining the number of animals at an operation, if they adjoin each other or if they use a common area or system for the disposal of wastes.

A. LARGE CONCENTRATED ANIMAL FEEDING OPERATION (LARGE CAFO) means an AFO that stables or confines as many as or more than the numbers of animals specified in any of the following categories:

1. 700 mature dairy cows, whether milked or dry;
2. 1,000 veal calves;
3. 1,000 cattle other than mature dairy cows or veal calves. Cattle includes but is not limited to heifers, steers, bulls and cow/calf pairs;
4. 2,500 swine each weighing 55 pounds or more;
5. 10,000 swine each weighing less than 55 pounds;

6. 500 horses;
7. 10,000 sheep or lambs;

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FORM 2A—GLOSSARY CONTINUED

8. 55,000 turkeys;
9. 30,000 laying hens or broilers, if the AFO uses a liquid manure handling system;
10. 125,000 chickens (other than laying hens), if the AFO uses other than a liquid manure handling system;
11. 82,000 laying hens, if the AFO uses other than a liquid manure handling system;
12. 30,000 ducks (if the AFO uses other than a liquid manure handling system); or
13. 5,000 ducks (if the AFO uses a liquid manure handling system).

B. MEDIUM CONCENTRATED ANIMAL FEEDING OPERATION (MEDIUM CAFO) means any AFO with the type and number of animals that fall within any of the ranges listed below and which has been defined or designated as a CAFO. An AFO is defined as a Medium CAFO if:

1. The type and number of animals that it stables and confines falls within any of the following ranges:
 - a. 200 to 699 mature dairy cows, whether milked or dry;
 - b. 300 to 999 veal calves;
 - c. 300 to 999 cattle other than mature dairy cows or veal calves. Cattle includes but is not limited to heifers, steers, bulls and cow/calf pairs;
 - d. 750 to 2,499 swine each weighing 55 pounds or more;
 - e. 3,000 to 9,999 swine each weighing less than 55 pounds;
 - f. 150 to 499 horses;
 - g. 3,000 to 9,999 sheep or lambs;
 - h. 16,500 to 54,999 turkeys;
 - i. 9,000 to 29,999 laying hens or broilers, if the AFO uses a liquid manure handling system;
 - j. 37,500 to 124,999 chickens (other than laying hens), if the AFO uses other than a liquid manure handling system;
 - k. 25,000 to 81,999 laying hens, if the AFO uses other than a liquid manure handling system;
 - l. 10,000 to 29,999 ducks (if the AFO uses other than a liquid manure handling system); or
 - m. 1,500 to 4,999 ducks (if the AFO uses a liquid manure handling system); and
2. Either one of the following conditions are met:
 - a. Pollutants are discharged into waters of the United States through a man-made ditch, flushing system, or other similar man-made device; or
 - b. Pollutants are discharged directly into waters of the United States which originate outside of and pass over, across, or through the facility or otherwise come into direct contact with animals confined in the operation.

CONCENTRATED AQUATIC ANIMAL PRODUCTION FACILITY (defined at § 122.24) means a hatchery, fish farm, or other facility which contains, grows, or holds aquatic animals in either of the following categories, or which the Director designates as such on a case-by-case basis:

A. Cold water fish species or other cold water aquatic animals including, but not limited to, the Salmonidae family of fish (e.g., trout and salmon) in ponds, raceways, or other similar structures which discharge at least 30 days per year but does not include:

1. Facilities which produce less than 9,090 harvest weight kilograms (approximately 20,000 pounds) of aquatic animals per year; and
2. Facilities which feed less than 2,272 kilograms (approximately 5,000 pounds) of food during the calendar month of maximum feeding.

B. Warm water fish species or other warm water aquatic animals including, but not limited to, the Ameiuridae, Cetrarchidae, and Cyprinidae families of fish (e.g., respectively, catfish, sunfish, and minnows) in ponds, raceways, or other similar structures which discharge at least 30 days per year, but does not include:

1. Closed ponds which discharge only during periods of excess runoff; or

2. Facilities which produce less than 45,454 harvest weight kilograms (approximately 100,000 pounds) of aquatic animals per year.

CWA means the Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Public Law 92–500, as amended by Public Law 95–217, Public Law 95–576, Public Law 96–483 and Public Law 97–117, 33 U.S.C. 1251 et seq.

CWA AND REGULATIONS means the Clean Water Act (CWA) and applicable regulations promulgated thereunder. In the case of an approved State program, it includes State program requirements.

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FORM 2A—GLOSSARY CONTINUED

DAILY DISCHARGE means the “discharge of a pollutant” measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in units of mass, the “daily discharge” is calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurement, the “daily discharge” is calculated as the average measurement of the pollutant over the day.

DIRECT DISCHARGE means the “discharge of a pollutant.”

DIRECTOR means the Regional Administrator or the State Director, as the context requires, or an authorized representative. When there is no “approved State program,” and there is an EPA administered program, “Director” means the Regional Administrator. When there is an approved State program, “Director” normally means the State Director. In some circumstances, however, EPA retains the authority to take certain actions even when there is an approved State program. (For example, when EPA has issued an NPDES permit prior to the approval of a State program, EPA may retain jurisdiction over that permit after program approval, see § 123.1.) In such cases, the term “Director” means the Regional Administrator and not the State Director.

DISCHARGE (OF A POLLUTANT) means:

- Any addition of any pollutant or combination of pollutants to waters of the United States from any point source; or
- Any addition of any pollutant or combination of pollutants to the waters of the contiguous zone or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation.

This definition includes discharges into waters of the United States from: surface runoff which is collected or channelled by man; discharges through pipes, sewers, or other conveyances owned by a State, municipality, or other person which do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any “indirect discharger”.

DISCHARGE MONITORING REPORT means the EPA uniform national form, including any subsequent additions, revisions, or modifications for the reporting of self-monitoring results by permittees. DMRs must be used by “approved States” as well as by EPA. EPA will supply DMRs to any approved State upon request. The EPA national forms may be modified to substitute the state agency name, address, logo, and other similar information, as appropriate, in place of EPA’s.

DRAFT PERMIT means a document prepared under § 124.6 indicating the Director’s tentative decision to issue or deny, modify, revoke and reissue, terminate, or reissue a “permit.” A notice of intent to terminate a permit, and a notice of intent to deny a permit, as discussed in § 124.5, are types of “draft permits.” A denial of a request for modification, revocation and reissuance, or termination, as discussed in § 124.5, is not a “draft permit.” A “proposed permit” is not a “draft permit.”

EFFLUENT LIMITATION means any restriction imposed by the Director on quantities, discharge rates, and concentrations of “pollutants” which are “discharged” from “point sources” into “waters of the United States,” the waters of the “contiguous zone,” or the ocean.

EFFLUENT LIMITATIONS GUIDELINES means a regulation published by the Administrator under section 304(b) of the CWA to adopt or revise “effluent limitations.”

ENVIRONMENTAL PROTECTION AGENCY (EPA) means the United States Environmental Protection Agency.

FACILITY or ACTIVITY means any NPDES “point source” or any other facility or activity (including land or appurtenances thereto) that is subject to regulation under the NPDES program.

GENERAL PERMIT means an NPDES “permit” issued under § 122.28 authorizing a category of discharges under the CWA within a geographical area.

HAZARDOUS SUBSTANCE means any substance designated under 40 CFR part 116 pursuant to section 311 of the CWA.

INDIAN COUNTRY (or INDIAN LANDS) means:

- All land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including rights-of-way running through the reservation;
- All dependent Indian communities with the borders of the United States whether within the originally or subsequently acquired territory thereof, and whether within or without the limits of a state; and
- All Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same.

INDIAN TRIBE means any Indian Tribe, band, group, or community recognized by the Secretary of the Interior and exercising governmental authority over a Federal Indian reservation.

INDIRECT DISCHARGE means a nondomestic discharger introducing “pollutants” to a “publicly owned treatment works.”

FORM 2A—GLOSSARY CONTINUED

LARGE MUNICIPAL SEPARATE STORM SEWER SYSTEM (defined at § 122.26(b)(4)) means all municipal separate storm sewers that are either:

- (i) Located in an incorporated place with a population of 250,000 or more as determined by the 1990 Decennial Census by the Bureau of the Census (Appendix F of 40 CFR 122); or
- (ii) Located in the counties listed in appendix H of 40 CFR 122, except municipal separate storm sewers that are located in the incorporated places, townships or towns within such counties; or
- (iii) Owned or operated by a municipality other than those described in paragraphs (i) or (ii) and that are designated by the Director as part of the large or medium municipal separate storm sewer system due to the interrelationship between the discharges of the designated storm sewer and the discharges from municipal separate storm sewers described under paragraphs (i) or (ii). In making this determination the Director may consider the following factors:
 - (A) Physical interconnections between the municipal separate storm sewers;
 - (B) The location of discharges from the designated municipal separate storm sewer relative to discharges from municipal separate storm sewers described in paragraph (i);
 - (C) The quantity and nature of pollutants discharged to waters of the United States;
 - (D) The nature of the receiving waters; and
 - (E) Other relevant factors; or
- (iv) The Director may, upon petition, designate as a large municipal separate storm sewer system, municipal separate storm sewers located within the boundaries of a region defined by a storm water management regional authority based on a jurisdictional, watershed, or other appropriate basis that includes one or more of the systems described in paragraphs (i), (ii), (iii).

LOG SORTING AND LOG STORAGE FACILITIES (defined at § 122.27) means facilities whose discharges result from the holding of unprocessed wood, for example, logs or roundwood with bark or after removal of bark held in self-contained bodies of water (mill ponds or log ponds) or stored on land where water is applied intentionally on the logs (wet decking). (See 40 CFR 429, subpart I, including the effluent limitations guidelines.)

MAJOR FACILITY means any NPDES “facility or activity” classified as such by the Regional Administrator, or, in the case of “approved State programs,” the Regional Administrator in conjunction with the State Director.

MAXIMUM DAILY DISCHARGE LIMITATION means the highest allowable “daily discharge.”

MEDIUM MUNICIPAL SEPARATE STORM SEWER SYSTEM (defined at § 122.26(b)(7)) means all municipal separate storm sewers that are either:

- (i) Located in an incorporated place with a population of 100,000 or more but less than 250,000, as determined by the 1990 Decennial Census by the Bureau of the Census (appendix G of 40 CFR 122); or
- (ii) Located in the counties listed in appendix I of 40 CFR 122, except municipal separate storm sewers that are located in the incorporated places, townships or towns within such counties; or
- (iii) Owned or operated by a municipality other than those described in paragraph (i) or (ii) and that are designated by the Director as part of the large or medium municipal separate storm sewer system due to the interrelationship between the discharges of the designated storm sewer and the discharges from municipal separate storm sewers described under paragraph (i) or (ii). In making this determination the Director may consider the following factors:
 - (A) Physical interconnections between the municipal separate storm sewers;
 - (B) The location of discharges from the designated municipal separate storm sewer relative to discharges from municipal separate storm sewers described in paragraph (i);
 - (C) The quantity and nature of pollutants discharged to waters of the United States;
 - (D) The nature of the receiving waters; or

(E) Other relevant factors; or

(iv) The Director may, upon petition, designate as a medium municipal separate storm sewer system, municipal separate storm sewers located within the boundaries of a region defined by a storm water management regional authority based on a jurisdictional, watershed, or other appropriate basis that includes one or more of the systems described in paragraphs (i), (ii), (iii) of this section.

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FORM 2A—GLOSSARY CONTINUED

MUNICIPALITY means a city, town, borough, county, parish, district, association, or other public body created by or under State law and having jurisdiction over disposal of sewage, industrial wastes, or other wastes, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA.

MUNICIPAL SEPARATE STORM SEWER (defined at § 122.26(b)(8)) means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

- Owned or operated by a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States.
- Designed or used for collecting or conveying stormwater.
- Which is not a combined sewer; and
- Which is not part of a POTW as defined at 40 CFR 122.2.

MUNICIPAL SLUDGE (see sewage sludge)

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the CWA. The term includes an “approved program.”

NEW DISCHARGER means any building, structure, facility, or installation:

- From which there is or may be a “discharge of pollutants;”
- That did not commence the “discharge of pollutants” at a particular “site” prior to August 13, 1979;
- Which is not a “new source;” and
- Which has never received a finally effective NPDES permit for discharges at that “site.”

This definition includes an “indirect discharger” which commences discharging into “waters of the United States” after August 13, 1979. It also means any existing mobile point source (other than an offshore or coastal oil and gas exploratory drilling rig or a coastal oil and gas developmental drilling rig) such as a seafood processing rig, seafood processing vessel, or aggregate plant, that begins discharging at a “site” for which it does not have a permit; and any offshore or coastal mobile oil and gas exploratory drilling rig or coastal mobile oil and gas developmental drilling rig that commences the discharge of pollutants after August 13, 1979, at a “site” under EPA’s permitting jurisdiction for which it is not covered by an individual or general permit and which is located in an area determined by the Regional Administrator in the issuance of a final permit to be an area of biological concern. In determining whether an area is an area of biological concern, the Regional Administrator shall consider the factors specified in 40 CFR 125.122(a)(1) through (10).

An offshore or coastal mobile exploratory drilling rig or coastal mobile developmental drilling rig will be considered a “new discharger” only for the duration of its discharge in an area of biological concern.

NEW SOURCE means any building, structure, facility, or installation from which there is or may be a “discharge of pollutants,” the construction of which commenced:

- After promulgation of standards of performance under section 306 of the CWA which are applicable to such source, or
- After proposal of standards of performance in accordance with section 306 of the CWA which are applicable to such source, but only if the standards are promulgated in accordance with section 306 within 120 days of their

proposal.

OWNER OR OPERATOR means the owner or operator of any “facility or activity” subject to regulation under the NPDES program.

PERMIT means an authorization, license, or equivalent control document issued by EPA or an “approved State” to implement the requirements of this part and parts 123 and 124. “Permit” includes an NPDES “general permit” (§ 122.28). Permit does not include any permit which has not yet been the subject of final agency action, such as a “draft permit” or a “proposed permit.”

PESTICIDE DISCHARGES TO WATERS OF THE UNITED STATES FROM PESTICIDE APPLICATION means the application of biological pesticides, and the application of chemical pesticides that leave a residue, from point sources to waters of the United States. In the context of this definition of pesticide discharges to waters of the United States from pesticide application, this does not include agricultural storm water discharges and return flows from irrigated agriculture, which are excluded by law (33 U.S.C. 1342(l); 33 U.S.C. 1362(14)).

PESTICIDE RESIDUE for the purpose of determining whether a NPDES permit is needed for discharges to waters of the United States from pesticide application, means that portion of a pesticide application that is discharged from a point source to waters of the United States and no longer provides pesticidal benefits. It also includes any degradates of the pesticide.

FORM 2A—GLOSSARY CONTINUED

POINT SOURCE means any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff. (See § 122.3).

POLLUTANT means dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials (except those regulated under the Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 et seq.)), heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water. It does not mean:

- Sewage from vessels; or
- Water, gas, or other material which is injected into a well to facilitate production of oil or gas, or water derived in association with oil and gas production and disposed of in a well, if the well used either to facilitate production or for disposal purposes is approved by authority of the State in which the well is located, and if the State determines that the injection or disposal will not result in the degradation of ground or surface water resources. Note: Radioactive materials covered by the Atomic Energy Act are those encompassed in its definition of source, byproduct, or special nuclear materials. Examples of materials not covered include radium and accelerator-produced isotopes. See *Train v. Colorado Public Interest Research Group, Inc.*, 426 U.S. 1 (1976).

PRIMARY INDUSTRY CATEGORY means any industry category listed in the NRDC settlement agreement (*Natural Resources Defense Council et al. v. Train*, 8 E.R.C. 2120 (D.D.C. 1976), modified 12 E.R.C. 1833 (D.D.C. 1979)); also listed in appendix A of part 122.

PRIVATELY OWNED TREATMENT WORKS means any device or system which is (1) used to treat wastes from any facility whose operator is not the operator of the treatment works and (2) not a "POTW."

PROCESS WASTEWATER means any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product.

PROPOSED PERMIT means a state NPDES "permit" prepared after the close of the public comment period (and,

when applicable, any public hearing and administrative appeals) which is sent to EPA for review before final issuance by the State. A “proposed permit” is not a “draft permit.”

PUBLICLY OWNED TREATMENT WORKS or POTW (defined at § 403.3) means a treatment works as defined by CWA Section 212, which is owned by a state or municipality (as defined by CWA Section 502(4)). This definition includes any devices or systems used in the storage, treatment, recycling, and reclamation) of municipal sewage or industrial wastes of a liquid nature. This definition also includes sewers, pipes, and other conveyances only if they convey wastewater to a POTW. The term also means the municipality as defined in CWA Section 502(4), which has jurisdiction over the indirect discharges to and the discharges from such a treatment works.

REGIONAL ADMINISTRATOR means the Regional Administrator of the appropriate Regional Office of the Environmental Protection Agency or the authorized representative of the Regional Administrator.

ROCK CRUSHING AND GRAVEL WASHING FACILITIES (defined at § 122.27) means facilities which process crushed and broken stone, gravel, and riprap (See 40 CFR 436, subpart B, including the effluent limitations guidelines).

SCHEDULE OF COMPLIANCE means a schedule of remedial measures included in a “permit”, including an enforceable sequence of interim requirements (for example, actions, operations, or milestone events) leading to compliance with the CWA and regulations.

SECONDARY INDUSTRY CATEGORY means any industry category which is not a primary industry category.

SEWAGE FROM VESSELS means human body wastes and the wastes from toilets and other receptacles intended to receive or retain body wastes that are discharged from vessels and regulated under section 312 of the CWA, except that with respect to commercial vessels on the Great Lakes this term includes graywater. For the purposes of this definition, “graywater” means galley, bath, and shower water.

SEWAGE SLUDGE means any solid, semi-solid, or liquid residue removed during the treatment of municipal waste water or domestic sewage. Sewage sludge includes, but is not limited to, solids removed during primary, secondary, or advanced waste water treatment, scum, septage, portable toilet pumpings, type III marine sanitation device pumpings (33 CFR 159), and sewage sludge products. Sewage sludge does not include grit or screenings, or ash generated during the incineration of sewage sludge.

SILVICULTURAL POINT SOURCE (defined at § 122.27) means any discernible, confined, and discrete conveyance related to rock crushing, gravel washing, log sorting, or log storage facilities which are operated in connection with silvicultural activities and from which pollutants are discharged into waters of the United States. This term does not include non-point source silvicultural activities such as nursery operations, site preparation, reforestation and subsequent cultural treatment, thinning, prescribed burning, pest and fire control, harvesting operations, surface drainage, or road construction and maintenance from which there is natural runoff. However, some of these activities (such as stream crossing for roads) may involve point source discharges of dredged or fill material which may require a CWA Section 404 permit (see 33 CFR 209.120 and part 233).

FORM 2A—GLOSSARY CONTINUED

SITE means the land or water area where any “facility or activity” is physically located or conducted, including adjacent land used in connection with the facility or activity.

SLUDGE-ONLY FACILITY means any “treatment works treating domestic sewage” whose methods of sewage sludge use or disposal are subject to regulations promulgated pursuant to section 405(d) of the CWA and is required to obtain a permit under § 122.1(b)(2).

STANDARDS FOR SEWAGE SLUDGE USE OR DISPOSAL means the regulations promulgated pursuant to section 405(d) of the CWA which govern minimum requirements for sludge quality, management practices, and monitoring and reporting applicable to sewage sludge or the use or disposal of sewage sludge by any person.

STATE means any of the 50 States, the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, or an Indian Tribe as defined in these regulations which meets the requirements of § 123.31 of this chapter.

STATE DIRECTOR means the chief administrative officer of any State or interstate agency operating an “approved program,” or the delegated representative of the State Director. If responsibility is divided among two or more State or interstate agencies, “State Director” means the chief administrative officer of the State or interstate agency authorized to perform the particular procedure or function to which reference is made.

STORMWATER (or STORM WATER) (defined at § 122.26(b)(13)) means stormwater runoff, snow melt runoff, and surface runoff and drainage.

STORMWATER DISCHARGE ASSOCIATED WITH INDUSTRIAL ACTIVITY (defined at § 122.26(b)(14)) means the

discharge from any conveyance that is used for collecting and conveying stormwater and that is directly related to manufacturing, processing or raw materials storage areas at an industrial plant. The term does not include discharges from facilities or activities excluded from the NPDES program under this part 122. For the categories of industries identified in this section, the term includes, but is not limited to, stormwater discharges from industrial plant yards; immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility; material handling sites; refuse sites; sites used for the application or disposal of process waste waters (as defined at 40 CFR 401); sites used for the storage and maintenance of material handling equipment; sites used for residual treatment, storage, or disposal; shipping and receiving areas; manufacturing buildings; storage areas (including tank farms) for raw materials, and intermediate and final products; and areas where industrial activity has taken place in the past and significant materials remain and are exposed to stormwater. For the purposes of this paragraph, material handling activities include storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product, by-product or waste product. The term excludes areas located on plant lands separate from the plant's industrial activities, such as office buildings and accompanying parking lots as long as the drainage from the excluded areas is not mixed with stormwater drained from the above described areas. Industrial facilities (including industrial facilities that are federally, State, or municipally owned or operated that meet the description of the facilities listed in paragraphs 1 through 14 below) include those facilities designated under the provisions of 40 CFR 122.26(a)(1)(v). The following categories of facilities are considered to be engaging in "industrial activity" for purposes of 40 CFR 122.26(b)(14):

1. Facilities subject to stormwater effluent limitations guidelines, new source performance standards, or toxic pollutant effluent standards under 40 CFR Subchapter N (except facilities with toxic pollutant effluent standards which are exempted under paragraph 11 below);
2. Facilities classified as Standard Industrial Classification 24, Industry Group 241 that are rock crushing, gravel washing, log sorting, or log storage facilities operated in connection with silvicultural activities defined in 40 CFR 122.27(b)(2)–(3) and Industry Groups 242 through 249; 26 (except 265 and 267), 28 (except 283), 29, 311, 32 (except 323), 33, 3441, 373; (not included are all other types of silvicultural facilities);
3. Facilities classified as Standard Industrial Classifications 10 through 14 (mineral industry) including active or inactive mining operations (except for areas of coal mining operations no longer meeting the definition of a reclamation area under 40 CFR 434.11(1) because the performance bond issued to the facility by the appropriate SMCRA authority has been released, or except for areas of non-coal mining operations which have been released from applicable State or Federal reclamation requirements after December 17, 1990) and oil and gas exploration, production, processing, or treatment operations, or transmission facilities that discharge stormwater contaminated by contact with or that has come into contact with, any overburden, raw material, intermediate products, finished products, byproducts or waste products located on the site of such operations; (inactive mining operations are mining sites that are not being actively mined, but which have an identifiable owner/operator; inactive mining sites do not include sites where mining claims are being maintained prior to disturbances associated with the extraction, beneficiation, or processing of mined materials, nor sites where minimal activities are undertaken for the sole purpose of maintaining a mining claim);
4. Hazardous waste treatment, storage, or disposal facilities, including those that are operating under interim status or a permit under subtitle C of RCRA;
5. Landfills, land application sites, and open dumps that receive or have received any industrial wastes (waste that is received from any of the facilities described under this subsection) including those that are subject to regulation under subtitle D of RCRA;
6. Facilities involved in the recycling of materials, including metal scrapyards, battery reclaimers, salvage yards, and automobile junkyards, including but limited to those classified as Standard Industrial Classification 5015 and 5093;

FORM 2A—GLOSSARY CONTINUED

7. Steam electric power generating facilities, including coal handling sites;
8. Transportation facilities classified as Standard Industrial Classifications 40, 41, 42 (except 4221–25), 43, 44, 45, and 5171 which have vehicle maintenance shops, equipment cleaning operations, or airport deicing operations. Only those portions of the facility that are either involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication), equipment cleaning operations, airport deicing operations, or which are otherwise identified under paragraphs 1–7 or 9–11 are associated with industrial activity;
9. Treatment works treating domestic sewage or any other sewage sludge or wastewater treatment device or system, used in the storage treatment, recycling, and reclamation of municipal or domestic sewage, including land dedicated to the disposal of sewage sludge that are located within the confines of the facility, with a design flow of 1.0 mgd or more, or required to have an approved pretreatment program under 40 CFR 403. Not included are farm lands, domestic gardens or lands used for sludge management where sludge is beneficially reused and which are not physically located in the confines of the facility, or areas that are in compliance with section 405 of the CWA;
10. Construction activity including clearing, grading and excavation, except operations that result in the disturbance of less than five acres of total land area. Construction activity also includes the disturbance of less than five acres of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb five acres or more;
11. Facilities under Standard Industrial Classifications 20, 21, 22, 23, 2434, 25, 265, 267, 27, 283, 285, 30, 31 (except 311), 323, 34 (except 3441), 35, 36, 37 (except 373), 38, 39, and 4221–25.

TOXIC POLLUTANT means any pollutant listed as toxic under section 307(a)(1) or, in the case of “sludge use or disposal practices,” any pollutant identified in regulations implementing section 405(d) of the CWA.

TREATMENT WORKS TREATING DOMESTIC SEWAGE (TWTDS) means a POTW or any other sewage sludge or

waste water treatment devices or systems, regardless of ownership (including federal facilities), used in the storage, treatment, recycling, and reclamation of municipal or domestic sewage, including land dedicated for the disposal of sewage sludge. This definition does not include septic tanks or similar devices. For purposes of this definition, "domestic sewage" includes waste and waste water from humans or household operations that are discharged to or otherwise enter a treatment works. In States where there is no approved State sludge management program under section 405(f) of the CWA, the Regional Administrator may designate any person subject to the standards for sewage sludge use and disposal in 40 CFR 503 as a "treatment works treating domestic sewage," where he or she finds that there is a potential for adverse effects on public health and the environment from poor sludge quality or poor sludge handling, use or disposal practices, or where he or she finds that such designation is necessary to ensure that such person is in compliance with 40 CFR 503.

UPSET (defined at § 122.41(n)) means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the permittee. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.

VARIANCE means any mechanism or provision under section 301 or 316 of the CWA or under 40 CFR 125, or in the applicable "effluent limitations guidelines" which allows modification to or waiver of the generally applicable effluent limitation requirements or time deadlines of the CWA. This includes provisions which allow the establishment of alternative limitations based on fundamentally different factors or on sections 301(c), 301(g), 301(h), 301(i), or 316(a) of the CWA.

WATERS OF THE UNITED STATES as defined at § 122.2.

WHOLE EFFLUENT TOXICITY (WET) means the aggregate toxic effect of an effluent measured directly by a toxicity test.

Form 2A NPDES

U.S. Environmental Protection Agency Application for NPDES Permit to Discharge Wastewater

NEW AND EXISTING PUBLICLY OWNED TREATMENT WORKS

SECTION 1. BASIC APPLICATION INFORMATION FOR ALL APPLICANTS (40 CFR 122.21(j)(1) and (9))

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1.1 Facility name

Mailing address (street or P.O. box)

City or town State ZIP code

Contact name (first and last) Title Phone number Email address

Location address (street, route number, or other specific identifier) Same as mailing address

City or town State ZIP code

1.2 Is this application for a facility that has yet to commence discharge?

Yes See instructions on data submission No requirements for new dischargers.

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1.3 Is applicant different from entity listed under Item 1.1 above?

Yes No SKIP to Item 1.4.

Applicant name

Applicant address (street or P.O. box)

City or town State ZIP code

Contact name (first and last) Title Phone number Email address

1.4 Is the applicant the facility's owner, operator, or both? (Check only one response.)

Owner Operator Both

1.5 To which entity should the NPDES permitting authority send correspondence? (Check only one response.)

Facility and applicant Facility Applicant (they are one and the same)

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1.6 Indicate below any existing environmental permits. (Check all that apply and print or type the corresponding permit number for each.)

Existing Environmental Permits

NPDES (discharges to surface water) _____

RCRA (hazardous waste)

UIC (underground injection control) _____

PSD (air emissions)

Nonattainment program (CAA)

NESHAPs (CAA)

Ocean dumping (MPRSA)

Dredge or fill (CWA Section 404) _____

Other (specify)

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EPA Identification Number NPDES Permit Number Facility Name Form Approved 03/05/19 OMB No. 2040-0004

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1.7 Provide the collection system information requested below for the treatment works. Municipality Served

Population Served Collection System Type (indicate percentage) Ownership Status

_____ % separate sanitary sewer

_____ % combined storm and sanitary sewer

Unknown

Own Maintain

Own Maintain

Own Maintain _____ % separate sanitary sewer _____ % combined storm and sanitary sewer
Unknown
Own Maintain
Own Maintain
Own Maintain _____ % separate sanitary sewer _____ % combined storm and sanitary sewer
Unknown
Own Maintain
Own Maintain
Own Maintain _____ % separate sanitary sewer _____ % combined storm and sanitary sewer
Unknown
Own Maintain
Own Maintain
Own Maintain Total Population Served
Total percentage of each type of sewer line (in miles)
Separate Sanitary Sewer System Combined Storm and Sanitary Sewer
% %

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1.8 Is the treatment works located in Indian Country?

Yes No

1.9 Does the facility discharge to a receiving water that flows through Indian Country?

Yes No

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1.10 Provide design and actual flow rates in the designated spaces. Design Flow Rate

mgd

Annual Average Flow Rates (Actual)

Two Years Ago Last Year This Year

mgd mgd mgd

Maximum Daily Flow Rates (Actual)

Two Years Ago Last Year This Year

mgd mgd mgd

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1.11 Provide the total number of effluent discharge points to waters of the United States by type.

Total Number of Effluent Discharge Points by Type

Treated Effluent Untreated Effluent Combined Sewer Overflows Bypasses Constructed Emergency Overflows

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Outfalls Other Than to Waters of the United States

1.12 Does the POTW discharge wastewater to basins, ponds, or other surface impoundments that do not have outlets for discharge to waters of the United States?

Yes No SKIP to Item 1.14.

1.13 Provide the location of each surface impoundment and associated discharge information in the table below.

Surface Impoundment Location and Discharge Data

Location Average Daily Volume Discharged to Surface Impoundment

Continuous or Intermittent (check one)

gpd Continuous

Intermittent

gpd Continuous

Intermittent

gpd Continuous

Intermittent

1.14 Is wastewater applied to land?

Yes No SKIP to Item 1.16.

1.15 Provide the land application site and discharge data requested below. Land Application Site and Discharge Data

Location Size Average Daily Volume Applied

Continuous or Intermittent (check one)

acres gpd Continuous

Intermittent

acres gpd Continuous

Intermittent

acres gpd Continuous

Intermittent

1.16 Is effluent transported to another facility for treatment prior to discharge?

Yes No SKIP to Item 1.21.

1.17 Describe the means by which the effluent is transported (e.g., tank truck, pipe).

1.18 Is the effluent transported by a party other than the applicant?

Yes No SKIP to Item 1.20.

1.19 Provide information on the transporter below. Transporter Data

Entity name Mailing address (street or P.O. box)

City or town State ZIP code

Contact name (first and last) Title

Phone number Email address

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1.20 In the table below, indicate the name, address, contact information, NPDES number, and average daily flow rate of the receiving facility. Receiving Facility Data Facility name Mailing address (street or P.O. box)
City or town State ZIP code
Contact name (first and last) Title
Phone number Email address
NPDES number of receiving facility (if any) None Average daily flow rate mgd

1.21 Is the wastewater disposed of in a manner other than those already mentioned in Items 1.14 through 1.21 that do not have outlets to waters of the United States (e.g., underground percolation, underground injection)?
Yes No SKIP to Item 1.23.

1.22 Provide information in the table below on these other disposal methods. Information on Other Disposal Methods
Disposal Method Description
Location of Disposal Site Size of Disposal Site
Annual Average Daily Discharge Volume
Continuous or Intermittent (check one)
acres gpd Continuous
Intermittent
acres gpd Continuous
Intermittent
acres gpd Continuous
Intermittent

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1.23 Do you intend to request or renew one or more of the variances authorized at 40 CFR 122.21(n)? (Check all that apply. Consult with your NPDES permitting authority to determine what information needs to be submitted and when.)

Discharges into marine waters (CWA Water quality related effluent limitation (CWA Section Section 301(h))
302(b)(2))

Not applicable

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1.24 Are any operational or maintenance aspects (related to wastewater treatment and effluent quality) of the treatment works the responsibility of a contractor?

Yes No SKIP to Section 2.

1.25 Provide location and contact information for each contractor in addition to a description of the contractor's operational and maintenance responsibilities. Contractor Information Contractor 1 Contractor 2 Contractor 3

Contractor name (company name)

Mailing address (street or P.O. box) City, state, and ZIP code Contact name (first and last)

Phone number

Email address

Operational and maintenance responsibilities of contractor

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SECTION 2. ADDITIONAL INFORMATION (40 CFR 122.21(j)(1) and (2))

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Outfalls to Waters of the United States

2.1 Does the treatment works have a design flow greater than or equal to 0.1 mgd?

Yes No SKIP to Section 3.

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2.2 Provide the treatment works' current average daily volume of inflow and infiltration. Average Daily Volume of Inflow and Infiltration

gpd

Indicate the steps the facility is taking to minimize inflow and infiltration.

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2.3 Have you attached a topographic map to this application that contains all the required information? (See instructions for specific requirements.)

Yes No

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2.4 Have you attached a process flow diagram or schematic to this application that contains all the required information? (See instructions for specific requirements.)

Yes No

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2.5 Are improvements to the facility scheduled?

Yes No SKIP to Section 3.

Briefly list and describe the scheduled improvements.

- 1.
- 2.
- 3.
- 4.

2.6 Provide scheduled or actual dates of completion for improvements.

Scheduled or Actual Dates of Completion for Improvements

Scheduled Improvement (from above)

Affected Outfalls (list outfall number)

Begin Construction (MM/DD/YYYY)

End Construction (MM/DD/YYYY)

Begin Discharge (MM/DD/YYYY)

Attainment of Operational Level (MM/DD/YYYY)

- 1.

2.

3.

4.

2.7 Have appropriate permits/clearances concerning other federal/state requirements been obtained? Briefly explain your response.

Yes No None required or applicable

Explanation:

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SECTION 3. INFORMATION ON EFFLUENT DISCHARGES (40 CFR 122.21(j)(3) to (5))

3.1 Provide the following information for each outfall. (Attach additional sheets if you have more than three outfalls.)

Outfall Number _____ Outfall Number _____ Outfall Number _____

State

County

City or town

Distance from shore ft. ft. ft.

Depth below surface ft. ft. ft.

Average daily flow rate mgd mgd mgd

Latitude ° ' " ° ' " ° ' "

Longitude ° ' " ° ' " ° ' "

3.2 Do any of the outfalls described under Item 3.1 have seasonal or periodic discharges?

Yes No SKIP to Item 3.4.

3.3 If so, provide the following information for each applicable outfall.

Outfall Number _____ Outfall Number _____ Outfall Number _____

Number of times per year discharge occurs Average duration of each discharge (specify units) Average flow of each mgd mgd mgd discharge Months in which discharge occurs

3.4 Are any of the outfalls listed under Item 3.1 equipped with a diffuser?

Yes No SKIP to Item 3.6.

3.5 Briefly describe the diffuser type at each applicable outfall. Outfall Number _____ Outfall Number _____

Outfall Number _____

Does the treatment works discharge or plan to discharge wastewater to waters of the United States from one or more 3.6 discharge points?

Yes No SKIP to Section 6.

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3.7 Provide the receiving water and related information (if known) for each outfall.

Outfall Number _____ Outfall Number _____ Outfall Number _____

Receiving water name

Name of watershed, river, or stream system

U.S. Soil Conservation Service 14-digit watershed code

Name of state management/river basin

U.S. Geological Survey 8-digit hydrologic cataloging unit code

Critical low flow (acute) cfs cfs cfs

Critical low flow (chronic) cfs cfs cfs

Total hardness at critical low flow mg/L of CaCO₃

mg/L of CaCO₃

mg/L of CaCO₃

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3.8 Provide the following information describing the treatment provided for discharges from each outfall.

Outfall Number _____ Outfall Number _____ Outfall Number _____

Highest Level of Treatment (check all that apply per outfall)

Primary

Equivalent to secondary

Secondary

Advanced

Other (specify) _____

Primary

Equivalent to secondary

Secondary

Advanced

Other (specify) _____

Primary

Equivalent to secondary

Secondary

Advanced

Other (specify) _____ Design Removal Rates by Outfall

BOD5 or CBOD5 % % %

TSS % % %

Phosphorus Not applicable

%

Not applicable

%

Not applicable

%

Nitrogen Not applicable

%

Not applicable

%

Not applicable

%

Other (specify)

Not applicable

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Not applicable

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3.9 Describe the type of disinfection used for the effluent from each outfall in the table below. If disinfection varies by season, describe below.

Outfall Number _____ Outfall Number _____ Outfall Number _____

Disinfection type

Seasons used

Dechlorination used? Not applicable

Yes

No

Not applicable

Yes

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Not applicable

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3.10 Have you completed monitoring for all Table A parameters and attached the results to the application package?

Yes No

3.11 Have you conducted any WET tests during the 4.5 years prior to the date of the application on any of the facility's discharges or on any receiving water near the discharge points?

Yes No SKIP to Item 3.13.

3.12 Indicate the number of acute and chronic WET tests conducted since the last permit reissuance of the facility's discharges by outfall number or of the receiving water near the discharge points.

Outfall Number _____ Outfall Number _____ Outfall Number _____

Acute Chronic Acute Chronic Acute Chronic

Number of tests of discharge water

Number of tests of receiving water 3.13 Does the treatment works have a design flow greater than or equal to 0.1 mgd?

Yes No SKIP to Item 3.16.

3.14 Does the POTW use chlorine for disinfection, use chlorine elsewhere in the treatment process, or otherwise have reasonable potential to discharge chlorine in its effluent?

Yes Complete Table B, including chlorine. No Complete Table B, omitting chlorine.

3.15 Have you completed monitoring for all applicable Table B pollutants and attached the results to this application package?

Yes No

3.16 Does one or more of the following conditions apply?

- The facility has a design flow greater than or equal to 1 mgd.
- The POTW has an approved pretreatment program or is required to develop such a program.
- The NPDES permitting authority has informed the POTW that it must sample for the parameters in Table C, must sample other additional parameters (Table D), or submit the results of WET tests for acute or chronic toxicity for each of its discharge outfalls (Table E).

Yes Complete Tables C, D, and E as No SKIP to Section 4. applicable.

3.17 Have you completed monitoring for all applicable Table C pollutants and attached the results to this application package?

Yes No

3.18 Have you completed monitoring for all applicable Table D pollutants required by your NPDES permitting authority and attached the results to this application package? No additional sampling required by NPDES Yes

permitting authority.

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EPA Identification Number NPDES Permit Number Facility Name Form Approved 03/05/19 OMB No. 2040-0004

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3.19 Has the POTW conducted either (1) minimum of four quarterly WET tests for one year preceding this permit application or (2) at least four annual WET tests in the past 4.5 years? No Complete tests and Table E and SKIP to Yes Item 3.26.

3.20 Have you previously submitted the results of the above tests to your NPDES permitting authority? No Provide results in Table E and SKIP to Yes Item 3.26. 3.21 Indicate the dates the data were submitted to your NPDES permitting authority and provide a summary of the results. Date(s) Submitted (MM/DD/YYYY) Summary of Results

3.22 Regardless of how you provided your WET testing data to the NPDES permitting authority, did any of the tests result in toxicity?

Yes No SKIP to Item 3.26.

3.23 Describe the cause(s) of the toxicity:

3.24 Has the treatment works conducted a toxicity reduction evaluation?

Yes No SKIP to Item 3.26.

3.25 Provide details of any toxicity reduction evaluations conducted.

3.26 Have you completed Table E for all applicable outfalls and attached the results to the application package? Not applicable because previously submitted Yes information to the NPDES permitting authority.

SECTION 4. INDUSTRIAL DISCHARGES AND HAZARDOUS WASTES (40 CFR 122.21(j)(6) and (7))

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4.1 Does the POTW receive discharges from SIUs or NSCIUs?

Yes No SKIP to Item 4.7.

4.2 Indicate the number of SIUs and NSCIUs that discharge to the POTW. Number of SIUs Number of NSCIUs

4.3 Does the POTW have an approved pretreatment program?

Yes No

4.4 Have you submitted either of the following to the NPDES permitting authority that contains information substantially identical to that required in Table F: (1) a pretreatment program annual report submitted within one year of the application or (2) a pretreatment program?

Yes No SKIP to Item 4.6.

4.5 Identify the title and date of the annual report or pretreatment program referenced in Item 4.4. SKIP to Item 4.7.

4.6 Have you completed and attached Table F to this application package?

Yes No

Yes No SKIP to Item 4.9.

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4.8 If yes, provide the following information:

Hazardous Waste Number Waste Transport Method (check all that apply)

Annual Amount of Waste Received

Units

Truck Rail

Dedicated pipe Other (specify) _____

Truck Rail

Dedicated pipe Other (specify) _____

Truck Rail

Dedicated pipe Other (specify) _____

4.9 Does the POTW receive, or has it been notified that it will receive, wastewaters that originate from remedial activities, including those undertaken pursuant to CERCLA and Sections 3004(7) or 3008(h) of RCRA?

Yes No SKIP to Section 5.

4.10 Does the POTW receive (or expect to receive) less than 15 kilograms per month of non-acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e)?

Yes SKIP to Section 5. No

4.11 Have you reported the following information in an attachment to this application: identification and description of the site(s) or facility(ies) at which the wastewater originates; the identities of the wastewater's hazardous constituents; and the extent of treatment, if any, the wastewater receives or will receive before entering the POTW?

Yes No

SECTION 5. COMBINED SEWER OVERFLOWS (40 CFR 122.21(j)(8))

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5.1 Does the treatment works have a combined sewer system?

No SKIP to Section 6. Yes

5.2 Have you attached a CSO system map to this application? (See instructions for map requirements.)

Yes No

5.3 Have you attached a CSO system diagram to this application? (See instructions for diagram requirements.)

Yes No

EPA Identification Number NPDES Permit Number Facility Name Form Approved 03/05/19 OMB No. 2040-0004

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5.4 For each CSO outfall, provide the following information. (Attach additional sheets as necessary.)

CSO Outfall Number ____ CSO Outfall Number ____ CSO Outfall Number ____

City or town

State and ZIP code

County

Latitude ° ' " ° ' " ° ' "

Longitude ° ' " ° ' " ° ' "

Distance from shore ft. ft. ft.

Depth below surface ft. ft. ft.

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5.5 Did the POTW monitor any of the following items in the past year for its CSO outfalls?

CSO Outfall Number ____ CSO Outfall Number ____ CSO Outfall Number ____

Rainfall Yes No Yes No Yes No

CSO flow volume Yes No Yes No Yes No

CSO pollutant concentrations Yes No Yes No Yes No

Receiving water quality Yes No Yes No Yes No

CSO frequency Yes No Yes No Yes No

Number of storm events Yes No Yes No Yes No

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5.6 Provide the following information for each of your CSO outfalls.

CSO Outfall Number ____ CSO Outfall Number ____ CSO Outfall Number ____

Number of CSO events in the past year events events events

Average duration per event hours

Actual or Estimated

hours

Actual or Estimated

hours

Actual or Estimated

Average volume per event million gallons

Actual or Estimated

million gallons

Actual or Estimated

million gallons

Actual or Estimated

Minimum rainfall causing a CSO event in last year inches of rainfall

Actual or Estimated

inches of rainfall

Actual or Estimated

inches of rainfall

Actual or Estimated

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5.7 Provide the information in the table below for each of your CSO outfalls.

CSO Outfall Number ____ CSO Outfall Number ____ CSO Outfall Number ____

Receiving water name

Name of watershed/ stream system U.S. Soil Conservation Service 14-digit watershed code (if known)

Unknown Unknown Unknown

Name of state management/river basin U.S. Geological Survey 8-Digit Hydrologic Unit Code (if known)

Unknown Unknown Unknown

Description of known water quality impacts on receiving stream by CSO (see instructions for examples)

SECTION 6. CHECKLIST AND CERTIFICATION STATEMENT (40 CFR 122.22(a) and (d))

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6.1 In Column 1 below, mark the sections of Form 2A that you have completed and are submitting with your application. For each section, specify in Column 2 any attachments that you are enclosing to alert the permitting authority. Note that not all applicants are required to provide attachments. Column 1 Column 2

Section 1: Basic Application Information for All Applicants w/ variance request(s) w/ additional attachments

Section 2: Additional Information

w/ topographic map w/ process flow diagram

w/ additional attachments

Section 3: Information on Effluent Discharges

w/ Table A w/ Table D

w/ Table B w/ Table E

w/ Table C w/ additional attachments

Section 4: Industrial Discharges and Hazardous Wastes

w/ SIU and NSCIU attachments w/ Table F

w/ additional attachments

Section 5: Combined Sewer Overflows

w/ CSO map w/ additional attachments

w/ CSO system diagram

Section 6: Checklist and Certification Statement w/ attachments

6.2 Certification Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons

directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine

and imprisonment for knowing violations. Name (print or type first and last name) Official title

Signature Date signed

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TABLE A. EFFLUENT PARAMETERS FOR ALL POTWS

Maximum Daily Discharge Average Daily Discharge Analytical ML or MDL Pollutant Number of Method1 Value
Units Value Units (include units) Samples Biochemical oxygen demand ML BOD5 or CBOD5 MDL (report
one)

ML Fecal coliform MDL

Design flow rate

pH (minimum)

pH (maximum)

Temperature (winter)

Temperature (summer)

ML Total suspended solids (TSS) MDL

1 Sampling shall be conducted according to sufficiently sensitive test procedures (i.e., methods) approved under 40 CFR 136 for the analysis of pollutants or pollutant parameters or required under 40 CFR chapter I, subchapter N or O. See instructions and 40 CFR 122.21(e)(3).

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EPA Identification Number NPDES Permit Number Facility Name Outfall Number Form Approved 03/05/19 OMB No.
2040-0004

TABLE B. EFFLUENT PARAMETERS FOR ALL POTWS WITH A FLOW EQUAL TO OR GREATER THAN 0.1
MGD

Pollutant Maximum Daily Discharge Average Daily Discharge Analytical Method¹

ML or MDL (include units) Value Units Value Units Number of Samples

Ammonia (as N) ML MDL

Chlorine (total residual, TRC)²

ML

MDL

Dissolved oxygen ML

MDL

Nitrate/nitrite ML

MDL

Kjeldahl nitrogen ML

MDL

Oil and grease ML

MDL

Phosphorus ML

MDL

Total dissolved solids ML

MDL

¹ Sampling shall be conducted according to sufficiently sensitive test procedures (i.e., methods) approved under 40 CFR 136 for the analysis of pollutants or pollutant parameters or required under 40 CFR chapter I, subchapter N or O. See instructions and 40 CFR 122.21(e)(3).

2 Facilities that do not use chlorine for disinfection, do not use chlorine elsewhere in the treatment process, and have no reasonable potential to discharge chlorine in their effluent are not required to report data for chlorine.

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EPA Identification Number NPDES Permit Number Facility Name Outfall Number Form Approved 03/05/19 OMB No.
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TABLE C. EFFLUENT PARAMETERS FOR SELECTED POTWS

Pollutant Maximum Daily Discharge Average Daily Discharge Analytical Method¹

ML or MDL (include units) Value Units Value Units Number of Samples

Metals, Cyanide, and Total Phenols

Hardness (as CaCO₃) ML

MDL

Antimony, total recoverable ML

MDL

Arsenic, total recoverable ML

MDL

Beryllium, total recoverable ML

MDL

Cadmium, total recoverable ML

MDL

Chromium, total recoverable ML MDL

Copper, total recoverable ML

MDL

Lead, total recoverable ML

MDL

Mercury, total recoverable ML

MDL

Nickel, total recoverable ML

MDL

Selenium, total recoverable ML

MDL

Silver, total recoverable ML

MDL

Thallium, total recoverable ML

MDL

Zinc, total recoverable ML

MDL

Cyanide ML

MDL

Total phenolic compounds ML

MDL

Volatile Organic Compounds

Acrolein ML

MDL

Acrylonitrile ML

MDL

Benzene ML

MDL

Bromoform ML

MDL

EPA Identification Number NPDES Permit Number Facility Name Outfall Number Form Approved 03/05/19 OMB No.
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TABLE C. EFFLUENT PARAMETERS FOR SELECTED POTWS

Pollutant Maximum Daily Discharge Average Daily Discharge Analytical Method¹

ML or MDL (include units) Value Units Value Units Number of Samples

Carbon tetrachloride ML

MDL

Chlorobenzene ML

MDL

Chlorodibromomethane ML

MDL

Chloroethane ML

MDL
2-chloroethylvinyl ether ML
MDL
Chloroform ML
MDL
Dichlorobromomethane ML
MDL
1,1-dichloroethane ML
MDL
1,2-dichloroethane ML
MDL
trans-1,2-dichloroethylene ML
MDL
1,1-dichloroethylene ML
MDL
1,2-dichloropropane ML
MDL
1,3-dichloropropylene ML
MDL
Ethylbenzene ML
MDL
Methyl bromide ML
MDL
Methyl chloride ML
MDL
Methylene chloride ML
MDL
1,1,2,2-tetrachloroethane ML
MDL
Tetrachloroethylene ML
MDL
Toluene ML
MDL
1,1,1-trichloroethane ML
MDL
1,1,2-trichloroethane ML
MDL

EPA Identification Number NPDES Permit Number Facility Name Outfall Number Form Approved 03/05/19 OMB No.
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TABLE C. EFFLUENT PARAMETERS FOR SELECTED POTWS

Pollutant Maximum Daily Discharge Average Daily Discharge Analytical Method¹

ML or MDL (include units) Value Units Value Units Number of Samples

Trichloroethylene ML

MDL

Vinyl chloride ML

MDL

Acid-Extractable Compounds

p-chloro-m-cresol ML

MDL

2-chlorophenol ML

MDL

2,4-dichlorophenol ML

MDL

2,4-dimethylphenol ML

MDL

4,6-dinitro-o-cresol ML

MDL

2,4-dinitrophenol ML

MDL

2-nitrophenol ML

MDL

4-nitrophenol ML

MDL

Pentachlorophenol ML

MDL

Phenol ML

MDL

2,4,6-trichlorophenol ML

MDL

Base-Neutral Compounds

Acenaphthene ML

MDL

Acenaphthylene ML

MDL

Anthracene ML

MDL

Benzidine ML

MDL

Benzo(a)anthracene ML

MDL

Benzo(a)pyrene ML

MDL

3,4-benzofluoranthene ML

MDL

EPA Identification Number NPDES Permit Number Facility Name Outfall Number Form Approved 03/05/19 OMB No.
2040-0004

TABLE C. EFFLUENT PARAMETERS FOR SELECTED POTWS

Pollutant Maximum Daily Discharge Average Daily Discharge Analytical Method¹

ML or MDL (include units) Value Units Value Units Number of Samples

Benzo(ghi)perylene ML

MDL

Benzo(k)fluoranthene ML

MDL

Bis (2-chloroethoxy) methane ML

MDL

Bis (2-chloroethyl) ether ML

MDL

Bis (2-chloroisopropyl) ether ML

MDL

Bis (2-ethylhexyl) phthalate ML

MDL

4-bromophenyl phenyl ether ML

MDL

Butyl benzyl phthalate ML

MDL

2-chloronaphthalene ML

MDL

4-chlorophenyl phenyl ether ML

MDL

Chrysene ML

MDL

di-n-butyl phthalate ML

MDL

di-n-octyl phthalate ML

MDL

Dibenzo(a,h)anthracene ML

MDL

1,2-dichlorobenzene ML

MDL

1,3-dichlorobenzene ML

MDL

1,4-dichlorobenzene ML

MDL

3,3-dichlorobenzidine ML

MDL

Diethyl phthalate ML

MDL

Dimethyl phthalate ML

MDL

2,4-dinitrotoluene ML

MDL

2,6-dinitrotoluene ML

MDL

EPA Identification Number NPDES Permit Number Facility Name Outfall Number Form Approved 03/05/19 OMB No.
2040-0004

TABLE C. EFFLUENT PARAMETERS FOR SELECTED POTWS

Pollutant Maximum Daily Discharge Average Daily Discharge Analytical Method¹

ML or MDL (include units) Value Units Value Units Number of Samples

1,2-diphenylhydrazine ML

MDL

Fluoranthene ML

MDL

Fluorene ML

MDL

Hexachlorobenzene ML

MDL

Hexachlorobutadiene ML

MDL

Hexachlorocyclo-pentadiene ML

MDL

Hexachloroethane ML

MDL

Indeno(1,2,3-cd)pyrene ML

MDL

Isophorone ML

MDL

Naphthalene ML

MDL

Nitrobenzene ML

MDL

N-nitrosodi-n-propylamine ML

MDL

N-nitrosodimethylamine ML

MDL

N-nitrosodiphenylamine ML

MDL

Phenanthrene ML

MDL

Pyrene ML

MDL

1,2,4-trichlorobenzene ML

MDL

1 Sampling shall be conducted according to sufficiently sensitive test procedures (i.e., methods) approved under 40 CFR 136 for the analysis of pollutants or pollutant parameters or required under 40 CFR Chapter I, Subchapter N or O. See instructions and 40 CFR 122.21(e)(3).

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EPA Identification Number NPDES Permit Number Facility Name Outfall Number Form Approved 03/05/19 OMB No.
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TABLE D. ADDITIONAL POLLUTANTS AS REQUIRED BY NPDES PERMITTING AUTHORITY

Pollutant (list)

Maximum Daily Discharge Average Daily Discharge Analytical Method¹

ML or MDL (include units) Value Units Value Units Number of Samples

No additional sampling is required by NPDES permitting authority.

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

ML

MDL

1 Sampling shall be conducted according to sufficiently sensitive test procedures (i.e., methods) approved under 40 CFR 136 for the analysis of pollutants or pollutant parameters or required under 40 CFR chapter I, subchapter N or O. See instructions and 40 CFR 122.21(e)(3).

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TABLE E. EFFLUENT MONITORING FOR WHOLE EFFLUENT TOXICITY

The table provides response space for one whole effluent toxicity sample. Copy the table to report additional test results.

Test Information

Test Number _____ Test Number _____ Test Number _____

Test species

Age at initiation of test

Outfall number

Date sample collected

Date test started

Duration

Toxicity Test Methods

Test method number

Manual title

Edition number and year of publication

Page number(s)

Sample Type

Check one: Grab

24-hour composite

Grab

24-hour composite

Grab

24-hour composite

Sample Location Check one: Before Disinfection

After Disinfection

After Dechlorination

Before Disinfection

After Disinfection

After Dechlorination

Before disinfection

After disinfection

After dechlorination

Point in Treatment Process Describe the point in the treatment process at which the sample was collected for each test.

Toxicity Type Indicate for each test whether the test was performed to assess acute or chronic toxicity, or both. (Check one response.)

Acute

Chronic

Both

Acute

Chronic

Both

Acute

Chronic

Both

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EPA Identification Number NPDES Permit Number Facility Name Outfall Number Form Approved 03/05/19 OMB No.
2040-0004

TABLE E. EFFLUENT MONITORING FOR WHOLE EFFLUENT TOXICITY

The table provides response space for one whole effluent toxicity sample. Copy the table to report additional test results.

Test Number _____ Test Number _____ Test Number _____

Test Type Indicate the type of test performed. (Check one response.) Static

Static-renewal

Flow-through

Static

Static-renewal

Flow-through

Static

Static-renewal

Flow-through Source of Dilution Water

Indicate the source of dilution water. (Check one response.) Laboratory water

Receiving water

Laboratory water

Receiving water

Laboratory water

Receiving water

If laboratory water, specify type.

If receiving water, specify source.

Type of Dilution Water Indicate the type of dilution water. If salt water, specify "natural" or type of artificial sea salts or brine used.

Fresh water

Salt water (specify)

Fresh water

Salt water (specify)

Fresh water

Salt water (specify)

Percentage Effluent Used

Specify the percentage effluent used for all concentrations in the test series.

Parameters Tested Check the parameters tested. pH

Salinity

Temperature

Ammonia

Dissolved oxygen

pH

Salinity

Temperature

Ammonia

Dissolved oxygen

pH

Salinity

Temperature

Ammonia

Dissolved oxygen

Acute Test Results Percent survival in 100% effluent % % %

LC50

95% confidence interval % % %

Control percent survival % % %

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EPA Identification Number NPDES Permit Number Facility Name Outfall Number Form Approved 03/05/19 OMB No.
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TABLE E. EFFLUENT MONITORING FOR WHOLE EFFLUENT TOXICITY

The table provides response space for one whole effluent toxicity sample. Copy the table to report additional test results.

Test Number _____ Test Number _____ Test Number _____

Acute Test Results Continued Other (describe)

Chronic Test Results NOEC % % %

IC25 % % %

Control percent survival % % %

Other (describe)

Quality Control/Quality Assurance

Is reference toxicant data available? Yes No Yes No Yes No

Was reference toxicant test within acceptable bounds? Yes No Yes No Yes No

What date was reference toxicant test run

(MM/DD/YYYY)? Other (describe)

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TABLE F. INDUSTRIAL DISCHARGE INFORMATION

Response space is provided for three SIUs. Copy the table to report information for additional SIUs.

SIU ____ SIU ____ SIU ____

Name of SIU

Mailing address (street or P.O. box)

City, state, and ZIP code

Description of all industrial processes that affect or contribute to the discharge.

List the principal products and raw materials that affect or contribute to the SIU's discharge.

Indicate the average daily volume of wastewater discharged by the SIU. gpd gpd gpd

How much of the average daily volume is attributable to process flow? gpd gpd gpd

How much of the average daily volume is attributable to non-process flow? gpd gpd gpd

Is the SIU subject to local limits? Yes No Yes No Yes No

Is the SIU subject to categorical standards? Yes No Yes No Yes No

TABLE F. INDUSTRIAL DISCHARGE INFORMATION

Response space is provided for three SIUs. Copy the table to report information for additional SIUs.

SIU ____ SIU ____ SIU ____

Under what categories and subcategories is the SIU subject?

Has the POTW experienced problems (e.g., upsets, pass-through interferences) in the past 4.5 years that are attributable to the SIU? Yes No Yes No Yes No

If yes, describe.

Agenda Item:

Meeting Date: March 2, 2021

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Pat Corso, Executive Director, Moore County Partners in Progress

DATE: February 16, 2021

SUBJECT: EDA Grant Matching Funds Request

PRESENTERS: Tom Robinson, Carthage Town Manager & Kathy Liles, Carthage Planning Director

REQUEST:

Request that the Board of Commissioners approve Moore County government providing the following: 1) Twenty percent (20%) of the total Buggy building repair and renovation project costs related to the Town of Carthage's and Moore County Partners in Progress' (PIP) joint Entrepreneurship Hub project for northern Moore County. This 20% is the local matching share required for an Economic Development Administration (EDA) FY2020 Public Works construction grant. 2) A letter of support documenting the commitment of the matching funds, as required for the grant application.

BACKGROUND:

The County Commissioners are already familiar with the Entrepreneurship Hub project for northern Moore County, as it was originally presented to the Commissioners at their September 17, 2019 Board meeting. Most recently, Creative Economic Development Consulting (CEDC), as contracted by PIP, completed the market analysis and feasibility study for the Hub, and presented the positive findings of both reports to the County Commissioners at their January 19, 2021 meeting.

As CEDC explained in the presentation at the 1/19/21 Commissioners' Board meeting, research indicates that the historic "Buggy" building at 104 S. Ray Street in Carthage could be a viable and sustainable location for the Hub. This building is owned by the Town of Carthage, and at their 1/19/21 meeting, the Town's Board of Commissioners expressed their support not only for the Hub concept, but also for renovating and establishing the Buggy building as the Entrepreneurship Hub facility.

In substantial disrepair, the 2-story, 4,675 +/- square-foot Buggy building will require extensive repairs and refurbishing to be repurposed as the Hub. As a frame of reference, these costs are estimated to be in the range of at least \$800,000 based on cost estimates previously obtained. The Town of Carthage is in the process of getting another, more up-to-date estimate from a local commercial builder. The Town, as the lead applicant, intends to apply for an EDA FY2020 Public Works construction grant in the amount of eighty percent (80%) of the total renovation project costs. PIP will be the co-applicant for the grant. The grant requires that the remaining twenty percent (20%) must be matching funds committed to the project from non-federal sources. Grant applicants must provide documentation to the EDA that the matching share will be "committed to the project for

the period of performance, be available as needed, and not be conditioned or encumbered in any way.” Both the 80% and 20% specific amounts will soon be confirmed based on all cost estimates to ensure that adequate funds will be requested from the EDA to complete all repairs and renovations

including any possible contingencies.

IMPLEMENTATION PLAN:

The Town of Carthage will apply for an EDA FY2020 Public Works construction grant in the amount of 80% of the Buggy building's renovation project costs, with PIP as the co-applicant. The grant application will include a letter from Moore County specifying its commitment to provide the required 20% local matching funds in the form of cash.

FINANCIAL IMPACT STATEMENT:

As required by the grant, Moore County is committing to provide the 20% matching share of the repair and refurbishment project costs to repurpose the Buggy building in Carthage as the Entrepreneurship Hub facility. These funds will be payable by the County only if the project is selected by the EDA for a grant award. Furthermore, if awarded, the grant funds will be paid by the EDA as a reimbursement of actual renovation project costs incurred; therefore, the County will only be obligated to pay 20% of the total actual project costs incurred.

The EDA has not specified an award announcement date for this grant program but has indicated that it may be as long as 6 to 9 months after the application is submitted for the EDA to announce an award. As a result, the 20% matching share requested from Moore County will impact the County's 2021-2022 fiscal budget if the grant is awarded.

RECOMMENDATION SUMMARY:

Make a motion and approve Moore County government providing the following: 1) Twenty percent (20%) of the total Buggy building repair and renovation project costs related to the Town of Carthage's and Moore County Partners in Progress' (PIP) joint Entrepreneurship Hub project for northern Moore County. This 20% is the local matching share required for an Economic Development Administration (EDA) FY2020 Public Works construction grant. 2) A letter of support documenting the commitment of the matching funds, as required for the grant application.

SUPPORTING ATTACHMENTS:

Draft Matching Funds Commitment Letter

CONTACT INFORMATION

Pat Corso, Executive Director
Moore County Partners in Progress
910-246-0311
patcorso@moorebusiness.org

DRAFT FUNDING COMMITMENT LETTER

(on County of Moore letterhead)

March 2, 2021

Ms. Hillary Sherman, Economic Development Representative
Economic Development Administration
401 West Peachtree Street NW, Suite 1820
Atlanta, GA 30308

Dear Ms. Sherman,

The Town of Carthage is applying for the EDA's FY2020 Public Works Construction Grant for the Town of Carthage's and Moore County Partners in Progress' joint Entrepreneurship Hub project for northern Moore County, NC. Following the successful completion of Partners in Progress' "Entrepreneurial Ecosystem Assessment & Entrepreneurial Incubator Hub Feasibility Study to Support Disaster Recovery, Economic Resiliency, and Diversification" (EDA Award #04-69-07427), this application for a construction grant is the next phase of the project.

A total budget of \$_____ is proposed for this project, comprised of the federal share of \$_____ (80% of the total project cost) that is being requested through this grant, and the non-federal share of \$_____ (20% of the total project cost) which represents the required matching funds. Please accept this letter as a commitment that these matching funds will be provided by County of Moore local government in the form of cash and are immediately available, committed, and unencumbered over the life of the project.

Sincerely,

Agenda Item:

Meeting Date: March 2, 2021

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Caroline L. Xiong, Finance Director

DATE: February 22, 2021

SUBJECT: Quarterly Fiscal Report – Sandhills Center of MH/DD/SAS

PRESENTER: Caroline L. Xiong, Finance Director

REQUEST:

Receive as information the Sandhills Center for Mental Health/Developmental Disabilities and Substance Abuse Services Quarterly Fiscal Report for the period ending December 31, 2020.

BACKGROUND:

North Carolina General Statutes [122C-117(c)] requires Area Mental Health Directors and Finance Officers to provide quarterly reports of the area authority to each board member of County Commissioners. The 2006 General Assembly changed the statute to require the County Finance Officer to provide the quarterly report to the Board of County Commissioners at the regularly scheduled meeting of the Board Following the end of the quarter. The information is to be provided in a format prescribed by the County, but presented in person and read into the minutes at least twice annually.

IMPLEMENTATION PLAN:

Receive as information the Sandhills Center for Mental Health/Developmental Disabilities and Substance Abuse Services Quarterly Fiscal Report for the period ending December 31, 2020.

FINANCIAL IMPACT STATEMENT:

None.

RECOMMENDATION SUMMARY:

Receive as information the Sandhills Center for Mental Health/Developmental Disabilities and Substance Abuse Services Quarterly Fiscal Report for the period ending December 31, 2020.

SUPPORTING ATTACHMENTS:

Quarterly Fiscal Report for the period ending December 31, 2020 – Sandhills Center for MH/DD/SAS

Agenda Item:

Meeting Date: 3/2/21

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Misty Leland, County Attorney

DATE: February 1, 2021

SUBJECT: Quasi-Judicial Hearing on Request for Refund of Excise Tax

PRESENTER: Misty Leland, County Attorney

REQUEST: Attorney Emily G. Price of the Hutchens Law Firm is requesting a refund of excise tax in the amount of \$290.00. Pursuant to N.C.G.S. §105-228.37, the Board of Commissioners shall conduct a hearing to consider this request. The hearing is a quasi-judicial proceeding.

BACKGROUND: Attorney Emily G. Price of the Hutchens Law Firm prepared a North Carolina General Warranty Deed for property located in Hoke County for her client, Juan A. Rivera Diaz. The deed was erroneously filed in Moore County. Attorney Price is requesting a refund of the \$290.00 in excise tax paid with the filing of the General Warranty Deed. N.C.G.S. §105-228.37 requires a hearing before the Board of Commissioners to consider the request for the refund. The taxpayer is required to make the request and explain his/her reasons for requesting the refund. Pursuant to N.C.G.S. §105-228.37, the County can only refund 51% of the excise tax paid, because the other portion belongs to the State (NC Department of Revenue). The Board of Commissioners shall determine whether a refund is due based on the testimony and evidence presented by the taxpayer at a quasi-judicial proceeding before the Board.

IMPLEMENTATION PLAN:

None

FINANCIAL IMPACT STATEMENT:

None

RECOMMENDATION SUMMARY:

Conduct a quasi-judicial hearing pursuant to N.C.G.S. §105-228.37 to consider the refund request.

Motion Options:

1. Motion to approve the refund request in the amount of \$147.90 (which is the County's share of the excise tax); or
2. Motion to deny the refund request.

SUPPORTING ATTACHMENTS:

Letter Requesting Refund

Copy of the North Carolina General Warranty Deed

Notice of Hearing to Taxpayer

N.C.G.S. §105-228.37

N.C.G.S. §105-228.30

NC Hwy 705 – General Use Rezoning – Staff Report

Agenda Item: ____

Meeting Date: February 16, 2021

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Debra Enslinger

Planning & Transportation Director

DATE: January 20, 2021

SUBJECT: General Use Rezoning Request: Rural Agricultural (RA) to
Neighborhood Commercial (B-1) – NC Hwy 705

PRESENTER: Debra Enslinger

REQUEST

Rhetson Companies, Inc. is requesting a General Use Rezoning from Rural Agricultural (RA) to Neighborhood Commercial (B-1) of an approximate 0.641-acre parcel located on NC HWY 705, owned by Edith W Hussey Trustee, per Deed Book 2871 Page 207 and further described as ParID #10002382 in Moore County Tax Records.

Public notification consisted of publishing a legal notice in the local newspaper for two consecutive weeks, notification by mail to adjacent property owners, and placing public hearing signs on the property.

BACKGROUND

The lot is currently undeveloped. The applicant plans to combine the 0.641 acre parcel with the parcel to the south, ParID# 00010066, currently zoned B-1. The developer plans to build a retail store on the combined parcel (ParID# 10002382 & #00010066).

Adjacent properties include vacant commercial property, undeveloped land, single-family dwelling, and vacant commercial space.

ZONING DISTRICT COMPATIBILITY

The requested rezoning to Neighborhood Business (B-1) is consistent with the existing uses located near the property, including commercial uses. The surrounding area is zoned a mixture of Rural Agricultural (RA), Neighborhood Commercial (B-1), as well the Town of Robbins Residential – 10 (R-10) and Thoroughfare Business District (TBD) zoning districts.

CONSISTENCY WITH THE 2013 MOORE COUNTY LAND USE PLAN

The future land use map identifies the property as Commercial/Office/Retail/Institutional Land Use Classification. The requested zoning to Neighborhood Business (B-1) is compatible with the Commercial/Office/Retail/Institutional Land Use Classification.

The Land Use Plan states the primary use of the Commercial/Office/Retail/Institutional Land Use Classification is for shopping/retail uses, dining, entertainment, services, general office space, medical offices, banks, schools, daycares, places of worship, libraries, etc.

NC Hwy 705 – General Use Rezoning – Staff Report

The rezoning request is also consistent with several goals as included in the attached Land Use Plan Consistency Statement, including Recommendation 1.7: Support and promote local businesses, Action 1.8.5: Support and promote infill development that will optimize the use of existing infrastructure, and Recommendation 3.1: Maximize accessibility among living, working, and shopping areas.

MOORE COUNTY FUTURE LAND USE MAP

IMPLEMENTATION PLAN

Hold the Public Hearing and approve/deny the rezoning request

ACTION BY THE PLANNING BOARD

The Planning Board met on January 7, 2021 and unanimously recommended that the Board of Commissioners approve the rezoning request. (7-0)

FINANCIAL IMPACT STATEMENT

No financial impact to the County's FY 2020-2021 budget.

RECOMMENDATION

The item requires two separate motions:

Motion #1: Make a motion to adopt the attached Approval or Denial of the Land Use Plan Consistency Statement and authorize the Chairman to execute the document as required by North Carolina General Statute 153A-341. As specified in the Land Use Plan Consistency Statement, a declaration of approval is also deemed an amendment to the Land Use Plan.

NC Hwy 705 – General Use Rezoning – Staff Report

Motion #2: Make a motion to approve or deny the General Use Rezoning from Rural Agricultural (RA) to Neighborhood Commercial (B-1) of an approximate 0.641 acre parcel, located on NC Hwy 705 owned by Edith W Hussey Trustee, per Deed Book 2871 Page 207 and further described as ParID # 10002382 in Moore County Tax Records.

ATTACHMENTS

- Pictures of Property and Adjacent Properties
- Vicinity Map
- Aerial Map
- Land Use Map
- Rezoning Map
- Town of Robbins Rezoning Map
- Rezoning Application
- Planning Board Consistency Statement – Approval
- Planning Board Consistency Statement – Denial
- UDO – Chapter 6. Table of Uses
- Deed Book 2871 Page 207

View of subject property

NC Hwy 705 – General Use Rezoning – Staff Report
Northbound NC 705 View

Southbound NC 705 View

NC Hwy 705 – General Use Rezoning – Staff Report

Adjacent property – 6992 NC Hwy 705

Adjacent property – 7040 NC Hwy 705

NC Hwy 705 – General Use Rezoning – Staff Report
Property Across the Highway, ParID# 00009766

THE TOWN OF CARTHAGE

THE TOWN OF ROBBINS

Vicinity Map

Urban Transition COD (400' from ROW line on each side)

MONTGOMERYCOUNTY

—

ROBBINS

NC 24-27

N

C

7

0

5

LORRAINE

Legend

B-1

B-1-CUD

B-2

GC-SL

GC-WL

I

P-C

PUD/CUD

PUD-H

RA

RA-2

RA-2-CUD

RA-5

RA-20

RA-40

R-MH

RA-CUD

RA-USB

RE

VB

VB-CUD

NC_counties tax_parcel

Land Use Map

Undeveloped

Undeveloped

—

Single Family Dwelling

RetailVacant CommercialProperty

Undeveloped

Gas Station

Undeveloped

RA

I

B-1

B-1

THE TOWN OF ROBBINS

NC 24-27

N

C

7

0

5

LORRAINE

Zoning Map

Shaded area considered for rezoning from RA to B-1

—

Moore County Board of Commissioners
Land Use Plan Consistency Statement
General Use Rezoning Request
Rural Agricultural (RA) to Neighborhood Commercial (B-1)

The Moore County Board of Commissioners finds that:

1. The rezoning request is consistent with the following goals as listed in the 2013 Moore County Land Use Plan:

Goal 1: Preserve and Protect the Ambiance and Heritage of the County of Moore (inclusive of areas around the municipalities)

- Recommendation 1.7: Support and promote local businesses.
- Action 1.8.5: Support and promote infill development that will optimize the use of existing infrastructure.

Goal 3: Optimize the Uses of Land Within the County of Moore

- Recommendation 3:1: Maximize accessibility among living, working, and shopping areas.

Therefore, the Moore County Board of Commissioners recommends APPROVAL of the General Use Rezoning of approximately 0.641 acres from Rural Agricultural (RA) to Neighborhood Commercial (B-1)

Frank Quis, Chair Date
Moore County Board of Commissioners

Moore County Board of Commissioners
Land Use Plan Consistency Statement
General Use Rezoning Request
Rural Agricultural (RA) to Neighborhood Commercial (B-1)

The Moore County Board of Commissioners finds that:

1. The rezoning request is inconsistent with the following goals as listed in the 2013 Moore County Land Use Plan:

Goal 1: Preserve and Protect the Ambiance and Heritage of the County of Moore (inclusive of areas around the municipalities)

- Recommendation 1.7: Support and promote local businesses.
- Action 1.8.5: Support and promote infill development that will optimize the use of existing infrastructure.

Goal 3: Optimize the Uses of Land Within the County of Moore

- Recommendation 3:1: Maximize accessibility among living, working, and shopping areas.

Therefore, the Moore County Board of Commissioners recommends DENIAL of the General Use Rezoning of approximately 0.641 acres from Rural Agricultural (RA) to Neighborhood Commercial (B-1)

Frank Quis, Chair Date
Moore County Board of Commissioners

CHAPTER 6

TABLE OF USES

6.1 Use Table

A. Permitted Uses. P = Permitted uses are a use-by-right approved by the Administrator.

B. Conditional Uses. C = Conditional Use Permit approval required. (Refer to Chapter 12.)

C. Conditional Zoning. Z = Condition Rezoning within a parallel conditional zoning district required. (Refer to Chapter 11.)

D. Building Code Classification.

The "Bldg. Code Group" column is intended for reference purposes only and is subject to change without notice. Classifications should be verified by the Building Inspector and should follow the regulations of the applicable "Use & Occupancy Classification" per the 2012 NC Building Code. Change of uses will require sealed plans to be approved by the Building Inspector.

A = Assembly M = Mercantile

B = Business R = Residential

E = Education S = Storage

F = Factory Industrial U = Utility & Miscellaneous

H = Hazardous Mix = Mixed Uses (Separation standards may apply) I = Institutional

E. Prohibited Uses. Blank = Districts in which particular uses are prohibited, unless the Administrator determines that the use is similar to an allowed individual use by applying the following criteria:

1. The actual or projected characteristics of the activity.
2. The relative amount of site area or floor space and equipment utilized.
3. Relative amounts of sales from the activity and customer type for the activity.
4. The relative number of employees and hours of operation.
5. Building and site arrangement and likely impact on surrounding properties.
6. Types of vehicles used, parking requirements, and vehicle trips generated.

When uncertainty exists, the Administrator, after consultation with the County Attorney, shall be authorized to make the interpretation.

-20

RA

-40

RA

-2

RA

-5

GC

S

L

GC

W

L

RE

RA

-US

B

RA

P -C

VB

B -1

B -2

1

Specific

Use

Standards

Bldg.

Code

Group

Accessory Uses & Buildings P P P P P P P P P P P P P 8.1 R, S, U

AGRICULTURAL USES

RA
-20

RA
-40

RA
-2
RA
-5
GC
S
L

GC
W
L

RE

RA
-US
B

RA

P -C
VB

B -1
B -2
I

Specific
Use
Standards
Bldg.
Code
Group

Agricultural Uses and Buildings (Not a Bona Fide
Farm) P P P P P P P P P P P P P P P P 8.2 U
Bona Fide Farm “Bona Fide Farm” exemption status is obtained
through the Moore County Planning Department. 8.3 S, U

RESIDENTIAL USES
RA

-20

RA

-40

RA

-2

RA

-5

GC

S

L

GC

W

L

RE

RA

-US

B

RA

P -C

VB

B -1

B -2

I

Specific

Use

Standards

Bldg.

Code

Group

SINGLE FAMILY HOUSEHOLD

Accessory Dwelling Located within Stick Built

Dwelling P P P P P P P 8.4 R

Accessory Dwelling Located within Non-

Residential Building P P P 8.5 Mix

Accessory Manufactured Home P P P P P P P 8.6 R

Accessory Stick Built Dwellings P P P P P P P 8.7 R

Dwellings, Single Family P P P P P P P P 8.8 R-3

Dwellings, Duplexes P P P P 8.9 R-3
 Family Care Home (6 or less) P P P P P P P P 8.10 I, R
 Home Occupation, Level 1 P P P P P P P P 8.11 R
 Home Occupation, Level 2 Z Z Z Z 8.12 R
 Manufactured Home P P P P P P P 8.13 R-3
 Manufactured Home Park Z 8.14 Mix
 Personal Workshop / Storage Building P P P P P P P 8.15 R, S
 Planned Unit Development – Mixed Use Conditional Rezoning to PUD-CZ is required. 8.16 Mix
MULTIFAMILY RESIDENTIAL
 Group Care Facility Z C P 8.17 I, R
 Multifamily Dwellings (3 or more units per lot) Conditional Rezoning to MF-CZ is required. 8.18 R-2
 Nursing Home C C C C C P P 8.19 B, I

17

COMMERCIAL USES

RA

-20

RA

-40

RA

-2

RA

-5

GC

S

L

GC

W

L

RE

RA

-US

B

RA

P -C

VB

B -1

B -2

I

Specific

Use

Standards

Bldg.

Code

Group

ANIMAL SERVICES

Animal Shelter Z P 8.20 B

Animal Training Facility, Military Z P 8.21 B

Kennels, Overnight Z Z Z P 8.22 B
 Pet Day Care, Grooming, Obedience Training Z P P P 8.23 B
 Veterinary Clinic P Z P P P 8.24 B
 OFFICES & GENERAL SERVICES
 Automatic Teller Machine (ATM) P P P P 8.25 U
 Beauty / Barber Shop / Nail Salon P P P P 8.26 B
 Bed and Breakfast Z Z Z Z Z Z 8.27
 Dry Cleaning and Laundromat P P P P P 8.28 B
 Equestrian Cottage Z 8.29
 Hotel and Motel P 8.30 R-1
 Office P P P P 8.31 B
 Small Appliance Repair Shop P P P P 8.32 B
 Trade Contractor Office and Workshop P Z P P 8.33 B, S

COMMERCIAL USES

RA
 -20

RA
 -40

RA
 -2
 RA
 -5
 GC
 S
 L

GC
 W
 L

R E
 RA
 -US
 B

RA

P -C
 V B
 B -1
 B -2
 I

Specific

Use

Standards

Bldg.

Code

Group

RETAIL SERVICES

Auction House P P P 8.34 A-3, B

Convenience Store P C P P P P 8.35 M

Feed and Seed Sales C C P P P 8.36 B, M

Florist P P P P P 8.37 B

Flea Market Z Z P 8.38 B, M

Garden Center P P P 8.39 M, U

Manufactured or Modular Home Sales P P 8.40 B

Restaurant P P P P P 8.41 A-2

Retail P P P 8.42 M

Shopping Centers Z C 8.43 M

Wholesales C P P 8.44 M

COMMERCIAL USES
(CONTINUED) RA

-20

RA

-40

RA

-2

RA

-5

GC

S

L

GC

W

L

RE

RA

-US

B

RA

P -C

VB

B -1

B -2

I

Specific

Use

Standards

Bldg.

Code

Group

VEHICLE SERVICES

Boat & RV Storage P P Z 8.45 S-1

Car Wash or Auto Detailing P P P P 8.46 B

Commercial Truck Wash C P P 8.47 B
Parking Lot as principal use of lot P P P P 8.48 S-2
Taxi Service Z P P 8.49 B, A-3
Vehicle, Auto Parts, Tires, Farm Equipment, Boat,
RV - Sales, Rental, or Service P P P P 8.50 B, S-1
Vehicle Service Stations (Gas Stations) Z P P P 8.51 M
Vehicle Wrecker Service Z Z P 8.52 S-1

ADULT USES

Adult Gaming Establishments C 8.53 B
Bars / Tavern C P 8.54 A-2
Brewery / Winery C P P P 8.55 A-2, F
Dance Club, Night Club, Billiard Z P 8.56 A-2, A-3
Distillery P 8.57 F-1
Massage & Bodywork Therapy Practice,
Unlicensed P 8.58 B
Pawn Shop Z P P 8.59 B
Sexually Oriented Business Z 8.60 A-2, M
Tattoo Parlor, Body Piercing P 8.61 B

EDUCATIONAL &
INSTITUTIONAL USES RA

-20

RA

-40

RA

-2

RA

-5

GC

S

L

GC

W

L

RE

RA

-US

B

RA

P -C

VB

B -1

B -2

I

Specific

Use

Standards

Bldg.

Code

Group

Cemetery or Mausoleum, Commercial C C C C P 8.62 n/a

Cemetery, Family P P P P P P P P 8.63 n/a

Child Care Facility C C C P C C C C C P P 8.64 E, I

Child Care Home Facility C P P P C C P 8.65 E, R

Colleges, Business & Trade Schools C P P 8.66 B

Funeral Home, accessory crematorium P P P P 8.67 A-3, B

Government Facility P P P P P P P P P P P P 8.68 B

Hospital P P P C C P P P P P P P 8.69 I

Museums and Art Galleries C P P P 8.70 A-3

Religious Institutions P P P P P P P P P P P 8.71 A-3, E

Security Training Facility C 8.72 B

Schools, Elementary, Middle, High P P 8.73 E

RECREATIONAL USES

RA

-20

RA

-4 0

RA

-2

RA

-5

GC

S

L

GC

W

L

RE

RA

-US

B

RA

P -C

VB

B -1

B -2

1

Specific

Use

Standards

Bldg.

Code

Group

Accessory, Swimming Pool P P P P P P P P P P P P P P 8.74 A, R

Airport, Public or Private	C	Z 8.75 A-3, B
----------------------------	---	---------------

Airstrip, Small Private	C	P	8.76	B
-------------------------	---	---	------	---

Assembly Hall Z Z Z Z P 8.77 A-4, A-5
 Camp or Care Centers P 8.78 A-3, R-1
 Campground, Public and Private P 8.79 A-3, R-1
 Camp, Recreation Day P 8.80 A-3
 Civic / Social Club, Lodge, & Organization P P C C C P P P 8.81 A-2, A-3
 Golf Driving Range C C P P 8.82 A-3
 Golf Course, including Par 3 C C P P 8.83 U
 Marina (fuel supplies) P P 8.84 M
 Neighborhood Park P P P P P P P P P P P P 8.85 U
 Recreation, Indoor C C P 8.86 A-5
 Recreation, Low Impact Outdoor P
 P P P P P P P C P P 8.87 A-5
 Recreation, High Impact Outdoor Z Z P 8.88
 Shooting Range, Indoor Z P 8.89 A-5
 Shooting Range, Outdoor Z P 8.90 A-5
 Zoo, Petting Zoo Z P 8.91 A-5, U

INDUSTRIAL USES

RA
 -20

RA
 -40

RA
 -2
 RA
 -5
 GC
 S
 L

GC
 W
 L

RE

RA
 -US
 B

RA

P -C

VB

B -1

B -2

I

Specific

Use

Standards

Bldg.

Code

Group

PRODUCTION

Manufacturing & Sales, Pottery P P P P P 8.92 F

Manufacturing, Light (no odors, no smoke) P 8.93 F

Manufacturing, General Z 8.94 F-1, F-2

UTILITIES / SERVICES

Amateur Radio and Receive-only Antennas P P P P P P P P P P P P P P P 8.95 U

Contractors Storage Yard and Office Z P P 8.96 S-1, U

Crematorium Facility Z P 8.97 B

Public & Private Utility Facilities P P P P P P P P P P P P P P P 8.98 U

Solar Collector Facility C 8.99 U

Solar Collectors, On-Site Use P P P P P P P P P P P P P P P 8.100 U

Wireless Communication Facility Z Z Z 8.101 U

20

Collocation on Existing WCF P P P P P P P P P P 8.102 U

INDUSTRIAL USES

RA

-20

RA

-40

RA

-2

RA

-5

GC

S

L

GC

W

L

RE

RA

-US

B

RA

P -C

VB

B -1

B -2

I

Specific

Use

Standards

Bldg.

Code

Group

WAREHOUSING

Mini-Warehouse (Self-Service) P Z Z P P 8.103 S

Warehousing and/or Distribution Center Z C P 8.104 S-1, S-2

WASTE RELATED SERVICES

Debris Management Facility Z Z P 8.105 U

Hazardous Waste /Toxic Chemicals Disposal or
Processing C 8.106 U

Landfill C 8.107 U

Mining / Quarry Operation Z C 8.108 U

Salvage Yard C 8.109 U

TEMPORARY USES

RA

-20

RA

-40

RA

-2

RA

-5

GC

S

L

GC

W

L

RE

RA

-US

B

RA

P -C

VB

B -1

B -2

I

Specific

Use

Standards

Bldg.
Code
Group
Construction Office, Temporary P P P P P P P P P P P P P P 8.110 S-1
Drop-In Child Care Facility P P P 8.111
Itinerant Merchant P P P P 8.112 n/a
Land Clearing P P P P P P P P P P P P P P 8.113 F-1
Manufactured Home or RV, Temporary P P P P P P P 8.114 R-3
Real Estates Office, Temporary P P P P P P P P P P P P P P 8.115 S-1
Temporary Events (Special Event) P P P P P P P P P P P P P P 8.116 n/a
Yard Sales, Residential and Civic P P P P P P P P P P P P 8.117 n/a

OTHER USES

RA
-20

RA
-40

RA
-2
RA
-5
GC
S
L

GC
W
L

RE

RA
-US
B

RA

P -C
VB

B -1
B -2
I

Specific

Use

Standards

Bldg.

Code

Group

Major Subdivision – Residential (1) C C C 18.6-18.11 Mix

Major Subdivision – Non-Residential

(Business Park) C C 18.6-18.11 Mix

Agenda Item:

Meeting Date:

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Laura M. Williams, Clerk

DATE: 02/18/2021

SUBJECT: Triangle Trails Initiative

REQUEST:

Adopt a resolution supporting the Triangle Trails Initiative.

BACKGROUND:

The Triangle Trails Initiative is a newly launched collaboration between government, business, anchor institutions, and civic leaders to make the Research Triangle Region a national leader in greenways and trails. Mr. Chuck Flink, President/Owner of Greenways Incorporated, and Mr. Sig Hutchinson, Wake County Commissioner, presented the request for a resolution to the Board on January 5, 2021. Since their presentation to the Board in January, they have reported that the Cumberland County Board of Commissioners has now also approved the resolution.

FINANCIAL IMPACT:

No financial participation is requested.

RECOMMENDATION SUMMARY:

Make a motion to adopt A Resolution Supporting the Formation of the Triangle Trails Initiative and authorize the Chairman to sign the same.

ATTACHMENTS:

Resolution

Triangle Trails Initiative Description

Moore County
North Carolina

A RESOLUTION SUPPORTING THE FORMATION OF THE
TRIANGLE TRAILS INITIATIVE

WHEREAS, Moore County, North Carolina is committed to maintaining and enhancing the quality of life for citizens throughout the region and recognizes that the "Triangle Trails Initiative" will contribute to quality of life by weaving together community and regional assets via a network of trails and greenways; and

WHEREAS, the "Triangle Trails Initiative" recommends linking trails and greenways together, across a multi-county regional landscape, gaining cooperation of public and private sector interests that encourage collaboration; and to create a network that will, in the long term, provide transportation, exercise, leisure, safety, accessibility, recreation, community and economic benefits aimed at enhancing the quality of life; and

WHEREAS, many communities, agencies, and trail advocates in the region have taken a lead in planning and building local trails and greenways, and those efforts can be greatly enhanced by being connected to a larger regional network of trails; and

WHEREAS, trails and their green landscape areas help improve the quality of the air we breathe by preserving trees and vegetation, by promoting reduced congestion through non-motorized transportation, and enhance the quality of our water through natural buffers mitigating the impacts of storm water run-off; and

WHEREAS, trails and greenways are freely accessible community assets offering opportunities for transportation, recreation and exercise to everyone, including children and families, providing safe places for county residents to experience a sense of community, celebrate our history and culture, and create stronger social ties; and

WHEREAS, trails have significant impact on the health and economic viability of the region encouraging active lifestyles, increased levels of tourism, enhanced property values, added jobs, as well as enhanced ability to attract and retain businesses to the region due to improved quality of life; and

WHEREAS, the "Triangle Trails Initiative" provides the foundation for a long term strategy that will continue to grow and to provide an invaluable resource for our children, grandchildren and great grandchildren; and

NOW, THEREFORE, BE IT RESOLVED that the Moore County Board of Commissioners supports the concept of working within a regional framework to plan, design, develop and link protected undeveloped landscapes and natural resources by endorsing the "Triangle Trails Initiative."

This the 2nd day of March 2021.

Francis R. Quis, Jr., Chairman

ATTEST:

Laura M. Williams, Clerk to the Board

Triangle Trails Initiative

The Triangle Region is blessed with a well-developed network of trails and greenways that afford excellent access to regional outdoor resources. With a constructed network of approximately 400 miles of trails and greenways in use today, now is the time to establish a regional organization that can brand, promote, market, program and grow this network. The Triangle Trails Initiative (also known as TriangleTrails) is a newly launched collaboration between government, business, anchor institutions and civic leaders to make the Research Triangle Region a national leader in greenways and trails. TriangleTrails will work on behalf of the region to promote the extensive regional greenway system.

The Triangle Region joins a growing number of regional greenway organizations across the United States, and here in North Carolina, who are working to connect citizens and visitors to the wealth of close to home and work outdoor resources. TriangleTrails joins current efforts in the Charlotte-Metro Region, through the work of the Carolina Thread Trail (established in 2005) and efforts in the Triad region, through the work of The Piedmont Legacy Trails (established 2012) to link 38 counties in central North Carolina with a proposed interconnected greenway system. TriangleTrails also supports North Carolina's two long distance greenways, the 1,000-mile east-west North Carolina Mountains-to-Sea Trail and the 3,000-mile, north-south East Coast Greenway, which intersect in our region near Falls Lake. TriangleTrails also supports the efforts of the NC Department of Transportation and NC State Parks to build and promote greenways and trails in all 100 counties under the recently launched Great Trails State initiative.

The goals of TriangleTrails are to Plan, Build, Use, and Promote the extensive network of greenways and trails found throughout our 14-county Initiative region (see map on reverse side of this page). TriangleTrails is an ad hoc organization that is currently operated by volunteers. The Initiative is being established in partnership with the East Coast Greenway Alliance, headquartered in Durham, NC, which has offered to incubate our growth under its 501c3 umbrella. TriangleTrails is working towards a long-term organizational structure to best serve the needs of its members, supporters and regional citizens. Fourteen counties have, or are in the process of, adopting Resolutions of Support for the Initiative.

The AJ Fletcher Foundation provided seed funding to support the initial start-up of TriangleTrails. We are currently engaged in raising three years of operating funds. We have secured financial pledges from the Research Triangle Park Foundation and the Raleigh Convention and Visitors Bureau. Triangle Trails is actively seeking pledges to match the RTPF and VisitRaleigh pledges.

Triangle Trails Initiative Piedmont Legacy Trails

Carolina Thread

Trail

East Coast Greenway

NC Mountains to Sea Trail

Agenda Item:

Meeting Date: March 2, 2021

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: David Lambert

DATE: February 19, 2020

SUBJECT: Motion for Manager to Sign Change Orders

PRESENTER: David Lambert, Solid Waste Director

REQUEST:

Authorize the County Manager to sign for change orders up to \$30,000 for work associated with the Cell 6 Project under the contract with Anson Contractors, Inc.

BACKGROUND:

Moore County entered a contract with Anson Contractors to construct a new waste disposal area know as Cell 6 at the Moore County Construction and Demolition landfill. The Contract came in under budget at \$674,243.75. We are well underway on the project and we anticipate that due to some existing infrastructure being in good condition and favorable soil testing results we are hopeful (and anticipate) that we might see additional savings of at least \$250,000 in the current contract with Anson Contractors.

There are a couple of bid items that could require upward adjustments, but due to the sequence of construcion might require a quick response. This request is to authorize the County Manager to approve change orders up to \$30,000 for changes that might be necessary.

This would raise the theoretical contract ceiling, but the contract came in under budget and substantial savings are anticipated as well.

IMPLEMENTATION PLAN:

If approved, the Manager would sign should change orders become necessary.

FINANCIAL IMPACT STATEMENT:

Contract services is a budgeted item.

RECOMMENDATION SUMMARY:

Make a motion to approve the allow the County Manager to approve change orders on the Anson Contractors contract for the Cell 6 Construction Project.

SUPPORTING ATTACHMENTS:

None.

Agenda Item:

Meeting Date: 03/02/2021

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Caroline Xiong

DATE: 2/18/21

SUBJECT: Budget Ordinance Amendment

PRESENTER: Caroline Xiong, Finance Director

REQUEST:

Request the Board to consider amending the FY2021 Budget Ordinance to include two new Special Revenue Funds for the Social Services Representative Payee Fund and the Social Services Charitable Fund to comply with GASB Statement 84.

Approve the budget amendments for the Social Services Representative Payee Special Revenue Fund and the Social Services Charitable Special Revenue Fund.

BACKGROUND:

The FY2021 Budget Ordinance was adopted by the Board on June 23, 2020 and amended on October 6, 2020.

GASB Statement 84 outlines how to identify and report fiduciary activities for governmental units. It narrows the existing definition of a fiduciary fund and clarifies how these funds should be treated in the financial statements. The North Carolina State Treasurer's Office has issued a memo 2021-04 for further guidance to North Carolina local governments on implementing GASB 84. Currently the County reports both the Social Services Representative Payee Fund and the Social Services Charitable Fund under a fiduciary fund called Agency Funds. Based on the guidance received from the North Carolina State Treasurer's Office it has been determined that the Social Services Representative Payee and the Social Services Charitable Funds do not qualify as fiduciary activities and will need to be budgeted in a Special Revenue Fund. The FY2021 Budget Ordinance will need to be changed to move these two funds to the Special Revenue Funds and establish a budget amount for the two funds.

With the Covid-19 pandemic the implementation of GASB Statement 84 was delayed, but NC local governments with June 30 year ends will need to implement the guidance during the fiscal year ending June 30, 2021.

IMPLEMENTATION PLAN:

Once approved Finance will set up funds 280 and 281 to track the budgets for both the Social Services Representative Payee accounts and the Social Services Charitable accounts in a Special

Revenue Fund to meet the GASB 84 requirement.

FINANCIAL IMPACT STATEMENT:

The Social Services Charitable Fund and the Social Services Representative Payee Fund will now be part of the annual budget process and will be listed under Special Revenue Funds instead of Agency Funds.

RECOMMENDATION SUMMARY:

1. Request the Board to amend the FY2021 Budget Ordinance to include two new Special Revenue Funds for the Social Services Representative Payee Fund and the Social Services Charitable Fund to comply with GASB Statement 84.
2. Approve the budget amendments for the Social Services Representative Payee Special Revenue Fund and the Social Services Charitable Special Revenue Fund as attached.

SUPPORTING ATTACHMENTS:

Revised FY2021 Budget Ordinance

Budget Amendment for Social Services Representative Payee Special Revenue Fund

Budget Amendment for Social Services Charitable Special Revenue Fund

COUNTY OF MOORE
BUDGET ORDINANCE
FY 2020/2021

Final

BUDGET ORDINANCE

AN ORDINANCE ADOPTING THE ANNUAL BUDGET AND SETTING THE TAX RATE FOR THE COUNTY OF MOORE FOR FISCAL YEAR 2020-2021.

WHEREAS, Article 3 of Chapter 159 of the North Carolina General Statutes (NCGS) requires local governments in North Carolina to adopt ordinances establishing an annual budget, in accordance with procedures established in said Article 3, and

WHEREAS, the Moore County Board of Commissioners, following a public hearing as required by law has considered the proposed annual budget for Moore County for the 2020-2021 Fiscal Year,

NOW, THEREFORE BE IT ORDAINED BY THE COUNTY OF MOORE BOARD OF COMMISSIONERS THAT:

SECTION 1 REVENUES

The following revenues are hereby appropriated for operating the County government for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

GENERAL FUND BUDGET SUMMARY

Revenues:

Property Taxes \$69,902,590
 Rental Vehicle Tax \$100,000
 Sales Tax (Art 39, 40 and 42) \$15,727,867
 Sales Tax (Article 46) \$3,100,000
 Medicaid Hold Harmless \$633,472
 ABC Revenues/Video Franchise Tax \$690,000
 Interest income \$1,500,000
 Transfer In from Bond Interest/Debt Service \$2,150,000
 Transfer In from Fund 482 GO Bonds/Dig Equip \$750,000
 Transfer In from Fund 256 MCS Debt Service \$1,620,822
 Departmental Revenues and Fees \$10,768,941
 Child Support Enforcement \$847,085
 Social Services \$5,555,630
 Public Health \$748,999
 Other Grants \$815,002
 Aging/Senior Center \$877,505
 Appropriated Fund Balance \$0

TOTAL REVENUES \$115,787,913

SECTION 2 EXPENDITURES

The following expenditures are appropriated to the General Fund and other funds as described in sections 6 through 18 for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

Expenditures

General Government

Governing Body \$215,894
 Administration \$710,754
 Human Resources \$303,875
 Finance \$702,954
 County Attorney \$940,002
 Tax \$2,024,609
 Board of Elections \$615,280
 Register of Deeds \$1,540,545
 Information Technology/GIS \$2,273,096
 Property Management \$4,550,938
 TOTAL \$13,877,947

Public Safety

Sheriff \$7,804,852
 Sheriff-Detention Center \$5,553,097
 Sheriff-Animal Center \$840,832
 Day Reporting Center \$119,486
 Youth Services \$99,402
 Emergency Management/E-911/Fire Marshal \$1,577,517
 TOTAL \$15,995,186

Environmental and Community Development

Solid Waste \$3,092,124
 Planning and Community Development \$478,707
 Planning Code Enforcement \$547,375
 Cooperative Extension Service \$298,033
 Soil and Water Conservation Service \$222,948
 TOTAL \$4,639,187

Human Services

Child Support Enforcement \$801,339
 Veterans Services \$232,757
 Aging/Senior Center \$1,600,047
 Social Services \$9,656,214

Public Health \$4,312,631

TOTAL \$16,602,988

Cultural Development

Library \$663,607

Parks and Recreation \$658,005

TOTAL \$1,321,612

Education

Public School Current Expense \$30,350,000

Public School Capital \$750,000

Public School Digital Equipment \$750,000

Public School Capital Reserve Transfer \$1,140,760

Public Schools Debt Service-Principal \$10,216,383

Public School Debt Service-Interest \$6,461,636

Community College Current Expense \$4,612,262

Community College Capital Reserve Transfer \$571,886

Community College Debt Service-Principal \$779,618

Community College Debt Service-Interest \$352,597

Community College Debt Service-New Facility \$771,021

TOTAL \$56,756,163

Non-Departmental \$1,185,335

TOTAL \$1,185,335

Transfers

Transfer to New Courthouse Bldg. Capital Project Fund \$2,724,549

Transfer to Parks & Rec Capital Project Fund \$45,000

Transfer to Capital Reserve Fund Solid Waste Loan \$250,877

Transfer to Fund 200 Emergency Services \$450,000

TOTAL \$3,470,426

Debt Service – County P&I (excluding Education) \$1,939,069

TOTAL \$1,939,069

TOTAL EXPENDITURES \$115,787,913

SECTION 3 AD VALOREM TAX LEVY

A. There is hereby levied for Fiscal Year 2020-2021, an ad valorem tax on all property having a situs in Moore County as listed for taxes as of January 1, 2020, at a rate of fifty-one (\$.51) cents per \$100 dollars of assessed value of such property, pursuant to and in accordance with the Machinery Act, Chapter 105 of the NC General Statutes and other applicable laws.

B. There is hereby levied for Fiscal Year 2020-2021, a unified fire tax rate on all property

having a situs in the Moore County Fire Protection Service District at a rate of nine and a half (\$.095) cents per \$100 dollars of assessed value of such property in Moore County which is attached to and made a part of this ordinance.

C. There is hereby levied for Fiscal Year 2020-2021, an Emergency Medical Service Advanced Life Support Tax on all property within such emergency service district, as listed for property taxes as of January 1, 2020, at a rate of four (\$.04) cents per \$100 dollars of assessed value of such property, pursuant to and in accordance with the Machinery Act found in Chapter 105 of the North Carolina General Statutes and other applicable laws. Such tax can be used solely for the purpose of providing Emergency Medical Services.

D. Tax revaluation was calculated during the FY2020 budget which reflected the results of the 2019 County-wide revaluation. As required by North Carolina General Statutes, the Revenue Neutral Tax Rate has been calculated and determined to be \$.4423 cents per \$100 dollars of assessed valuation.

SECTION 4 LEVY OF OTHER TAXES

There is hereby levied, all County Rental Vehicle Taxes as authorized by the NCGS, and other such taxes, as provided in the ordinances and resolutions duly adopted by the Board of Commissioners.

SECTION 5 AUTHORIZED TRANSFER OF APPROPRIATIONS, CONTRACTING LIMITATION, AND OTHER MATTERS:

A. AUTHORIZED TRANSFER OF APPROPRIATIONS

The Budget is adopted at the Fund level and the County Manager or Assistant County Manager, or his/her designee is hereby authorized to transfer appropriations between all County Funds under the conditions listed below:

1. The County Manager, Assistant County Manager, or his/her designee may transfer amounts by budget transfer between departments within a fund without limitation, but they shall be reported to the Board of Commissioners by the Finance Office.
2. The County Manager, Assistant County Manager, or his/her designee may transfer amounts by budget amendment between funds and these budget amendments must be reported and approved by the Board of Commissioners in an itemized report.
3. The Finance Director or designee can approve budget transfers up to and including \$10,000 within the same fund.

B. CONTRACTING LIMITATION

1. Any appropriations for land and new buildings included in this ordinance may be obligated only after approval of the Board of Commissioners.

2. The County Manager, Assistant County Manager, or his/her designee is authorized to obligate through the necessary agreements, contracts, grant agreements, purchase orders or other such documents, funds included in this budget ordinance up to and including \$100,000 for the following purposes:

- a. Initiate grant agreements to public and non-profit agencies;
- b. Leases of routine business equipment;
- c. Financing Agreements for purchases not including land or buildings;
- d. Consultant, professional, and/or maintenance service agreements;
- e. Purchase of apparatus, supplies, construction, repair work, and materials including where formal bids are required by state law or county policies as long as the Board of Commissioners makes the bid award as required by law;
- f. Agreements for the acceptance of State and Federal grant funds.

3. The County Manager, Assistant County Manager, or his/her designee is authorized to obligate funds through the necessary agreements, contracts, grant agreements, purchase orders or other such documents, included in this budget ordinance at any amount so long as the Board of Commissioners approves/authorizes by majority vote the County Manager, Assistant County Manager, or his/her designee signing said document.

4. The Finance Director or his/her designees is authorized to accept and obligate funds through grant agreements included in this budget ordinance at any amount so long as the Board of Commissioners approves/authorizes by majority vote the Finance Director or his/her designee signing said document.

5. During a State of Emergency situation the County Manager, Assistant County Manager, or his/her designee is authorized to obligate funds through the necessary agreements, contracts, grant agreements, purchase orders, listed in item 2e and 2f above, or other such documents, included in this budget ordinance at any amount as designated in the State of Emergency Declaration.

6. The Health Director is hereby authorized to execute necessary agreements within the Health Operational Fund up to and including \$50,000 in accordance with State law and County policies. The Health Director is to notify the County Manager and Assistant County Manager or his/her designee and provide a copy of any such agreements authorized in this paragraph no later than the next workday. Any amount above \$50,000 must have the approval of the Board of Commissioners unless the Board of Commissioners authorizes the Health Director to approve the necessary agreements.

7. Department Directors are hereby authorized to execute contracts up to and including \$5,000 for their respective departments only.

C. OTHER MATTERS

1. All fees, commissions, and sums paid to or collected by any County official, officer, or agent for any service performed by said official, officer or agent in his/her official capacity shall inure to the benefit of the County and are considered

County funds.

2. A Designee of the Finance Director is hereby designated as a Deputy Finance Director for purposes of pre-audit functions pursuant to Chapter 159 of the NC General Statutes.

3. In accordance with Article V of the North Carolina Constitution, the County Manager and Assistant County Manager shall require the following prior to releasing public funds to other governmental agencies or private groups:

- a. The activity to be funded is for a public purpose.
- b. The activity to be funded is one the County is authorized to undertake or for which the County has specific statutory authorization to fund.
- c. Through appropriate means, the County maintains some degree of control over the funds provided through this ordinance to a governmental agency or private group.

4. The County Manager, Assistant County Manager, or his/her designee is authorized to disburse the Moore County Fire Protection Service District tax revenues up to and including the amount approved in this ordinance by the Board of Commissioners. The balance, in this fund, if any, will be held by the County as an apparatus and building reserve for future purchases for the Rural Fire Protection Service Districts upon approval of the Fire Commission.

SECTION 6 ENTERPRISE FUNDS

A. The following funds are designated as Enterprise Funds and are to be accounted for as such:

Water Pollution Control Plant Fund 600 \$5,642,557

Public Utilities Fund 610 \$13,794,488

Note: The East Moore Water District Fund 620 will be accounted for in a separate Budget Ordinance approved by the East Moore Water District Board.

SECTION 7 INTERNAL SERVICE FUNDS

The following funds are designated as Internal Service Funds, and will be accounted for as such:

Self-Insurance/Risk Management Fund 810 \$9,228,842

SECTION 8 SPECIAL REVENUE FUNDS

Annual Special Revenue Funds:

A. EMERGENCY MEDICAL SERVICES / ALS FUND

Emergency Medical Services Fund 200 \$9,467,764

B. EMERGENCY TELEPHONE SYSTEM FUND

Emergency Telephone System Fund 210 \$338,676

C. TRANSPORTATION SERVICES FUND

Transportation Services Fund 230 \$1,161,106

D. SOIL & WATER CONSERVATION DISTRICT FUND

Soil & Water Conservation District Fund 220 \$19,891

E. Fire Protection Service District - The County accounts for the collection and distribution of property taxes on the assessed valuation of taxable property, as listed for taxes as of January 1, 2020, for special districts as listed attached hereto and made a part of this ordinance. The tax rate and appropriations shown on the Fire Protection Service District have been determined by the Fire Commission in conjunction with the various fire department representatives, and the County as necessary for the operation of their fire departments for FY 2021.

Fire Protection Service District Fund 215 \$5,113,790

F. CAPITAL RESERVE FUNDS

The County will maintain seven (7) Capital Reserve Funds as multi-year Capital Project Funds for the purpose of paying for future non-enterprise fund governmental projects, future non-enterprise fund debt service, future enterprise fund capital projects, future school and college projects as listed below:

1. Capital Reserve for Governmental Projects (Fund 250)
2. Capital Reserve for Debt Service (Fund 251)
3. Capital Reserve for Enterprise Projects – Consists of 3 separate capital reserve enterprise fund transfers from Water Pollution Control Plant, Public Utilities and East Moore Water Districts funds into this Capital Reserve for Enterprise Projects. (Fund 252)
4. Capital Reserve for Capital Projects for Sandhills Community College (Fund 253)
5. Capital Reserve for Debt Service for Sandhills Community College (Fund 254)
6. Capital Reserve for Capital Construction Projects for Moore County Schools (Fund 255)
7. Capital Reserve for Debt Service for Moore County Schools (Fund 256)

F. SOCIAL SERVICES CHARITABLE FUND

The Social Services Charitable Fund accounts for funds donated to the department for specific needs.

Social Services Charitable Fund 280 \$15,000

G. SOCIAL SERVICES REPRESENTATIVE PAYEE Formatted: Font: Not Bold

The Social Services Representative Payee Fund accounts for funds belonging to individuals who are unable to maintain those funds themselves.

Social Services Representative Payee Fund 281 \$400,000

HG. MULTI-YEAR SPECIAL REVENUE GRANTS FUND

1. Multi –Year Grant Fund 240

SECTION 9 COMPONENT UNIT FUNDS

The County maintains funds for the Convention and Visitors Bureau, and Moore County Airport Authority, as component units, and shall incorporate the budgets as adopted by the respective boards into the County Accounting records.

Convention and Visitors Bureau Fund 260 \$1,254,000

Airport Authority Fund 640 \$3,716,759

SECTION 10 TRUST and CUSTODIAL AGENCY FUNDS

The County maintains various trust funds. Trust and Agency Custodial Funds are identified as:

A. Social Services and Sheriff Department Trust Funds-These two departments must maintain certain funds in their respective departments for daily operation. The following funds are authorized:

1. Social Services-Charitable Fund-accounts for funds donated to the department for specific needs.
2. Social Services-Client Fund-accounts for funds belonging to individuals who are unable to maintain those funds themselves.
31. Sheriff's Department-Civil Fund-accounts for funds used in the legal aspects of docketing and collection of judgments.
24. Sheriff's Department Inmate Trust Fund-accounts for commissary and inmate services.
35. Special Tax District Municipal Funds-account for the collection and disbursement for special taxing districts and municipalities.

NCGS require individuals who sign checks in Trust and Agency Custodial Funds to be designated Special Deputy Finance Officer for this purpose only. On a monthly basis, each Special Deputy Finance Officer listed below will provide the County Finance Officer with a copy of the reconciled bank statement and a statement of receipts and disbursements. The following individuals are hereby authorized:

Ronnie Fields – Sheriff

Richard Maness – Chief Deputy

Andy Conway - Major

James Furr - Captain

William Flint - Captain

Lydia Craven – Administrative Assistant II

Vonda Purvis - Administrative Assistant II

SECTION 11A CAPITAL PROJECTS BUDGETS

The County uses Capital Project Budgets and has incorporated these budgets into the financial and accounting systems. Capital Project Funds are used to account for capital projects that span fiscal years and/or may take more than one fiscal year to complete. The following categories of projects are accounted for in such manner:

Vass Phase II Sewer System Improvements Capital Project – Fund 411

Pinehurst #7 Interceptor Replacement – Fund 421

County Facilities Expansion Capital Project – Fund 430

Emergency Communication Narrow Banding Project – Fund 431

New Courthouse Building Capital Project – Fund 432

Parks and Recreation Capital Project – Fund 433

Elections Building Capital Project – Fund 434

Cell 6 Landfill Expansion Capital Project – Fund 435

2010 Limited Obligation Bond Public Utilities Project – Fund 441

2013 Water Sources Project – Fund 447

Airport County Capital Projects – Fund 450

School and College Capital Projects – Fund 470, 480, 481, 482, 483 and 490

SECTION 11B CAPITAL RESERVE FUNDS

The County will maintain seven (7) Capital Reserve Funds as multi-year Capital Project Funds for the purpose of paying for future non-enterprise fund governmental projects, future non-enterprise fund debt service, future enterprise fund capital projects, future school and college projects as listed below:

1. Capital Reserve for Governmental Projects (Fund 250)

2. Capital Reserve for Debt Service – Consolidated with General Fund (Fund 251)

3. Capital Reserve for Enterprise Projects – Consists of 3 separate capital reserve enterprise fund transfers from Water Pollution Control Plant, Public Utilities and

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East Moore Water Districts funds into this Capital Reserve for Enterprise Projects.
(Fund 252)

4. Capital Reserve for Capital Projects for Sandhills Community College (Fund 253)
5. Capital Reserve for Debt Service for Sandhills Community College (Fund 254)
6. Capital Reserve for Capital Construction Projects for Moore County Schools
(Fund 255)
7. Capital Reserve for Debt Service for Moore County Schools (Fund 256)

SECTION 12 TEN YEAR CAPITAL PROJECT PLAN

The County Manager has prepared a ten-year capital forecast. It is included as a part of the budget document for planning purposes only. The ten-year capital plan does not authorize the expenditure of funds.

SECTION 13 MOORE COUNTY PUBLIC SCHOOLS

The Moore County School Board may not adjust the County appropriation in any manner without prior approval of the Board of Commissioners in accordance with NCGS 159-13.

SECTION 14 SANDHILLS COMMUNITY COLLEGE

The County has provided funding to the Community College for Current Expense and Plant Fund expenditures in accordance with NCGS 115D-55. The Community College may not adjust County appropriations in any manner without the prior approval of the Board of Commissioners.

SECTION 15 DUAL SIGNATURES ON CHECKS AND ELECTRONIC AND FACSIMILE SIGNATURES

The County will use dual signatures on checks and drafts made on County funds in accordance with NCGS 159-25(b). The signatures of the County Manager or Assistant County Manager and the Finance Director or the Deputy Finance Director, following proof of warrant, are the authorized signatures of Moore County.

Pursuant to NCGS 159-28.1, the County authorizes the use of electronic signatures, facsimile signature machines, signature stamps, or similar devices in signing checks and drafts and in signing the pre-audit certificate on contracts or purchase orders. The Finance Officer will be responsible for the custody of their electronic signature, facsimile machines, stamps, plates, and other devices.

Pursuant to NCGS 66-58.4, the County is authorized to use and accept electronic signatures in the execution of contracts. Any individual authorized to execute contracts on behalf of the County is authorized to do so using an electronic signature. All electronic signatures must be in compliance with NCGS 66-58.5.

SECTION 16 FINANCIAL REPORTING

The Finance Director, or designee, will submit a monthly financial report for the County Manager, Assistant County Manager and the Board of Commissioners and, from time to time, other reports as required by the County Manager, Assistant County Manager and/or the Board of Commissioners.

SECTION 17 RESERVES FOR ENCUMBRANCES

The reserves for encumbrances as of June 30, 2020 and carry over appropriations representing prior commitments as of that date shall be re-appropriated pursuant to NCGS 159-13 to the departments within the various funds unless excluded by the County Manager or Assistant County Manager. Expenditures against these encumbrances may be made during fiscal year 2020-2021 as the previous commitments are satisfied.

SECTION 18 FEE SCHEDULE

The Annual Fee Schedule, which is attached to this ordinance, sets all fees authorized to be charged by the County for County goods, services or other functions provided by County personnel, equipment, including consultation and other such activities; and, is hereby approved.

SECTION 19 INVALID OR UNCONSTITUTIONAL PORTIONS OF THIS ORDINANCE

Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder of said ordinance shall not be affected thereby.

SECTION 20 EFFECTIVE DATE

That this ordinance shall be in full force and effect on July 1, 2020.

Amended this _____ 6th day of October 2020:

Amended this _____ day of March 2021:

Frank Quis, Chairman

Moore County Board of Commissioners

Laura M. Williams, Clerk to the Board

Fiscal Year 2020/2021

Budget Line Item

Number

Budgeted

Amount Increase/ Revised

(Decrease) Budget

Revenue 28033000 35222 Charitable - 15,000 15,000

Expense 28038000 54137 Charitable - 15,000 15,000

Approved this _____ day of _____, 2021

Frank Quis

Moore County Board of Commissioners

Laura Williams

Clerk to the Board

90006

Social Services Charitable Fund - Establish Special Revenue Fund

Fiscal Year 2020/2021

Budget Line Item

Number

Budgeted

Amount Increase/ Revised

(Decrease) Budget

Revenue 28133000 35221 Representative Payee - 400,000 400,000

Expense 28138000 54136 Representative Payee - 400,000 400,000

Approved this _____ day of _____, 2021

Frank Quis

Moore County Board of Commissioners

Laura Williams

Clerk to the Board

90005

Social Services Representative Payee Account - Establish Special Revenue Fund

Agenda Item:

Meeting Date: 3/2/21

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Misty Leland, County Attorney

DATE: February 22, 2021

SUBJECT: Resolution Accepting Larry R. and Lisa Caddell Stock Donation

PRESENTER: Misty Leland, County Attorney

REQUEST: This is a request to approve the attached Resolution accepting a stock donation from Larry R. and Lisa Caddell with an estimated value of \$15,500 and authorize the County Manager to open an account to receive the stock and leave it open for future donations.

BACKGROUND: Larry and Lisa Caddell desire to provide a stock donation to the Moore County Park and Recreation Department. Larry and Lisa Caddell are life-long residents of Moore County-- living outside of Carthage. Larry is a former two-term Moore County Commissioner serving as both Chair and Vice-Chair.

Larry is a former athlete and appreciates the significant positive benefits sports can have on the lives of children and desires to give back to Moore County Parks and Recreation. The stock donation consists of 400 shares of First Bank stock, currently valued at approximately \$39 per share (although there is no guarantee the value of the stock at the time of sale).

The County cannot maintain stocks but can receive stock donations to sell and receive the monetary value of the stock. The County Manager Wayne Vest has agreed to use his personal information to establish the account for the County because an individual's name and information must be used to set-up the account. The County plans to leave the account open for future stock donations for those who may follow the precedent set by the Caddell family.

IMPLEMENTATION PLAN:

None

FINANCIAL IMPACT STATEMENT:

Receive the stock donation currently valued at \$15,500 (which fluctuates daily).

RECOMMENDATION SUMMARY:

Make a motion to approve the attached Resolution accepting a stock donation from Larry R. and Lisa Caddell with an estimated value of \$15,500 and authorize the County Manager to open an account to receive the stock and leave it open for future donations

SUPPORTING ATTACHMENTS:

RESOLUTION ACCEPTING STOCK DONATION FROM LARRY R. AND LISA CADDELL

WHEREAS, Larry and Lisa Caddell desire to provide a donation of stock to the Moore County Park and Recreation Department; and

WHEREAS, Larry and Lisa Caddell are life-long residents of Moore County, North Carolina. Larry and Lisa live outside of Carthage; and

WHEREAS, Larry Caddell is a former two-term Moore County Commissioner and served as Chair and Vice-Chair; and

WHEREAS, Larry Caddell, a former athlete, appreciates the significant positive benefits that sports can have on the lives of children and desires to give back to Moore County Parks and Recreation; and

WHEREAS, Larry and Lisa Caddell desire to provide a stock donation to Moore County consisting of 400 shares of First Bank stock, currently valued at approximately \$39 per share; and

WHEREAS, the County cannot maintain stocks but can receive stock donations to sell and receive the monetary value of the stock; and

WHEREAS, an individual's name and information must be used to establish an account on behalf of the County in order to receive and sell the stock donation; and

WHEREAS, County Manager Wayne Vest has agreed to use his personal information to establish the account for the County; and

WHEREAS, the County desires to leave the account open for future stock donations for those who may follow the precedent set by the Caddell family.

NOW, THEREFORE, BE IT RESOLVED, the Moore County Board of County Commissioners accepts the generous donation of stock from Larry R. and Lisa Caddell, with an estimated value of \$15,550 (subject to change before the day of sale). The Board further agrees to apply the donation to the Moore County Parks and Recreation Department.

FURTHER, BE IT RESOLVED, the Moore County Board of County Commissioners authorizes County Manager Wayne Vest to use his personal information to establish an account on behalf of Moore County to receive the stock donation.

FURTHER, BE IT RESOLVED, the Moore County Board of County Commissioners agrees to open the account with Truist Investment Services and have the stock sold immediately and paying a minimum fee for the transaction (estimated to be no more than \$80). The Board will keep the account to receive future stock donations.

This the 2nd day of March 2021.

Frank Quis, Chairman

Laura M. Williams, Clerk to the Board