Burke County
Board of Commissioners
Special - Regular Meeting
Zoom Virtual Meeting
ID: 873 3959 0254
PW: 840282
Tuesday, July 21, 2020
6:00 PM

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1. CALL TO ORDER

2. INVOCATION

Pastor Ed Stephenson, Arneys Fairview United Methodist Church

3. PLEDGE OF ALLEGIANCE

J.R. Simpson, County Attorney

4. APPROVAL OF AGENDA

5. APPROVAL OF MEETING MINUTES

1. February 18, 2020 Regular Meeting
2. February 20, 2020 Special Meeting

6. PRESENTATIONS

1. AS - Pet of the Month (Place Holder) - Presented by Kaitlin Settlemyre, Animal Services Director

7. SCHEDULED PUBLIC HEARINGS

1. Comm. Dev. - Zoning Map Amendment ZMA 2020-01 & Public Hearing - 6:00 P.M. - Presented by Scott Carpenter, Deputy Co. Mgr./Planning Director

8. INFORMAL PUBLIC COMMENTS

Please provide written comments to the Clerk prior to the meeting.

9. CONSENT AGENDA

1. BOC - Designation of Voting Delegate for the NCACC Annual Conference
2. Clerk - Appointments to PBHM Board of Directors & CFAC
3. Clerk - Technical Correction to JCPC Term, Seat No. 7
4. Comm. Dev. - Resolution to Withdraw the Linville Dam Boardwalk and Trail Project from the STBG-DA Program
5. General Services - Solid Waste Division - LaBella Associates Annual Services FY20
6. Tax Dept. - Tax Collection Report for June 2020
7. Tax Dept. - Release Refund Report for June 2020

10. ITEMS FOR DECISION

1. Clerk - Appointments to Animal Advisory Board - Presented by Kay Draughn, Clerk to the Board

2. Comm. Dev. Resolution: Lake James Marina - No Wake Zone [Expansion] - Presented by Scott Carpenter, Deputy Co. Mgr./Planning Director
3. BDI - Interlocal Agreement & Bid Award for Water Tank at Burke Business Park (Place Holder) - Presented by Alan Wood, BDI and/or Bryan Steen, County Manager

11. REPORTS AND COMMENTS

1. BOC - Reports & Comments - Presented by Johnnie Carswell, Chairman

12. VACANCY ANNOUNCEMENTS

1. Clerk - Boards and Committees Vacancy Report - Presented by Kay Draughn, Clerk to the Board

13. CLOSED SESSION

1. BOC - Closed Session to Discuss Threatened or Pending Litigation, to Preserve the Attorney-Client Privilege, to Discuss Economic Development Matters and to Discuss Personnel Matters - Presented by Johnnie Carswell, Chairman

14. ADJOURN

MINUTES
BURKE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING

The Burke County Board of Commissioners held a regular meeting on Tuesday, February 18, 2020 at 6:00 p.m. They met in the Commissioners' Meeting Room, Burke County Services Building, 110 N. Green Street, Entrance E in Morganton, N.C. Those present were:

COMMISSIONERS PRESENT: Johnnie W. Carswell, Chairman
Scott Mulwee, Vice Chairman
Wayne F. Abele, Sr.
Jeffrey C. Brittain
Maynard M. Taylor

STAFF PRESENT: Bryan Steen, County Manager
Margaret Pierce, Deputy County Manager/Finance Director
J.R. Simpson, II, County Attorney
Kay Honeycutt Draughn, Clerk to the Board

CALL TO ORDER
Chairman Carswell called the meeting to order at 6:00 p.m.

INVOCATION
Pastor Ed Stephenson, Arneys Fairview United Methodist Church, delivered the invocation.

PLEDGE OF ALLEGIANCE
Under the leadership of Marla Patchel, Girl Scout Troop 2729, Green St. Presbyterian, led the Pledge of Allegiance to the American Flag. Afterwards, they had a commemorative photograph taken with the Commissioners and staff.

APPROVAL OF AGENDA
Motion: To approve the agenda.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

APPROVAL OF MEETING MINUTES
Motion: To approve the meeting minutes of July 2, 2019 (pre-agenda), July 16, 2019 (regular), August 6, 2019 (pre-agenda), and August 6, 2019 (special) as written.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Maynard M. Taylor, Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr, Jeffrey C. Brittain and Maynard M. Taylor

PRESENTATIONS

AS - PET OF THE MONTH

Lindsay Stump, Animal Services Coordinator, presented a dog, Buster, and cat, Tangerine, in need of their "furever" home. Chairman Carswell said Animal Services staff is working hard to decrease the euthanization rate in Burke County and while they have made great strides, there is still work to be done.

RESULT: NO ACTION TAKEN.

TDA - FINANCIAL UPDATE FOR THE PERIOD ENDING DEC. 31, 2019

In accordance with Session Law 2007-265, HB 78, the Tourism Dev. Authority must report quarterly and at the close of the fiscal year to the Burke County Board of Commissioners on its receipts and expenditures for the preceding quarter and for the year in such detail as the board may require.

Ed Phillips, TDA Director, presented the financial update for the period ending December 31, 2019 as follows:

BURKE CO. TOURISM DEVELOPMENT AUTHORITY
Balance Sheet
As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1014 · First Citizens Bank-Checking	321,502.31
Total Checking/Savings	321,502.31
Accounts Receivable	
1210 · Accounts Receivable	400.00
Total Accounts Receivable	400.00
Other Current Assets	
1300 · Prepaid Rent	500.00
Total Other Current Assets	500.00
Total Current Assets	322,402.31
Fixed Assets	
Vehicles	61,000.00
1410 · Furniture & Equipment	17,433.25
1590 · Accumulated Depreciation	-25,615.25
Total Fixed Assets	52,818.00
TOTAL ASSETS	375,220.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	9,366.92
Total Accounts Payable	9,366.92
Other Current Liabilities	
2100 · Payroll Liabilities	-1,026.72
2150 · Retirement Payable	3,889.02
2300 · Trolley Fees In Advance	150.00
Total Other Current Liabilities	3,012.30
Total Current Liabilities	12,379.22
Total Liabilities	12,379.22
Equity	
3900 · Retained Earnings	381,837.86
Net Income	-18,996.77
Total Equity	362,841.09
TOTAL LIABILITIES & EQUITY	375,220.31

BURKE CO. TOURISM DEVELOPMENT AUTHORITY
Profit & Loss
July through December 2019

	Jul - Dec 19	
Income		
4010 · Burke Co. Govt. - Occup. Tax		202,092.45
4110 · Interest Income'		80.27
4120 · Other Income		20,825.00
5000 · Trolley Revenue		16,841.22
Total Income		239,838.94
Expense		
5010 · Accounting		6,562.50
5015 · Legal and Professional Fees		750.00
5020 · Marketing/Advertising		87,024.96
5102 · Membership Dues		275.00
5110 · Building Maintenance		27.71
5113 · City of Morganton/Tourism		25,407.77
5115 · Town of Valdese/Tourism		22,173.91
5140 · Website Upkeep		564.51
5150 · Insurance		
5155 · Trolley Insurance	-1,116.52	
5160 · Directors & Officers Liability	230.00	
5165 · Worker's Compensation	438.00	
5175 · Employee Health Insurance	4,729.12	
Total 5150 · Insurance		4,280.60
5180 · Office Supplies		2,437.39
5190 · Payroll Shared Staff Reimbursem		2,824.67
5200 · Payroll Expenses		
5210 · Payroll	61,285.98	
5215 · NC Unemployment Tax	180.18	
5220 · Part-time Staffing	5,142.75	
5230 · Payroll Taxes	5,283.08	
5235 · Retirement	8,478.57	
5200 · Payroll Expenses - Other	2,645.00	
Total 5200 · Payroll Expenses		83,015.56
5250 · Postage		450.43
5280 · Office Rent		3,000.00
5290 · Telephone		1,335.88
5300 · Travel/Training		4,213.66
5301 · Trolley Expenses		10,510.29
5305 · Meetings		335.37
5400 · Misc. Expense		3,645.50
Total Expense		258,835.71
Net Income		-18,996.77

Mr. Phillips said the TDA has collected $261,000 in the current fiscal year with a budget of $607,000. He said collections are flat compared to last year and expenses are in line. He said at the last TDA Board meeting they authorized the purchase of a new, larger, trolley and will be selling their current trolley through a bid process in the upcoming months.

Chairman Carswell opened the floor for questions and comments from the Board. Vice Chairman

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Mulwee asked when the new hotel in downtown Morganton is opening. Mr. Phillips said February 28th was the last date he heard.

Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Scott Mulwee, Vice Chairman
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor.

SCHEDULED PUBLIC HEARINGS – NONE.

INFORMAL PUBLIC COMMENTS

At 6:12 p.m. Chairman Carswell opened the floor for informal public comments. There were eight (8) citizens who signed up to address the Board.

North Carolina State Senator, Warren Daniel, thanked the Board and staff for what they do for Burke County and the citizens for being in attendance. He said an issue on a lot of people's minds is the Second Amendment issue and he thanked the Board for their consideration of a resolution declaring Burke County as a Constitutional rights protected county. Senator Daniel said after recent events regarding voter ID laws, North Carolina is in an era when liberal judges and politicians take the Constitution into their own hands and disregard the will of the people. He said the citizens of Burke County and North Carolina need to be vigilant and consider the constitutional views of the candidates they are voting for during election season. Senator Daniel thanked the Board for the work they do and requested them to support the resolution concerning the Second Amendment.

David Caviness, 1872 Rader Circle, said he is the founder of the Burke County 2A group and on behalf of Burke County residents, 3,000 online petition signatories, and 555 written petitions, he would like to thank the leadership of the Board, Johnnie Carswell, Scott Mulwee, and all Board members and citizens that have been involved in this process. He said this would not have been possible without them and noted this is the beginning and there is a lot of work to be done at the state and federal level to get things straight. Mr. Caviness encouraged Burke County citizens to stay engaged and be heard to help make changes from Burke County to the state capital and Washington, DC, because they can no longer tolerate self-serving politicians who do not listen to the will of the people. He thanked Chairman Carswell and Vice Chairman Mulwee and others for taking the lead on this endeavor and said more participation is needed from residents if they want to make real change in the future. He requested interested people to join their Facebook group, Make Burke County a Second Amendment Sanctuary, as they move forward and organize supporters and volunteers to help elect those who support the Second Amendment into office.

Barry Clark, 2022 Warrior Fork Trail, said he is a Burke County resident and business owner and thanked the Board for allowing him to speak. He said he stands in support of designating Burke County a constitutional rights protected (CRP) county. He said this wonderful country and its tradition in support of liberty is in deep trouble. Mr. Clark said for far too long the United States Supreme Court has failed to assert itself in the defense of constitutional guarantees, specifically those concerning the Second Amendment which has been under assault for many years. Due to the assault on the Second Amendment, Mr. Clark said, they are here tonight with this symbolic declaration because they have no other choice. He urged the Board to support the declaration

and if the time comes, citizens should stand up for their neighbor when the struggle descends upon their house in the form of confiscation or a red flag.

Anne Fischer, 100 Elm Street, said she is here representing gun safety and South Mountain Women's Health Alliance, and is a descendant of Roger Williams, the founder of religious freedom in Rhode Island. Ms. Fischer said she is speaking against the resolution because the title is a misnomer, stating the body of the resolution only speaks to the Second Amendment and there is concern for other amendments such as the First Amendment. She said the resolution is superfluous, unnecessary, and redundant. Ms. Fischer noted, as was stated at the pre-agenda meeting, that the Commissioners have already sworn to uphold the NC Constitution as well as the national Constitution. She said the resolution is inaccurate in the third whereas regarding concealed weapons and the national guard. She noted how "a well regulated militia" was code for slave patrols and the purpose of these resolutions is to fire up a particular base of voters, create hysteria, promote a culture of fear, and attempt to suppress the vote. Ms. Fischer spoke to how these resolutions benefit the National Rifle Association (NRA), which has also benefitted NC Senators Thom Tillis and Richard Burr. She concluded by saying gun safety is a public health issue and noted that suicides are the number one reason for gun deaths.

Mark Perrou, 905 Church Street, Valdese, said in every election cycle politicians promise to take care of the people but they wrongly identify guns as the problem when it is actually a cultural issue that glorifies violence. He said the draconian laws that are being passed in Virginia and other places around the country are doing nothing but preventing responsible gun owners from protecting themselves. Mr. Perrou noted that the NRA is not killing people, criminals are, he then proceeded to read death statistics comparable to gun deaths and said it is all politics. He said responsible gun owners are not killing people and they just want the right to defend themselves.

Mark Small, 712 Maria Ave, Valdese, said he along with most of the people in the room this evening are just normal people who along with millions of others, are tired of seeing their rights under assault by elected representatives and said he wonders who they are really beholden to. He said the Second Amendment is under an almost continuous assault and noted that Virginia and Arizona are two (2) current examples. Mr. Small said gun ownership is a right given to citizens by the Constitution, but the politicians in Virginia have been attacking this constitutional right and regarding law abiding citizens with contempt. He said this is happening in many other levels of government across America and is a form of tyranny and noted that the nature of tyranny is to always seek to expand, and if left unchallenged, citizens can become slaves or servants to an oligarchy. Mr. Small said while some may see this resolution as symbolic, he disagrees because across America and in Burke County, people are finally standing up to the politicians that continue to erode citizens rights. He asked the Board to pass the resolution and thanked the Board for their consideration.

Alice Halstead, Connelly Springs, read the following statement:

> Alice Halstead, Connelly Springs N.C. yes, I am the organizer-of the Burke 2A movement but I speak now, for myself as a resident who extremely tired political ploys I've witnessed and I am no longer going to be silent.
>
> Here are some facts residents don't know:

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Sheriff Whisenant was not on board with the 2A campaign, he was added after the fact. Leading from behind approach is not going to be tolerated anymore. If our top county law enforcement officer cannot take a stand, then we need leadership that will. I contacted each individual commissioner I heard from everybody except Wayne Abele. The paper stated Mr. Abele is not going to a retreat because he is somehow offended about $2,000 being spent on the retreat which he knew about, which he never opposed, I was at the pre-agenda meeting so I know what was said. And then in the newspaper, he goes on to endorse people who are currently running against Jeff Brittain, Johnnie Carswell, and Scott Mulwee seats, make no mistake what he did was grab for the commissioner chair and I'm calling him out for it. Sir you're an elected official and it is your job to be at that meeting to discuss the next 10 years, you don't have to stay at a motel, it's 45 minute drive, but you do have to be there, remember you do work for me and it's your job. Let's talk about one of the people that he endorsed. I have had my dealings with Christie Gupton, and I can tell you she wants a seat for herself and will beholden to Wayne if she does, because she doesn't represent me. In a written exchange with me she said that if she was on the board we wouldn't have to wait for the 2A to be passed and I said to her, she had the exact same opportunity that I did to organize and lead a group of people, one of us didn't wait for a title of commissioner after their name to do what needed to be done for Burke County Residents. Ms. Gupton was seeking to use the 2A platform to obtain her seat, that wasn't going to work, they had to go to plan B. The paper's article was a purely political stunt in order for Mr. Abele to try to stack the commission with his people so he can rule the roost. Republican in name only, him and those he endorses. Unfortunately, the GOP for Burke County is full of them, so voters be careful of which Republicans you vote for on the ballot March 3rd but vote Republican for sure. We all have seen this type of virtue signaling before, Wayne Abele is not the type of leadership Burke county wants or needs, this is what is wrong in politics today in this state and in this country. Johnnie Carswell, Scott Mulwee, and Jeff Britain I 100 percent support your reelection bid because you're the type of leaders this county needs moving forward and Wayne Abele your service is to county residents, which is paramount over personal ploys and party politics. To not participate in the retreat for the next 10 years of planning tells me very clearly that you have no intentions of representing me or doing the work you were elected to do, now or for the next 10 years, that doesn't represent me or Burke County residents so who are you representing Mr. Abele.

George Retter, 5027 Lighthouse Ct., said regarding the Nest proposal that was presented at the January 15th special meeting, that he is not against development, but for development and said the Board has done many admirable things along the lake front. He asked the Board, in preparation of their March meeting, to consider the following, to his knowledge, the only public land that would be handled by a private investor would be the Nest wedding venue, which is not a good thing. He also expressed concern for potential environmental impacts to Lake James. Mr. Retter asked the Board to please continue to engage with citizens, like they are this evening, before a decision is made regarding the wedding venue.

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There was no one else to address the Board; therefore, Chairman Carswell closed that portion of the meeting.

CONSENT AGENDA

As requested by the Chairman, County Manager Steen reviewed the items on the consent agenda.

BCPS - PRESENTATION OF FINANCIAL DATA FOR THE PERIOD ENDING DEC. 31, 2019

In accordance with the Memorandum of Agreement approved by the County and the Board of Education, the Board of Education will provide to the County quarterly financial reports on the 2019-2020 budget year, showing the application of the County's local funding by the end of each fiscal quarter. These reports will be presented to the County's Board of Commissioners in November 2019, February 2020 and May 2020, respectively.

BCPS						
Estimated Revenues						
2019/2020						
	Annual		December YTD			% of Budget
	Previous	Current Fcst	Current	Previous	% Change	Received
State	80,597,443	80,600,000	38,345,892	38,768,137	-1.1%	47.6%
Federal	7,462,092	7,720,415	3,388,225	3,707,546	-8.6%	43.9%
Local	14,568,907	14,425,772	7,490,525	7,373,155	1.6%	51.9%
School Nurses	718,403	998,140	378,969	229,182	65.4%	38.0%
Charter Schools	412,143	450,291	143,106	147,370	-2.9%	31.8%
Fines & Forfeitures	430,149	380,000	164,955	239,619	-31.2%	43.4%
Special Revenue	5,513,118	5,350,000	3,274,558	2,764,478	18.5%	61.2%
Total	$ 109,702,255	$ 109,924,618	$ 53,186,230	$ 53,229,487	**-0.1%**	48.4%
As of this report we still have no state budget. We are operating on state funds at the previous year's funding level. We have adjusted to the new, anticipated state retirement and health insurance employer matching rates. Maintaining operations at the previous year's funding level will become increasingly difficult.						

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BCPS										
Local Financials by Purpose & Function Level										
							'19/'20			
	Expenses	'16/'17	'17/'18	'18/'19	Budget	1st	2nd	3rd	4th	Total
5XXX	Regular Instructional Sevices	4,912,851	5,164,868	5,324,653	5,426,911	822,802	1,957,952			2,780,754
6XXX	Support & Development Services	9,795,255	10,405,887	10,119,395	10,442,916	2,975,589	2,337,956			5,313,545
81XX	Payments to Other Governmental Units	655,442	625,363	702,226	617,763	57,823	155,247			213,070
49XX	Revenues Over/(Under) Expenditures	430,881	(98,431)	37,872	(188,387)	93,890	(231,620)			(137,730)
XXXX	Grand Total	$ 15,794,429	$ 16,097,687	$ 16,184,146	$ 16,299,203	$ 3,950,104	$ 4,219,535	$ -	$ -	$ 8,169,639
	% of Annual Budget									50.1%
	Revenue									
4110	Burke County	14,264,035	14,599,358	14,448,211	14,416,272	3,745,262	3,745,263			7,490,525
4110	Timber Receipts	10,747	9,406	120,696	9,500	-	-			-
4490	School Nurses	653,750	726,095	718,403	998,140	89,557	289,412			378,969
4110	Charter Schools	370,618	372,286	412,143	450,291	1,529	141,577			143,106
4410	Fines & Forfeitures	430,126	330,570	430,149	380,000	70,933	94,022			164,955
4493	Individual Schools' Receivables	65,152	59,972	54,544	45,000	42,823	(50,739)			(7,916)
XXXX	Grand Total	$ 15,794,429	$ 16,097,687	$ 16,184,146	$ 16,299,203	$ 3,950,104	$ 4,219,535	$ -	$ -	$ 8,169,639
	LCE FB contributed $38k for '18/'19, bringing total FB to $2.7M, 16.6% of local budget									
	At this point in time have no forecast as to current FB usage due to lack of state budget									
	School Nutrition realized a profit of $489k before equipment and serving lines reinvestment of $218k									

Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

COM - EASEMENT AGREEMENT FOR MORGANTON GREENWAY

The City of Morganton has requested an easement for the Greenway (greenway path / sidewalk) that runs across the corner of the Mountain View School property. The proposed course of the greenway (a 10' wide pavement) cuts across just a corner of Mountain View School tract. The greenway requires a total right-of-way of 30', so that total area within permanent easement would be only 215 sq. ft. The City also requests a temporary construction easement extending another 10' into school property (e.g., temp easement runs 25' either side of greenway centerline).

To comply with State/Federal funding requirements, City would also need a letter agreement from the County "authorizing" the City to actually build the greenway across this property.

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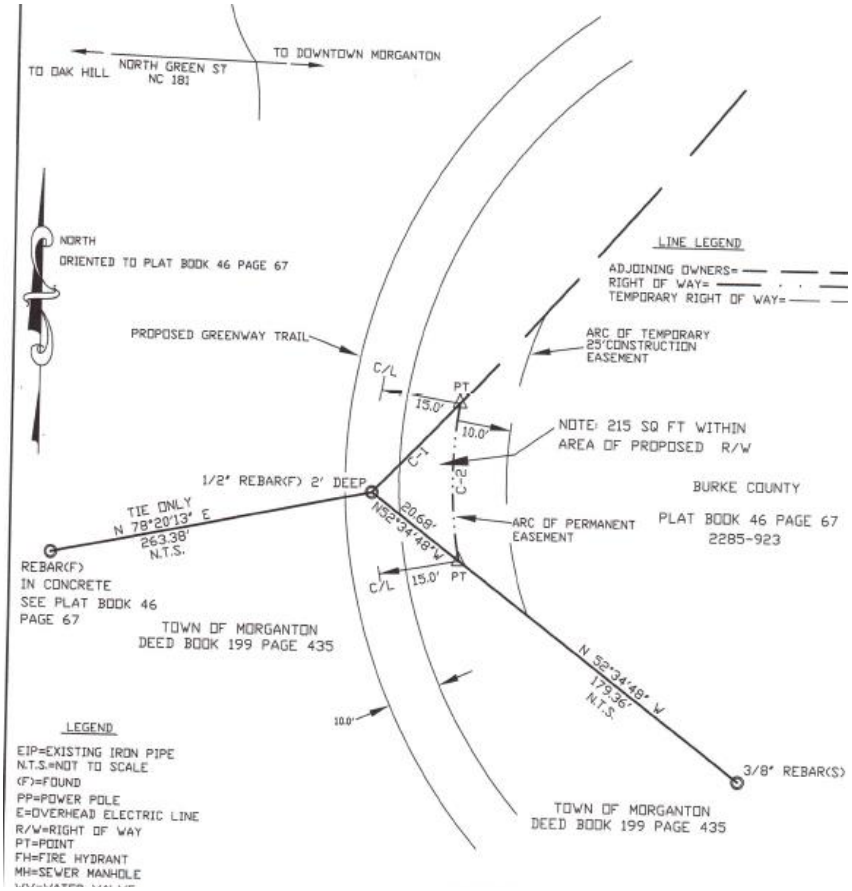

Motion: To approve the Greenway Easement Agreement between Burke County and the City of Morganton as presented. Further, direct the County Manager to send a letter to the City of Morganton authorizing the City to build the Greenway across the property as requested.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

BCECC - COMMUNICATIONS 911 PHONE HARDWARE REFRESH LEASE AGREEMENT

During last year's budget preparation, we discussed the need to update and replace 911 phone hardware in line with the recommended 5-year replacement cycle. 2019 marked the 5-year anniversary of the opening of the 911 center and the purchase of the current phone equipment. Monies were budgeted by the Commissioners for a 5-year lease of replacement phone equipment. The lease option was deemed preferable as it would not only save the county money by keeping the annual cost below the reimbursable threshold determined by the 911 board but also save the 911 board approximately $16,000.00 over 5 years. These savings were initially estimated to be greater however changes were made in service contracts in an effort to ensure most costs were eligible for reimbursement. The 911 board has deemed, based on approved seat counts, that Burke County is eligible for $176,859.84 in phone hardware reimbursements annually. The proposed lease agreement locks in an annual cost of $116,928.87, ensuring that our annual expenses will be reimbursed. This cost includes the replacement of all phone hardware on 11 dispatch consoles in the primary center as well as

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replacement of 8 command post phones in the backup PSAP, and all VESTA 911 call processing equipment. Budgetary Effect: The total hardware cost is $260,667.14 with annual lease payment of $59,132.34. Funding for this was included in the FY 19-20 budget. No additional funding is required, and expenses are 99 percent reimbursable. Board approval is required for multi-year agreements and agreements that are more than $90,000.

Motion: To approve the lease (#NCM158) between ePlus Group Inc. and Burke County as presented, subject to review and/or revision by the County Attorney. Authorize the County Manager to execute the lease on behalf of the Board.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

FM - HAZARD MITIGATION PLAN - RESOLUTION

While the threat from hazardous events may never be fully eliminated, there is much we can do to lessen their potential impact upon our community and our citizens. By minimizing the damaging effects of natural hazards upon our built environment, we can prevent such events from resulting in disasters. The concept and practice of reducing risks to people and property from known hazards is referred to hazard mitigation. Every five (5) years the Hazard Mitigation Plan must be updated and sent to the State and Federal representatives for review and approval. The Unifour Hazard Mitigation Plan was last updated and approved in 2014. In October 2018 the Unifour Region, consisting of Burke, Alexander, Caldwell and Catawba Counties, was assigned a contractor through North Carolina Emergency Management to have the Regional Hazardous Mitigation Plan reviewed and updated. Caldwell County took the lead on this revision. Numerous meetings of each County's Emergency Management leadership along with their respective municipality's leadership met during 2019. Surveys were conducted within in the group along with public input solicited through multiple media outlets. The Regional Hazard Mitigation Plan was submitted to the State and Federal Representatives and was approved in January 2020. The plan is approved for a period of five years and will expire January 2025.

Motion: To adopt Resolution No. 2020-02.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

Resolution No. 2020-02 reads as follows:

BURKE COUNTY
RESOLUTION OF ADOPTION
UNIFOUR HAZARD MITIGATION PLAN

WHEREAS, the citizens and property within Burke County are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to flooding, tornadoes, high winds, snow storms, landslides, etc. and

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WHEREAS, the County desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of Chapter 160A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has in Section 1 Part 166A of the North Carolina General Statutes (adopted in Session Law 2001-214 --- Senate Bill 300 effective July 1, 2001), states therein in Item (a) (2) "For a state of disaster proclaimed pursuant to G.S. 166A-6(a) after August 1, 2002, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act"; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

WHEREAS, Burke County has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

WHEREAS, it is the intent of the Board of Commissioners of Burke County to fulfill this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

NOW, therefore, be it resolved that the Board of Commissioners of Burke County hereby:

1. Adopts the Unifour Hazard Mitigation Plan; and

2. Vests Burke County Emergency Management Office with the responsibility, authority, and the means to:

   (a) Inform all concerned parties of this action.
   (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.

3. Appoints the Burke County Emergency Management Office to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Board of Commissioners of Burke County for consideration.

4. Agrees to take such other official action as may be reasonably necessary to carry out the

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objectives of the Hazard Mitigation Plan.

Adopted this 18th day of February 2020.

/s/: Johnnie W. Carswell
Johnnie W. Carswell, Chairman
Burke County Board of Commissioners

ATTEST:
/s/: Kay Honeycutt Draughn
Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

FINANCE - COUNTY FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2019

The County's Finance Director will provide a brief overview of the County's financial status at the pre-agenda meeting for informational purposes only.

GENERAL FUND AS OF DECEMBER 31, 2019	BUDGET	ACTUAL	BALANCE	PERCENT RECEIVED / EXPENDED
REVENUES:				
Property Taxes, Interest, & Penalties	$48,970,000	37,885,667	$11,084,333	77.37%
Sales Tax	$7,400,000	1,944,429	$5,455,571	26.28%
Other taxes	$1,266,000	644,127	$621,873	50.88%
Intergovernmental	$18,330,011	6,694,836	$11,635,175	36.52%
Sales/Services	$3,941,175	2,100,335	$1,840,840	53.29%
Permit/Fees	$2,014,592	957,983	$1,056,609	47.55%
Misc Revenues	$886,575	717,460	$169,115	80.92%
Transfer from other Funds	$6,681,410	3,340,705	$3,340,705	50.00%
Fund Balance	$2,318,712	0	$2,318,712	0.00%
TOTAL	**$91,808,475**	**54,285,542**	**$37,522,933**	**59.13%**
EXPENDITURES:				
Animal Services	$217,535	94,043	$123,492	43.23%
Burke County Schools	$15,874,203	7,869,494	$8,004,709	49.57%
Community Dev/Building Inspections	$871,545	440,433	$431,112	50.53%
Cooperative Extension	$380,855	158,273	$222,582	41.56%
Debt Service	$8,398,330	3,375,797	$5,022,533	40.20%
DSS	$17,538,901	7,430,407	$10,108,494	42.37%
Economic Development	$2,773,299	1,192,948	$1,580,351	43.02%
Elections	$1,106,047	262,375	$843,672	23.72%
Emergency Services	$8,916,900	4,324,872	$4,592,028	48.50%
General Government	$7,071,720	3,207,896	$3,863,824	45.36%
Health	$3,366,725	1,606,990	$1,759,735	47.73%
Library	$1,596,235	1,026,013	$570,222	64.28%
Maintenance & Operation	$1,752,235	1,175,801	$576,434	67.10%
Mental Health	$265,000	132,500	$132,500	50.00%
Recreation	$709,600	330,883	$378,717	46.63%
Register of Deeds	$486,235	223,089	$263,146	45.88%
Senior Services/Veteran Services	$628,770	266,272	$362,498	42.35%
Sheriff, Jail and Animal Control	$13,057,125	5,414,466	$7,642,659	41.47%
Soil & Water	$130,125	61,414	$68,711	47.20%
Tax	$1,580,935	679,187	$901,748	42.96%
Western Piedmont Community College	$2,710,155	1,280,078	$1,430,077	47.23%
Transfers to other Funds	$2,376,000	781,134	$1,594,866	32.88%
TOTAL	**$91,808,475**	**$41,334,365**	**$50,474,110**	**45.02%**
FUND BALANCE INCREASE / (DECREASE)		**$12,951,177**		
SALES TAX SUMMARY BY ARTICLE	*3 months reporting*			
Sales Tax - Article 39	$5,000,000	1,311,812	$3,688,188	26.24%
Sales Tax - Article 40	$5,837,850	1,530,349	$4,307,501	26.21%
Sales Tax - Article 42	$2,800,000	743,672	$2,056,328	26.56%
Sales Tax - Article 44	$1,562,150	414,080	$1,148,070	26.51%
TOTAL	**$15,200,000**	**3,999,913**	**$11,200,087**	**26.32%**

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ENTERPRISE FUNDS AS OF DECEMBER 31, 2019

	BUDGET	ACTUAL	BALANCE	PERCENT RECEIVED / EXPENDED
WATER & SEWER:				
Revenues	$1,854,510	782,277	$1,072,233	42.2%
Expenditures	$1,854,510	511,073	$1,343,437	27.6%
FUND BALANCE INCREASE / (DECREASE)		**$271,204**		
SOLID WASTE:				
Revenues	$5,440,225	3,407,229	$2,032,996	62.6%
Expenditures	$5,440,225	2,454,289	$2,985,936	45.1%
FUND BALANCE INCREASE / (DECREASE)		**$952,940**		

Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

JCPC- FUNDING ALLOCATION REVISION FOR RAISE THE AGE EXPANSION FUNDS

In 2017, North Carolina's General Assembly passed the Juvenile Justice Reinvestment Act by including the language in the appropriations bill. This legislation will allow for most 16 and 17-year olds charged with crimes to be served in the juvenile justice system instead of being charged as adults. The goal of the Raise the Age legislation is to prevent young people from entering the criminal justice system and also prevent juveniles from re-offending. The NC General Assembly passed the budget and Burke County is set to receive $36,505 for programs to provide restorative justice services. Four programs submitted applications and three programs were approved by the JCPC to receive the expansion funds. The revised allocation funding sheet is provided.

Burke County

NC DPS - Community Programs - County Funding Plan

Available JCPC Funds: $ $230,294
Raise the Age Expansion Funds: $ $36,505

Local Match: $ $78,732 Rate: 30%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	New 19-20 Total DPS Funds	Original 19-20 DPS Funds	DPS-RtA Expansion Funding	LOCAL FUNDING County Cash Match	LOCAL FUNDING Other Local Cash Match	LOCAL FUNDING Local In-Kind	OTHER State/ Federal	OTHER Funds	Total
1	JCPC Administration	$14,710	$14,710							$14,710
2	Burke Recovery	$25,663	$25,663		$2,000		$5,768	$9,691		$43,122
3	Conflict Resolution Center	$19,018	$19,018				$7,512			$26,530
4	Kids at Work	$52,111	$37,540	$14,571			$11,544			$63,655
5	Project Challenge	$63,341	$63,341				$19,002			$82,343
6	Repay Just Girls	$11,467	$11,467			$3,000	$8,410	$8,349	$11,000	$42,226
7	Repay Psychological Services	$24,055	$24,055				$8,936			$32,991
8	Repay SAIS	$40,917	$34,500	$6,417			$12,560		$11,907	$65,384
9	Conflict Resolution Center - Sentencing Circles	$15,517		$15,517						$15,517
10										
11										
12										
13										
14										
15										
16										
17										
18										
	TOTALS:	$266,799	$230,294	$36,505	$2,000	$3,000	$73,732	$18,040	$22,907	$386,478

The above plan was derived through a planning process by the Burke County Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 19-20

Motion: To approve the revised Burke County JCPC Funding Allocation Plan as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

JCPC- FUNDING POLICY REVISION

The Burke JCPC at their November 13, 2019 meeting voted on three (3) policy item changes to be submitted to the Burke County Commissioners for approval. Those changes are highlighted on the "track" version of the following document.

3. Request for Proposals (RFP): The Burke JCPC will review the annual Request for Proposals (RFP) prior to its advertisement. RFPs will be publicly advertised on ~~in~~ the ~~local newspaper~~ Burke County web site, and directly mailed or emailed to all existing service providers, the United Way office, other agencies serving youth, ~~and~~ the school system and published in the local newspaper if deemed necessary. The RFP may also be posted in the location for other Public Notice in the County. The RFP will allow a minimum of 30 days from the date of publication until the application due date, and will include (at a minimum): a. The funding priority of services established by the JCPC b. The due date for the application c. Where the application can be obtained. d. Date, time, and location of the annual bidder's conference. e. A prioritization of risk factors

7. Applicant requirements: Applicants must meet all DACJJ requirements. Applicants shall submit to the Burke JCPC Administrative Assistant by the established deadline the following: ~~a copy of their annual audit or financial statement, and~~ a management letter stating "no overdue taxes due" A current list of their Board of Directors, and Notification of any conflicts of interest that exist.

Additionally, new programs, or programs that are not funded at the time of the RFP deadline, are required to submit three letters of support from outside their agency, a copy of their annual audit or financial statement and proof of their 501(c)(3) status to the JCPC.

13. Deadline Dates: Deadline dates for submission of the program application and program agreement will be listed on the Burke County JCPC Timeline given to programs applying for funding at the orientation (Bidders' Conference). Failure to submit the information into the State NC ALLIES program by the deadline given will result in exclusion from the funding allocation worksheet presented to the County Commissioners for approval. Program funds will be set aside ~~until submission is complete~~ and a revised funding allocation ~~can~~ may be approved by the Commissioners.

Motion: To approve the Burke County JCPC Funding Policy revision as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

TAX DEPT. - TAX COLLECTION REPORT FOR JANUARY 2020

The Board of Commissioners is presented with the Tax Collection Report for the period between July 1, 2019 and January 31, 2020. It reflects the status of collections by the Burke County Tax Collection's Staff. Included is the status comparing Collections to Levy and comparing Collections to Budget. Levy information is for Property Tax only and does not include the Vehicle Tax.

The information below is comparing Tax Collections to the Tax Levy. Tax Levy is the total taxable property value times the tax rate. The levy changes monthly with the addition of discoveries, other changes or corrections and when Public Utility values are added.

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Category	Tax Levy	Amount Collected YTD	Balance to Collect	% Collected
Property Tax	$44,881,650.00	$41,939,771.89	$2,941,878.52	93.45%

The information below is comparing Tax Collections for Property Tax and Motor Vehicle Tax to the Annual Budget. This information is a supplement to the Annual Settlement Report.

Category	Annual Budget	Amount Collected YTD	Balance to Collect	% Collected
Current Year Taxes	$48,070,000.00	$44,750,715.06	$3,319,284.94	93.09%
Delinquent Taxes	$650,000.00	$533,048.33	$116,951.67	82.01%
Late List Penalty	$250,000.00	$218,329.21	$31,670.79	87.33%

These two items below make up the current year taxes above.

Category	Annual Budget	Amount Collected YTD	Balance to Collect	% Collected
Property Tax	$43,470,000.00	$41,939,771.89	$1,530,228.11	96.48%
Motor Vehicle Tax	$4,600,000.00	$2,810,943.17	$1,789,056.83	61.11%

Motion: To accept the Tax Collection Report for January 2020 as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

TAX DEPT. - RELEASE REFUND REPORT FOR JANUARY 2020

Releases in value and/or refunds of taxes typically occur when:

- Taxpayers submit information that creates a reduction in value.
- Situs is corrected between counties and/or municipalities.
- Valuation appeals reduce the value for real or personal property.
- The postmark reveals a payment was timely sent.

The Board of Commissioners is presented with the following list of releases and refunds for consideration. The Net Release is a result of the Report Amount minus the Rebilled Amount.

Tax System Refunds and Releases				
	Report Amount	Rebilled Amount	Net Release	Refund Amount
Releases (TR-304)	$4,773.43	$406.26	$4,367.17	$1,000.85

VTS Refunds Over $100	
	Refund Amount
VTS Adjustments	$478.40

*Note: The net loss amount is a result of the report amount minus the rebilled amount.

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Motion: To approve the Tax Releases and Refunds for January 2020 as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

The tax reports read as follows:

TR-304 BILL RELEASE REPORT JANUARY 2020

Bill #	Taxpayer Name	Bill Date	Operator ID (Name)	Release Date	Orig Bill Amount ($)	Release Amount ($)	Bill Amount after Release	Notes and Rebilled Amount
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Adjustment								
0024034653-2019-2019-0000-00-REG	HUFFMAN, FRED MICHAEL	7/1/2019	LINDA CRUMP	1/23/2020	8.79	8.79	0.00	9.67
Subtotal						**8.79**		**9.67**
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Duplicate Billing								
0000075564-2018-2013-0000-00-REG	WHETSTINE, BEULAH JEAN T	7/2/2018	LINDA WILBUR	1/21/2020	109.56	109.56	0.00	0.00
0000077212-2017-2017-0000-00-REG	RAMSEUR, MILES M	7/1/2017	LINDA WILBUR	1/15/2020	112.55	73.87	38.68	0.00
0000077212-2017-2017-0000-00-REG	RAMSEUR, MILES M	7/1/2017	LINDA WILBUR	1/15/2020	38.68	38.68	0.00	0.00
0000077212-2018-2018-0000-00-REG	RAMSEUR, MILES M	7/1/2018	LINDA WILBUR	1/15/2020	114.55	114.55	0.00	0.00
0000077212-2019-2019-0000-00-REG	RAMSEUR, MILES M	7/1/2019	LINDA WILBUR	1/15/2020	113.12	113.12	0.00	0.00
0024025151-2018-2018-0000-00-REG	ROSS, CHRISTOPHER N II	7/1/2018	LINDA WILBUR	1/2/2020	72.44	72.44	0.00	0.00
0024025151-2019-2019-0000-00-REG	ROSS, CHRISTOPHER N II	7/1/2019	LINDA WILBUR	1/2/2020	65.21	65.21	0.00	0.00
0024025888-2019-2019-0000-00-REG	BRANCH, RIKKI THUNDERHEART	7/1/2019	BARBARA HARTLEY	1/3/2020	77.44	77.44	0.00	0.00
0024037026-2019-2018-0000-00-REG	BRANCH, RIKKI THUNDERHEART	8/9/2019	BARBARA HARTLEY	1/3/2020	51.29	51.29	0.00	0.00
Subtotal						**716.16**		**0.00**
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Exempt Property								
0000057697-2019-2019-0000-00-REG	1780 PROPERTY OWNERS ASSOCIATION, INC	7/1/2019	AMANDA CONLEY	1/14/2020	0.97	0.97	0.00	0.00
0000059793-2019-2019-0000-00-REG	1780 PROPERTY OWNERS ASSOCIATION, INC	7/1/2019	AMANDA CONLEY	1/14/2020	31.87	31.87	0.00	0.00
0000059804-2019-2019-0000-00-REG	1780 PROPERTY OWNERS ASSOCIATION, INC	7/1/2019	AMANDA CONLEY	1/16/2020	24.15	24.15	0.00	0.00

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Bill #	Taxpayer Name	Bill Date	Operator ID (Name)	Release Date	Orig Bill Amount ($)	Release Amount ($)	Bill Amount after Release	Notes and Rebilled Amount
0000061230-2019-2019-0000-00-REG	1780 PROPERTY OWNERS ASSOCIATION, INC	7/1/2019	AMANDA CONLEY	1/16/2020	10.43	10.43	0.00	0.00
0000061238-2019-2019-0000-00-REG	1780 PROPERTY OWNERS ASSOCIATION, INC	7/1/2019	AMANDA CONLEY	1/16/2020	1,195.05	1,195.05	0.00	0.00
Subtotal						**1,262.47**		**0.00**
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Not in Burke County								
0000044500-2019-2019-0000-00-REG	MAYFIELD, TIMOTHY BRIAN	7/1/2019	BARBARA HARTLEY	1/2/2020	104.90	104.90	0.00	0.00
0024010009-2019-2019-0000-00-REG	DURHAM, ARCHIE DEAN	7/1/2019	CONNIE HOLDER	1/21/2020	136.95	136.95	0.00	0.00
0024020266-2017-2017-0000-00-REG	KING, JIMMY EDWARD	7/1/2017	LINDA WILBUR	1/27/2020	101.10	101.10	0.00	0.00
0024020266-2018-2018-0000-00-REG	KING, JIMMY EDWARD	7/1/2018	LINDA WILBUR	1/27/2020	103.10	103.10	0.00	0.00
0024020266-2019-2019-0000-00-REG	KING, JIMMY EDWARD	7/1/2019	LINDA WILBUR	1/27/2020	104.53	104.53	0.00	0.00
0024021050-2019-2019-0000-00-REG	HARRIS, LINDA RANDALL	7/1/2019	BARBARA HARTLEY	1/14/2020	30.35	30.35	0.00	0.00
0024042164-2019-2019-0000-00-REG	ROGERS, JONATHAN JOEL	12/5/2019	LINDA WILBUR	1/16/2020	168.44	168.44	0.00	0.00
0024046470-2019-2019-0000-00-REG	SCROGGINS, JOHN C	1/30/2020	CONNIE HOLDER	1/31/2020	155.80	155.80	0.00	0.00
Subtotal						**905.17**		**0.00**
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Penalty Correction								
0000061769-2019-2019-0000-01-REG	TRIPONEY, VICKY L	7/1/2019	AMANDA CONLEY	1/17/2020	1,921.63	168.15	1,753.48	0.00
Subtotal						**168.15**		**0.00**
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Situs Correction								
0000074577-2019-2019-0000-00-REG	THE FLOWERS COMPANY	7/1/2019	RENEE AUSTIN	1/13/2020	127.96	127.96	0.00	127.96

Bill #	Taxpayer Name	Bill Date	Operator ID (Name)	Release Date	Orig Bill Amount ($)	Release Amount ($)	Bill Amount after Release	Notes and Rebilled Amount
0024034093-2019-2019-0000-00-REG	MOTOWN ICEHOUSE & CREAMERY LLC	7/1/2019	LINDA WILBUR	1/23/2020	153.46	153.46	0.00	153.46
Subtotal						**281.42**		**281.42**
TAX DISTRICT: BURKE COUNTY RELEASE REASON: Sold/Traded								
0000071941-2019-2019-0000-00-REG	DEATON, MEAGAN KATHERINE	7/1/2019	BARBARA HARTLEY	1/9/2020	105.02	105.02	0.00	105.02
0000073086-2013-2013-0000-00-REG	WHITE, JAMES ERIC	7/1/2013	BARBARA HARTLEY	1/8/2020	46.46	46.46	0.00	0.00
0000081695-2017-2017-0000-00-REG	SORRELLS, NELDA	7/1/2017	LINDA WILBUR	1/9/2020	192.01	192.01	0.00	0.00
0000081695-2018-2018-0000-00-REG	SORRELLS, NELDA	7/1/2018	LINDA WILBUR	1/9/2020	194.01	194.01	0.00	0.00
0000085938-2013-2013-0000-00-REG	RICE, CALEB	7/1/2013	LINDA WILBUR	12/31/2019	59.35	59.35	0.00	0.00
0000085938-2014-2014-0000-00-REG	RICE, CALEB	7/1/2014	LINDA WILBUR	12/31/2019	52.77	52.77	0.00	0.00
0000085938-2015-2015-0000-00-REG	RICE, CALEB	7/1/2015	LINDA WILBUR	12/31/2019	47.53	47.53	0.00	0.00
0000085938-2016-2016-0000-00-REG	RICE, CALEB	7/1/2016	LINDA WILBUR	12/31/2019	47.53	47.53	0.00	0.00
0000085938-2017-2017-0000-00-REG	RICE, CALEB	7/1/2017	LINDA WILBUR	12/31/2019	43.77	43.77	0.00	0.00
0000086897-2019-2019-0000-00-REG	HERRON, WILLIAM C	7/1/2019	BARBARA HARTLEY	1/7/2020	16.28	16.28	0.00	0.00
0000093150-2018-2018-0000-00-REG	BLUMETTI, JOSEPH ALAN	7/1/2018	BARBARA HARTLEY	1/2/2020	16.48	16.48	0.00	0.00
0000093150-2019-2019-0000-00-REG	BLUMETTI, JOSEPH ALAN	7/1/2019	BARBARA HARTLEY	1/2/2020	14.87	14.87	0.00	0.00
0000118704-2010-2010-0000-00-REG	FRADY, ANDY P	7/1/2010	LINDA WILBUR	1/2/2020	92.09	92.09	0.00	0.00
0000124261-2011-2011-0000-00-REG	FRADY, ANDY P	7/1/2011	LINDA WILBUR	1/2/2020	82.94	82.94	0.00	0.00
0000124632-2011-2011-0000-00-REG	RICE, CALEB	7/1/2011	LINDA WILBUR	12/31/2019	56.03	55.25	0.78	0.00

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0000141339-2012-2012-0000-00-REG	RICE, CALEB	7/1/2012	LINDA WILBUR	12/31/2019	50.46	49.76	0.70	0.00
0024021543-2019-2019-0000-00-REG	BENFIELDS LANDING LLC	7/1/2019	CONNIE HOLDER	1/16/2020	341.74	136.89	204.85	0.00
0024025025-2019-2019-0000-00-REG	FORTUNE, BRANDON KENT	7/1/2019	LINDA WILBUR	1/6/2020	10.15	10.15	0.00	10.15
Subtotal						**1,263.16**		**115.17**
TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Value Change**							
0000021102-2017-2017-0000-00-REG	HARRISON, TAMMY SUE	7/1/2017	AMANDA CONLEY	1/14/2020	211.47	56.34	155.13	0.00
0000021102-2018-2018-0000-00-REG	HARRISON, TAMMY SUE	7/1/2018	AMANDA CONLEY	1/14/2020	213.47	56.34	157.13	0.00
0000021102-2019-2019-0000-00-REG	HARRISON, TAMMY SUE	7/1/2019	AMANDA CONLEY	1/14/2020	216.73	55.43	161.30	0.00
Subtotal						**168.11**		**0.00**
Total						**4,773.43**		**406.26**
Net Release Amount							**4,367.17**	

NCVTS PENDING REFUND REPORT OVER $100
DESC VTS: JANUARY 2020

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Refund Description	Tax Jurisd.	Levy Type	Change	Interest Change	Total Change
CAUSBY, JASON ERVIN	CAUSBY, JASON ERVIN	MORGAN, LOGAN SPENCE JR	145 GARRISON RD	MORGANTON, NC 28655	Adjustment >= $100	0051579527	Refund Generated due to adjustment on Bill #0051579527-2019-2019-0000	01	Tax	($106.69)	$0.00	($106.69)
								57	Tax	($222.27)	$0.00	($222.27)
								57	Vehicle Fee	($20.00)	$0.00	($20.00)
								25	Tax	$16.55	$0.00	$16.55
											Refund	$332.41
DAVIS, GREG ALLEN	DAVIS, GREG ALLEN	WALLACE, RACHEL MYRAH	2076 S FORK DR	MORGANTON, NC 28655	Adjustment >= $100	0051418874	Refund Generated due to adjustment on Bill #0051418874-2019-2019-0000	01	Tax	$0.00	$0.00	$0.00
								57	Tax	($143.63)	$0.00	($143.63)
								57	Vehicle Fee	($20.00)	$0.00	($20.00)
								25	Tax	$17.64	$0.00	$17.64
											Refund	$145.99
											Refund Total	$478.40

TAX DEPT. - ORDER TO ADVERTISE 2019 DELINQUENT REAL PROPERTY TAXES

Pursuant to N.C.G.S. 105-369, the Tax Collector shall report to the governing board the total amount of unpaid taxes for the current fiscal year that are liens on real property.

Category	Tax Levy	Amount Collected YTD	Balance to Collect	% Collected
Property Tax	$44,881,650.00	$41,939,771.89	$2,941,878.52	93.45%

Category	Annual Budget	Amount Collected YTD	Balance to Collect	% Collected
Current Year Taxes	$48,070,000.00	$44,750,715.06	$3,319,284.94	93.09%
Delinquent Taxes	$650,000.00	$533,048.33	$116,951.67	82.01%
Late List Penalty	$250,000.00	$218,329.21	$31,670.79	87.33%

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Category	Annual Budget	Amount Collected YTD	Balance to Collect	% Collected
Property Tax	$43,470,000.00	$41,939,771.89	$1,530,228.11	96.48%
Motor Vehicle Tax	$4,600,000.00	$2,810,943.17	$1,789,056.83	61.11%

Under this statute, the Board orders the Tax Collector to advertise these tax liens on all unpaid real property. Also, a notice must be sent to the owner of record. This notice shall be sent at least 30 days before the advertisement is to be published, to the last known address. These notices state that the owner's name will be advertised if taxes are not paid in full by Friday February 28, 2020. The Tax Office mailed these notices during January 2020.

Notices warning of the upcoming lien advertisement is scheduled to be published in the *News Herald* on Sunday February 16, February 23, March 8 and March 15, 2020. Those who have not paid real estate property taxes in full by Friday, February 28, 2020, will be advertised. The lien advertisement will then be published in the *News Herald* on Sunday, March 15, 2020.

BURKE COUNTY
NOTICE
2019 UNPAID REAL PROPERTY TAXES

Notice is hereby given that the Burke County Tax Collector will publish the annual Tax Lien Advertisement of Real Property for 2019 County Taxes, during the month of March. To avoid advertisement of your real property and avoid additional cost, you are requested to pay these 2019 taxes and interest no later than Friday, February 28, 2020.

This Delinquent Tax Notice, that is required to be sent before advertising in the newspaper, also serves as the Debt Setoff (DSO) Notice for Burke County. The Debt Setoff Notice is noted on the front of the delinquent notice. The actual Debt Setoff notice is on the back. This notice gives taxpayers 30 days to pay their delinquent taxes and avoid Burke County intercepting their North Carolina Income Tax refund.

Motion: **To approve the 2019 Order to Advertise Tax Liens.**

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

ORDER OF THE BURKE COUNTY BOARD OF COMMISSIONERS
IN ACCORDANCE WITH NCGS 105-369

State of North Carolina
County of Burke

To: Daniel K. Isenhour, Tax Administrator of Burke County

You are hereby authorized, empowered and commanded to advertise tax liens on real property for failure to pay 2019 property taxes. You shall advertise said liens by publishing each lien in the local newspaper having general circulation in Burke County. Advertisement of the liens shall be made on Sunday, March 15, 2020.

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This order shall be full and sufficient authority to direct, require, and enable you to advertise said tax liens in accordance with North Carolina General Statute 105-369.

Witness my hand and official seal, this the 18th day of February 2020.

/s/: Johnnie W. Carswell
Johnnie W. Carswell
Chairman, Board of Commissioners

Attest:
/s/: Kay Honeycutt Draughn
Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board of Commissioners

WPCC – PRESENTATION OF FINANCIAL DATA FOR THE PERIOD ENDING DEC. 31, 2019

An overview of the College's financial data will be presented for the period ending December 31, 2019.

WESTERN PIEDMONT COMMUNITY COLLEGE
FY 2019-2020 SUMMARY AS OF DECEMBER 31, 2019

	STATE			COUNTY			INSTITUTIONAL		
Summary of Revenues	BUDGET	ACTUAL	REMAINING	PGLT	ACTUAL	REMAINING	BUDGET	ACTUAL	REMAINING
State Appropriations	13,729,630	7,068,865							
Add. Allocations (detail below)	345,801								
County Appropriations				2,560,155	1,280,078				
Rent & Interest Income				53,000	7,016				
Institutional Funds							5,416,497	2,713,170	
Total Budgeted Revenues	**14,075,431**	**7,068,865**	**7,006,566**	**2,613,155**	**1,287,093**	**1,326,062**	**5,416,497**	**2,713,170**	**2,703,327**
Summary of Expenditures									
Institutional Support	2,869,531	1,359,897	47%	258,380	185,312	72%	114,659	33,919	30%
Curriculum Instruction	6,626,563	3,237,555	49%				270,666	84,143	31%
Non Curriculum Instruction	1,443,912	745,165	52%				147,380	118,741	81%
Academic Support	1,375,619	688,675	50%				1,137	-	0%
Student Support	1,478,104	754,860	51%				370,000	174,253	47%
Plant Operations & Maint.				2,354,775	950,400	40%			
Proprietary / Other							988,202	678,361	69%
Student Aid							3,524,453	1,755,056	50%
Capital Outlay (excluding capital improvements)	281,702	44,091	16%						
Total Budgeted Expenditures	**14,075,431**	**6,830,244**	**7,245,187**	**2,613,155**	**1,135,712**	**1,477,443**	**5,416,497**	**2,844,472**	**2,572,025**
		48.5%	**51.5%**		**43.5%**	**56.5%**		**52.5%**	**47.5%**

ADDITIONAL FUNDING DESIGNATED FOR APPROVED PROJECTS	
Customized Training Projects	75,267
CTP Regional Trainer	128,614
Male Minority Grant - Aviso	45,130
Perkins Grant - Reserve Funds	25,386
Federal Portion - Basic Skills	47,386
NCWorks Career Coach	
Catalyzing CTE - Perkins	
Carryforward	24,018
Longevity	-
Total Other	**345,801**

As of December 31, 2019			
Total College Budget	$	22,105,083	
Total Expenditures	$	10,810,428	**48.9%**

Fund Balance: County Funds	
Fund Balance, Beginning July 1, 2019	626,111
Current Operating Cash	151,381
Current Fund Balance	**777,491**
	30%

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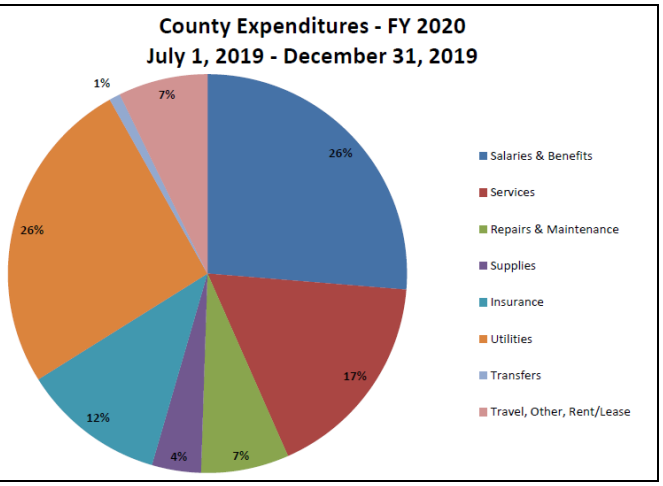
Western Piedmont Community College
County Expenditures by Category
FY 2020 - Actual Expenditures - July 1, 2019 thru December 31, 2019

Salaries & Benefits	298,535	26.3%
Services	194,262	17.1%
Repairs & Maintenance	80,977	7.1%
Supplies	45,124	4.0%
Insurance	131,822	11.6%
Utilities	292,567	25.8%
Transfers	10,190	0.9%
Travel, Other, Rent/Lease	82,235	7.2%
	1,135,712	**100%**



Motion: To accept the report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

ITEMS FOR DECISION

CLERK - APPOINTMENT/REMOVAL TO BURKE CO. PLANNING BOARD

Clerk Draughn reported Mr. Robert Love occupies Planning Board Seat No. 4 in addition to serving on two (2) other county boards. Mr. Love was kind enough to serve until the Board had other applications to consider and his resignation letter is included in the packet. An application was received from Joyce Counihan who has prior planning board experience and one was received from Sara Chester. The term for Seat No. 4 ends September 30, 2021.

Commissioner Taylor noted that these are two (2) very qualified applicants and the Board should consider, if the applicant desires, appointing the applicant who does not get appointed to the Planning Board to another board. Commissioner Abele nominated Sara Chester, the only nominee put forth.

Motion: To remove Robert Love from the Burke County Planning Board and thank him for his service to the community. To appoint Sara Chester to the Burke County Planning Board, Seat No. 4, west, to complete an unexpired term ending September 30, 2021.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

BOC - RESOLUTION DECLARING BURKE COUNTY, NORTH CAROLINA A CONSTITUTIONAL RIGHTS PROTECTED COUNTY

Chairman Carswell said the Board thoroughly discussed the proposed resolution declaring Burke County as a constitutional rights protected county at the pre-agenda meeting. He then opened the floor for questions and comments from the Board.

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Commissioner Taylor said it would strengthen the resolution if, in the last paragraph, the Board added "North Carolina State and the federal government" because Burke County is predominantly controlled by the state and federal government regarding this issue, and amending the resolution would help a great deal.

Motion: To adopt Resolution No. 2020-01 as amended by Commissioner Taylor.

RESULT:	**DEFEATED [2 TO 3]**
MOVER:	Maynard M. Taylor, Commissioner
AYES:	Wayne F. Abele, Sr. and Maynard M. Taylor
NAYS:	Johnnie W. Carswell, Scott Mulwee and Jeffrey C. Brittain

Motion: To adopt Resolution No. 2020-01.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Johnnie W. Carswell, Chairman
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

Resolution No. 2020-01 reads as follows:

Burke County
North Carolina

Resolution Declaring Burke County North Carolina
A Constitutional Rights Protected County

WHEREAS, the Constitution of the United States is the Supreme Law of our nation; and

WHEREAS, the Second Amendment to the Constitution states: "A well-regulated Militia being necessary to the security of a free State, the right of the people to keep and bear arms shall not be infringed…"; and

WHEREAS, the North Carolina Constitution, Article I, Section 30 states: "A well-regulated militia being necessary to the security of a free State, the right of the people to keep and bear arms shall not be infringed; and, as standing armies in time of peace are dangerous to liberty, they shall not be maintained, and the military shall be kept under strict subordination to, and governed by, the civil power. Nothing herein shall justify the practice of carrying concealed weapons, or prevent the General Assembly from enacting penal statutes against that practice;" and

WHEREAS, a long line of established U.S. Supreme court cases have ruled where rights are secured by the U.S. Constitution, including Second Amendment Rights, no rule making or legislation may abrogate those rights and the right to "keep and bear arms" is secured by the "due process" and "privileges and immunities" clauses of the Fourteenth Amendment which protects rights of, and closely related to, the Second Amendment; and

WHEREAS, the citizens of Burke County have long supported the rights of the individual, particularly as those rights exist under the U.S. and North Carolina Constitutions, including the Second Amendment; and

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WHEREAS, the Burke County Board of Commissioners is concerned about the passage of any bill or legislation which could be interpreted as infringing the rights of the citizens of Burke County to keep and bear arms; and

WHEREAS, the Burke County Board of Commissioners expresses its deep commitment to the rights of all citizens of Burke County to keep and bear arms; and

WHEREAS, the Burke County Board of Commissioners wishes to express its opposition to any law that would unconstitutionally restrict the rights under the Second Amendment of the U.S. Constitution and under the North Carolina Constitution of the citizens of Burke County to keep and bear arms, and all rights and privileges arising therefrom; and

WHEREAS, the Burke County Board of Commissioners expresses its intent to stand as a Constitutional Rights Protected County for Second Amendment rights and to oppose, within the limits of the Constitution of the United States and the State of North Carolina, any efforts to unconstitutionally restrict such rights, and to use such legal means at its disposal to protect the rights of citizens to keep and bear arms.

NOW, THEREFORE, be it resolved by the Burke County Board of Commissioners, working with Sheriff Steve E. Whisenant and the Burke County Sheriff's Office, within its powers, duties, and responsibilities, the Board shall respect, protect, and defend the Second Amendment rights of the citizens of Burke County and the Board will oppose, within the limits of the Constitutions of the United States and the State of North Carolina, any efforts to unconstitutionally restrict such rights, and to use such constitutional means at its disposal to protect the rights of its citizens to keep and bear arms; and

The Burke County Board of Commissioners hereby declares Burke County, North Carolina, as a "Constitutional Rights Protected County."

Adopted this 18th day of February 2020.

/s/: Johnnie W. Carswell
Johnnie W. Carswell, Chairman
Burke County Board of Commissioners

ATTEST:
/s/: Kay Honeycutt Draughn
Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

CO. MGR. - EDUCATION BENEFIT FOR DETENTION OFFICERS

County Manager Steen presented information regarding the education benefit for detention officers as follows:

> Through the 2017 budget ordinance, the Board approved educational benefits for sworn law enforcement officers. To aid in the recruitment of detention officers, staff believes it would be advantageous and fair to offer these same benefits to detention officers.

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Extract - 2017 Budget Ordinance.

6. Effective July 1, 2017, each sworn law enforcement employee shall receive a one and one-half percent (1.5%) increase in pay for attainment of an intermediate law enforcement certification and an additional one and one-half percent (1.5%) for attainment of an advanced certification.

7. Sworn law enforcement employees hired July 1, 2017 and after shall receive a $500 increase in pay for possession of an associates degree, or $1,000 for a bachelors degree, or $1,500 for a masters degree. To be eligible for the pay increase, the degree must be in a law enforcement related field. Employees currently receiving a $780 education payment will continue to receive that amount for an associates degree, but will increase to the same $1,000 and $1,500 amounts for the higher degrees.

County Manager Steen said with the opening of the new jail, the Sheriff has informed him they are having difficulty recruiting positions and this request parallels what was done for the sworn Sheriff's Deputy positions. Chairman Carswell opened the floor for questions and comments from the Board. Vice Chairman Mulwee said he supports this request and since it was done for the sworn officers, it needs to be done for the detention officers as well.

Commissioner Abele asked how much this benefit would cost. Rhonda Lee, HR Director, said based on the current employees, the education component would cost approximately $2,000, but there are no officers eligible for the certification benefit at this time.

Commissioner Taylor expressed his displeasure with this item, not because of the money, but because the County keeps adjusting the budget mid-year. He asked why this benefit cannot be implemented at the beginning of the new fiscal year. Commissioner Taylor further said that unless it is an emergency, the budget should be decided upon during the normal budget sessions and not modified. He said he would like to make a motion approving the education benefit but make it effective July 1, 2020.

County Manager Steen said they began trying to staff the new jail in the fall and the vacancy issues are ongoing now. He said he understands the budget cycle and can appreciate it for most things, but the vacancy issues are currently ongoing.

Commissioner Brittain said this matter affects current vacancies and the County may not pay out any money this fiscal year, but it gives the County an additional tool to recruit and retain prospective employees. Commissioner Taylor said he will withdraw his motion and noted $500 is not going to make a difference to the detention officers. He said the Board grants every request and does not follow their rules and procedures regarding the budget.

Motion: Effective March 1, 2020 current and future detention officers shall be eligible to receive a one and one-half percent (1.5%) increase in pay for attainment of an intermediate detention officer certification and an additional one and one-half percent (1.5%) for attainment of an advanced detention officer certification.

Effective March 1, 2020 current and future detention officers shall be eligible to receive a $500 increase in pay for possession of a college associate's degree, or

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$1,000 for a college bachelor's degree, or $1,500 for a college master's degree. To be eligible for the pay increase, the degree must be in a law enforcement / detention officer related field.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Maynard M. Taylor, Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

REPORTS AND COMMENTS

COUNTY MANAGER - 2019 SUMMARY OF ACCOMPLISHMENTS

County Manager Steen presented the 2019 Summary of Accomplishments report. The report highlighted significant accomplishments completed by Burke County departments/agencies. The 2019 Summary of Accomplishments can be found at www.burkenc.org or in the County Manager's office and are hereby incorporated into the meeting minutes by reference.

Motion: To accept the 2019 Summary of Accomplishments report as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Maynard M. Taylor, Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

BOC - REPORTS & COMMENTS

Chairman Carswell opened the floor for reports and comments from Commissioners and staff.

J.R. Simpson, II, gave an update on projects he has worked on since the Board's last meeting.

Commissioner Taylor said his reports are in the agenda packet for review and reported he attended an Agriculture Steering Committee meeting in Raleigh. Commissioner Taylor said in the audit the Board received, on page 68 under Jail and Justice Center, the expenditures are $24,106,774 and when the interest is added, the cost of the jail is approximately $33 million. He said the citizens deserve to know how much the jail cost and the issue can now be put to bed.

Vice Chairman Mulwee said citizens can call the Finance office and get a copy of the debt repayment schedule for the jail. He gave an update on the WPCC presidential search and said as the Chairman of the College Board of Trustees, he has signed off on the finalists which will go to the Board of Trustees next week and the four (4) finalist will participate in an open forum, which will be open to the public.

Chairman Carswell said he attended a meeting of the North Carolina Association of County Commissioners (NCACC) last weekend and noted there are two (2) major concerns for the Association, one, there is still no state budget and that will impact how Burke County budgets for the upcoming fiscal year. The second area for concern is the ongoing opioid litigation, he said the NC Attorney General wanted to try and negotiate a settlement ahead of what the multidistrict litigation (MDL) attorneys are trying to do. Chairman Carswell said Attorney Simpson has been appointed to a select committee tasked with responding to the NC Attorney General's office, but the case is still moving forward. He also noted the sally port grand opening has been cancelled due to scheduling conflicts and asked everyone to please spay/neuter their

pets and pick up a piece of trash to keep Burke County clean.

RESULT:	**NO ACTION TAKEN.**

VACANCY ANNOUNCEMENTS

CLERK - BOARDS AND COMMITTEES VACANCY REPORT
Clerk Draughn announced the following vacancies on boards and committees:

- Adult Care & Nursing Home Community Advisory Committee
- Council on Aging
- Juvenile Crime Prevention Council
- City of Morganton - Board of Adjustment (ETJ)
- City of Morganton - Planning Board (ETJ)
- Voluntary Agriculture Board
- Burke Co. Board of Adjustment & Planning Board
- Western Piedmont Regional Transit Authority - Transportation Advisory Board
- Partners Behavioral Health Mgmt.
- Burke Senior Center Advisory Council
- Recreation Commission

Chairman Carswell encouraged participation on the Recreation Commission and said if anyone is interested, please contact Clerk Draughn.

RESULT:	**NO ACTION TAKEN.**

CLOSED SESSION
Chairman Carswell said a closed session is needed to discuss threatened or pending litigation, to preserve the attorney-client privilege, to discuss economic development matters and to discuss personnel matters as authorized by NCGS 143-318.11(a)(3),(4) and (6).

Chairman Carswell invited Alan Wood, President & CEO of BDI to join the Commissioners in the closed session.

Motion: To go into closed session.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Maynard M. Taylor, Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

Motion: To come out of closed session.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Maynard M. Taylor, Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

RESULT:	**NO ACTION TAKEN.**

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ADJOURN
Motion: To adjourn at 7:51 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

Approved this 21st day of July 2020.

_____
Johnnie W. Carswell, Chairman
Burke Co. Board of Commissioners

Attest:

_____
Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

MINUTES
BURKE COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING

The Burke County Board of Commissioners held a special meeting on Thursday, February 20, 2020 at 10:00 a.m. The meeting was held at the Meadowbrook Inn, 711 Main Street in Blowing Rock, North Carolina. The special meeting notice was executed by Chairman Carswell and published on February 5, 2020. The purpose of the meeting was to review the condition of County buildings, parks, and trails for budget planning purposes. Those present were:

COMMISSIONERS PRESENT:	Johnnie W. Carswell, Chairman Scott Mulwee, Vice Chairman Jeffrey C. Brittain Maynard M. Taylor
COMMISSIONERS ABSENT:	Wayne F. Abele, Sr.
STAFF PRESENT:	Bryan Steen, County Manager Margaret Pierce, Deputy County Manager/Finance Director J.R. Simpson, II, County Attorney Kay Honeycutt Draughn, Clerk to the Board Scott Carpenter, Deputy County Manager/Planning Director Miles Champion, General Services Dir./Co. Engineer
MEDIA:	Sharon McBrayer, Morganton News Herald

CALL TO ORDER & OPENING COMMENTS
Chairman Carswell called the meeting to order at 10:04 a.m. and welcomed everyone to the retreat.

RESULT:	**NO ACTION TAKEN.**

APPROVAL OF THE AGENDA
Motion: To approve the agenda.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeffrey C. Brittain, Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Jeffrey C. Brittain and Maynard M. Taylor
ABSENT:	Wayne F. Abele, Sr.

ITEMS FOR DISCUSSION

GS - COUNTY BUILDINGS
Note: Prior to the meeting, staff compiled an inventory of the County's buildings, parks, and trails. Information included in the report was: the name of building, address, occupants, rental income (if any), overall building condition (good, average or poor), interior condition by floor, type of roof, HVAC (number of units, type and date of installation), parking lot condition and

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known issues. Most of the buildings in the report had an accompanying photo. The report, "Property Book" is hereby incorporated into the meeting minutes by reference and a copy of the report immediately follows the last page of this set of minutes.

Miles Champion, the General Services Director & County Engineer, reported on the overall condition of the following buildings and identified known issues. Scott Carpenter, Deputy Co. Manager/Planning Director reported on the County's parks and trails. Director Champion and Mr. Carpenter also responded to questions throughout the day.

Building Name	Condition	Known Issues
911 Call Center - Burke Co. Emergency Communication Center	Good	• Needs a backup generator connection for tower • Landscaping around communications tower
Discussion ensued on the condition of the Burke Co. Emergency Communications Center (911 Call Center). Chairman Carswell asked if there are any potential issues Mr. Champion can see with the 911 Call Center in the next five (5) years. Mr. Champion said the only item not in the report would potentially be interior painting, the rest of the facility is in good condition.		
Agricultural Extension Service	Good	• Need one (1) roof-top HVAC replaced immediately • Emergency lights do not work • Exterior trim repair • Roof needs to be replaced within the next five (5) years • Pavement needs to be resurfaced
Discussion ensued on the Agricultural Extension Service building and the price and installation process for HVAC five-ton units. Mr. Champion noted that the price for a new five-ton unit is $25,000, which includes installation.		
Animal Services	Poor	• Underground plumbing is inadequate • Roof in poor condition (two (2) years until complete deterioration) • Needs assessment was recently completed
Regarding the Animal Services Center (ASC), Chairman Carswell asked how much time is spent repairing the facility. Mr. Champion said on average 10-20 hours per week. Margaret Pierce, Deputy County Manager/ Finance Director said $8,900 has been spent this year at the ASC, not including labor, discussion ensued.		
Avery Building	Average/Poor	• Windows and front doors need to be replaced • No access control for security • Front access to street and parking is dangerous, does not meet ADA requirements • Exterior needs cleaning and repairs • Parking lot needs to be resurfaced
Discussion ensued on the Avery building's lack of security features and ADA requirements. Mr. Champion recommended hiring a consultant to evaluate the building/codes to get a cost analysis to repair the building and ensure everything meets ADA requirements.		

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Burke Co. Services Building	Good	• Roof leaks • HVAC system needs repairs and replacement • Parking lot needs re-striping
Courthouse	Average	• Front automatic doors - replace controls • Major plumbing work needed in the jail holding cell area • Masonry in front areas need replacing • HVAC units should be okay for the next five (5) years utilizing regular maintenance • Lights (interior & exterior) need replacing • Misc. exterior painting, cut & replace trees • Paint entire interior
Discussion ensued on the Burke County Courthouse and jail holding facility. Mr. Champion said when the jail was in use, one (1) General Services technician would spend half a day everyday doing maintenance. Now, General Services typically spends 10 hours a week on the courthouse jail facility. Chairman Carswell said one idea to explore is repairing part of the facility to use on an as needed basis as a holding area and use the other portion of the jail for storage or other potential uses. In response questions from Chairman Carswell, Mr. Champion said General Services does not have a full time HVAC technician nor a lighting technician, discussion ensued about the lack of General Services staff. Discussion ensued regarding the Clerk of Court's request for additional space in the courthouse and Commissioner Brittain noted that if part of the basement was given to them, it would require a lot of renovation. Chairman Carswell said they need to know what the real isolated needs are at the courthouse regarding the Clerk of Court and jail, discussion ensued regarding space at the courthouse. Chairman Carswell said he wants to schedule a time for all the Commissioners to tour the courthouse, discussion ensued.		
Courthouse Annex	Average	• Needs interior and exterior paint as well as painted doors • HVAC has around five (5) years until replacement is needed
Burke Co. Public Library & Senior Center – Hildebran	Good	• N/A
Mr. Champion said he wants to cease utilizing Johnson Controls at the Library & Senior Center in Hildebran and in other areas of the County because they are overpriced and have poor customer service. Commissioner Taylor said the building is great, but citizens have called him regarding temperature issues, discussion ensued.		

Chairman Carswell asked how many employees work for the General Services Grounds Department. Mr. Champion said two (2) and noted when it is raining, they replace street signs. Chairman Carswell asked if preventive maintenance is done on the buildings. Mr. Champion said in the past no, but in the past few months it has become a higher priority, discussion ensued.

RESULT: NO ACTION TAKEN.

RECESS OF MEETING (LUNCH BREAK)

Lunch was served in the meeting room at noon. The meeting resumed at 1:00 p.m.

Minutes Acceptance: Minutes of Feb 20, 2020 10:00 AM (APPROVAL OF MEETING MINUTES)

GS - COUNTY BUILDINGS – CONTINUED

Building Name	Condition	Known Issues
EMS Station 1	Poor	• Building electrical panel is full • Building needs upgrades (baths, kitchen, electricity) • No backup generator • Has many general repair needs • Not on city sewer ($15,000 for County to tap into the sewer line itself) Bays are short and building height is low for ambulances • Needs a new gutter on back of the building
Mr. Champion said this is one of the worst buildings in the EMS base category because of a failed septic tank and parking on the drain field, which requires routine pumping. County Manager Steen noted that the hospital owns the building, but the County maintains it, discussion ensued on the septic system, the lease and potential impact to other contractual obligations with the hospital. Chairman Carswell asked if the County owns any land nearby that a new EMS base could be constructed on, discussion ensued. The Manager advised that the location of this base may not be as advantageous as it once was given the locations of the new EMS bases. He was asked to begin looking for other properties.		
EMS Station 2	Poor	• Windows need to be replaced with insulated windows • Building needs upgrades (baths, kitchen, electric) • Grade/water issues around the outside • Has many general repair needs • Exterior/bays needs painting • Bays are short and building height is low for ambulances • Bay door 2 needs upgrading • Street trees need to be removed • Roof needs to be replaced in 10 years • Fuel tank needs to be replaced in five (5) years
EMS Station 3	Average	• Needs new floor and ceiling tiles • Roof needs screws replaced • Rat or mole infestation around foundation • Heat and A/C is old • Need to replace electric bay heat with gas • Needs gutter drain on front entrance • Parking lot needs to be repaved soon • HVAC needs to be replaced in five (5) years
EMS Station 4	Average	• New floor tiles in bathroom

Minutes Acceptance: Minutes of Feb 20, 2020 10:00 AM (APPROVAL OF MEETING MINUTES)

		• Drains for gutters (foundation staying wet) • Replace garage door two (2) • Replace garage door motor on door four (4) • Paint inside bays • Several general repairs needed • Hot water heater needed soon • Parking lot needs to be paved within 10 years
EMS Station 5	Good	• Need to pave driveways • No agreement on file for responsibility on maintenance issues
Ms. Pierce said EMS Base 5 is owned by the Jonas Ridge Volunteer Fire Department (VFD) who utilizes the top portion of the building and EMS utilizes the bottom. She said EMS management does have a small concern over who would be responsible for any significant maintenance/repair costs as there is no agreement in place, discussion ensued.		
EMS Station 6	Good	• Bay cabinets are not designed for that area • Needs grass established
EMS Station 7	Good	• Two (2) – three (3) general maintenance issues • Lights in bay area are out • Gutter leak in front at the office • Hurricane room needs the door lock mechanism replaced • HVAC needs preventive maintenance
Vice Chairman Mulwee asked, regarding the EMS bases, is the County lacking coverage anywhere. County Manager Steen said he will work with the GIS Manager to get coverage maps.		
Foothills Higher Education Center	Good	• Some HVAC units need to be replaced • Door hardware (interior panic bar) is worn out and needs replacement soon • Stormwater issues along the east side • Review the roof in five (5) years and replace at 10 years • Look at replacing HVAC systems in five (5) years
Human Resources Center	Average/Poor	• Replace all parking lighting and wall packs • HVAC controls need to be overhauled – number one priority • Interior paint • Partial roof replacement, glass roof leaks • Lobby ceiling is falling • Elevator never updated

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		• Parking at capacity, trees overhanging • Needs new signage
Mr. Champion said in addition to the age of the building, the most significant issue with the Human Resources Center (HRC) is that the building is extremely overcrowded which causes a tremendous strain on the utilities and General Services, at least once a day (sometimes more), has to reset the electricity breakers. Discussion ensued regarding the problems with the HVAC system; Mr. Champion noted that past General Services employees made temporary fixes which are no longer working for the facility. Commissioner Brittain said during his time on the DSS Board, he has heard staff make statements that indicates no one cares or they feel abandoned in that building because they submit so many work orders that go unfulfilled due to the lack of maintenance personnel. Mr. Champion said at one point there was a full-time maintenance employee at the HRC, but they have since been reassigned. He noted that General Services staff are at the HRC almost daily working on the facility. Discussion ensued regarding HVAC issues, whether the County should continue to try and repair the ageing building vs. building/finding a new facility, capacity of the building for employees and the public, and the parking lot. Mr. Champion noted his staff are constantly repairing plumbing fixtures because people use their feet to flush toilets which breaks the plumbing/seals. So a legitimate decision about the building and its future can be made, Chairman Carswell said an in-depth study needs to be compiled to determine the true scope of the repairs needed, the estimated repair cost as well as the true capacity of the building, utilities and parking lot for employees and visitors. He said the County may need to hire a consultant to conduct the study, discussion ensued regarding lighting at the HRC.		
Jail	Good	• Still under one (1) year warranty • Open space under trees, need debris removal, minor grading and re-seeding needs to be done
Burke County Public Library - Morganton	Average	• Exterior & interior painting needed, carpet, lights, new (or updated) elevator, and more square footage • Per 2019 facility study renovation, cost estimated at $10-12 million for expansion
Regarding the Morganton Public Library (MPL), J.R. Simpson, II, County Attorney, said since 1935, the MPL has been jointly owned by the City of Morganton and Burke County and if it is used for anything other than a library, it will revert back to a trust, discussion ensued.		
Burke County Public Library – Valdese	Good	• N/A – HVAC issues were recently fixed
Burke Co. Senior Center	Poor	• Water infiltration in basement • Re-roofing required • Facia needs replacing • Installation of walkway awnings • Main entrance doors need replacing • General exterior repairs • Remove large trees in rear

Minutes Acceptance: Minutes of Feb 20, 2020 10:00 AM (APPROVAL OF MEETING MINUTES)

Gas Pump Building	Average	• Exterior metal cladding coming loose • Pavement resurfacing needed

RECESS OF MEETING (BREAK)
The Board took a break at 2:50 p.m. to check into their hotel rooms. The meeting resumed at 3:21 p.m.

GS - COUNTY BUILDINGS – CONTINUED

Building/Trail/Park Name	Condition	Known Issues
Sheriff's Office	Average	• HVAC units need replacing • Roof leaks (repair within three (3) years) • Needs interior paint and carpet • Needs pavement and resurfacing
Fonta Flora County Park and Trail	Good	• Need 16-foot bridge replacement due to fill/ erosion of abutments • Will need grading in 2022, approximately $1.00 per foot. ($25,000)
Discussion ensued regarding the speed limit of the area around Lake James and the Fonta Flora Trail/County Park. Chairman Carswell requested that Mr. Carpenter draft a letter to County Manager Steen outlining the speed limit issue so it can be forwarded to Burke County's legislators.		
East Lake 2 & 3 Trail Easements	Good	• N/A
Lake James State Park – Long Arm	Good	• N/A
Linville River Trail and Parking Area (Crooks)	Good	• Annual contribution of three (3) loads of gravel
Southpointe Subdivision Trail Easement	Good	• N/A
State Game Lands	Good	• Trails will be maintained by volunteers, Wildlife and Burke County
Water's Edge Trail	Good	• Lakefront area needs sand and .35-mile trail restoration
Parker Road Park	Structures (poor) Trails (good)	• Park structures are in poor condition
Regarding the Parker Road Park, discussion ensued about tearing down the structures, due to their poor condition and potentially revitalizing the trail so employees and citizens can have a		

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place to walk.		
Reep Park	Good	• Need to finish lighting the other two (2) ballfields
Simpson Park (Not owned by the County)	Average	• Concession and bathrooms need to be overhauled
Spring Park	Good	• N/A
Emergency Management Storage Building	Good	• No security fence/gate • No toilet facilities • Grass areas need stabilizing
Discussion ensued regarding security features at the emergency management (EM) building. The Board decided to delay security fencing at the EM building to discuss and research other potential security measures at the building or at the gate to the landfill.		
Firing Range - Storage	N/A	• Painting will be needed within five (5) years • The roof may need to be replaced in five (5) years
Landfill Garage	Average	• Offices and restrooms need overhauling • Poor lighting needs to be fixed • Need exterior concrete slab for heavy equipment repair
Landfill Guardhouse	Average	• Interior/exterior paint and roofing should be done within the next five (5) years • Increasing security features • Need bypass for vehicles not required to drive across the scales
Landfill Electronics Recycle Building	Poor	• Interior lighting is poor and needs to be replaced
Landfill Scale House	Poor	• Not ADA compliant • Interior/exterior needs painting • Building should be replaced
Landfill Storage	Poor	• Needs a new roof
Landfill Transfer Station	Poor	• Significant concrete floor repairs are needed • Inadequate ventilation • Additional paving required for truck

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		traffic and public safety • Need better design and repair of transfer chutes • Replace Skylights • The entire building/operation needs to be reevaluated within five (5) years
Discussion ensued regarding the landfill transfer station building, concrete floor, asphalt, and operational design. Mr. Champion said within five (5) years the entire configuration of the transfer station operation needs to be rebuilt, due to the age and poor condition of the building/transfer station area.		
East Burke Convenience Center	Poor	• Site is sinking due to being constructed on a closed landfill • Continuous electrical issues • Building not worth renovating • Looking for new site
Highway 18 South Convenience Center	Good	• Currently no restrooms on site, but they will be constructed by June 2020
Regarding the convenience sites, Chairman Carswell commended the employees at the convenience sites and said they need to have actual restrooms instead of portable toilets. Commissioner Taylor said the employees at the east Burke convenience site told him in addition to restrooms, they would also like a shower and an eye washing station. Vice Chairman Mulwee said the employees at the convenience sites need Burke County shirts so they are recognizable as employees by citizens.		
Highway 64 South Convenience Center	Average	• Needs restrooms, painting, roofing, and fence maintenance
Highway 126 Convenience Site	Average	• Needs interior and exterior painting • Needs a restroom • Entrance needs to be resurfaced
Jonas Ridge Convenience Site	Average	• No renovations recommended • Site to move to new location in 1-2 years
Scott Carpenter, Deputy County Manager/Planning Director, said, regarding the new Jonas Ridge Convenience site, that next week they will choose the consultant who will provide the new master plan for the convenience site and Cranberry Bog Park and the next phase will be construction drawings, and in two (2) years they would like to ask the Board for construction funds.		
Rhoney Road Convenience Center	Average	• Needs exterior paint and restrooms
General Services Water and Sewer Office	Average	• Stormwater enters building from the back of the building • Out of two (2) toilets only one (1) is working due to poor underground

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		piping • Security window is needed in the lobby • Pavement resurfacing needed • No ADA compliant entrance
Discussion ensued about the future use of the General Services Water and Sewer office. Mr. Champion said his building and maintenance employees do not have a good place to work. Currently, he said, they work out of the basement of the courthouse which does not have much space in addition to no heating and air. Mr. Champion requested that the County begin looking for building space for General Services, discussion ensued regarding the location of a General Services building. Chairman Carswell asked Ms. Pierce to follow up on a vacant building with a loading dock on Hwy. 18 South, next to Wendy B's.		

Chairman Carswell thanked Sharon McBrayer from the Morganton News Herald for attending the meeting and commended Mr. Champion for his presentation.

RESULT:	**NO ACTION TAKEN.**

ADJOURN
Motion: To adjourn at 4:43 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeffrey C. Brittain, Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Jeffrey C. Brittain and Maynard M. Taylor
ABSENT:	Wayne F. Abele, Sr.

Approved this 21st day of July 2020.

_____
Johnnie W. Carswell, Chairman
Burke Co. Board of Commissioners

Attest:

_____
Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

PRESENTATIONS

Subject Title: AS - Pet of the Month (Place Holder)

Presented By: Kaitlin Settlemyre

Summary of Information: Animal Services staff will present a dog and cat in need of its “furever” home at the regular meeting.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: None. Encourage citizens to adopt an animal from the Burke Co. Animal Services Center.

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

SCHEDULED PUBLIC HEARINGS

Subject Title: Comm. Dev. - Zoning Map Amendment ZMA 2020-01 & Public Hearing - 6:00 P.M.

Presented By: Scott Carpenter

SUMMARY OF INFORMATION/BACKGROUND:

REQUEST

Staff has received a rezoning application from Brent Perkins, owner of Trumade Holdings, LLC to rezone an 0.88 portion of one (1) parcel of land totaling 2.02 acres. The request is to rezone the property from its current zoning of Residential Three (R-3) to the General Business (G-B) zoning district. The property is home to TruLock Storage Solutions. The applicant would like to construct one more storage building at this location at this time.

BACKGROUND AND SITE ANALYSIS

The property has existing mini warehouses on the western half of the property. Property records indicate this use of land dates back to 1988. Prior to 2019, the current property was two (2) separate parcels. The parcel with the mini-warehouses is zoned General Business (G-B) and the adjacent parcel is zoned Residential Three (R-3). In August of 2019, the Trumade Holdings, LLC purchased both parcels and combined them into one parcel (Deed 2421 / Pg. 527).

The parcel is described as follows:

The 911 address of the parcel is 3495 NC 18 S. Morganton, NC. The parcel is further identified in county records as (PIN# 2712910324 and REID# 33856). As mentioned above, the parcel is 2.02 acres. The property currently has four (4) storage buildings with 64 individual storage units. As mentioned above, the applicant is wanting to construct one (1) additional 20-unit storage building at this time. The parcel is located within the Morganton Township of Burke County. The property is located within the Salem Fire District and adjacent to the Salem Fire Station. The parcel is not located within a Water Supply Watershed. The parcel has 450 linear feet of frontage on NC 18 S. and 389 linear feet of road frontage on Zero Mull Road (SR# 1811). The parcel is approximately 1.5 miles from the Morganton city limits. The parcel is not within any Overlay District.

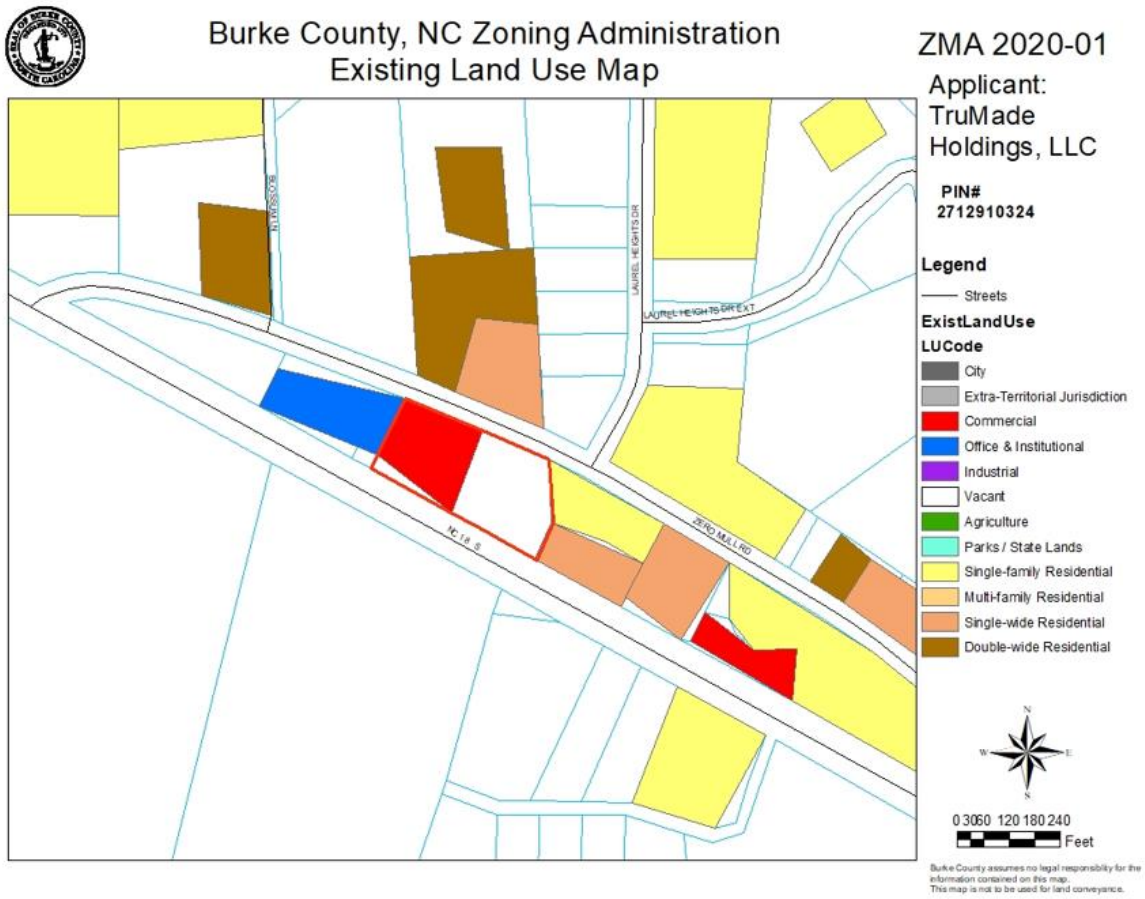
SURROUNDING AREA

The subject parcel and four adjoining parcels to the west are zoned General Business. The zoning to the north, south, and east is Residential Three (R-3) and Residential Two

(R-2). There are multiple scattered site single-family homes in the area as well as one (1) named subdivision (Laurel Heights) to the north on Laurel Heights Drive.

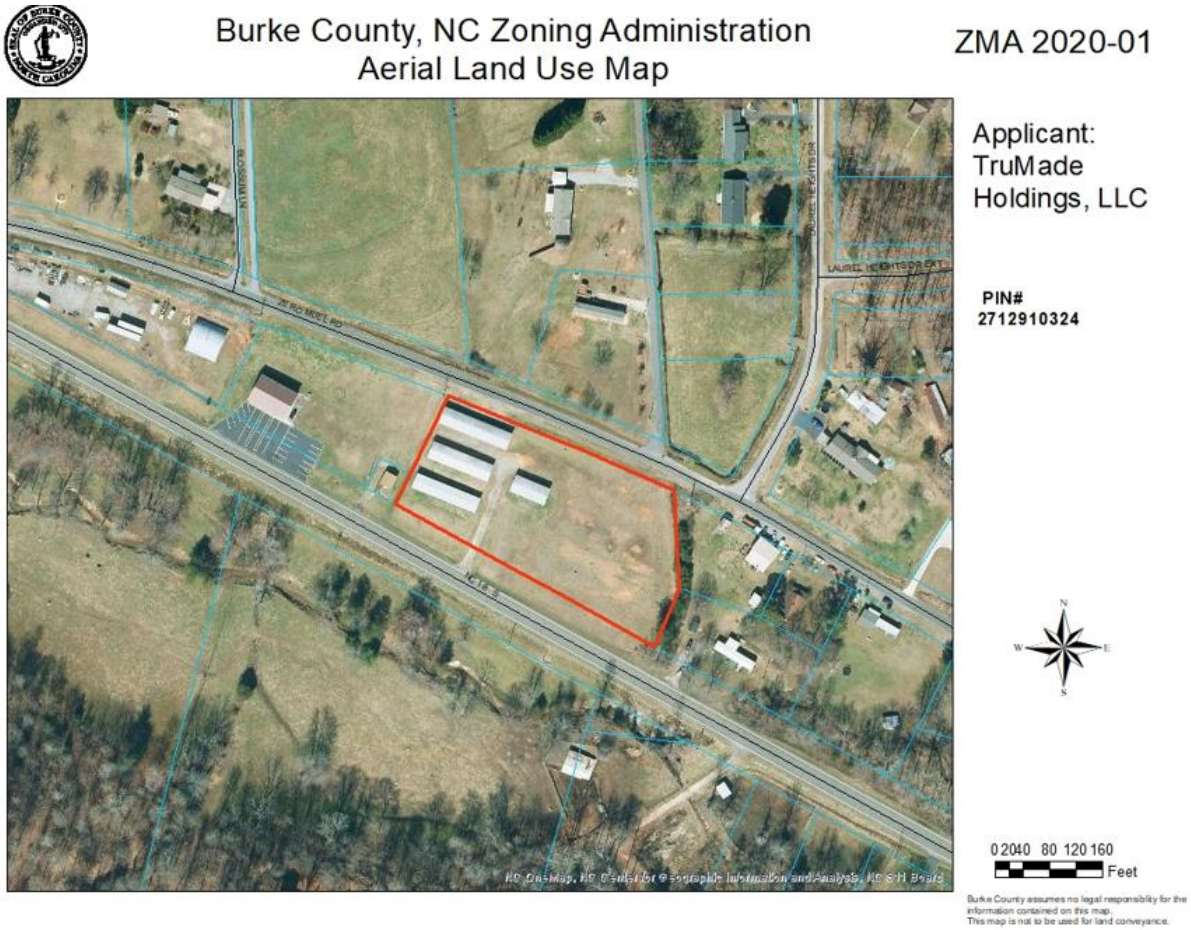
Existing Zoning and Land Uses within the Surrounding Area		
	Current Zoning	Existing Land Uses
North	R-2 / R-3	Scattered site residences / Small Subdivision
South	R-3	Vacant land / Scattered site residences
East	R-3	Scattered site residential
West	General Business / R-3	Public utility / Fire Station / Commercial storage yard

The Existing Land Use Map and the 2018 aerial photo also provide a visual representation of the existing land uses in the area. The current Zoning Map shows where the current zoning districts are located.



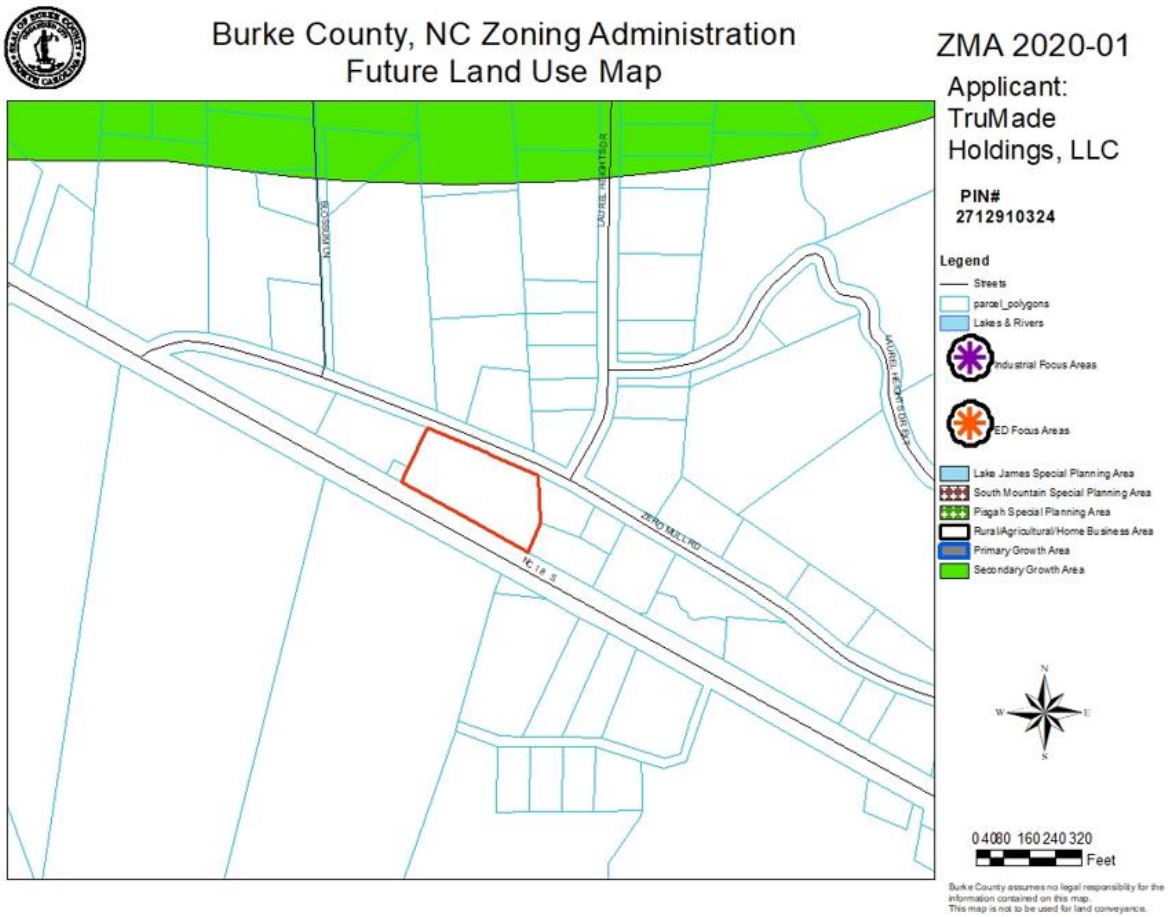
The Existing Land Use Map above shows this property as vacant. This again, is due to the fact that this was a separate and vacant parcel of land when the map was created. The map does indicate that the mini-warehousing parcel has a commercial use associated with it. The parcel colored blue indicates an Office/Institutional use which corresponds to the Fire Dept. The two (2) other General Business properties are

mistakenly colored white, indicated vacant land. One parcel is actually a commercial storage yard and the other parcel has a cell tower on it.



CONFORMITY WITH THE COMPREHENSIVE PLAN

The current land use plan for Burke County is the 2016-2030 Blueprint Burke Strategic Land Use Plan. The parcel is located in the Rural Agricultural Area and just on the fringe of a "Secondary Growth Area", (see map below). The Rural Agricultural Area is designated to all areas which are outside of either the Primary Growth Area or the Secondary Growth Area. These areas are typically considered rural in nature and access to infrastructure and utilities will be more limited. Residential uses either scattered among large tracts of land or located within rural residential subdivisions are expected. Other commercial, institutional, and industrial development is expected as needed to support the residential and agricultural nature of the area. Mini-storage facilities would be considered one of those uses which support residential and other land uses.

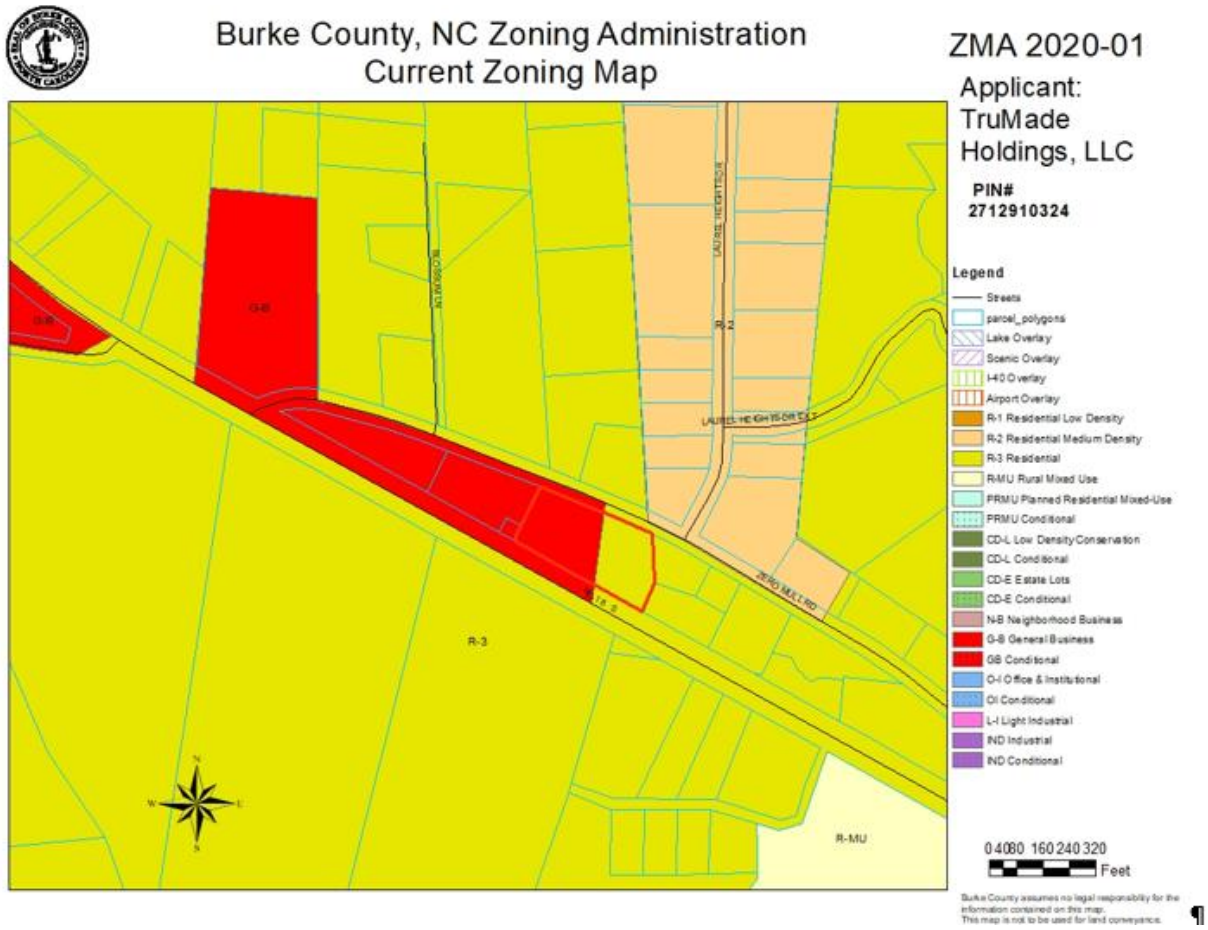


CONFORMITY WITH THE BURKE COUNTY ZONING ORDINANCE

As stated earlier, the "current" zoning district for this parcel is Residential Three (R-3). The Zoning Ordinance defines the R-3 District as "a less restrictive medium density residential district that allows a broader range of residential uses including single and multi-section mobile homes and a greater variety of compatible non-residential uses in areas that may be less suburban in nature". Although the R-3 district allows a broader range of non-residential uses, the "Mini-Warehouse" use as defined in Section 402 and regulated within Section 920, is not permitted.

The "proposed" General Business (G-B) District designation "is established to provide suitable locations for those commercial activities which serve the general public, including those which function rather independently of each other". The Current Zoning Map (below) shows the zoning for the subject parcel and surrounding area. The Zoning Map shows that the subject parcel is adjacent to existing General Business zoning. Although there is also existing residential zoning and residential uses in the area, the proposed use of the land would simply be an expansion of an existing use. In the scheme of commercial development, the proposed mini-warehouse use is less impactful on surrounding properties than other general businesses. The Community Development

Department has never received any complaints regarding the existing mini-storage business.



STAFF COMMENTS

Although, the area surrounding the subject parcel is predominately zoned residential, there are also existing commercial land uses in the area. The mini-storage facility can be considered supportive of different types of uses, including residential use.

Any proposed commercial development would have to go through the Site Development Plan Review process. As part of the Site Plan review, various departments such as NCDOT, Environmental Health, Building Inspections, and others would review the plan for compliance with that department's/agency's own rules, regulations, and ordinances. One of the requirements would be to screen the storage facility from adjacent residential zoning and uses. The existing storage facility is not screened. The applicant is aware that if the rezoning were approved, the entire facility would have to meet the screening requirement. Until the proposed project met all dept./agency requirements, a zoning permit to construct the new storage building would not be issued.

<u>Staff would recommend approval of rezoning the property to General Business for the reasons mentioned above.</u>

<u>PLANNING BOARD RECOMMENDATION</u>
The Burke County Planning Board met on May 25, 2020 to hear this rezoning request. The Planning Board chairman opened the public meeting and proceeded with the agenda. Staff was asked to present the report for the proposed rezoning request. Following staff's presentation, the chairman asked the applicant to present his request. Once the applicant finished, the chairman opened the public comment portion of the meeting and asked if there was anyone from the public who wished to speak to the rezoning request. There were no citizens to speak. The chairman closed the floor to public comment and asked the Board if they had any questions of staff or the applicant. The Board had no questions. The chairman asked for a motion to be made. Board member Tunstill made a motion to recommend approval of the rezoning application and stated his reasoning. Board member Cultrera seconded the motion. The chairman asked for a full vote of the Board and the motion carried unanimously 6-0 to recommend approval of rezoning request ZMA 2020-01.

Budgetary Effect: None.
County Manager's Recommendation: Approval is recommended.
Suggested Motion:
1. **Receive staff report.**
2. **Hold a public hearing.**

Note: To comply with SL 2020-3, this item is scheduled to be heard at a special Zoom meeting on July 23, 2020, 10 a.m.

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RECEIVED APR 29 202

BURKE COUNTY – REZONING APPLICATION

Office Use Only

Date: 5/7/2020 | Application No.: ZMA 2020-01

TO: BURKE COUNTY PLANNING BOARD AND COUNTY COMMISSIONERS

I (we) the undersigned do hereby respectfully make application and request the Planning Board to amend the Zoning Map of the County of Burke as herein requested and in support of this application, the following facts are shown:

It is requested that the foregoing property be rezoned from Residential to General Business

The property sought to be rezoned is located: 3495 NC 18 South

911 Address: 3495 NC 18 South

PIN #: 2712910324	Acre(s): 2.02
Zoning: G-B	Frontage of feet and depth of feet.
Flood Plain:	Watershed: Lake Rhodhiss
Subdivision:	Lot No:

Property sought to be rezoned is owned by: Trumade Holdings llc

Name:	Brent Perkins	
Mailing Address	1306 East Union Street Morganton, NC	
Telephone: (H)	(W)	(C) 828-443-1632

The following are the surrounding land uses of the adjacent property located within 100' of the subject property.

	Present Zoning	Present Use
North	G-B	Fire department
South	R-3	residential
East	R-3	residential
West	R-3	Farm

Proposed Use: Addition to existing storage facility.

Remarks: Property was previously 2 parcels. One GB + one R3. They were combined and I would like to add to the storage facility that has been there for 30 years.

Attached is a map which shows the property requested to be rezoned and other surrounding properties and their designated zones and uses. The undersigned requesting rezoning and amendment to the Burke County Zoning Map and/or Ordinance does hereby concur that the Burke County Zoning Ordinance shall govern the use, parking requirements, yard requirements, etc., for the district in which said property is located.

Signature of Planning Administrator	Signature of Applicant
Date: 4-29-20	Phone # of Applicant: 828-443-1632

1306 East Union Street Morganton, NC 28655
Address of Applicant

Filing Fee: $650.00 Check No.: 1013	**Fee is Non-Refundable**

Attachment: Application (3090 : Comm. Dev. - Zoning Map Amendment ZMA 2020-01)

I certify that the information in this application and all attachments are true and correct.

AFFIDAVIT

North Carolina
County of Burke

Brent E. Lewis for Trumade Holdings, llc, appearing before the undersigned
Name of Property Owner (printed)

Notary and being duly sworn, says that:

1. I am the owner of the property described above.

2. All statements above are true and correct.

Brent E. Lewis for Trumade Holdings llc
Property Owner's Signature

Sworn to (or affirmed) and subscribed before me this the 29 day of April, 20 20.

(Official Seal)

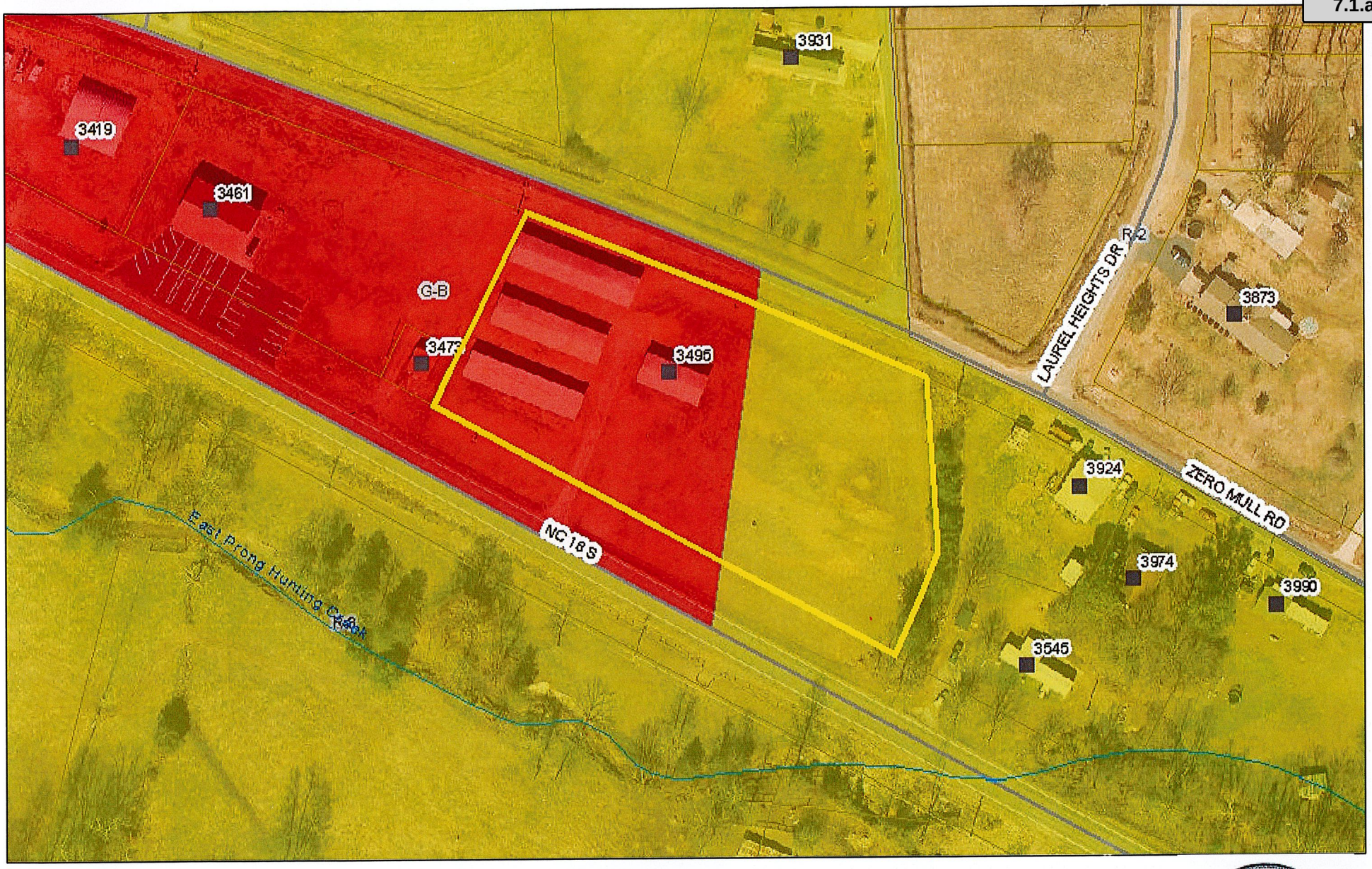
MYRIAH LOWERY
Notary Public
Burke
County
My Comm. Exp.
10/27/24
NORTH CAROLINA

Myriah Lowery
Official Signature of Notary

Myriah Lowery, Notary Public
Notary's printed or typed name

My commission expires: 10/27/2024

Attachment: Application (3090 : Comm. Dev. - Zoning Map Amendment ZMA 2020-01)



April 29, 2020

Rezoning Request

Owner: TRUMADE HOLDINGS LLC
1306 EAST UNION ST

MORGANTON, NC 28655

Property Address: 3495 G NC 18 S
MORGANTON 28655
PROPERTY_DESC

PIN: 2712910324
PIN EXT: 000
REID: 33856
Property Value: $265,873
Acreage: 2.02
Deed Book: 002421
Deed Page: 00526
Deed Date: 08/29/2019

0 105 210
Feet

1:1,386

1 inch = 116 feet

Disclaimer: The information contained on this page is taken from aerial mapping, tax mapping, and public records and is NOT to be construed or used as a survey or 'legal description'. Only a licensed professional land determine precise locations, elevations, length and di

Attachment: Application (3090 : Comm. Dev. - Zoning Map Amendment ZMA 2020-01)

FOR REGISTRATION REGISTER OF DEEDS
Stephanie A. Norman
Burke County, NC
08/29/2019 at 04:48:26 PM
Book 2421 Page 526 (3)
FEE: $26.00
NC EXCISE TAX: $520.00
INSTRUMENT # 2017031635

INSTRUMENT # 2017031635

This certifies that there are no delinquent ad valorem real estate taxes, which the Burke County Tax Collector is charged with Collecting, that are a lien on: Parcel Identification Number: 2712819338,2712911229
This is not a certification that the Burke County Parcel Identification Number matches the Deed description.
DANIEL ISENHOUR
TAX COLLECTOR CLERK

Date/Time: 8-22-19

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: $520.00

Parcel Identifier No. 2712-81-9338 / REID No. 33856 & 2712-91-1229 / REID No. 5861
Verified by _____County on the ____day of_____,20____
By:_____

Mail/Box to: G. REDMOND DILL, JR., ATTORNEY, P.O. Box 66, Morganton, N.C. 28680

This instrument was prepared by: G. REDMOND DILL, JR., ATTORNEY, P.O. Box 66, Morganton, N.C. 28680

Brief description for the Index: B/L 3495 NC 18 South, Morganton, North Carolina 28655

THIS DEED made this 27th day of August, 2019, by and between

GRANTOR	GRANTEE
BILLY JOEL HILDEBRAN, (Unmarried); and REGINA HILDEBRAN DRUM, (Unmarried)	**TRUMADE HOLDINGS, LLC, a North Carolina limited liability company**
Mailing Address: 1151 Guy Road Hickory, North Carolina 28602	**Mailing Address:** 1306 East Union Street Morganton, North Carolina 28655

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall inclu singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, h and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situat in the City of N/A, Morganton Township, Burke County, North Carolina and more particularly described as follov

(SEE ATTACHED SCHEDULE "A")

The property hereinabove described was acquired by Grantor by instrument recorded in Book 2315 page 967 et al.,

All or a portion of the property herein conveyed____includes or X does not include the primary residence of a Grantor.

A map showing the above described property is recorded in Plat Book _____ page _____.

NC Bar Association Form No. 3 © 1976, Revised © 1/1/2010

Attachment: Application (3090 : Comm. Dev. - Zoning Map Amendment ZMA 2020-01)

SCHEDULE "A"

BEGINNING on a nail in the centerline of N.C. Highway 18, the same being the corner of Salem Fire Protection Association and runs with the Eastern line of said Salem Fire Protection Association property, North 26° 57′ 56″ East total distance 264.02 feet to a nail found in the centerline of Zero Mull Road (S.R. 1811); thence with the centerline of said Zero Mull Road the following four (4) courses and distances: (1) South 67° 14′ 14″ East 30.0 feet to a nail found; (2) South 67° 14′ 14″ East 107.93 feet to a nail; (3) South 65° 46′ 36″ East 63.90 feet to a nail; and (4) South 65° 46′ 36″ East 150.0 feet to a nail found; thence with the Western line of the Robert Z. Spake property the following two (2) courses and distances: (1) South 2° 18′ East 183.33 feet to a 2 inch iron pipe found, and (2) South 24° 45′ 54″ West 148.11 feet to a nail found in the centerline of N.C. Highway 18; thence with the centerline of N.C. Highway 18, North 60° 0′ 41″ West total distance 447.15 feet to the point of BEGINNING and containing 2.768 acres, more or less.

The above description is a consolidated description of that real property described in Book 2128, Page 115 and this conveyance is executed with said description being consolidated into one parcel of 2.768 acres.

DEED REFERENCES: Book 2315, Page 969; Book 2174, Page 931; Book 2171, Page 934; Book 2128, Page 115; Book 818, Page 32; Book 754, Page 1432; Book 738, Page 424; Book 754, Page 1432; Book 647, Pages 727 & 707: all of the Burke County Registry.

Attachment: Application (3090 : Comm. Dev. - Zoning Map Amendment ZMA 2020-01)

GENERAL NOTES

1) PROPERTY IS SUBJECT TO ALL RIGHTS OF WAY AND EASEMENTS OF RECORD
2) THIS SURVEY CREATES TWO (2) NEW PARCELS OF LAND
3) AREA AS DETERMINED BY COORDINATES
4) NO GEODETIC CONTROL MONUMENTS FOUND WITHIN 2000 FEET OF ANY POINT ON THE SUBJECT PROPERTY
5) NO TITLE SEARCH WAS FURNISHED TO THIS SURVEYOR
6) PUBLIC WATER IS AVAILABLE TO THIS PROPERTY
7) PROPERTY IS NOT LOCATED IN A PROTECTED WATERSHED

CERTIFICATE OF APPROVAL FOR RECORDING

I CERTIFY THAT THE PLAT SHOWN HEREON COMPLIES WITH THE WATERSHED PROTECTION ORDINANCE AND IS APPROVED FOR RECORDING IN THE REGISTER OF DEEDS OFFICE.

ZONING ADMINISTRATOR _____ DATE _____

ZONING JURISDICTION - BURKE COUNTY
PROPERTY ZONED R-3, G-B
MINIMUM BUILDING SETBACKS

FRONT: 45'
SIDE : 10'
REAR : 10'

WATERSHEDS

LAKE RHODHISS
PA
WS-IV

FLOOD PLAIN INFORMATION

THE SUBJECT PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY "FEMA" FLOOD MAP
MAP NUMBER: 3710271200J
EFFECTIVE DATE: 09/05/2007

CERTIFICATE OF TYPE OF SURVEY

I HEREBY CERTIFY THAT THIS SURVEY IS OF AN EXISTING PARCEL AND IT DOES NOT CREATE ANY NEW PARCELS OF LAND OR STREETS

JIMMY R. TOOLE NCPLS # L-5302

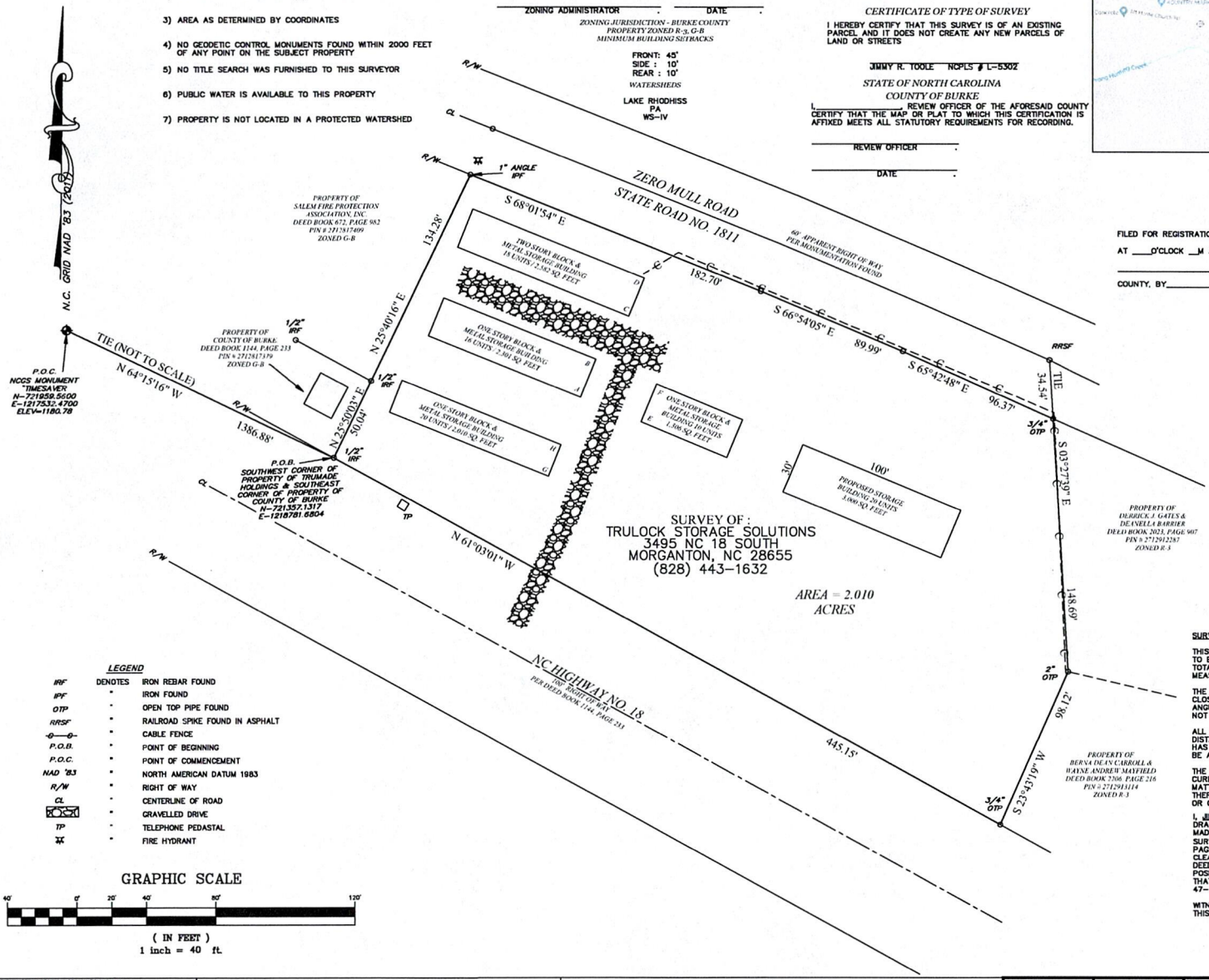
STATE OF NORTH CAROLINA
COUNTY OF BURKE

I, _____, REVIEW OFFICER OF THE AFORESAID COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____

DATE _____

FILED FOR REGISTRATION ON THE___DAY OF_____, 2019
AT ____O'CLOCK __M AND RECORDED IN PLAT BOOK___PAGE___,
_____REGISTER OF DEEDS, BURKE
COUNTY, BY_____, DEPUTY



SURVEY OF :
TRULOCK STORAGE SOLUTIONS
3495 NC 18 SOUTH
MORGANTON, NC 28655
(828) 443-1632

AREA = 2.010 ACRES

LEGEND

IRF	DENOTES	IRON REBAR FOUND
IPF	"	IRON FOUND
OTP	"	OPEN TOP PIPE FOUND
RRSF	"	RAILROAD SPIKE FOUND IN ASPHALT
-o-o-	"	CABLE FENCE
P.O.B.	"	POINT OF BEGINNING
P.O.C.	"	POINT OF COMMENCEMENT
NAD '83	"	NORTH AMERICAN DATUM 1983
R/W	"	RIGHT OF WAY
CL	"	CENTERLINE OF ROAD
	"	GRAVELLED DRIVE
TP	"	TELEPHONE PEDASTAL
	"	FIRE HYDRANT

GRAPHIC SCALE

40' 0' 20' 40' 80' 120'

(IN FEET)
1 inch = 40 ft.

SURVEY NOTES:

THIS SURVEY WAS CONDUCTED USING A TRIMBLE R-10 RTK GPS TO ESTABLISH CONTROL AND A LEICA TCRP 1205+ ROBOTIC TOTAL STATION TO OBTAIN LINEAR AND ANGULAR MEASUREMENTS.

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 95,795 FEET WITH AN ANGULAR ERROR OF .01 SEC. PER ANGLE POINT AND WAS NOT ADJUSTED .

ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DISTANCES, EXPRESSED IN U. S. SURVEY FEET. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 327,718 FEET.

THE UNDERSIGNED SURVEYOR HAS NOT BEEN FURNISHED WITH A CURRENT TITLE OPINION OR ABSTRACT OF THIS PROPERTY OR MATTERS AFFECTING THIS PROPERTY. IT IS POSSIBLE THAT THERE ARE RECORDED DEEDS, UNRECORDED DEEDS, EASEMENTS, OR OTHER INSTRUMENTS THAT COULD AFFECT THIS PROPERTY.

I, JIMMY R. TOOLE, N.C. P.L.S., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. SOURCE DOCUMENTS FOR THIS SURVEY ARE (DEED DESCRIPTION RECORDED IN BOOK 2421, PAGE 526; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN DEED BOOKS AS SHOWN; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1:10,000 OR BETTER; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 2ND DAY OF APRIL A.D. 2020.

PROFESSIONAL LAND SURVEYOR
NC PLS # L-5302

GEL ENGINEERING OF NC, INC. DBA - NC FIRM # C-1961
GEL SOLUTIONS
a Member of THE GEL GROUP, INC.
55 SHILOH ROAD, SUITE 6
ASHEVILLE, NC 28803
(828) 782-3524
WWW.GEL-SOLUTIONS.COM

BOUNDARY SURVEY

PROPERTY OF :
TRUMADE HOLDINGS, LLC
PIN #2712910324
PROPERTY ADDRESS :
3495 NC 18 S
MORGANTON, NC 28655
MORGANTON TOWNSHIP, BURKE COUNTY, NORTH CAROLINA

DATE SURVEYED	DRAWN/CHECKED	FIGURE
03/22/2020	JRT/NJB	1
LAST REVISED	APPROVED	
	JRT	
PROJECT NUMBER	SCALE	
TMH040120	1" = 40'	

Google Maps

110 North Green Street, Morganton, NC to 3495 NC-18, Morganton, NC 28655

You can enter notes here.

110 N Green St

Morganton, NC 28655

1. Head southwest on Avery Ave toward N Green St

446 ft

2. Avery Ave turns left and becomes N Sterling St

0.7 mi

3. Continue straight onto NC-18 S/S Sterling St
   - Continue to follow NC-18 S
   - Pass by McDonald's (on the left in 1.7 mi)
   - Destination will be on the left

3.8 mi

3495 NC-18

Morganton, NC 28655

Attachment: Photo Collage 1 (3090 : Comm. Dev. - Zoning Map Amendment ZMA 2020-01)

Attachment: Photo Collage 2 (3090 : Comm. Dev. - Zoning Map Amendment ZMA 2020-01)

STOP

Planning Board Recommendation and Statement of Plan Consistency

Zoning Map Amendment (ZMA 2020-01)

The Burke County Planning Board recommends "Approval" of the proposed rezoning request because:

- The proposed zoning reclassification is consistent with the purposes, goals, objectives, and policies, of the adopted land use plan, and other plans for the physical development of the County as adopted by the Board of Commissioners.
- The proposed zoning reclassification is compatible with the overall character of existing development in the immediate vicinity of the subject property;
- There is adequate of public facilities and services to serve the subject property, including but not limited to; roadways, police and fire protection, storm water drainage systems, water supply, and garbage services; and
- The proposed zoning reclassification will not adversely affect a known archeological, environmental, historical, or cultural resource.

RATIONAL FOR DECISION

Rezoning the property to the General Business would allow for the expansion of an *existing* commercial use. There have been no prior complaints for the existing business filed with the County. Set hours of operation have been established prior to this approval recommendation. Those hours were found reasonable. There was no one present to speak against the proposed rezoning at the May 28, 2020 public meeting.

Signed: June 10, 2020

_____ Chairman,
Burke County Planning Board

Attachment: PB Recommendation zma 2020-01 (3090 : Comm. Dev. - Zoning Map Amendment ZMA 2020-01)

THE NEWS HERALD
JULY 9, 2020
VOL. 134 PUB NO. 161

BURKE COUNTY
NOTICE OF VIRTUAL ZOOM PUBLIC HEARINGS
JULY 21, 2020, 6:00 PM
JULY 23, 2020 10 AM

The Burke County Board of Commissioners will hold virtual public hearings at 6:00 p.m. on July 21, 2020 and on July 23, 2020 at 10 a.m. via Zoom, a virtual software platform that provides video, phone, and chat services. At these meetings they will take public comment regarding the following zoning matter:

ZMA 2020-01 Applicant: Brent Perkins - A request to rezone an 0.88-acre portion of one (1) parcel of land **from** the Residential Three (R-3) Zoning District **to** the General Business (G-B) Zoning District. (PIN# 2712910324) (REID# 33856)

For the July 21st meeting, citizens may submit a written statement to the Clerk by 4 p.m. on Tuesday, July 21, 2020 to be read aloud during the public hearing in one of the following ways:

- Email: kay.draughn@burkenc.org
- Hand-deliver: Burke County Governmental Offices, 200 Avery Avenue, (2nd Floor) in Morganton
- US Mail: Burke County, Attn: Kay Draughn, P.O. Box 219, Morganton, NC 28680.

To comply with Session Law 2020-3 (HB 704), public comments (written statements) will be accepted until July 23 at 9 a.m. by email, hand-delivery or by US Mail. Any statements received by the deadline concerning the proposed zoning map amendment will be read aloud during a special Zoom meeting on July 23 at 10 a.m. at which time the Board will approve or deny the zoning map amendment.

To receive the Zoom connection credentials for either meeting, please contact the Clerk at 764.9354 at least two (2) hours in advance of the meeting(s). Both meetings will be streamed live on YouTube, BurkeCountyNC. Prior to the public hearings, questions about the rezoning may be directed to the Burke Co. Community Development at (828) 764-9033.

Kay Draughn
Clerk to the Board

Publish: July 9 and July 16, 2020.

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

CONSENT AGENDA

Subject Title: BOC - Designation of Voting Delegate for the NCACC Annual Conference

Presented By: Johnnie W. Carswell

Summary of Information: The 113th Annual Conference of the North Carolina Association of County Commissioners will be held virtually this year. The Business Session is scheduled for August 6, 2020 at 11 a.m. Each county is asked to designate one (1) voting delegate prior to the conference to vote on items that come before the membership. An alternate voting delegate may also be assigned.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To designate Vice Chair Mulwee as the voting delegate for the 113th Annual Conference of the North Carolina Association of County Commissioners.

Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 113th Annual Conference of the North Carolina Association of County Commissioners to be held during the **virtual*** Annual Business Session on August 6, 2020, at 11 a.m.

Voting Delegate Name: _____

Title: _____

In the event the designated voting delegate is unable to attend, _____ has been selected as _____ County's alternate voting delegate.

Alternate Voting Delegate Name: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

"On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues."

Please return this form to Alisa Cobb via email by **Monday, August 3, 2020** close of business**:**

Email: alisa.cobb@ncacc.org

***Please note – due to the COVID-19 pandemic, the 113th NCACC Annual Conference will be held virtually with voting taking place via an electronic platform.**

Attachment: Voting delegate form 2020 (3101 : NCACC Voting Delegate)

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

CONSENT AGENDA

Subject Title: Clerk - Appointments to PBHM Board of Directors & CFAC

Presented By: Kay Draughn

Summary of Information: Partners Behavioral Mental Health is the County's LME (Local Management Entity) and provider of mental health services in the County's catchment area. Commissioner Taylor has served as the Commissioners' mental health representative for many years. Having served the maximum number of terms allowed, Commissioner Taylor cannot be reappointed. However, Commissioner Brittain has expressed an interest in serving on the PBHM Board of Directors.

Linda McCrary has served as the County's CFAC (Consumer & Family Advisory Committee) member on the PBHM BOD as a "Family Member of Consumer" for several years. CFAC is a volunteer group of individuals who have received or currently receive services, and family members of these individuals. CFAC represents consumers and their families by advocating on their behalf in every aspect of planning and delivering services for mental health, intellectual or developmental disabilities, and substance use. CFAC also advises Partners on improving effectiveness. Ms. McCrary is willing and eligible to serve another 3-year term ending June 30, 2023.

An application from Mr. Barry Nelson, Vice President of Nursing/Chief Nurse Executive of Carolinas Healthcare System Blue Ridge, is provided to fill the position mentioned below.

> When making appointments to Partners Board of Directors it is important to consider representation requirements required by NCGS 122C-118.1. As of July 1, 2020, the following categories of representation on the board are or will become be vacant:

- A family member of a consumer who is diagnosed with: Substance Abuse/Addiction (SA)
- An openly declared consumer representing Intellectual or other Developmental Disabilities (IDD)
- An openly declared consumer representing substance abuse/addiction (SA)

- An individual with health care expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services
- An individual with insurance expertise consistent with the scale and nature of the managed care organization
- **An administrator of a hospital providing mental health, developmental disabilities, and substance abuse emergency services to serve as a nonvoting member and who shall participate only in open meetings.**

Appointments to the PBHM Board of Directors is a collaborative process and PBHM supports the appointment of Commissioner Brittain and Mr. Nelson as well as the reappointment of Ms. McCrary to the Consumer Family Advisory Committee.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motions:

1. **To remove Commissioner Taylor from the official roster of Partners Behavioral Health Management Board of Directors and thank him for his service to the community.**
2. **To appoint Commissioner Brittain to the Partners Behavioral Health Management Board of Directors for a 3-year term: July 1, 2020 - June 30, 2023.**
3. **To reappoint Linda McCrary to the PBHM Board of Directors, CFAC, as a "Family Member of Consumer" representative for a 3-year term: July 1, 2020 - June 30, 2023.**
4. **To appoint Barry Nelson to the Partners Behavioral Health Management Board of Directors for a 3-year term, July 1, 2020 - June 30, 2023, as a nonvoting member representing an administrator of a hospital that provides mental health, developmental disabilities, and substance abuse emergency services.**

Partners Behavioral Health Management
County Appoints: 1 Commissioner, 1 CFAC Member & Optional Member
3-Year Terms
Statutory Reference

Seat	Name & Address		Term
Commissioner or Designee	Maynard Taylor	A TE	2014 6/30/2020
CFAC Member	Linda McCrary	A R TE	9/19/2017 6/30/2020
Hosptial Administrator Providing MH, DD SA Emergency Services Non-voting Member		A TE	 6/30/2023

Attachment: PBHM Roster (3083 : Clerk - Appointments to PBHM Board of Directors & CFAC)

BURKE COUNTY
APPOINTMENT APPLICATION
BOARDS AND COMMITTEES

Name: Barry Nelson Date: May 28, 2020

Address: 7008 Peyronel St

City: Connelly Springs State: NC Zip: 28612

Telephone: Home: _____ Business: 828-580-5637

Cell: 336-468-0138 Email: Barry.Nelson@blueridgehealth.org

Occupation: Vice President Nursing / Chief Nurse Executive

Retired from: _____

How did you hear about this opportunity? _____

Are you currently serving on a county board or committee? ___ Yes ✓ No

If so, please identify the board or committee: _____

Community interest and activities:

_____

_____

Do you reside in the extraterritorial area of a municipality? _____ Yes ✓ No

List in order of preference the board and/or committee(s) on which you would like to serve.

1. Partners Behavioral Health Management
2. _____
3. _____

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

None

_____

Revised: 1-26-18

Attachment: B. Nelson_Partners BH Management Board Application_5.2020 (3083 : Clerk - Appointments to PBHM Board of Directors & CFAC)

Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

As a leader in the Blue Ridge Healthcare System, I would be interested in sharing my experience and knowledge to assist the community.

Are you willing to attend board or committee meetings on a regular basis? ✓ Yes ___ No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee: None

Remarks: _____
(OPTIONAL)

Signature: _____
(ORIGINAL SIGNATURE REQUIRED)
(SIGNING INDICATES AGREEMENT TO ABIDE BY THE BURKE COUNTY CODE OF ETHICS.)

Return to:

Burke County
Attn: Clerk to the Board
P.O. Box 219
Morganton NC 28680
Email: kay.draughn@burkenc.org
Phone: 828-764-9354 Fax: 828-764-9352

Attachment: B. Nelson_Partners BH Management Board Application_5.2020 (3083 : Clerk - Appointments to PBHM Board of Directors & CFAC)

BURKE COUNTY
APPOINTMENT APPLICATION
BOARDS AND COMMITTEES

Name: Linda McCrary Date: 5-28-20

Address: 2086 Warrior Fork Trail

City: Morganton State: NC Zip: 28655

Telephone: Home: 828-437-7710 Business: _____

Cell: 828-443-6435 Email: lindamccrary@charter.net

Occupation: retired teacher

Retired from: Burke County Public Schools

How did you hear about this opportunity? CFAC committee from Partners

Are you currently serving on a county board or committee? x Yes ___ No

If so, please identify the board or committee: Partners BHM Board of Directors

Community interest and activities:

First Presbyterian Church

Partners BHM Board of Directors, Executive board, Partners Consumer and Family Advisory Council, Marketing committee, Stakeholders Committee, Quaker Meadows Garden Club.

Do you reside in the extraterritorial area of a municipality? x Yes _____ No

List in order of preference the board and/or committee(s) on which you would like to serve.

1. Partners BHM Board of Directors
2. _____
3. _____

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

Parent, advocate for individuals with Intellectual and Developmental Disabilities.

Revised: 1-26-18

Attachment: Linda McCrary App_0001 (3083 : Clerk - Appointments to PBHM Board of Directors & CFAC)

Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

To best serve the Mental Health, Substance Use and Itellectual and Developmentally Disabled Community and their families.

Are you willing to attend board or committee meetings on a regular basis? x Yes ___ No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee: **I know of none.**

Remarks: _____
(OPTIONAL)

Signature: Linda McCrary
(ORIGINAL SIGNATURE REQUIRED)
(SIGNING INDICATES AGREEMENT TO ABIDE BY THE BURKE COUNTY CODE OF ETHICS.)

Return to:

Burke County
Attn: Clerk to the Board
P.O. Box 219
Morganton NC 28680
Email: kay.draughn@burkenc.org
Phone: 828-764-9354 Fax: 828-764-9352

Attachment: Linda McCrary App_0001 (3083 : Clerk - Appointments to PBHM Board of Directors & CFAC)

§ 122C-118.1. Structure of area board.

(a) An area board shall have no fewer than 11 and no more than 21 voting members. The board of county commissioners, or the boards of county commissioners within the area, shall appoint members consistent with the requirements provided in subsection (b) of this section. The process for appointing members shall ensure participation from each of the constituent counties of a multicounty area authority. If the board or boards fail to comply with the requirements of subsection (b) of this section, the Secretary shall appoint the unrepresented category. The boards of county commissioners within a multicounty area with a catchment population of at least 1,250,000 shall have the option to appoint members of the area board in a manner or with a composition other than as required by this section by each county adopting a resolution to that effect and receiving written approval from the Secretary. A member of the board may be removed with or without cause by the initial appointing authority. The area board may declare vacant the office of an appointed member who does not attend three consecutive scheduled meetings without justifiable excuse. The chair of the area board shall notify the appropriate appointing authority of any vacancy. Vacancies on the board shall be filled by the initial appointing authority before the end of the term of the vacated seat or within 90 days of the vacancy, whichever occurs first, and the appointments shall be for the remainder of the unexpired term.

(b) Within the maximum membership provided in subsection (a) of this section, the membership of the area board shall reside within the catchment area and be composed as follows:

(1) At least one member who is a current county commissioner.

(2) The chair of the local Consumer and Family Advisory Committee (CFAC) or the chair's designee.

(3) At least one family member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
   a. Individuals with mental illness.
   b. Individuals in recovery from addiction.
   c. Individuals with intellectual or other developmental disabilities.

(4) At least one openly declared consumer member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
   a. Individuals with mental illness.
   b. Individuals with intellectual or other developmental disabilities.
   c. Individuals in recovery from addiction.

(5) An individual with health care expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.

(6) An individual with health care administration expertise consistent with the scale and nature of the managed care organization.

(7) An individual with financial expertise consistent with the scale and nature of the managed care organization.

(8) An individual with insurance expertise consistent with the scale and nature of the managed care organization.

(9) An individual with social services expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.

(10) An attorney with health care expertise.

(11) A member who represents the general public and who is not employed by or affiliated with the Department of Health and Human Services, as appointed by the Secretary.

Attachment: GS_122C-118.1 (3083 : Clerk - Appointments to PBHM Board of Directors & CFAC)

(12) The President of the LME/MCO Provider Council or the President's designee to serve as a nonvoting member who shall participate only in Board activities that are open to the public.

(13) An administrator of a hospital providing mental health, developmental disabilities, and substance abuse emergency services to serve as a nonvoting member who shall participate only in Board activities that are open to the public.

Except as provided in subdivisions (12) and (13) of this subsection, an individual that contracts with a local management entity (LME) for the delivery of mental health, developmental disabilities, and substance abuse services may not serve on the board of the LME for the period during which the contract for services is in effect. No person registered as a lobbyist under Chapter 120C of the General Statutes shall be appointed to or serve on an area authority board. Of the members described in subdivisions (2) through (4) of this subsection, the boards of county commissioners shall ensure there is at least one member representing the interest of each of the following: (i) individuals with mental illness, (ii) individuals with intellectual or other developmental disabilities, and (iii) individuals in recovery from addiction.

(c) The board of county commissioners may elect to appoint a member of the area authority board to fill concurrently no more than two categories of membership if the member has the qualifications or attributes of the two categories of membership.

(d) Any member of an area board who is a county commissioner serves on the board in an ex officio capacity at the pleasure of the initial appointing authority, for a term not to exceed the earlier of three years or the member's service as a county commissioner. Any member of an area board who is a county manager serves on the board at the pleasure of the initial appointing authority, for a term not to exceed the earlier of three years or the duration of the member's employment as a county manager. The terms of members on the area board shall be for three years, except that upon the initial formation of an area board in compliance with subsection (a) of this section, one-third shall be appointed for one year, one-third for two years, and all remaining members for three years. Members shall not be appointed for more than three consecutive terms.

(e) Upon request, the board shall provide information pertaining to the membership of the board that is a public record under Chapter 132 of the General Statutes.

(f) An area authority that adds one or more counties to its existing catchment area under G.S. 122C-115(c1) shall ensure that the expanded catchment area is represented through membership on the area board, with or without adding area board members under this section, as provided in G.S. 122C-118.1(a). (2001-437, s. 1.11(b); 2002-159, s. 40(a); 2006-142, s. 4(e); 2007-504, s. 1.4; 2010-31, s. 10.7; 2012-151, s. 3(a); 2013-85, ss. 6, 7; 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)

Attachment: GS_122C-118.1 (3083 : Clerk - Appointments to PBHM Board of Directors & CFAC)

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

CONSENT AGENDA

Subject Title: Clerk - Technical Correction to JCPC Term, Seat No. 7

Presented By: Kay Draughn

Summary of Information: A technical correction to the term of the DSS Director's appointment to the JCPC, Seat No. 7, is requested. In June, the appointment should have been to complete the remainder of an unexpired term ending June 30, 2021 instead of a full 2-year term ending June 30, 2022.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To approve a technical correction to the term of appointment for Seat No. 7 on the JCPC to end June 30, 2021.

Juvenile Crime Prevention Council
24-Members
2-Year Terms
General Statute: 143B-846

Seat No.	Position	Name-Address		Term
1	School Superintendent or Designee	Mike Swan 3324 Eastwood Avenue Morganton NC 28655	A-UT R R TE	8/15/2017 6/19/2018 6/18/2019 6/30/2021
2	Police Chief or Designee	Ryan Lander 304 S. College Street Morganton NC 28655	A R R TE	8/18/2015 6/20/2017 6/18/2019 6/30/2021
3	Sheriff	Steve Whisenant 150 Government Drive Morganton NC 28655	A R R R R TE	6/21/2011 6/30/2013 6/16/2015 6/20/2017 6/18/2019 6/30/2021
4	D. Attorney or Designee	DA Declined to Participate	TE	6/30/2017
5	Chief Court Counselor or Designee	Ronn Abernathy P.O. Box 728 Newton NC 28658	R R R R R TE	6/21/2011 6/30/2013 6/16/2015 6/20/2017 6/18/2019 6/30/2021
6	Mental Health or Designee	Tara Conrad 414 Alexander Avenue Morganton NC 28655	A R R TE	6/21/2016 6/19/2018 6/16/2020 6/30/2022
7	Director of Social Services	Korey Fisher-Wellman	A-UT	6/16/2020

Attachment: JCPC Roster (3100 : Clerk - Technical Correction to JCPC Term, Seat No. 7)

	or Designee	700 E. Parker Road Morganton NC 28655	TE	6/30/2021
8	County Mgr. or Designee	Jennifer Forney 300 Latimer Lane Morganton NC 28655	A-UT R R TE	6/16/2015 6/20/2017 6/18/2019 6/30/2021
9	Substance Abuse Prof.	Joseph Martinez 4143 Rocky Road Valdese, NC 28690	R R R R R R TE	8/3/2010 5/15/2012 6/17/2014 6/21/2016 6/19/2018 6/16/2020 6/30/2022
10	Member of Faith	Rev. Jasper Hemphill P.O. Box 3481 Morganton NC 28680	A R R R TE	8/20/2013 6/16/2015 6/20/2017 6/18/2019 6/30/2021
11	Commissioner	Maynard Taylor 3095 Taylor Avenue Connelly Springs NC 28612	A R R TE	Dec-17 12/1/2018 12/1/2019 12/1/2020
12	Student < 18	Willow Conrad	A TE	6/18/2019 6/30/2021
13	Student < 18	Mackenzie Pritchard	A TE	6/16/2020 6/30/2022
14	Juvenile Def. Attorney	Brooke Mills 3272 Montanya View Circle Valdese NC 28690	A R TE	6/19/2018 6/16/2020 6/30/2022

Attachment: JCPC Roster (3100 : Clerk - Technical Correction to JCPC Term, Seat No. 7)

15	Chief Dist. Court Judge or Designee	Clifton H. Smith 111 Main Avenue NE Hickory NC 28601	A R R R TE	6/17/2014 6/21/2016 6/19/2018 6/16/2020 6/30/2022
16	Member of Business Community	Doug Hartjes 303 Riverwalk Drive Connelly Springs NC 28612	A-UT R TE	9/18/2018 6/18/2019 6/30/2021
17	Health Director or Designee	Rebecca McLeod 292 19th Ave. Circle NE Hickory NC 28601	A-UT R R R R TE	8/21/2012 6/30/2013 6/16/2015 6/20/2017 6/18/2019 6/30/2021
18	United Way or Nonprofit	Vacant	A TE	 6/30/2022
19	Parks and Recreation	Doug Knight 120 Philip Avenue NE Valdese NC 28690	A R R R TE	10/20/2015 6/21/2016 6/19/2018 6/16/2020 6/30/2022
20	At Large (Up to 7 Appt by BOC)	Steven Moody 116 Wilson Street Morganton NC 28655	R R R R R TE	6/21/2011 6/30/2013 6/16/2015 6/20/2017 6/18/2019 6/30/2021
21	At Large (Up to 7 Appt by BOC)	David Bridges 327 Drexel Road Morganton NC 28655	A-UT R R TE	12/19/2017 6/19/2018 6/16/2020 6/30/2022
22	At Large	Nicki Carpenter	A	6/18/2019

Attachment: JCPC Roster (3100 : Clerk - Technical Correction to JCPC Term, Seat No. 7)

	(Up to 7 Appt by BOC)	130 Ammons Drive, Suite 2	R	
		Morganton NC 28655	TE	6/30/2021
23	At Large	Dorian Palmer	A-UT	10/15/2019
	(Up to 7 Appt by BOC)	109 Douglas Drive	R	
		Morganton NC 28655	TE	6/30/2021
24	At-Large	Brandon Collins	A	6/19/2018
	(Up to 7 Appt by BOC)	1512 Ferngully Drive	R	6/16/2020
		Morganton NC 28655	TE	6/30/2022

A=Appointment
R=Reappointment
A-UT=Appointed to Complete Unexpired Term
TE=Term Expires

Attachment: JCPC Roster (3100 : Clerk - Technical Correction to JCPC Term, Seat No. 7)

Burke County, North Carolina

Agenda Abstract
Meeting Date: July 21, 2020

CONSENT AGENDA

Subject Title: Comm. Dev. - Resolution to Withdraw the Linville Dam Boardwalk and Trail Project from the STBG-DA Program

Presented By: Shane Prisby

Summary of Information: Because of ongoing cash flow issues and the COVID-19 pandemic, NCDOT has halted projects statewide, including the Linville Dam Boardwalk and Trail.

The Community Development Department has been working with NCDOT and the Western Piedmont Council of Governments on what next steps can be taken. After these discussions, the Community Development Department feels that the best way forward for the project is to withdraw the project from the STBG-DA program and seek out other, more flexible opportunities that will have lower costs and impacts. Both NCDOT and the COG are understanding of the situation and the funding would be reassigned to a different project. There would be no cost or penalty to Burke County to return the funding as no money has been spent.

Community Development is requesting that the $100,000 grant match that was approved and budgeted by the Board as part of the FY 20 budget be reallocated to engineering and grant matches for construction. Community Development has begun discussions with Duke Energy on ways to incorporate this project with their Comprehensive Relicensing Agreement projects at the Linville Dam and Bridgewater Access sites.

Budgetary Effect: Return the $400,000 STBG-DA grant.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To adopt Resolution No. 2020-19 and reallocate the $100,000 grant match for engineering and construction of the project. Further, authorize the County Manager to execute any agreement to withdraw the project from the STBG-DA program on behalf of the Board, subject to review and/or revision by the County Attorney.

Burke County
North Carolina

Resolution to Withdraw the Linville Dam Boardwalk and Trail Project, EB-5934, from the STBG-DA Program

WHEREAS, the Greater Hickory Metropolitan Planning Organization (GHMPO) issued a call for projects to agencies in its jurisdiction for Surface Transportation Block Grant - Direct Attributable Funding (STBG-DA); and

WHEREAS, Burke County submitted an application and funding was programmed for the Fonta Flora State Trail for the Preliminary Engineering of the section of the Fonta Flora State Trail that extends from the intersection of Laurel Ridge Ct and N Powerhouse Rd across the Linville Dam to the Portage Trail, identified in the State Transportation Improvement Plan as EB-5934; and

WHEREAS, due to cash flow issues and the COVID-19 Pandemic, NCDOT has delayed the project from moving forward to the Preliminary Engineering Phase.

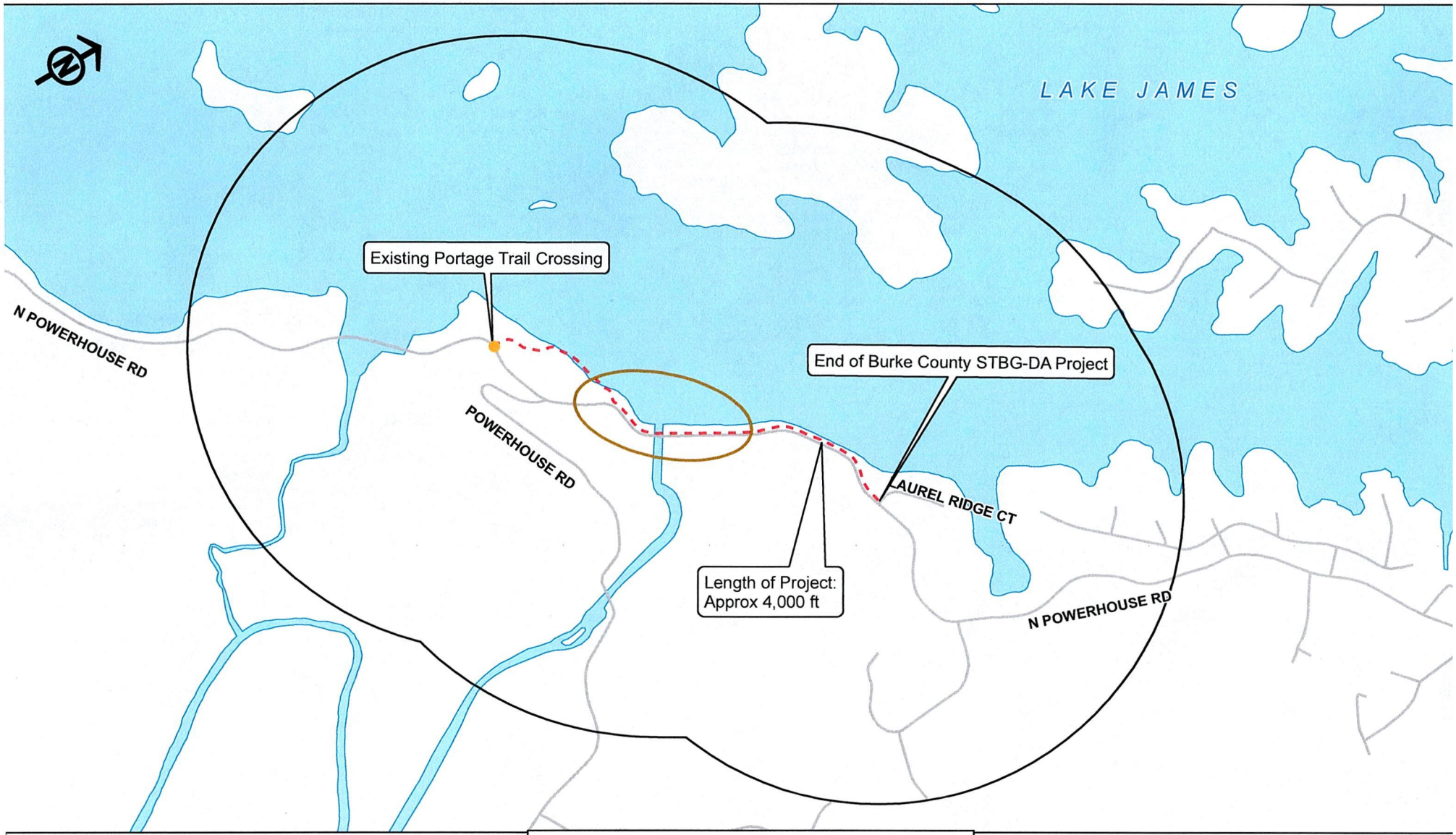
NOW THEREFORE, the Burke County Board of Commissioners resolves to withdraw the Linville Dam Boardwalk and Trail project, EB-5934, from the STBG-DA Program and seek other funding sources to complete the project.

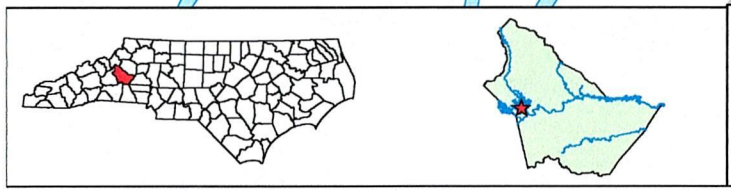
Adopted this 21st day of July 2020.

_____
Johnnie W. Carswell, Chairman
Board of Commissioners

Attest:

_____
Kay H. Draughn, CMC, NCMCC
Clerk to the Board





Fonta Flora State Trail
Primary Map - Linville Dam Boardwalk and Trail

BURKECOUNTY
ALL ABOUT ADVANCING

This map is not survey acccurate and is to be used for planning purposes only.

LEGEND

1/2 Mile Buffer

Proposed Trail Route

1:9,088

0 750 1,50

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

CONSENT AGENDA

Subject Title: General Services - Solid Waste Division - LaBella Associates Annual Services FY20

Presented By: Miles Champion

Summary of Information: Burke County has operated a Construction and Demolition (C&D) landfill at the John's River Waste Management Facility since 1998. The operation of a C&D landfill comes with State requirements for monitoring and reporting. These services are necessary to continue the operation of the landfill. The services are provided on an annual basis by LaBella Associates. Additional work required by the State includes quarterly landfill gas monitoring at Johns River, East Burke and Kirksey Drive Landfills; and design of Landfill Gas remediation at East Burke/Kirksey Dr. Landfills. A contract is needed to perform the engineering tasks required by NCDEQ Division of Waste Management. The proposed contract is attached to this item for review. (Note: Contracts over $90,000 require Board approval.)

Budgetary Effect: Funding for this expenditure was included in the FY 20-21 budget.

Task 01 - General Consulting (estimated)	$ 20,000
Task 02 - Semiannual Water Quality Sampling & Analysis (fixed)	$ 67,000
Task 03 - Semiannual Water Quality Reporting (fixed)	$ 26,500
Task 04 - Quarterly Landfill Gas Monitoring (fixed)	$ 9,000
Task 05 – Landfill Gas Extraction System O&M (fixed)	$ 5,500
Task 06 – Landfill Gas Remediation for East Burke and Kirksey Drive Landfills (estimated)	$ 30,000
Task 07 – Update of Johns River Facility SWPPP, SPCC Plans & NPDES Permits (fixed)	$15,000
Task 08 – Corrective Action Evaluation Report (CAER) (fixed)	$17,000
Task 09 – Waste Management Facility Operator Training (fixed)	$1,000
Total of proposed tasks	**$191,000**

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To approve a contract with LaBella Associates for $191,000, subject to review and/or revision by the County Attorney and authorize the

County Manager to execute the contract on behalf of the Board.

Burke County - Fiscal Year July 2020 - June 2021 (FY-2021)

Projected Budgets for Environmental and Engineering Services

Task	Description	FY-2020 Budget	FY-2021 Budget	Type	Comments
1	General Consulting	$20,000	$20,000	T&E	
2	Water Quality Sampling & Analyses for Johns River, E. Burke, & Kirksey Dr. Landfills	$66,000	$67,000	FF	
3	Water Quality Reporting for Johns River, E. Burke, & Kirksey Dr. Landfills	$26,000	$26,500	FF	
4	Landfill Gas Monitoring for Johns River, E. Burke, & Kirksey Dr. Landfills	$8,000	$9,000	FF	
5	Landfill Gas Extraction Unit O&M (Johns River)	$6,000	$5,500	FF	
6	LFG Remediaiton @ E. Burke & Kirksey Dr. Landfills	$75,000	$30,000	T&E	CQA for Gas Trenches at E.Burke & Kirksey Dr. LFs.
7	Update of Johns River Facility SWPPP, SPCC Plans, & NPDES Permits		$15,000	FF	
8	Corrective Action Evaluation Report (CAER)		$17,000	FF	
9	Waste Management Facility Operator Training		$1,000	FF	Up to 8 people. County to provide venue and meals.
TOTALS:		$201,000	$191,000		

T&E = Time & Expense Task - Estimated budget to be billed monthly per LaBella 2020 Rate Schedule.
FF = Fixed Fee Task - Lump sum fee to be billed monthly on a percent-complete basis.

LaBella
Powered by partnership.

February 17, 2020

Miles Champion
County Engineer
Burke County
302 S. Center St., Suite E
Hildebran, NC 28637

RE: Proposal for On-Site Waste Management Facility Operator Training
Burke County, North Carolina
Project Number 2192989
Addendum No.: 0470-24

Dear Miles:

This letter proposal is regarding LaBella Associates (LaBella) providing Burke County, NC (BURKE) with an on-site, Waste Management Facility Operator (WMFO) training. As requested, we propose the following:

Course(s) to be Offered:

- A 1-day North Carolina Certified Landfill Operator course. (10 hours including exam)

Course Contents:

- Landfill Basics
- Regulations
- Equipment
- Environmental Compliance
- Finances
- Operations
- Waste Screening
- Safety

Continuing Education Units (CEUs)/Professional Development Hours (PDHs):

The course qualifies as continuing education for certified landfill operators in the State of North Carolina on an hour-by-hour basis, providing a minimum of 0.9 CEUs (or 9 Professional Development Hours (PDHs)) for the complete course.

Course Date/Location:
The course will be scheduled on a date mutually agreed upon by both parties.

Currently, the NC Certified Landfill Operator Course is scheduled to be on Wednesday, October 7, 2020, at the Foothills Higher Education Center.

Course Instructors:

The primary LaBella course instructor will be Jeff Fantell, John Abercrombie, or other LaBella certified instructor.

Attachment: LaBella - Burke Co 0470-24 ltr Op Train 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

LaBella
Joyce Training

Course Fee:

- Base Fixed Fee (up to 7 attendees).....$995
- Course per additional attendee beyond 7.....$75
    - *Certificates will not be issued to attendees until payment in full is received.*
    - *Students from outside Burke County will be allowed to attend and will register and pay LaBella directly. LaBella will reimburse Burke County for the meals of any outside attendees.*

Materials to be Provided:

- BURKE will provide the training facility and lunch for the students and instructor(s) each day class is held. The training facility will include seating and tables to accommodate all students and instructors, projector and screen for PowerPoint presentation, and a whiteboard or easel with writing pad and markers.
- LaBella will provide pens, highlighters, course manuals, PowerPoint slides, and instructors. LaBella will issue appropriate documentation of course completion to those in attendance. Additionally, LaBella will provide the Exam, evaluate and tabulate results, and issue NC Landfill Operator Certificates to candidates achieving passing marks.

If this proposal is acceptable, please sign and date this agreement letter and return via electronic mail or regular postal service. Upon receipt, we will sign original agreement letter and return one copy for your files. If you have any questions or comments, please call me at (804) 355-4520. We look forward to serving you and BURKE with your training needs.

Respectfully Submitted,
LaBella Associates

Jeffrey M. Fantell, P.E.
LaBella – Joyce Training Program Manager

Accepted by:	Accepted by:
LaBella Associates, P.C.	**Burke County, NC**
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Date	Date

Attachment: LaBella - Burke Co 0470-24 ltr Op Train 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

LaBella
Powered by partnership.

February 17, 2020

Mr. Miles Champion
Burke County
P.O. Box 219
Morganton, NC 28680

Re: Professional Consulting Services
Burke County, North Carolina
Addendum No. 0470-23

Dear Miles:

LaBella Associates, P.C. (LaBella) appreciates the opportunity to offer professional consulting services to Burke County. For your review and consideration, we are attaching the following:

- Exhibit A: Scope of Services and Fees
- Exhibit B: LaBella Associates Current Rate Schedule
- Exhibit C: LaBella Associates Service Guarantees

This letter when executed and the attachments will together serve as an Addendum to Master Services Agreement (MSA) No. 0470, dated August 28, 2006, between Joyce Engineering, Inc. and Burke County (CLIENT), assigned to LaBella Associates, P.C. on January 1, 2019, and amended with Exhibit B incorporating LaBella's Current Rate Schedule. The proposed scope of services will be conducted under the Terms and Conditions of the aforementioned MSA and the Addendum.

If this Addendum is acceptable, please sign and date this letter, initial Exhibits A and B, and return all documents via electronic mail or regular mail. Upon receipt, we will sign, date, and initial all documents and return one fully executed addendum for your files.

We thank you for this opportunity and look forward to continuing our relationship with Burke County. If you have any questions concerning this proposal, please do not hesitate to contact me at (804) 355-4520.

Respectfully submitted,

LaBella Associates

Van Burbach, Ph.D., P.G.
Sr. Technical Consultant

Accepted by:

LaBella Associates, P.C.

_____
Signature

_____
Printed Name

_____
Title **Date**

Accepted by:

Burke County

_____
Signature

_____
Printed Name

_____
Title **Date**

1604 Ownby Lane | Richmond, VA 23220 | p (804) 355-4520 | f (804) 355-4282
www.labellapc.com

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Exhibit A

Scope for Professional Environmental and Engineering Services

Johns River Waste Management Facility,
Kirksey Drive Landfill, & East Burke Landfill

BURKE COUNTY, NORTH CAROLINA

Background/Project Understanding

LaBella Associates, P.C. (LaBella) understands that Burke County requires professional engineering and environmental consulting services over the fiscal year from July 1, 2020, through June 30, 2021. The services to be provided include general consulting and continuing environmental monitoring and reporting for the County's three landfills: the active Johns River Waste Management Facility (Permit 12-03), the closed Kirksey Drive Landfill (Permit 12-01), and the closed East Burke Landfill (Permit 12-02).

The Johns River Waste Management Facility is located in the north-central portion of Burke County, north of Morganton, North Carolina. The 318-acre landfill property includes an old, unlined municipal solid waste (MSW) landfill covering 28 acres in the southwest corner of the landfill property which began operation in April 1988, but was closed in 1998 to comply with Rule .1627(c)(10)(A) of the North Carolina Solid Waste Management Rules (NCSWMR). Burke County operated a permitted Construction and Demolition (C&D) disposal area on top of the closed portions of the MSW landfill between 1998 and 2016. The C&D-over-MSW landfill was closed in 2016. The old C&D-over-MSW landfill is monitored under an assessment monitoring program and a corrective action program. The corrective action program includes monitored natural attenuation (MNA), phytoremediation, and control of landfill gas. A Corrective Action Evaluation Report (CAER) is required every five years. The next CAER is due following the second semiannual monitoring event of 2020.

An expansion of the Johns River C&D landfill is located northeast of the old landfill. The North Carolina Department of Environmental Quality (NCDEQ) issued a Conditional Approval of Site Suitability on February 28, 2014, which approved the northern halves of Phases 1 and 2 (designated 1A and 2A), and all of Phases 4 through 8; however, it did not grant site suitability for the southern halves of Phases 1 and 2 (1B and 2B) or Phase 3. A Permit to Operate Phase 1A was issued by NCDEQ on August 14, 2014. Phase 2A was completed and the NCDEQ issued a temporary permit to operate Phase 2A on November 7, 2018, while the County continued construction of Phase 4. We expect Phase 4 to be completed in 2020. Phases 1A, 2A, and 4 are monitored under a detection monitoring program.

The Kirksey Drive Sanitary Landfill is located approximately two miles northwest of downtown Morganton, North Carolina. The landfill has been closed to the reception of waste since 1985. The landfill operated as Burke County's MSW Landfill between 1968 and 1985.

The East Burke Landfill is located in eastern Burke County, North Carolina. The facility operated as an MSW landfill between 1972 and 1988 and has been closed to the reception of waste since 1988. Burke County operates a solid waste convenience center at the entrance of the closed landfill.

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Task 01 – General Consulting (FY 2021)

A. Scope

The purpose of this task is to provide general consulting services to the County, on an as-requested or as-needed basis for the Johns River, East Burke, and Kirksey Drive Landfills. Services may include, but are not limited to, the following:

- Technical and operational assistance for the landfills and/or transfer station;
- Conceptual and preliminary engineering designs and drawings relating to the County's solid waste management program;
- Response to requests for information by NCDEQ, and assist with other correspondence and interaction with regulatory agencies on behalf of the County;
- Groundwater or surface-water resampling events required due to statistically significant increases or other sampling events beyond the scope of routine compliance monitoring;
- Preparation of Alternate Source Demonstrations, revisions of Water Quality Monitoring Plans or Corrective Action Plans, or other non-routine groundwater reporting;
- Landfill gas re-monitoring events due to exceedances or other regulatory issues;
- Development and/or implementation of Landfill Gas Remediation Plans, revision of Landfill Gas Management Plans, or other non-routine landfill gas reporting;
- Presentations to the County Board of Supervisors as requested to update and educate Board members on issues relating to the County's environmental program;
- General project management and administrative services relating to the consulting services described above; and
- Other services as the County may have need.

B. Deliverables

Specific deliverables will be determined on an as-needed basis.

C. Schedule

Schedules and fees for specific services will be determined as needed and will be approved by the County prior to initiating work.

D. Limitations

Client-generated activities beyond approved scopes or in excess of the estimated budget are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the project schedule accordingly.

E. Compensation

Estimated Budget **$ 20,000** **(To be billed on a time and expense basis.)**

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Task 02 – Semiannual Water Quality Sampling & Analyses (FY 2021)

A. Scope

The scope of this task is to provide Burke County with the necessary environmental services to provide semiannual groundwater and surface water sampling and analytical services at the County's three solid waste management facilities in accordance with the NCSWMR. The requested services are groundwater and surface-water sampling (including a two-person crew, travel, equipment, and supplies), laboratory coordination, and subcontracted analytical fees, and the required reporting for two semiannual sampling events at each of the three sites (Johns River Landfill, Kirksey Drive Landfill, and East Burke Landfill). The two events include the second semiannual sampling event of 2020 and the first semiannual sampling event of 2021.

For the old landfill at the Johns River facility, this scope includes sampling six compliance monitoring wells and one field blank for the NC Appendix II list of constituents plus C&D parameters and 1,4-dioxane during the second semiannual event of 2020. Samples from the same locations will be analyzed for the NC Appendix I plus C&D parameters and detected Appendix II constituents plus 1,4-dioxane during the first semiannual event of 2021. In addition, four of the compliance wells will be sampled for MNA parameters required by the Corrective Action Plan (CAP) for the facility during both events. One other compliance well is sampled for only the Appendix I list plus C&D parameters during both events. Two sentinel wells will be sampled for the facility's constituents of concern [COCs - currently, eight volatile organic constituents (VOCs) plus beta-BHC and 1,4-dioxane], plus MNA parameters during the second semiannual event of 2020 only. Two surface water points will be analyzed for the Appendix I list plus detected Appendix II constituents and 1,4-dioxane during both events. A field blank and trip blank will also be collected.

For the C&D Expansion Area at the Johns River facility, including Phases 1A, 2A, and 4, six compliance wells will be sampled during both semiannual events for the NC Appendix I list of constituents plus C&D parameters and 1,4-dioxane, and one additional surface water point will be sampled for Appendix I list plus detected Appendix II constituents and 1,4-dioxane during both events. Also, five additional observation wells and piezometers in the area between the two landfills will be sampled for the VOCs that are on the old landfill's list of COCs, plus dissolved methane, as requested by the NCDEQ.

This scope also includes semiannual sampling for NC Appendix I constituents plus 1,4-dioxane for eight groundwater monitoring wells and three surface water monitoring points at the Kirksey Drive facility and four groundwater monitoring wells and two surface water monitoring points at the East Burke facility, plus one field blank and one trip blank for each facility. The sampling events for these facilities will be conducted in conjunction with the Johns River sampling events.

B. Deliverables

Deliverables under this task include performance of the above-described semiannual sampling events. Reporting for the second semiannual event of 2020 will be covered under Task 03 (Semiannual Water Quality Reporting) of this proposal; however, reporting for the first semiannual event of 2021 will be covered under the FY-2022 budget, yet to be contracted.

C. Schedule

The sampling events are scheduled for the last quarter of 2020 and the second quarter of 2021.

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

D. Limitations

- The fee for these services assumes that the sampling for all three sites is accomplished in one mobilization covering 4 consecutive days for each event.
- The fee for this task assumes no significant changes to the detected Appendix II constituents list or the COC list, or any other changes in sampling or analytical requirements due to detections, exceedances, or changes in regulations.
- These services do not include any charges associated with resampling events that may be warranted due to detections or exceedances or circumstances beyond LaBella's control.
- These services do not include any additional reporting associated with resampling events that may be warranted due to detections or exceedances, nor do they include alternate source demonstrations, negotiations with NCDEQ regarding exceedances, or any similar services.
- We propose to complete any resampling tasks and cover the costs of any additional analytical parameters or any additional reporting on a time-and-expense basis under a separate task (Task 01, General Consulting), if warranted.
- Client-generated activities beyond the above scope are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the project schedule accordingly.

E. Compensation

Fixed Fee	$67,000	(To be billed monthly on a percent complete basis.)

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Task 03 – Semiannual Water Quality Reporting (FY 2021)

A. Scope

The scope of this task is to provide Burke County with the necessary environmental services to provide required reporting associated with semiannual groundwater and surface water sampling at the County's three solid waste management facilities in accordance with the NCSWMR. This task includes preparation and submittal of two Semiannual Water Quality Monitoring Reports (each) for the Johns River old C&D-over-MSW Landfill, the Johns River C&D Expansion Landfill, the Kirksey Drive Landfill, and the East Burke Landfill, for a total of eight reports. One set of reports will be for the first semiannual sampling event of 2020, and one will be for the second semiannual sampling event of 2020. (Reporting for the 1st semiannual event of 2021 will be covered under the FY-2022 budget, yet to be contracted.) The reporting services may include the following: laboratory data review and evaluation, data table updates, groundwater map updates, statistical analyses of results, Biochlor modeling (once per year), trend analysis, MNA evaluation, report updates and review, as well as production and submittal costs, as appropriate for each site and each event.

B. Deliverables

Deliverables will include the following reports:

- 14-Day Exceedance and/or Appendix II Detections Letter for the Johns River Waste Management Facility, as required by the NCSWMR for the First Semiannual Monitoring Event of 2020.
- First Semiannual Water Quality Monitoring Report of 2020 – Johns C&D-over-MSW Landfill, Permit # 12-03.
- First Semiannual Water Quality Monitoring Report of 2020 – Johns River C&D Expansion Landfill, Permit # 12-03.
- First Semiannual Water Quality Monitoring Report of 2020 – East Burke Landfill, Permit # 12-02.
- First Semiannual Water Quality Monitoring Report of 2020 – Kirksey Drive Landfill, Permit # 12-01.
- 14-Day Exceedance and or Appendix II Detections Letter for the Johns River Waste Management Facility, as required by the NCSWMR for the Second Semiannual Monitoring Event of 2020.
- Second Semiannual Water Quality Monitoring Report of 2020 – Johns C&D-over-MSW Landfill, Permit # 12-03.
- Second Semiannual Water Quality Monitoring Report of 2020 – Johns River C&D Expansion Landfill, Permit # 12-03.
- Second Semiannual Water Quality Monitoring Report of 2020 – East Burke Landfill, Permit # 12-02.
- Second Semiannual Water Quality Monitoring Report of 2020 – Kirksey Drive Landfill, Permit # 12-01.

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

C. Schedule

- In accordance with NCSWMR requirements, Semiannual Water Quality Monitoring Reports (WQMRs) will be submitted to the NCDEQ within 120 days of completion of their respective sampling events. Draft WQMRs will be submitted to the County for review at least 7 calendar days prior to their respective due dates to the NCDEQ.
- If required, GPS Exceedance Letters and/or Appendix II Detections Letters will be submitted to the NCDEQ within 14 days of the finding as required by the NCSWMR.

D. Limitations

- These services do not include any additional reporting associated with resampling events that may be warranted due to detections or exceedances, nor do they include alternate source demonstrations, negotiations with NCDEQ regarding exceedances, or any similar services. We will provide these services on a time-and-expense basis under Task 01 (General Consulting), if warranted.
- Note that we do not currently have a surveyed map or surveyed locations/elevations for wells at the East Burke Landfill, and these costs are not included in this Task. If the NCDEQ requires and/or the County wishes to upgrade the WQMRs for East Burke to include well information, groundwater elevation tables, and groundwater maps, these services will be provided on a time-and-expense basis under Task 01 (General Consulting).
- Client-generated activities beyond the above scope are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the project schedule accordingly.

E. Compensation

Fixed Fee	$26,500	(To be billed monthly on a percent complete basis.)

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Task 04 – Quarterly Landfill Gas Monitoring (FY 2021)

A. Scope

The scope of this task is to provide Burke County with the environmental services necessary to comply with NCSWMR with regards to quarterly landfill gas (LFG) monitoring at the Johns River, Kirksey Drive, and East Burke facilities. This Task includes the quarterly monitoring of 10 existing gas probes and 16 designated monitoring points, including all structures, at the Johns River Waste Management Facility.

For the Kirksey Drive Landfill, this Task includes the monitoring of six existing gas probes, the County animal shelter, and the Friends-for-Animals (SPCA) building during all four quarterly events. For the East Burke Landfill, this task includes monitoring of six existing gas probes during all four quarterly events.

B. Deliverables

A summary letter for each site will be prepared and submitted to Burke County along with the monitoring logs after each quarterly monitoring event. In the event of a reportable exceedance of regulatory gas concentrations in one or more of the probes or monitoring points, and/or at Burke County's request, copies of the reports may also be submitted to NCDEQ as required by the NCSWMR.

C. Schedule

The quarterly monitoring events will be performed in the third and fourth quarters of 2020 and the first and second quarters of 2021. The fourth and second quarter events will be performed in conjunction with the semiannual water quality monitoring events. Quarterly landfill gas monitoring reports for each site will be delivered to the County within 30 days of the monitoring events. If there are exceedances of regulatory requirements, notification of the exceedances will be submitted to the NCDEQ within 5 business days of the monitoring event as required by the NCSWMR.

D. Limitations

- The fee for this task assumes that landfill gas monitoring events scheduled for the fourth quarter of 2020 and the second quarter of 2021 will be performed in the same mobilization as the water quality sampling events scheduled for those quarters.
- This proposal does not include any additional remonitoring events or additional reporting or communications necessitated by exceedances or circumstances beyond LaBella's control. Remonitoring events and/or related services will be performed on a time-and-expense basis under a separate task (Task 01, General Consulting), if warranted.
- Client-generated activities beyond the above scope are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the project schedule accordingly.

E. Compensation

Fixed Fee	**$ 9,000**	(To be billed monthly on a percent complete basis.)

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Task 05 –Landfill Gas Extraction System O&M (FY 2021)

A. Scope

The scope of this task is to provide Burke County with the environmental services necessary to maintain the landfill gas extraction unit (GEU) at the Johns River facility. This task includes quarterly balancing of the seven gas vents on the old landfill and quarterly system checks for the GEU and flare equipment. These quarterly events will be conducted in conjunction with the quarterly landfill gas monitoring events described in Task 04, and so will require no additional travel time or equipment costs.

The quarterly system checks for the GEU will include visual inspection of the GEU/skid components, checking the differential pressure at the knockout pot, the differential pressure at the flame arrester, condensate levels in the knockout site tube and adjacent manhole, propane tank level, and visual inspection of the control panel. It may also include performing a shutdown and startup to make sure all components are in working order.

Also included in the scope for this Task is an annual system maintenance and cleaning event, including cleaning the demister pad in the knockout pot and the flame arrester by spraying with an air compressor or power washer.

B. Deliverables

There are no physical deliverables for this Task other than communication with the County regarding any issues encountered during O&M events.

C. Schedule

The quarterly O&M events will be performed in the third and fourth quarters of 2020 and the first and second quarters of 2021, in conjunction with the LFG monitoring events, beginning with the first quarter after startup of the GEU.

The annual maintenance and cleaning event will be tentatively scheduled for the second quarter 2021.

D. Limitations

- The fee for this task assumes that the quarterly LFG O&M events will be performed in the same mobilization as the LFG monitoring events described in Task 04.
- The scope and fee for this Task do not include any additional O&M events or related services required due to problems with the GEU or other issues beyond LaBella's control. Such activities, if needed, will be performed on a time-and-expense basis under a separate task (Task 01, General Consulting), if warranted.
- The scope and fee for this task do not include any repairs to the GEU other than routine adjustments and cleaning. Repairs, if needed, will be performed on a time-and-expense basis under a separate Task (Task 01, General Consulting), or they may be subcontracted out, if warranted.
- Client-generated activities beyond the above scope are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the project schedule accordingly.

E. Compensation

Fixed Fee **$ 5,500** (To be billed monthly on a percent complete basis.)

Task 06 – Landfill Gas Remediation for the East Burke and Kirksey Drive Landfills

A. Scope

The purpose of this task is to provide consulting services to the County for the closed East Burke and Kirksey Drive Landfills, for implementation of the Landfill Gas Remediation Plans approved by the NCDEQ in 2018. Services may include, but are not limited to, the following:

- Planning, coordination, and supervision for the installation of 3 gas intercept trenches totaling approximately 500 linear feet at the East Burke Landfill;
- Planning, coordination, and supervision for the installation of 3 gas intercept trenches totaling approximately 400 linear feet at the Kirksey Drive Landfill;
- Preparation of Landfill Gas Remediation Reports for the East Burke and Kirksey Drive Landfills; and
- General project management and administrative services relating to the consulting services described above.

B. Deliverables

Deliverables will include:

- A Landfill Gas Remediation Report for the East Burke Landfill; and,
- A Landfill Gas Remediation Report for the Kirksey Drive Landfill.

C. Schedule

- The pre-bid site visit will be scheduled within 30 days of County approval of the bid-phase documents or as negotiated with the County and/or NCDEQ.
- Gas intercept trench construction will be scheduled within 60 days of the pre-bid site visit or as negotiated with the County, the construction contractor, and/or NCDEQ.
- Gas intercept trench construction will be completed within 30 days of beginning of construction or as negotiated with the County, the construction contractor, and/or NCDEQ.
- The Landfill Gas Remediation Reports will be submitted to the County for review and then to the NCDEQ within 30 days of completion of all gas intercept trench installations.

D. Limitations

- The estimated budget does not include contractor or material costs for installation of the gas intercept trenches as it is assumed these costs will be billed directly to the County by the contractor.
- The estimated budget assumes the six intercept trenches will take no more than ten days to install and that they will all be done within a consecutive two-week period. If due to weather, contractor issues, or other factors beyond LaBella's control, the installation takes longer, additional budget may be required.
- These scope and estimated budgets do not include any surveying that may be required either before or after construction of the gas vents and trenches.
- Client-generated activities beyond approved scopes or in excess of the estimated budget are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the project schedule accordingly.

E. Compensation

Estimated Budget **$ 30,000** **(To be billed on a time and expense basis.)**

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Task 07 – SWPPP, SPCC Plan, and NPDES Permit Updates for the Johns River Facility

A. Scope of Services

This task includes providing professional consulting services to Burke County to update the Storm Water Pollution Prevention Plans (SWPPPs) for the Johns River Landfill and the Garage and Operations Area at the Johns River Facility. This task will also include the preparation of a Spill Prevention, Control, and Countermeasure (SPCC) Plan for the facility. The following bullet outline summarizes the professional services proposed for this task:

- Perform a site visit to conduct on-site assessment and evaluation of current conditions, including aboveground oil storage tanks, containers, spill control structures, potential pollutant sources, and storm water management structures;
- Update the facility's Storm Water Control Map to reflect current conditions and permit requirements, including the size of the property, location and extent of significant structures and impervious surfaces, locations of all storm water conveyances, pathways of storm water flow, drainage basin boundaries and the number and location of storm water outfalls;
- Provide monitoring instructions and a schedule for reporting monitoring results;
- Submit draft SWPPPs and SPCC Plan for review by Burke County;
- Finalize the SWPPPs and SPCC based on the County's comments and submit to the County for incorporation into their Operating Records; and
- Prepare applications to renew the Facility's NPDES permits and submit them to NCDEQ.

B. Deliverables

The deliverables for this task are:

- Updated SWPPP for the Johns River Landfill;
- Updated SWPPP for the Johns River Garage and Operations Area;
- Updated SPCC plan for the Johns River Facility; and
- Updated NPDES Permit Applications.

C. Schedule

The draft documents will be completed within 75 calendar days of complete execution of this addendum, and subject to the limitations provided below. The final SWPPPs and SPCC plan will be completed and submitted to Burke County within 15 calendar days after receiving the County's comments. The NPDES Permit Applications will be submitted to NCDEQ within 30 calendar days of completing the final SWPPPs and SPCC Plan.

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

D. Limitations

The associated fee is based on the following assumptions:

- If applicable, any NCDEQ fees will be paid directly by the County and are not included in the proposed fee.
- This task does not include the preparation of detailed design, technical specifications, or record drawings. No surveying is included in this task.
- This task does not include any meetings other than the initial site visit that may be conducted with the County or NCDEQ. Should meetings be required relating to the SWPPP and SPCC, time and expenses will be charged in accordance with LaBella's current rate schedule under a separate task (Task 01 – General Consulting).
- This task assumes that the storm water management system is adequate for the facility. If major changes to the storm water management system are required, design of those changes are not included as part of this scope of services.
- It is understood that the scope of services for this project does not include preparation of responses to comments from regulators that may result from their review of the SWPPP and SPCC joint plan during a site inspection. If required, responses to regulatory comments will be handled under a separate task (Task 01 – General Consulting).
- Client-generated activities beyond the above scope are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the project schedule accordingly.

E. Compensation

Fixed Fee	$15,000	(To be billed on a percent complete basis.)

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Task 08 – Corrective Action Evaluation Report (CAER)

A. Scope

The scope of this task is to provide Burke County with the necessary environmental services to provide required reporting associated with corrective action at the John's River Waste Management Facility in accordance with the NCSWMR. The Corrective Action Plan (CAP) and the NCSWMR require a Corrective Action Evaluation Report (CAER) every five years. The next CAER is due after the second semiannual monitoring event of 2020.

The corrective action program for the C&D-over-MSW landfill includes monitored natural attenuation (MNA), phytoremediation, and control of landfill gas. The CAER must evaluate all three remedies and their effectiveness over the last five years. The CAER will include plume maps for all Constituents of Concern (COCs), plus total volatile organic compounds (VOCs), and cross sections showing the vertical extend of the total VOC plume. The COCs include:

- Benzene;
- 1,4-Dichlorobenzene;
- Methylene chloride;
- Tetrachloroethene (PCE);
- Trichloroethene (TCE);
- 1,1-Dichloroethane;
- 1,2-Dichloroethane;
- Vinyl chloride.
- alpha-BHC
- beta-BHC
- 1,4-dioxane
- Cobalt

The CAER will also include review and evaluation last 5 years of data, including water quality data, MNA data, and landfill gas data. Trend charts for all COCs will be prepared, and any changes in the physical and/or chemical characteristics of the plume or the aquifer will be evaluated. The MNA remedy will be evaluated using Biolchlor modeling and the USEPA MNA matrix evaluation. The effectiveness of phytoremediation and control of landfill gas will also be evaluated. The CAER will then make recommendations regarding continuance and/or needed changes to the corrective action program.

The CAER will be prepared in conjunction with the Second Semiannual Water Quality Monitoring Report (WQMR) of 2020, covered under Task 03.

B. Deliverables

Deliverables will include the following reports:

- One CAER.

C. Schedule

- In accordance with the NCSWMR, the CAER must be submitted to the NCDEQ in conjunction with the Second Semiannual WQMR of 2015 within 120 days of completion of the second semiannual sampling event of 2020. LaBella will submit a draft CAER to the County to review at least 7 calendar days prior to the due date to the NCDEQ.

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

D. Limitations

- The scope and fee for this task assumes no new constituents of concern are added to the facility COC list, and that no additional sampling or monitoring activities are required beyond those described in Tasks 02 and 04 of this proposal.
- The scope and fee for this task do not include any response to NCDEQ comments or requests for additional information after the CAER is submitted.
- The scope and fee for this task do not include any costs of implementing changes to the corrective action program or monitoring programs that may be recommended by the CAER or required by the NCDEQ.
- Client-generated activities beyond the above scope are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the project schedule accordingly.

E. Compensation

Fixed Fee	$17,000	(To be billed monthly on a percent complete basis.)

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Task Fee Summary Table

FY 2021 Environmental and Engineering Consulting Services		
Task 01	General Consulting (Johns River, East Burke, & Kirksey Drive Landfills)	$20,000 (estimated budget)
Task 02	Semiannual Water Quality Sampling & Analysis (Johns River, East Burke, & Kirksey Drive Landfills)	$67,000 (fixed fee)
Task 03	Semiannual Water Quality Reporting (Johns River, East Burke, & Kirksey Drive Landfills)	$26,500 (fixed fee)
Task 04	Quarterly Landfill Gas Monitoring (Johns River, East Burke, & Kirksey Drive Landfills)	$9,000 (fixed fee)
Task 05	Gas Extraction Unit O&M (Johns River)	$5,500 (fixed fee)
Task 06	Landfill Gas Remediation for East Burke and Kirksey Drive Landfills	$30,000 (estimated budget)
Task 07	Update of Johns River Facility SWPPP, SPCC Plans, & NPDES Permits	$15,000 (fixed fee)
Task 08	Corrective Action Evaluation Report (CAER)	$17,000 (fixed fee)
	TOTAL	$190,000

_____ (Initials)
LaBella Associates, P.C.

_____ (Initials)
Burke County

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Exhibit B

LABELLA ASSOCIATES
Professional Rate Schedule

Fees for professional services include time incurred on a specific project by professional, technical, and administrative personnel and administrative fees, reimbursable expenses, consultant fees, vehicle expenses, and field expenses. Personnel charges are portal-to-portal from our office or from overnight accommodations when out of town. Personnel charges are not made for overhead work such as general secretarial services, office management, and accounting. The following hourly rates and expenses are subject to annual adjustments based on a calendar year.

Technical Staff

	Engineering	Environmental
Senior Technical Consultant	$180	$163
Technical Consultant	$150	$136
Senior Project Consultant	$130	$116
Project Consultant	$117	$ 94
Staff Consultant	$ 93	$ 74
Field Consultant	$ 64	$ 64

Computer-Aided Design and Drafting Staff

Senior CADD Designer	$ 96
CADD Designer	$ 92
CADD Operator	$ 73

Administrative Staff

Technical Assistant	$ 57

Corporate Management

Principal	$255
Division Director	$200

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

EXPENSES AND FEES

Administrative Fees

A five (5) percent administrative fee will be added to the total invoice amount in lieu of postage, phone, plotting, internal photocopying, and CADD expenses.

Reimbursable Expenses and Consultant Fees

When directly related to a project, the reimbursable expenses and consultant fees will be billed at cost plus 15 percent:

Consultant: The fees of consultants to LaBella Associates, who may perform surveying, geotechnical, electrical, structural, mechanical, laboratory, drilling or other technical or consulting services.

Copy and Reproduction Services: Copy and reproduction expenses include the cost of using professional copy and reproduction.

Delivery: Delivery expenses include the cost of using delivery and express services.

Travel: Travel expenses include the cost of airfare, taxi, rental cars and fuel, tolls, and parking. Employee vehicle reimbursement will be the current IRS standard mileage rate.

Lodging: Lodging expenses include the cost incurred during project related travel.

Meal: Meal expenses include the cost incurred during project related travel.

Miscellaneous: Miscellaneous expenses include the cost of expendable field supplies and other expenses directly incurred during a project.

Vehicle Expenses

When directly related to a project, the following vehicle expenses will be billed at our calculated costs as Units:

Vehicle Expense: Vehicle expense includes the daily costs for the use of company field vehicles and fuel.

	Units	Unit Cost
Vehicle Expense	Per half-day	$ 100.00
Vehicle Expense	Per day	$ 150.00
Vehicle Expense	Per week	$ 450.00
Vehicle Expense	Per month	$1,350.00

NOTE: When LaBella Associates company vehicles are not available for a project, travel expenses as listed in the reimbursable expenses section will apply.

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

FIELD EXPENSES

When directly related to a project, the following field expenses will be billed at our calculated costs as Units:

Field Equipment Rentals	Units	Unit Cost
Electronic Water Level Meter	Per day	$ 15.00
Field Meters – Conductivity/Temperature/pH	Per day	$ 25.00
Field Meters – Redox (ORP)	Per day	$ 15.00
Field Meters – Turbidity	Per day	$ 15.00
Field Meters – Dissolved Oxygen/Temperature	Per day	$ 30.00
Field Meters – Oakton Colorimeter (Chlorine)	Per day	$ 50.00
Hand Auger	Per day	$ 10.00
Combustible Gas Monitor (GEM 2000)	Per day	$ 150.00
Combustible Gas Monitor (GEM 5000)	Per day	$ 175.00
Combustible Gas Monitor (RKI) w/magnehelic gauge	Per day	$ 100.00
Multi-Gas Monitor (QRAE II)	Per day	$ 50.00
Photovac Micro-FID	Per day	$ 100.00
Converter Box – Redi-Flo Grundfos	Per day	$ 55.00
Pump – 12-v Electrical Submersible	Per day	$ 15.00
Pump – QED Well Development Pump	Per day	$ 45.00
Pump – 12-v Stainless Steel Pump w/Converter Box	Per day	$ 100.00
Pump – QED Bladder Pump	Per day	$ 45.00
Pump – Geotech Perastaltic	Per day	$ 40.00
QED MP-15	Per day	$ 100.00
CO_2 Tank Refill	Each	$ 20.00
NO_2 or O2 Tank Refill	Each	$ 40.00
QED Air Compressor	Per day	$ 40.00
YSI Pro + Flow Cell	Per day	$ 100.00
QED Control Box	Per day	$ 40.00
Generator	Per day	$ 75.00
Tier II Probe	Each	$ 100.00
VFD Gas Extraction Unit (7.5 HP)	Per week	$ 750.00
VFD Gas Extraction Unit (7.5 HP)	Per month	$2,000.00
VFD Gas Extraction Unit (2.0 HP)	Per day	$ 250.00
VFD Gas Extraction Unit (2.0 HP)	Per week	$ 750.00
Digital Manometer	Per day	$ 35.00
Gas Extraction Unit (≤2 HP)	Per week	$ 350.00
Gas Extraction Unit (≤2 HP)	Per month	$1,050.00
Gas Flare Unit	Per month	$ 400.00
Drone Equipment	Per day	$ 320.00

NOTE: When LaBella Associates equipment is not available for a project, equipment charges will be billed at rental cost plus 15 percent.

_____	_____
LaBella	**CLIENT**
Initials	Initials

Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

EXHIBIT C

SERVICE GUARANTEES©

provided by

LaBella Associates

LaBella Associates and our project teams are excited to offer the following "service guarantees" to Burke County:

I. If we are late for a meeting with you, there will be no charge for that meeting time.

II. For tasks contracted on a time and materials basis, you will not be billed for professional services performed for these tasks after the scheduled completion date.

III. For tasks contracted on a lump sum basis, your agreed upon fee will be reduced by 10 percent, in the unlikely event we do not meet the agreed-upon schedule for those tasks.

If you have any questions about the above listed guarantees, please call us.

Signed: _____ Division Director	Signed: _____ Project Manager
Dated: February 17, 2020	Dated: February 17, 2020

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Attachment: LaBella - Burke Co FY-2021 0470-23 ADD Final 02.17.20 (3096 : LaBella Associates Annual Services FY20-21)

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

CONSENT AGENDA

Subject Title: Tax Dept. - Tax Collection Report for June 2020

Presented By: Danny Isenhour

Summary of Information: The Board of Commissioners is presented with the Tax Collection Report for the period between July 1, 2019 and June 30, 2020. It reflects the status of collections by the Burke County Tax Collection's Staff. Included is the status comparing Collections to Levy and comparing Collections to Budget. Levy information is for Property Tax only and does not include the Vehicle Tax.

The information below is comparing Tax Collections to the Tax Levy. Tax Levy is the total taxable property value times the tax rate. The levy changes monthly with the addition of discoveries, other changes or corrections and when Public Utility values are added.

Category	Tax Levy	Amount Collected YTD	Balance to Collect	% Collected
Property Tax	$44,876,152	$44,061,079.23	$815,072.44	98.18%

The information below is comparing Tax Collections for Property Tax and Motor Vehicle Tax to the Annual Budget. This information is a supplement to the Annual Settlement Report.

Category	Annual Budget	Amount Collected YTD	Balance to Collect	% Collected
Current Year Taxes	$48,070,000.00	$48,993,061.22	**$923,061.22**	101.92%
Delinquent Taxes	$650,000.00	$768,686.06	**$118,686.06**	118.26%
Late List Penalty	$250,000.00	$402,768.41	**$152,768.41**	161.11%

These two items below make up the current year taxes above.

Category	Annual Budget	Amount Collected YTD	Balance to Collect	% Collected
Property Tax	$43,470,000.00	$44,061,079.23	**$591,079.23**	101.36%
Motor Vehicle Tax	$4,600,000.00	$4,931,981.99	**$331,981.99**	107.22%

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To accept the Tax Collection Report for June 2020 as presented.

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

CONSENT AGENDA

Subject Title: Tax Dept. - Release Refund Report for June 2020

Presented By: Danny Isenhour

Summary of Information: Releases in value and/or refunds of taxes typically occur when:

- Taxpayers submit information that creates a reduction in value.
- Situs is corrected between counties and/or municipalities.
- Valuation appeals reduce the value for real or personal property.
- The postmark reveals a payment was timely sent.

The Board of Commissioners is presented with the following list of releases and refunds for consideration. The Net Release is a result of the Report Amount minus the Rebilled Amount.

Tax System Refunds and Releases				
	Report Amount	**Rebilled Amount**	**Net Release**	**Refund Amount**
Releases (TR-304)	$3,307.99	$0.00	$3,307.99	$239.49

VTS Refunds Over $100	
	Refund Amount
VTS Adjustments	$109.56

*Note: The net loss amount is a result of the report amount minus the rebilled amount.

**Note: The closure of County Offices and the Stay-In-Place order may have contributed to the lower than usual releases and refunds.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To approve the Tax Releases and Refunds for June 2020 as presented.

TR-304 BILL RELEASE REPORT JUNE 2020

Bill #	Taxpayer Name	Bill Date	Operator ID (Name)	Release Date	Orig Bill Amount($)	Release Amount($)	Bill Amount after Release($)	Notes and Rebilled Amount
TAX DISTRICT: BURKE COUNTY		**RELEASE REASON: Late Listing**						
0024025877-2020-2019-0000-00-REG	CLINE SOLAR LLC	6/5/2020	LINDA WILBUR	6/5/2020	5,496.94	458.08	5,038.86	0.00
Subtotal						**458.08**		**0.00**
TAX DISTRICT: BURKE COUNTY		**RELEASE REASON: Mapping Correction**						
0000061125-2018-2018-0000-00-REG	CAROLINA CENTERS LLC	7/1/2018	AMANDA CONLEY	6/29/2020	11.12	11.12	0.00	0.00
0000061125-2019-2019-0000-01-REG	CAROLINA CENTERS LLC	7/1/2019	AMANDA CONLEY	6/29/2020	11.12	11.12	0.00	0.00
0000061157-2013-2013-0011-00-REG	UNKNOWN, UNKNOWN	7/1/2013	AMANDA CONLEY	6/15/2020	299.47	299.47	0.00	0.00
0000061157-2014-2014-0000-00-REG	UNKNOWN, UNKNOWN	7/1/2014	AMANDA CONLEY	6/15/2020	299.47	299.47	0.00	0.00
0000061157-2015-2015-0000-00-REG	UNKNOWN, UNKNOWN	7/1/2015	AMANDA CONLEY	6/15/2020	299.47	299.47	0.00	0.00
0000061157-2016-2016-0000-00-REG	UNKNOWN, UNKNOWN	7/1/2016	AMANDA CONLEY	6/15/2020	299.47	299.47	0.00	0.00
0000061157-2017-2017-0000-00-REG	UNKNOWN, UNKNOWN	7/1/2017	AMANDA CONLEY	6/15/2020	306.07	306.07	0.00	0.00
0000061157-2018-2018-0000-00-REG	UNKNOWN, UNKNOWN	7/1/2018	AMANDA CONLEY	6/15/2020	306.07	306.07	0.00	0.00
0000061157-2019-2019-0000-00-REG	UNKNOWN, UNKNOWN	7/1/2019	AMANDA CONLEY	6/15/2020	340.82	340.82	0.00	0.00
0024025643-2018-2018-0000-00-REG	CAROLINA CENTERS LLC	7/1/2018	AMANDA CONLEY	6/29/2020	23.46	23.46	0.00	0.00
0024025643-2019-2019-0000-01-REG	CAROLINA CENTERS LLC	7/1/2019	AMANDA CONLEY	6/29/2020	23.46	23.46	0.00	0.00
Subtotal						**2,220.00**		**0.00**
TAX DISTRICT: BURKE COUNTY		**RELEASE REASON: Not in Burke County**						
0000074501-2014-2014-0000-00-REG	LAUGHRIDGE, EDWARD PALMER	7/1/2014	LINDA WILBUR	6/30/2020	13.09	13.09	0.00	0.00

Attachment: Copy of 12 TR-304 Bill Release Report June 2020 (3092 : Tax Release Refund Report)

TR-304 BILL RELEASE REPORT JUNE 2020

Bill #	Taxpayer Name	Bill Date	Operator ID (Name)	Release Date	Orig Bill Amount($)	Release Amount($)	Bill Amount after Release($)	Notes and Rebilled Amount
0000114279-2009-2009-0000-00-REG	LAUGHRIDGE, EDWARD PALMER	7/2/2009	LINDA WILBUR	6/30/2020	15.42	15.42	0.00	0.00
Subtotal						**28.51**		**0.00**
	TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Release LFUF**						
0000032414-2017-2017-0000-00-REG	RAMSEY, JAMES D	7/1/2017	AMANDA CONLEY	6/25/2020	183.60	70.00	113.60	0.00
0000032414-2018-2018-0000-00-REG	RAMSEY, JAMES D	7/1/2018	AMANDA CONLEY	6/25/2020	185.60	72.00	113.60	0.00
0000032414-2019-2019-0000-00-REG	RAMSEY, JAMES D	7/1/2019	AMANDA CONLEY	6/25/2020	183.93	72.00	111.93	0.00
Subtotal						**214.00**		**0.00**
	TAX DISTRICT: BURKE COUNTY	**RELEASE REASON: Value Change**						
0000037633-2019-2019-0000-00-REG	WEALTH MAXIMUS LLC	7/1/2019	AMANDA CONLEY	6/1/2020	815.11	387.40	427.71	0.00
Subtotal						**387.40**		**0.00**
Total						**3,307.99**		**0.0**
Net Release Amount							**3,307.99**	

Attachment: Copy of 12 TR-304 Bill Release Report June 2020 (3092 : Tax Release Refund Report)

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

ITEMS FOR DECISION

Subject Title: Clerk - Appointments to Animal Advisory Board

Presented By: Kay Draughn

Summary of Information: Concerning the Animal Advisory Board, the terms of appointment for Alan Keller (Seat 1, 501(c)(3) Rescue or Foster Agency), Amy Burnette (Seat 3, BOH Member or Designee), Jeff Robinson (Seat 5, Law Enforcement excluding Animal Control) and Megan Bradley (Seat 7, At large pet owner) ends July 31st. Mr. Keller is not seeking reappointment, but Ms. Burnette, Capt. Robinson and Ms. Bradley are. Capt. Robinson has missed several meetings because of his law enforcement duties. Ms. Bradley wishes to be considered for Seat No. 1 as she is affiliated with Hartman's Haven Rescue. There are two other applications on file for Seat No. 1 including one (1) from Carla Wallace who represents Partners for Cats. Partners for Cats did not provide the requested data for the AAB's last quarterly audit. The term is two (2) years.

Budgetary Effect: N.A.

County Manager's Recommendation: Approval is recommended.

Suggested Motions: To appoint _____ (Seat 1, 501(c)(3) Rescue or Foster Agency) to the Animal Advisory Board for a 2-year term ending July 31, 2022. Applications on file: Megan Bradley (Hartman's Haven), Kristina Suttles (Friends for Animals) or Carla Wallace (Partners for Cats).

To reappoint Amy Burnette (AAB Seat 3, BOH Member or Designee) for a 2-year term ending July 31, 2022.

To reappoint Capt. Jeff Robinson (AAB Seat 5, Law Enforcement Excluding AC) for a 2-year term ending July 31, 2022.

To appoint Gary McClure (AAB Seat 7, At-large Pet Owner) for a 2-year term ending July 31, 2022.

Animal Advisory Board
7-Members
2-Year Terms
County Code of Ordinance

Seat No.	Representing	Name-Address		Term
1	501c3 Rescue or Foster Agency	Alan Keller	A TE	8/21/2018 7/31/2020
2	Vet. Practicing or Retired	Dr. Linda Schilkowsky	A-UT R TE	5/21/2019 7/16/2019 7/31/2021
3	Board of Health Member or Designee Excluding Dir.	Amy Burnette	A R TE	7/18/2017 8/21/2018 7/31/2020
4	At-Large Pet Owner	Debbie Hawkins	A TE	7/16/2019 7/31/2021
5	Law Enforce. Excluding Animal Control	Jeff Robinson	A R TE	7/18/2017 8/21/2018 7/31/2020
6	501c3 Rescue or Foster Agency	Gwen Stephens	A TE	7/16/2019 7/31/2021
7	At-Large Pet Owner	Megan Bradley	A-UT TE	11/19/2019 7/31/2020

Attachment: AAB Roster (3102 : Appointments to Animal Advisory Board)

A=Appointment
R=Reappointment
A-UT=Appointed to Complete Unexpired Term
TE=Term Expires

Contact: Debbie Hawkins

BURKE COUNTY
APPOINTMENT APPLICATION
BOARDS AND COMMITTEES

Name: Megan Bradley Date: 06/26/2020

Address: 1979 US 70 E

City: Morganton State: NC Zip: 28655

Telephone: Home: _____ Business: _____

Cell: 828-764-1703 Email: _____

Occupation: IT Administrative Specialist I

Retired from: Still employed.

How did you hear about this opportunity? Current member of the Animal Advisory Board

Are you currently serving on a county board or committee? ✓ Yes ___ No

If so, please identify the board or committee: Animal Advisory Board and Dangerous Animal Appeals Board

Community interest and activities:

Animal rescue and welfare, Spay and Neuter, and Animal Behavior.

Do you reside in the extraterritorial area of a municipality? _____ Yes ✓ No

List in order of preference the board and/or committee(s) on which you would like to serve.

1. Animal Advisory Board
2. Dangerous Animal Appeals Board
3. _____

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

No.

Revised: 1-26-18

Attachment: Burke County Committee Application - Megan Bradley 06.26.2020 (3102 : Appointments to Animal Advisory Board)

Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

I am interested in serving on this board to collaborate with others who have the same values and goals of animal welfare to improve the wellbeing of animals in our county and spay and neuter to help decrease the number of unwanted pets in our community.

Are you willing to attend board or committee meetings on a regular basis? ✓ Yes ___ No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee: None.

Remarks: _____
(OPTIONAL)

Signature: _____ 6/26/2020
(ORIGINAL SIGNATURE REQUIRED)
(SIGNING INDICATES AGREEMENT TO ABIDE BY THE BURKE COUNTY CODE OF ETHICS.)

Return to:

Burke County
Attn: Clerk to the Board
P.O. Box 219
Morganton NC 28680
Email: kay.draughn@burkenc.org
Phone: 828-764-9354 Fax: 828-764-9352

Attachment: Burke County Committee Application - Megan Bradley 06.26.2020 (3102 : Appointments to Animal Advisory Board)

Hartman's Haven Dog Rescue - Saving a Life, Four Paws at a Time
P.O. Box 742
Conover, NC 28613
828-459-6522 / 704-524-5313
www.hartmanshaven.org

6/28/2020

To Whom it May Concern

I am writing this letter on behalf of Megan Bradley. Megan has been a volunteer with Hartman's Haven Dog Rescue since January 2019 and was promoted to assistant director in March 2019. Megan shown a massive amount of enthusiasm, responsibility, and love for the animals I knew she would make a great assistant director. She helps with getting the dogs at Burke county animal control into foster homes, sets up vet appointments, and help keep track of our invoices and spending. She has been a crucial part of saving animals with us and we are so lucky to have her.

Very truly yours,

Crystal Hopson

Crystal Hopson
Vice President

*Important Tax Statements: May we remind you that the "Date of Gift" reflects when we processed your gift, and does not imply the date your gift was made. While you should consult with your CPA or tax advisor to determine the tax consequences of your donation, the date you delivered or mailed your donation is generally recognized as the gift date. The determination of the contribution is entirely your decision. Should you have any questions concerning this matter, please contact the President at (828) 459-6522.

*We acknowledge that you did not receive any goods or services in return for your contributions. Please consult with your tax advisor regarding any gifts to Hartman's Haven Dog Rescue.

BURKE COUNTY
APPOINTMENT APPLICATION
BOARDS AND COMMITTEES

Name: Amy L. Burnette Date: 6/26/2020

Address: 1240 Watermill Rd

City: Morganton State: NC Zip: 28655

Telephone: Home: N/A Business: 828-764-9240

Cell: 828-448-8185 Email: amy.burnette@burkenc.org

Occupation: Administrative Assistant

Retired from: N/A

How did you hear about this opportunity? Current Board Member

Are you currently serving on a county board or committee? X Yes ___ No

If so, please identify the board or committee: Animal Advisory Board

Community interest and activities:

N/A

Do you reside in the extraterritorial area of a municipality? ___ Yes X No

List in order of preference the board and/or committee(s) on which you would like to serve.

1. Animal Advisory Board
2. ___
3. ___

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

Board of Health Designee

Revised: 1-26-18

Attachment: Amy Burnette App (3102 : Appointments to Animal Advisory Board)

Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

I am currently an AAB member. I feel we are FINALLY making a difference for the animals of Burke County

Are you willing to attend board or committee meetings on a regular basis? X Yes ___ No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee: NONE

Remarks: NONE
(OPTIONAL)

Signature: Amy Burnette
(ORIGINAL SIGNATURE REQUIRED)
(SIGNING INDICATES AGREEMENT TO ABIDE BY THE BURKE COUNTY CODE OF ETHICS.)

Return to:

Burke County
Attn: Clerk to the Board
P.O. Box 219
Morganton NC 28680
Email: kay.draughn@burkenc.org
Phone: 828-764-9354 Fax: 828-764-9352

BURKE COUNTY
APPOINTMENT APPLICATION
BOARDS AND COMMITTEES

Name: Gary McClure Date: 7-1-20

Address: P.O. Box 1029 131 Buckingham St.

City: Rutherford College State: NC Zip: 28671

Telephone: Home: _____ Business: _____

Cell: 828-381-5271 Email: gary.b.mcclure@gmail.com

Occupation: Retired

Retired from: Centurylink

How did you hear about this opportunity? friend

Are you currently serving on a county board or committee? ___ Yes ✓ No

If so, please identify the board or committee: _____

Community interest and activities:

_____

_____

Do you reside in the extraterritorial area of a municipality? _____ Yes ✓ No

List in order of preference the board and/or committee(s) on which you would like to serve.

1. Animal Advisory board
2. _____
3. _____

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

_____

_____

Revised: 1-26-18

Attachment: Gary McClure App (3102 : Appointments to Animal Advisory Board)

Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

I have experience serving on Regional & Statewide boards.
I feel these experiences would be an asset to the Animal adv board

Are you willing to attend board or committee meetings on a regular basis? ✓ Yes ___ No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee: _____

_____

Remarks: _____
(OPTIONAL)

Signature: Gary McClure
(ORIGINAL SIGNATURE REQUIRED)
(SIGNING INDICATES AGREEMENT TO ABIDE BY THE BURKE COUNTY CODE OF ETHICS.)

Return to:

Burke County
Attn: Clerk to the Board
P.O. Box 219
Morganton NC 28680
Email: kay.draughn@burkenc.org
Phone: 828-764-9354 Fax: 828-764-9352

Attachment: Gary McClure App (3102 : Appointments to Animal Advisory Board)

Animal Hospital of East Burke
202 Eldred Street, NE
Valdese, NC 28690
(828) 874-VETS

LAB/CHART# _____

DOG'S NAME Chbe
BREED Chi
COLOR Brendle
BIRTH DATE
AGE 5-6yr & DATE 4-3-18

M C F S

OWNER'S NAME
McClure
LAST NAME
Marie
FIRST NAME

PUPPY SERIES

AGE	DHLPP/CORONA	BORDETELLA	WORMER

ADULT VACCINATIONS

DHPP	DHPP	BORDETELLA
~~8-19-17~~ 9-28-17 Healthy Pets		8-19-17 H.P
8-7-18		8-7-18

HEARTWORM SERIES

HW MEDS	DATE	DATE	TEST		NEG.
	8-19-17 H.P		POSITIVE	NEGATIVE ✓	
	8-7-18		POSITIVE	NEGATIVE	
			POSITIVE	NEGATIVE	
			POSITIVE	NEGATIVE	
			POSITIVE	NEGATIVE	
			POSITIVE	NEGATIVE	

RABIES

TAG#	1yr	3yr	DATE	TAG#	1yr	3yr	DATE
H.P	X		8-19-17				
0058339		X	8-7-18				

X-RAY

8-7-18

ALLERGIC REACTIONS

PRESCRIPTION DIET

FLEA MEDS

MICROCHIP

Attachment: McClure rabies paperwork (3102 : Appointments to Animal Advisory Board)

Animal Hospital of East Burke
202 Eldred Street, NE
Valdese, NC 28690
828-874-VETS

LAB/CHART # 00726

DOG'S NAME: Zoey
BREED: Chi mix
COLOR: Tan
BIRTH DATE:
AGE: 3-5 yr & DATE: 3-5-15

M C F S

OWNER'S NAME
McClure
LAST NAME
Marie
FIRST NAME

PUPPY SERIES

AGE	DHLPP/CORONA	BORDETELLA	WORMER

ADULT VACCINATIONS

DHPP	DHPP	BORDETELLA
3-5-15 ✓		3-5-15 ✓
3-9-16 ✓		3-9-16 ✓
3-9-17 ✓		3-9-17 ✓
4-3-18 ✓		4-3-18 ✓
8-5-19		8-5-19

HEARTWORM

DATE	DATE	TEST		NEG.
3-5-15 ✓		POSITIVE	NEGATIVE	
3-9-16 ✓		POSITIVE	NEGATIVE	
3-9-17 ✓		POSITIVE	NEGATIVE 3-9-17	cite
4-3-18 ✓		POSITIVE	NEGATIVE 4-3-18	
8-5-19		POSITIVE	NEGATIVE 8-5-19	cite
		POSITIVE	NEGATIVE	
		POSITIVE	NEGATIVE	

RABIES

TAG#	DATE	TAG#	DATE
008657	3-5-15		
008071	4-3-18		

MICRO CHI

X-RAY
10-17-17

0A140C4F11

ALLERGIC REACTIONS

PRESCRIPTION DIET

HEARTWORM MEDICINE

FLEA MEDICINE

Attachment: McClure rabies paperwork (3102 : Appointments to Animal Advisory Board)

BURKE COUNTY
APPOINTMENT APPLICATION
BOARDS AND COMMITTEES

Name: Jeff Robinson Date: 07/10/2020

Address: 2745 Weaver ridge Drive

City: Morganton State: NC Zip: 28655

Telephone: Home: 828-475-6111 Business: 828-414-0033

Cell: 828-414-0033 Email: jeff.robinson@burkenc.org

Occupation: Captain-BCSO

Retired from: _____

How did you hear about this opportunity? _____

Are you currently serving on a county board or committee? X Yes ___ No

If so, please identify the board or committee: AAB

Community interest and activities:

_____

_____

Do you reside in the extraterritorial area of a municipality? X Yes _____ No

List in order of preference the board and/or committee(s) on which you would like to serve.

1. AAB
2. _____
3. _____

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

_____

_____

Revised: 1-26-18

Attachment: Captain Robinson Application (3102 : Appointments to Animal Advisory Board)

Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

Animal Right and Welfare

Are you willing to attend board or committee meetings on a regular basis? X Yes ___ No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee: _____

Remarks: _____
(OPTIONAL)

Signature: Capt Joseph Robinson
(ORIGINAL SIGNATURE REQUIRED)
(SIGNING INDICATES AGREEMENT TO ABIDE BY THE BURKE COUNTY CODE OF ETHICS.)

Return to:

Burke County
Attn: Clerk to the Board
P.O. Box 219
Morganton NC 28680
Email: kay.draughn@burkenc.org
Phone: 828-764-9354 Fax: 828-764-9352

BURKE COUNTY
APPOINTMENT APPLICATION
BOARDS AND COMMITTEES

Name: Kristina Suttles Date: 6/29/20

Address: 6140 rich mountain road

City: Morganton State: NC Zip: 28655

Telephone: Home: Business: 3367456944

Cell: 3367456944 Email: Kristinasuttles361@gmail.com

Occupation: Burke County Friends for Animals

Retired from: N/a

How did you hear about this opportunity? News herald

Are you currently serving on a county board or committee? ___ Yes ___ No

If so, please identify the board or committee: _____

Community interest and activities:

Adopting animals to their forever homes, Local adoption Events. Etc

Do you reside in the extraterritorial area of a municipality? ___ Yes ___ No

List in order of preference the board and/or committee(s) on which you would like to serve.

1. Animal advisory Board
2. _____
3. _____

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

No

Revised: 1-26-18

Attachment: Kristina Suttles App (3102 : Appointments to Animal Advisory Board)

Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

I am interested in serving on this particular board, for I love working with the rescue, and I'd love to be more involved.

Are you willing to attend board or committee meetings on a regular basis? ___Yes ___No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee: _____

Remarks: N/a
(OPTIONAL)

Signature: K.S.S
(ORIGINAL SIGNATURE REQUIRED)
(SIGNING INDICATES AGREEMENT TO ABIDE BY THE BURKE COUNTY CODE OF ETHICS.)

Return to:

Burke County
Attn: Clerk to the Board
P.O. Box 219
Morganton NC 28680
Email: kay.draughn@burkenc.org
Phone: 828-764-9354 Fax: 828-764-9352

Some goals and objectives that I have, are to make sure animals are being taken care of, letting the public know options of low cost spaying and neutering, making sure animals are in good homes, making sure no animal is being mistreated etc.

+

Helping people with resources to benefit them and their animals!

Friends for Animals
The Humane Society of Burke County

To Whom It May Concern,
I'm Sharon, the Shelter Manager at friends for animals, Kristina Suttles is one of my employees and she works with big dogs, puppies, and cats. Occasionally she'll do adoption events at PetSmart for us. She's a joy to have. If you have any more questions, please contact me at (828)729-1374.
Thank you!
Sharon Martinez - Shelter Manager at BCFFA

BURKE COUNTY
APPOINTMENT APPLICATION
BOARDS AND COMMITTEES

Name: Carla Wallace Date: June 29, 2020

Address: 707 Vine Arden Rd

City: Morganton State: NC Zip: 28655

Telephone: Home: _____ Business: _____

Cell: 828-314-3594 Email: crcw@hotmail.com

Occupation: N/A

Retired from: Managment

How did you hear about this opportunity? BCAWA & Council Mtg

Are you currently serving on a county board or committee? ___ Yes X No

If so, please identify the board or committee: _____

Community interest and activities:

Animal Rescue Partners for Cats
BCAWA Member

Do you reside in the extraterritorial area of a municipality? _____ Yes ✓ No

List in order of preference the board and/or committee(s) on which you would like to serve.

1. Animal Advisory Board
2. Dangerous Animal Board
3. _____

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

Long time Animal Advocate and lover

Revised: 1-26-18

Attachment: Carla Wallace App (3102 : Appointments to Animal Advisory Board)

Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

I AM very much involved and interested in helping in more WAYS

Are you willing to attend board or committee meetings on a regular basis? ✓ Yes ___ No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee:

Remarks: _____
(OPTIONAL)

Signature: Carla Wallace
(ORIGINAL SIGNATURE REQUIRED)
(SIGNING INDICATES AGREEMENT TO ABIDE BY THE BURKE COUNTY CODE OF ETHICS.)

Return to: Kay Draughn, Clerk
Burke County
P.O. Box 219
Morganton NC 28680

Attachment: Carla Wallace App (3102 : Appointments to Animal Advisory Board)

PO Box 1061
Morganton NC 28612
828-437-8769

July 1, 2020

To whom it may concern:

This is to verify that Carla Wallace, of Morganton NC is an elected director of Partners for Cats. She serves as Secretary and Vice President. She is the Director in charge of networking as well as serving in other functions as needed.

If you have questions please feel free to call.

Jean Thorne

Jean Thorne

Director of Operations

President/Treasurer

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

ITEMS FOR DECISION

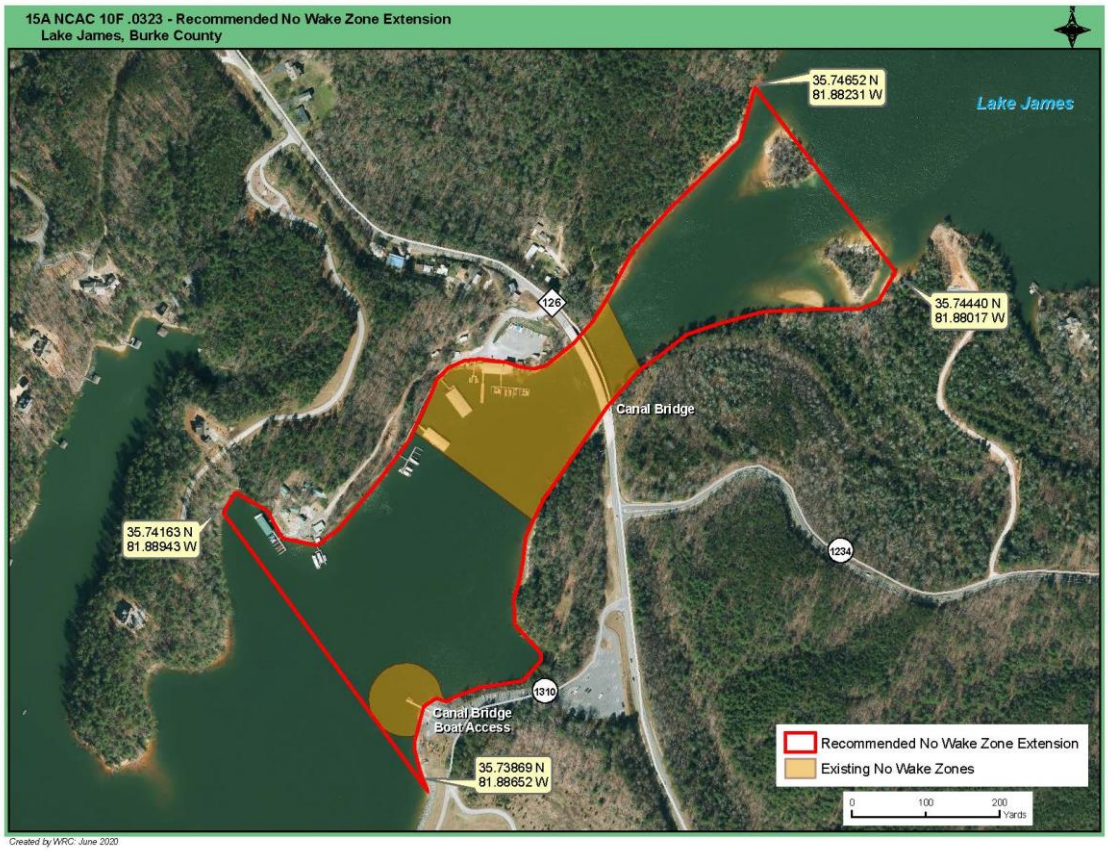
Subject Title: Comm. Dev. Resolution: Lake James Marina - No Wake Zone [Expansion]

Presented By: Scott Carpenter

Summary of Information: The original No Wake Zone request by John and Laura Auger was approved by the County in late Fall 2002. However, the new owners of the Marina (Lake James Marina) has requested that the No Wake Zone be expanded due to unregulated speed of watercraft and resulting wave action in the area(s) not covered under the current No Wake Zone. As part of the NC Wildlife Application, Burke County is required to give public notice on the matter and adopt a new resolution of support for the request.

The decision-making authority rests with the NC Wildlife Resources Commission. An application from the County shall include the application, resolution of support, memo identifying who will pay for the buoy(s), and evidence of the public notice.

The owners of the Lake James Marina agree to pay for the buoy(s), chain, and anchors which is consistent with past adopted action of the Board of Commissioners. Additionally, area homeowners are also in support of the “no wake zone” expansion in the area of Lake James Marina.



Budgetary Effect: Other than the cost of the public notice, there is no cost for the County. The owners of the Lake James Marina agree to pay for the buoy(s), chain, and anchors.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To adopt Resolution No. 2020-21 and approve agreement.

Note: The agreement with the Marina was not available at the time of agenda distribution.

Burke County
North Carolina

RESOLUTION OF THE
BOARD OF COMMISSIONERS OF BURKE COUNTY

Whereas, under the authority of North Carolina General Statutes Section 75A-15(a) any subdivision of the State of North Carolina may at any time, after public notice, make formal application to the Wildlife Resources Commission for special rules and regulations with reference to the safe and reasonable operation of vessels within its territorial limits; and

Whereas, Burke County has given public notice of its intention to make formal application to the Wildlife Resources Commission for special rules and regulations with reference to the safe and reasonable operation of vessels on the waters of Lake James within the territorial limits of Burke County; and

Whereas, Burke County has determined that a threat to public safety exists in the area described below that could be substantially alleviated by the designation of that area as a “no wake zone”.

Be it resolved, that in accordance with G.S. 75A-15, the Board of Commissioners of Burke County requests the North Carolina Wildlife Resources Commission to promulgate a rule or rules to expand the existing “no wake zone” on the waters of Lake James in Burke County, the pertinent substance of which proposed rule shall be as follows:

> No person shall operate a vessel at greater than no-wake speed in that portion of Lake James shore to shore, beginning: 385 yards northeast of the NC Highway 126 bridge at a line from a point on the north shore at 35.74652 N, 81.88231 W to a point on the south shore at 35.74440 N, 81.88017 W, and ending at a line 550 yards southwest of the NC Highway 126 bridge and 50 yards south of the Canal Bridge Boating Access Area dock from a point on the northwest shore at 35.74163 N, 81.88943 W to a point on the southeast shore at 35.73869 N, 81.88652 W; as illustrated on the attached map.

Be it further resolved, that the Board of Commissioners of Burke County requests the Wildlife Resources Commission to authorize the marking of this area in accordance with the standards articulated in the Uniform State Waterway Marker System, now also known as the U.S. Aids to Navigation System.

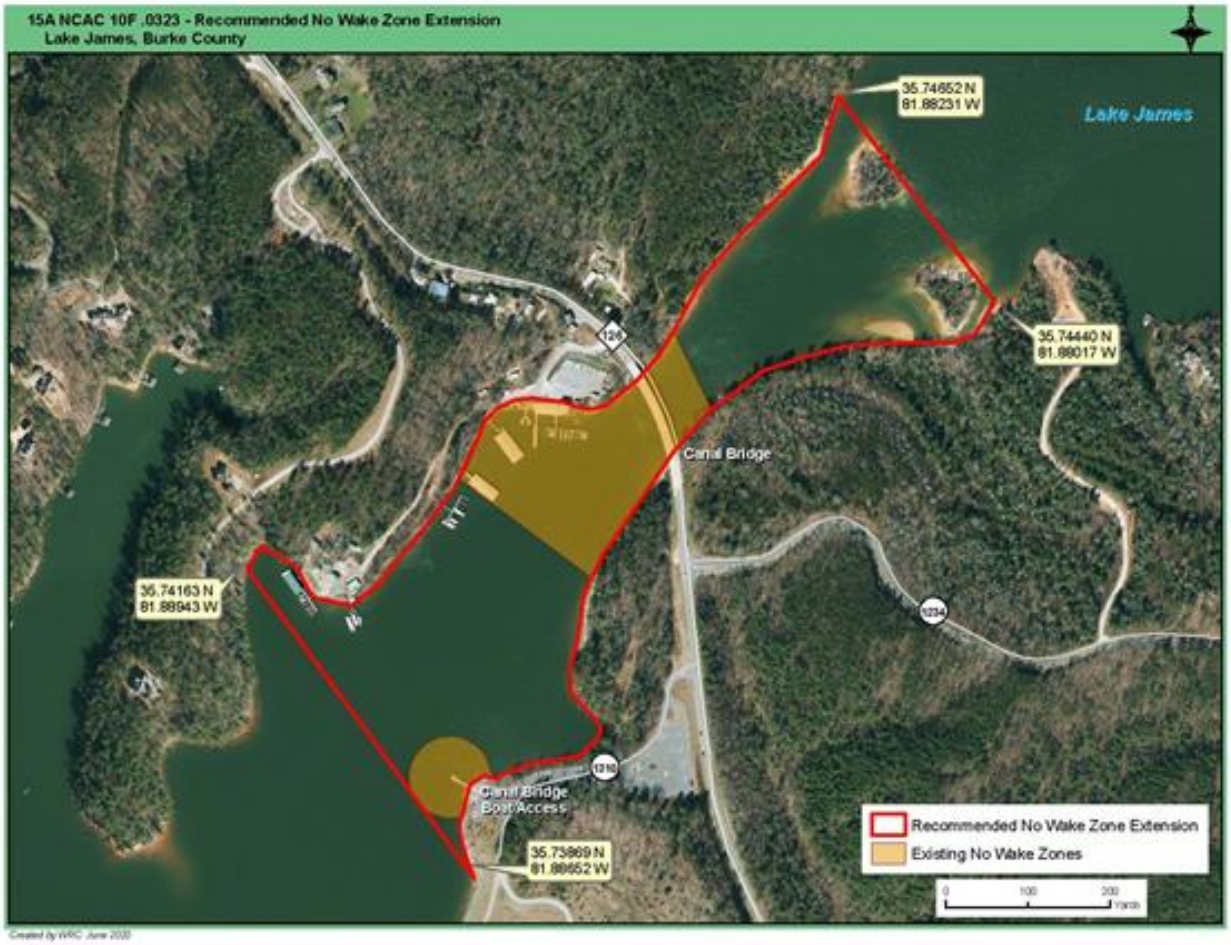
Adopted this 21st day of July 2020.

_____
Johnnie W. Carswell, Chairman
Burke Co. Board of Commissioners

Attest

_____
Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

Attachment


15A NCAC 10F .0323 - Recommended No Wake Zone Extension
Lake James, Burke County
Lake James
35.74652 N
81.88231 W
35.74440 N
81.88017 W
Canal Bridge
35.74163 N
81.88943 W
Canal Bridge
Boat Access
35.73869 N
81.88652 W
Recommended No Wake Zone Extension
Existing No Wake Zones
0
100
200
Yards

FORM D-

North Carolina Wildlife Resources Commission

Application for Water Safety Rulemaking on Navigable Waters of the State of North Carolina

1. Governmental Unit: BURKE COUNTY Date: 7/8/2020

Contact Name: KENNETH B. STEEN

Mailing Address: P.O. BOX 219 Phone # 828-764-9350

MORGANTON, NC 28680

2. In accordance with G.S. 75A-15, the above-named subdivision of the State applies to the North Carolin Wildlife Resources Commission for water safety rulemaking in the following waters:

Name of Body of Water, County, Location: LAKE JAMES, BURKE COUNTY, (SEE ATTACHMENT - REGULATED AREAS)

Popular Name (if any): Canal Bridge

Describe Proposed Regulated Area – No-Wake Zone, Swim Area, Other:
NO WAKE ZONE

3. Safety hazard prompting rulemaking request (No Wake Zones, marked swim areas, and mooring areas shall be approved to mitigate hazards to boater and recreational water safety):
THE AREA OF THE PROPOSED NO WAKE ZONE IS A HAZARD TO BOTH BOATERS AND RECREATIONAL USERS (i.e. KAYAKERS, SWIMMERS) THE LOCATION IS ALSO HOME TO A MARINA WHERE FUEL IS DISPENSED FROM A FLOATING DOCK. WAVE ACTION IS A POTENTIAL SAFETY HAZARD TO THE DISPENSORY OF THE FUEL.

4. Include the following information with your application:

   a. Statement that public notice was given of the intention to make application to the Wildlife Resources Commission for th Rule that is being proposed

   b. A resolution from the above-named governmental unit requesting rulemaking for the waters named in Item 2

   c. Affirmation that the local unit of government *or* a designee agrees to purchase and place markers that conform to U.S. Aic to Navigation (USATONS) standards to implement a Rule. The North Carolina Wildlife Resources Commission is require to submit a Fiscal Note to the Office of State Budget and Management to report the fiscal impact of a Rule on a state c local unit of government.

Regulatory markers that do not conform to USATONS standards and that are placed without authorization by the NC Wildlife Resource Commission shall be unlawful.

Mail completed application and supporting documents to:
No Wake Zone Coordinator
NC Wildlife Resources Commission
1701 Mail Service Center
Raleigh, NC 27699-1701

or email to:
nowakezonecoordinator@ncwildlife.org

Revised 2018

Attachment: 2020 D-1 Application form (3106 : Lake James Marina - No Wake Zone Expansion)

15A NCAC 10F .0323 - Recommended No Wake Zone Extension
Lake James, Burke County

Attachment: Burke County 15A NCAC 10F 0323 a2G - recomm extension MAP (3106 : Lake James Marina

Created by WRC: June 2020

APPLYING FOR A NO WAKE ZONE

REQUEST INVESTIGATION

The local unit of government contacts No Wake Zone Coordinator to request investigation of area to determine whether statutory authority may exist for establishment of a no wake zone. Coordinator requests that Enforcement provides a recommendation to the NWZ Coordinator about whether sufficient safety hazards exist to meet the statutory authority of the WRC to enact a no wake zone in public trust waters.

RESULTS OF INVESTIGATION

NWZ Coordinator provides the local unit of government with the recommendation of Enforcement as to whether a no wake zone is necessary.

DECISION TO APPLY

Local unit of government receives a recommendation to proceed.

OR

The local unit of government receives a recommendation that a no wake zone may not be statutorily necessary. The local unit of government still may decide to apply for action by the Wildlife Resources Commission

OR

The Local unit of government decides not to proceed

No further action

APPLICATION FOR RULEMAKING

If the local unit of government decides to proceed with rulemaking, the application process begins

- state that local unit of government has given public notice of intention to apply for rulemaking on waters within territorial limits of that subdivision of the State
- provide resolution from governmental unit requesting rulemaking
- state boating safety hazard or water safety hazard prompting request

complete D-1 application form

OSBM REVIEW

Upon receipt of application, No Wake Zone Coordinator submits a fiscal note for review by the Office of State Budget and Management. The agency must provide an analysis of the fiscal impact of any Administrative Rule (OSBM has 60 days to review)

NORTH CAROLINA Wildlife RESOURCES COMMISSION

CONSIDERATION BY THE NCWRC

The application for rulemaking and fiscal note review are considered by the NCWRC in official meeting.

OR

NCWRC APPROVES

NCWRC approves promulgating rulemaking for the proposed no wake zone by submitting Notice of Text in the NC Register for at least 60 days with an open comment period.

After the 60 day open comment period, the WRC, in official meeting, considers public comments and provides final adoption of the no wake zone rule.

NCWRC DENIES

NCWRC denies the applicant's request for no wake zone rulemaking. Denial by WRC is final.

No further action

RRC REVIEW

The adopted rule is sent to the Rules Review Commission for consideration of the rule at their next meeting (30 to 60 days) for

- statutory authority
- clarity
- necessity
- compliance with procedures

RULE BECOMES EFFECTIVE

With approval by RRC, the rule becomes effective on the first of the month following the meeting of the RRC and is codified in the North Carolina Administrative Code.

Rulemaking procedures must comply with requirements of the N.C. Administrative Procedure Act, NCGS 150B. Implementation timelines may vary due to regulatory reviews.

Order Confirmation

Order# 0000661581

PO Box 27283
Richmond, VA 23261-7283

Client: BURKE CO. COMMISSION
Phone: 8287649354

Pavor : BURKE CO. COMMISSION
Phone: 8287649354

Account: 3153067
Address: ATTN: KAY DRAUGHN
MORGANTON NC 286800219

Account: 3153067
Address: ATTN: KAY DRAUGHN
MORGANTON NC 286800219

Sales Rep	Accnt Rep	Ordered By
aboan	aboan	Kay

Fax: 0000000000
EMail: kay.Draughn@burkenc.org

Total Amount	**$145.68**
Payment Amount	**$0.00**
Amount Due	**$145.68**
Tax Amount:	0.00
Payment Meth:	Invoice - Statement

Tear Sheets	Proofs	Affidavits	PO Number:
0	0	1	

Ad Number	Ad Type	Ad Size	Color
0000661581-01	CLS Legal	2 X 31 li	$0.00

Production Method
AdBooker (liner)

Production Notes

Product and Zone	Placement	Position	# Inserts
MOR News Herald	C-Legal Ads	Legal Notices	1

Run Schedule Invoice Text: BURKE COUNTY BOARD OF COMMISSIONERS PUBLIC

Run Dates 7/16/2020

Product and Zone	Placement	Position	# Inserts
NCC Online	C-Legal Ads	Legal Notices	1

Run Schedule Invoice Text: BURKE COUNTY BOARD OF COMMISSIONERS PUBLIC

Run Dates 7/16/2020

TagLine: BURKECOUNTYBOARDOFCOMMISSIONERSPUBLICNOTICERESOLUTIONSUPPORTINGEXPANSIONOFNOWAKEZONELAKEJAMESNOTICEISHEREBYGIVENTHATTHEBURKECOUNTYBOARD

Attachment: OrderConf (3106 : Lake James Marina - No Wake Zone Expansion)

Order Confirmation

Order# 0000661581

PO Box 27283
Richmond, VA 23261-7283

Ad Content Proof

Note: Ad size does not reflect actual ad

BURKE COUNTY BOARD OF COMMISSIONERS
PUBLIC NOTICE
RESOLUTION SUPPORTING EXPANSION OF NO WAKE ZONE
LAKE JAMES

Notice is hereby given that the Burke County Board of Commissioners will consider a resolution requesting the NC Wildlife Resources Commission to expand a "No Wake Zone" in Burke County on Lake James at its ZOOM (virtual) meeting on Tuesday, July 21, 2020 at 6 p.m. Contact the Clerk for the meeting connection credentials by 4 p.m. on July 21, 2020 or watch the live stream on YouTube (BurkeCountyNC) at 6 p.m.

No person shall operate a vessel at greater than no-wake speed in that portion of Lake James shore to shore, beginning: 385 yards northeast of the NC Highway 126 bridge at a line from a point on the north shore at 35.74652 N, 81.88231 W to a point on the south shore at 35.74440 N, 81.88017 W, and ending at a line 550 yards southwest of the NC Highway 126 bridge and 50 yards south of the Canal Bridge Boating Access Area dock from a point on the northwest shore at 35.74163 N, 81.88943 W to a point on the southeast shore at 35.73869 N, 81.88652 W.

Comments about the proposed resolution may be directed to the Clerk at kay.draughn@burkenc.org. Comments about the proposed no wake zone expansion may be directed to the NC Wildlife Resources Commission at 919-707-0013.

Kay Honeycutt Draughn, Clerk to the Board

Publish: 7-16-2020

Attachment: OrderConf (3106 : Lake James Marina - No Wake Zone Expansion)

From: Timothy Newton
To: Scott Carpenter; Peter Minter; Todd Bennick
Cc: Shane Prisby
Subject: Re: RE: NCWRC Engineering Services Quote for No Wake Buoys
Date: Monday, July 13, 2020 3:12:46 PM

CAUTION: Don't be quick to click! We're counting on you! This email is from an external sender! **Don't click** on links or open attachments from unknown sources. If you know this is spam delete the message. If you believe this message is a phish attack, Click the Phish Alert button above. If you are unsure what to do, contact the helpdesk @ support@burkenc.org.

Scott/Peter,

We are happy to do whatever we need to do to get the "no wake" zone extended. I had also spoke to Johnny Carswell and he mentioned that we should not need 5 new buoys as some buoys are already in place, they just need to be extended out to the new line but bottom line is if we need 2 or 3 or 5 new buoys, we will do whatever per the rate you have emailed to me.

Let us know what you need from us.

Thanks, Tim

Coldwell Banker Newton Real Estate
Tim Newton Owner/Broker
Office: (828) 433-1485
Cell: (828) 439-5921

The North Carolina Real Estate Commission requires us to provide our clients with a Working With Real Estate Agent Brochure. Click on this LINK for your copy.

IMPORTANT NOTICE: Never trust wiring instructions sent via email. Cyber criminals are hacking email accounts and sending emails with fake wiring instructions. These emails are convincing and sophisticated. Always independently confirm wiring instructions in person or via a telephone call to a trusted and verified phone number. Never wire money without double-checking that the wiring instructions are correct.

From: Scott Carpenter <scott.carpenter@burkenc.org>
Sent: Monday, July 13, 2020 2:24 PM
To: Peter Minter <peter.minter@burkenc.org>; Timothy Newton <timnewton@coldwellbanker.com>; Todd Bennick <todd@bennickgrading.com>
Cc: Shane Prisby <shane.prisby@burkenc.org>
Subject: RE: RE: NCWRC Engineering Services Quote for No Wake Buoys

I believe the agreement can be signed between the County and Lake James Marina anytime prior to ordering and placing the buoys.

Scott

From: Peter Minter <peter.minter@burkenc.org>
Sent: Monday, July 13, 2020 1:58 PM
To: Timothy Newton <timnewton@coldwellbanker.com>; Todd Bennick <todd@bennickgrading.com>
Cc: Scott Carpenter <scott.carpenter@burkenc.org>; Shane Prisby <shane.prisby@burkenc.org>
Subject: FW: RE: NCWRC Engineering Services Quote for No Wake Buoys

Hi Tim,

I got your voicemail about the buoys on Lake James. It would be best if I replied via email so that everybody is in the loop and on the same page.

NC Wildlife has determined that there would need to be five (5) new buoys placed if/when the new No Wake Zone is approved. The cost for the buoys and anchors will be $1,001.65 (*see price quote below*).
NC Wildlife does not sell the chain to attach the anchors to the buoys. That would have to be purchased separately through a private vendor.

Prior to the County making a formal application to NC Wildlife, there would have to be an written Agreement signed and dated by both parties. The Agreement would stipulate the obligation(s) of both parties. For the County, that would be submitting the application to NC Wildlife on the Marina's behalf. The Marina would reimburse the County for all costs associated with the application, the buoys, chains, and anchors. The Marina would also coordinate the installation of said buoys and pay for any associated cost. If required by NC Wildlife, the Marina would also assume the responsibility and cost of maintaining the buoys per NC Wildlife standards in perpetuity. An DRAFT Agreement is being worked on at this time.

If you have any questions about this email or the details of the aforementioned Agreement, you would need to speak to Scott Carpenter.

Best Regards,

Peter Minter

Senior Planner CZO, CFM
Office: 828-764-9033
Fax: 828-764-9021

From: Scott Carpenter <scott.carpenter@burkenc.org>
Sent: Monday, July 13, 2020 1:24 PM
To: Peter Minter <peter.minter@burkenc.org>
Cc: Shane Prisby <shane.prisby@burkenc.org>
Subject: RE: Tim Newton Voicemail - Buoy Request

I think this is fine. The only costs are for the buoys and they can place them themselves using Todd's equipment. They just need to ensure the location of each buoy by Lat and Long. Also, there are five buoys, because the no wake zone is being extended in both directions to accommodate the new no wake zone. $1,000 is a very cheap expense for this

Scott

From: tammy.eliopoulos@ncwildlife.org <tammy.eliopoulos@ncwildlife.org>
Sent: Thursday, July 9, 2020 3:06 PM
To: Peter Minter <peter.minter@burkenc.org>
Subject: NCWRC Engineering Services Quote

CAUTION: Don't be quick to click! We're counting on you! This email is from an external sender! **Don't click** on links or open attachments from unknown sources. If you know this is spam delete the message. If you believe this message is a phish attack, Click the Phish Alert button above. If you are unsure what to do, contact the helpdesk @ support@burkenc.org.

NC Wildlife Resources Commission
Engineering Services Division
1751 Varsity Drive
Raleigh, NC 27606
(919) 707-0150

Quote ID: 6594
Quote Status: Pending
Project Name: Burke County Buoys
Requestor's Name: Peter Minter

Bill To:

Agency Name:	Burke County
Attention:	Peter Minter
Address:	Lake James Marina 9066 NC-126
City, State, Zip:	Nebo, North Carolina 28761
Phone:	828-764-9033

Requested Completion/Delivery Date: 7/25/2020

Product Category	Product SubCategory	Product/Item	Qty	Price	Total
Buoys	Buoys	9'' No Wake	5	$128.80	$644.00
Buoys	Buoy Anchors/Blocks	13 1/2 x 13 1/2 x 7 - Blocks weigh around 80lbs	5	$16.10	$80.50
				Delivery Charges	$277.15
				Total	$1,001.65

Notes: Peter if you would like to proceed with the order please reply approved to email with the quote. Call me if you have questions or need more informatio

Please reply/send an email to tammy.eliopoulos@ncwildlife.org with the subject 'Accept/Reject – Quote ID: 6594' in the subject line of the email for the above quote.

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

From: tammy.eliopoulos@ncwildlife.org <tammy.eliopoulos@ncwildlife.org>
Sent: Thursday, July 9, 2020 3:06 PM
To: Peter Minter <peter.minter@burkenc.org>
Subject: NCWRC Engineering Services Quote

CAUTION: Don't be quick to click! We're counting on you! This email is from an external sender! **Don't click** on links or open attachments from unknown sources. If you know this is spam delete the message. If you believe this message is a phish attack, Click the Phish Alert button above. If you are unsure what to do, contact the helpdesk @ support@burkenc.org

NC Wildlife Resources Commission
Engineering Services Division
1751 Varsity Drive
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				Delivery Charges	$277.15
				Total	$1,001.65

Notes: Peter if you would like to proceed with the order please reply approved to email with the quote. Call me if you have questions or need more informatio

Memorandum of Understanding

TO: North Carolina Wildlife Resources Commission

FROM: Kenneth B. Steen, County Manager

CC: Johnnie Carswell, Chairman, Burke County Board of Commissioners
Scott Carpenter, Planning Director/Deputy County Manager

DATE: July 14, 2020

SUBJECT: Compensation for the Expansion of the "No Wake Zone" in the area of Canal Bridge and Lake James Marina on Lake James

REQUEST/PROPOSAL:
Lake James Marina has requested Burke County Board of Commissioners to support and adopt a resolution for the expansion of an existing "no wake zone" in the area of the Canal Bridge and Lake James Marina on Lake James. The "no wake zone" expansion request was studied and is supported by the NCWRC No Wake Zone Coordinator.

PAYMENT
Burke County agrees to pay NCWRC for the buoys and anchors as quoted. Burke County will also purchase any other necessary products and/or materials needed for the placement thereof in accordance with NCWRC specifications. NOTE: Burke County will enter into an Agreement with Lake James Marina for reimbursement of the same.

CONCLUSION:
The "no wake zone" expansion request was studied and is supported by No Wake Zone Coordinator. A formal Application and adopted Resolution of Support will now be forwarded as part of the decision-making process by the NC Wildlife Resources Commission.

Attachments: NCWRC Engineering Services Quote
Email from Lake James Owner, Tim Newton agreeing to pay the costs associated with the No Wake Zone

Attachment: DRAFT - No Wake Zone Buoy Payment Memorandum (3106 : Lake James Marina - No Wake Zone Expansion)

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

ITEMS FOR DECISION

Subject Title: BDI - Interlocal Agreement & Bid Award for Water Tank at Burke Business Park (Place Holder)

Presented By: Alan Wood or Bryan Steen

Summary of Information: An inter-local agreement and bid award for the water tank project at the Burke Business Park will be presented. On behalf of the County, Morganton bid the project but only two (2) bids were received. A second bid notice was issued, and the bids are due on Friday, July 17, 2020. The bid results will be presented at the regular meeting.

Budgetary Effect: A $1,929,750 grant was received from the NC Department of Commerce for this project. However, an accurate financial assessment cannot be made until the bid results are known.

County Manager's Recommendation: TBD

Suggested Motions:

1. **To approve an Inter-Local Agreement between the County of Burke and the City of Morganton concerning construction and operation of a water tank for the Burke Business Park. Authorize the Chairman to execute the agreement on behalf of the Board.**
2. **To award the bid to _____ and authorize the Chairman to execute the Notice to Proceed.**

*******OR******

1. **To approve an Inter-Local Agreement between the County of Burke and the City of Morganton concerning construction and operation of a water tank for the Burke Business Park. Authorize the Chairman to execute the agreement on behalf of the Board.**
2. **To reject all the bids.**

Order Confirmation

Order# 0000660337

PO Box 27283
Richmond, VA 23261-7283

Client: MORGANTON, CITY OF
Phone: 8284385228

Pavor : MORGANTON, CITY OF
Phone: 8284385228

Account: 3176961
Address: PO BOX 3448
MORGANTON NC 28680

Account: 3176961
Address: PO BOX 3448
MORGANTON NC 28680

Sales Rep	Accnt Rep	Ordered By	Fax:
aboan	retailopenmor	Kathy Jordan	EMail: dstuart@ci.morganton.nc.us

Total Amount $343.60
Payment Amount $0.00
Amount Due $343.60
Tax Amount: 0.00
Payment Meth: Invoice - Statement
Invoice Text: Burke Business Park Water System Improvements

Tear Sheets	Proofs	Affidavits	PO Number:
0	0	1	Attn: Jackie Cain

Ad Number	Ad Type	Ad Size	Color
0000660337-01	CLS Legal	2 X 90 li	$0.00

Production Method
AdBooker (liner)

Production Notes

Product and Zone	Placement	Position	# Inserts
MOR News Herald	C-Legal Ads	Legal Notices	1

Run Schedule Invoice Text: City of Morganton 305 E. Union Street Morganton, NC 28655

Run Dates 7/10/2020

Product and Zone	Placement	Position	# Inserts
NCC Online	C-Legal Ads	Legal Notices	1

Run Schedule Invoice Text: City of Morganton 305 E. Union Street Morganton, NC 28655

Run Dates 7/10/2020

TagLine: CITYOFMORGANTON305EUNIONSTREETMORGANTONNC28655BURKEBUSINESSPARKWATERSYSTE MIMPROVEMENTSREADVERTISMENTFORBIDSSEALEDBIDSFORTHECONSTRU

Ad Content Proof
Note: Ad size does not reflect actual ad

Attachment: Re-Advertisment OrderConf (3107 : BDI - Interlocal Agreement for Water Tank at Burke Business Park (Place Holder))

Order Confirmation

Order# 0000660337

PO Box 27283
Richmond, VA 23261-7283

City of Morganton
305 E. Union Street
Morganton, NC 28655

Burke Business Park Water System Improvements

RE-ADVERTISMENT FOR BIDS

Sealed Bids for the construction of the Burke Business Park Water System Improvements will be received, by the City of Morganton, at the City Hall Council Chambers located at 305 E. Union Street, Suite A100, Morganton, NC 28655, until 2:00 PM, local time on Friday, July 17, 2020, and will be publicly opened and read. The project consists of two single prime contracts.

Contract A: 500,000 Gallon Elevated Water Tank, which includes the construction of a water tank, site grading, valve vault, yard piping, fencing, and other appurtenances.

Contract B: Booster Station, which includes the construction of a masonry building with two 700 gpm pumps, site grading, yard piping, fencing, and other appurtenances.

Bids shall be on a lump sum and unit price basis as indicated in the Bid Forms.

The Issuing Office for the Bidding Documents is West Consultants, PLLC; 405 South Sterling Street; Morganton, NC 28655, the contact person is Kathy Jordan, phone: (828) 522-4725, email: kjordan@west-consultants.com Prospective Bidders may examine the Bidding Documents at the Issuing Office on Mondays through Fridays between the hours of 8 AM and 5 PM, and may obtain copies of the Bidding Documents from the Issuing Office as described below.

Bidding Documents also may be examined at:

-ConstructConnect– online at www.iSqFt.com;
www.cmdgroup.com ; www.bidclerk.com ;
www.cdcnews.com ; www.constructconnect.com
- Construction Journal – www.constructionjournal.com
-McGraw-Hill Construction/Dodge –
online at www.construction.com/dodge
-Hispanic Contractors Association of the Carolinas (HCAC) –
online at www.hcacarolinas.org
-The Blue Book – online at www.thebluebook.com

and at the City of Morganton website at:
https://www.morgantonnc.gov/index.php/documents/category/29-bids-and-rfps

Bidding Documents may be obtained from the Issuing Office during the hours indicated above. Bidding Documents are available on compact disc (as portable document format (PDF) files) for a non-refundable charge of $50 including shipping via overnight express service. Alternatively, printed Bidding Documents may be obtained from the Issuing Office either via in-person pick-up or via mail, upon Issuing Office's receipt of payment for the Bidding Documents. The non-refundable cost of printed Bidding Documents is $300 per set, payable to "West Consultants, PLLC". Upon Issuing Office's receipt of payment, printed Bidding Documents will be sent via the Issuing Office's delivery method of choice. An additional charge will be required for special shipping services requested by a Prospective Bidder. The date that the Bidding Documents are transmitted by the Issuing Office will be considered the prospective Bidder's date of receipt of the Bidding Documents. Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office.

Bid security shall be furnished in accordance with the Instructions to Bidders.

Bidders must hold a valid North Carolina General Contractors license with a classification of "PU-Water and Sewer Lines" or "Unclassified".

A second pre-bid conference will not be held.

The City of Morganton encourages small, minority, female, and local contractors to bid on this project. The City also promotes fair housing, is an equal opportunity employer, and encourages others to provide equal employment opportunities.

Owner:	City of Morganton
By:	Sally Sandy
Title:	City Manager
Date:	July 7, 2020

Publish: July 10, 2020

Attachment: Re-Advertisment OrderConf (3107 : BDI - Interlocal Agreement for Water Tank at Burke Business Park (Place Holder))

Order Confirmation

Order# 0000654052

PO Box 27283
Richmond, VA 23261-7283

Client: CITY OF MORGANTON
Phone: 8284385228

Pavor : CITY OF MORGANTON
Phone: 8284385228

Account: 3153081
Address: HUMAN RESOURCES
MORGANTON NC 286803448

Account: 3153081
Address: HUMAN RESOURCES
MORGANTON NC 286803448

Sales Rep	Accnt Rep	Ordered By
aboan	aboan	Kathy

Fax: 0000000000
EMail: dstuart@ci.morganton.nc.us

Total Amount $323.34
Payment Amount $0.00
Amount Due $323.34
Tax Amount: 0.00
Payment Meth: Invoice - Statement

Tear Sheets	Proofs	Affidavits	PO Number:
0	0	1	

Ad Number	Ad Type	Ad Size	Color
0000654052-01	CLS Legal	2 X 91 li	$0.00

Production Method
AdBooker (liner)

Production Notes

Product and Zone	Placement	Position	# Inserts
MOR News Herald	C-Legal Ads	Legal Notices	1

Run Schedule Invoice Text: City of Morganton 305 E. Union Street Morganton, NC 28655

Run Dates 6/ 8/2020

TagLine: CITYOFMORGANTON305EUNIONSTREETMORGANTONNC28655BURKEBUSINESSPARKWATERSYSTEMIMPROVEMENTSADVERTISMENTFORBIDSSEALEDBIDSFORTHECONSTRUCTI

Ad Content Proof
Note: Ad size does not reflect actual ad

Attachment: Advertisment OrderConf (3107 : BDI - Interlocal Agreement for Water Tank at Burke Business Park (Place Holder))

Order Confirmation

Order# 0000654052

PO Box 27283
Richmond, VA 23261-7283

City of Morganton
305 E. Union Street
Morganton, NC 28655

Burke Business Park Water System Improvements

ADVERTISMENT FOR BIDS

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Contract B: Booster Station, which includes the construction of a masonry building with two 700 gpm pumps, site grading, yard piping, fencing, and other appurtenances.

Bids shall be on a lump sum and unit price basis as indicated in the Bid Forms.

The Issuing Office for the Bidding Documents is West Consultants, PLLC; 405 South Sterling Street; Morganton, NC 28655, the contact person is Kathy Jordan, phone: (828) 522-4725, email: kjordan@west-consultants.com . Prospective Bidders may examine the Bidding Documents at the Issuing Office on Mondays through Fridays between the hours of 8 AM and 5 PM, and may obtain copies of the Bidding Documents from the Issuing Office as described below.

Bidding Documents also may be examined at:

-ConstructConnect– online at www.iSqFt.com ; www.cmdgroup.com; www.bidclerk.com ; www.cdcnews.com ; www.constructconnect.com
- Construction Journal – www.constructionjournal.com
-McGraw-Hill Construction/Dodge – online at www.construction.com/dodge
-Hispanic Contractors Association of the Carolinas (HCAC) – online at www.hcacarolinas.org
-The Blue Book – online at www.thebluebook.com

and at the City of Morganton website at:
https://www.morgantonnc.gov/index.php/documents/category/29-bids-and-rfps

Bidding Documents may be obtained from the Issuing Office during the hours indicated above. Bidding Documents are available on compact disc (as portable document format (PDF) files) for a non-refundable charge of $50 including shipping via overnight express service. Alternatively, printed Bidding Documents may be obtained from the Issuing Office either via in-person pick-up or via mail, upon Issuing Office's receipt of payment for the Bidding Documents. The non-refundable cost of printed Bidding Documents is $300 per set, payable to "West Consultants, PLLC". Upon Issuing Office's receipt of payment, printed Bidding Documents will be sent via the Issuing Office's delivery method of choice. An additional charge will be required for special shipping services requested by a Prospective Bidder. The date that the Bidding Documents are transmitted by the Issuing Office will be considered the prospective Bidder's date of receipt of the Bidding Documents. Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office.

Bid security shall be furnished in accordance with the Instructions to Bidders.

Bidders must hold a valid North Carolina General Contractors license with a classification of "PU-Water and Sewer Lines" or "Unclassified".

A non-mandatory conference will be held on Wednesday, June 17, 2020 at 2:00 PM at the City Hall Council Chambers. The conference will include information to assist bidders in soliciting Minority Business Enterprises.

The City of Morganton encourages small, minority, female, and local contractors to bid on this project. The City also promotes fair housing, is an equal opportunity employer, and encourages others to provide equal employment opportunities.

Owner:	City of Morganton
By:	Sally W. Sandy
Title:	City Manager
Date:	June 4, 2020

Publish: June 8, 2020.

Attachment: Advertisment OrderConf (3107 : BDI - Interlocal Agreement for Water Tank at Burke Business Park (Place Holder))

NORTH CAROLINA

BURKE COUNTY

INTERLOCAL AGREEMENT
CONCERNING CONSTRUCTION AND
OPERATION OF A WATER TANK
FOR THE BURKE BUSINESS PARK

THIS INTERLOCAL AGREEMENT is made and entered into this ___ day of _____, 2020, by and between the COUNTY OF BURKE, a body politic and corporate and a political division of the State of North Carolina (hereafter, the "County"); and the CITY OF MORGANTON, a municipal corporation organized and existing under the laws of the State of North Carolina (hereafter, the "City"); and also the BURKE PARTNERSHIP FOR ECONOMIC DEVELOPMENT, INC., the TOWN OF VALDESE, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter, "Valdese"), the TOWN OF RUTHERFORD COLLEGE, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter, "Rutherford College"), and the TOWN OF DREXEL, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter, "Drexel"), join as additional parties to this Agreement;

WITNESSETH:

WHEREAS, Burke Partnership for Economic Development, Inc. (also doing business as Burke Development, Inc., and hereafter identified as "BDI") is a corporation organized and existing under statutory authority of the State of North Carolina, established for the purpose of encouraging and promoting industrial and commercial development within Burke County, and is jointly owned by the County of Burke, the City of Morganton, and the towns of Valdese, Drexel and Rutherford College; and

WHEREAS, with the full concurrence of all five (5) of the local government entities which jointly own and operate it, BDI acquired certain real property located off Sundown Road in Burke County, more fully described in deed recorded in Book 1465 at page 320 in the Burke County Registry, upon which has been established the Burke Business Park, a local business park intended for division into parcels for the purpose of locating new industries in the County; and

WHEREAS, an Interlocal Economic Development and Project Financing Agreement, dated May 1, 2005, (the "BBP Agreement") was entered by and among the County, the City, the Towns of Valdese, Drexel and Rutherford College, and BDI, providing in detail for the procedures and regulations governing the future and development of the Business Park, the assignment of responsibilities for the operation of the Business Park, and the distribution of proceeds from the sale of any properties within the Business Park; and

WHEREAS, the City operates a public water system that serves certain geographical areas outside the City limits, including the area of the Business Park; and

Attachment: BDI Interlocal Agreement re Water Tank (Vinay) (JRS changes) (3107 : BDI - Interlocal Agreement for Water Tank at Burke

WHEREAS, BDI, the County and the City determined that in order to provide and assure adequate fire protection for any industrial development within the Business Park, it would be necessary to construct and maintain a new elevated water storage tank, together with appropriate supporting infrastructure (hereafter, "the Project"); and

WHEREAS, with the assistance of BDI, a funding source from the State of North Carolina for the water tank project was identified, and the County applied for and received a grant in the amount of $1,929,750 to provide such funding; and

WHEREAS, since the City will be the entity operating and maintaining the Project, the City has requested that the City be the entity issuing and supervising any contracts, under the auspices of the County, for the development and erection of the Project; and

WHEREAS, the property on which the Project is to be located is part of the Business Park which is owned in fee simple by BDI, but the City has requested that upon completion of the Project, the tract upon which the Project is located should be transferred to and owned by the City for so long as the Project remains upon said property; and

WHEREAS, the County and the City recognize and acknowledge the need for an Interlocal Agreement, as provided under Article 20 of Chapter 160A of the General Statutes of North Carolina, to spell out the terms and conditions for the administration of ~~a~~ the grant to fund the Project, to provide for ownership of the tank and a small tract of real property on which it will sit, and to set forth the arrangements for the operation and maintenance of the water tank and associated infrastructure; and

WHEREAS, BDI joins in this Agreement to acknowledge and agree to its terms, and to expressly agree to be bound by the terms hereof; and

WHEREAS, Valdese, Rutherford College, and Drexel join in this Agreement in order to consent to certain of its terms (specifically, Sections 8 and 11);

NOW, THEREFORE, it is agreed as follows:

1. Grant Receipt. The County has received a grant from the North Carolina Department of Commerce in the amount of $1,929,750, for the design and construction of an elevated water tank of 500,000 gallons capacity, together with associated infrastructure, to be located on the premises of the Burke Business Park (the "Grant"). The County is the named recipient of the Grant.

2. Advertisement for and Award of Bids. The City, as administrative agent for the County, shall advertise for bids for the construction of the elevated water

tank and associated infrastructure, and then award bids therefor to the lowest responsible, responsive bidder. In advertising and awarding such bid, the City, as agent, shall make clear that the Project belongs to the County, and is to be funded primarily by a grant obtained by the County, and that the Project is to be constructed on real property currently owned by BDI. To the extent necessary, the County and BDI shall either join in or provide written consent to any contract or construction agreement with the successful bidder.

3. Conveyance of Property. Immediately upon completion of the Project, BDI shall convey to the City the tract of approximately one-half (1/2) acre upon which the elevated water tank has been erected, subject to the County and the other local government owners of BDI all consenting to in writing and joining in such conveyance. The deed shall convey title as fee simple determinable, subject to defeasance if said property ceases to be used as the location of the Water Tank.

4. Indemnification. The City shall indemnify and hold harmless the County for any and all liability arising out of or related to any misadministration of the Grant, and any errors or omissions in the design or construction of the Project.

5. Operation and Maintenance of Water Tank. The City shall be solely responsible for operating, repairing and maintaining the new elevated water tank, and all infrastructure associated therewith, at the City's sole expense. Included herein is the responsibility to keep the tank and all infrastructure painted and in good appearance. The removal and/or replacement of the tank and other infrastructure when appropriate shall be the sole responsibility of the City, at the City's sole expense. The City shall be solely responsible for providing all water service to any industry or other structure located within the Business Park.

6. Contract Responsibility. City acknowledges that it has reviewed the above-referenced County Grant, and fully understands the duties and responsibilities required in the administration of such grant, including periodic reporting requirements and proper management of the grant and of the Project. City shall be fully responsible for the management of the contract or contracts necessary for design and construction of the Project.

7. No Further Contribution. Nothing herein shall bind either the County or the City to pledge any non-grant funds not specifically referred to in this

Agreement towards completion of the Project if all bids should exceed the budgeted amount.

8. Funds Generated From the Project. The parties agree that income may be generated from the Water Tank by leasing space on the tank for third-party placement of antennas, or from similar placements upon the tank. Any such income so generated, shall be considered and used to reimburse the Governmental Partners for payments advanced for the Project in the same way and in the same ratio as BPED unrestricted funds, proceeds from the sale of Burke Business Park lots, and ad valorem property taxes are pledged to be used for reimbursement pursuant to the Amendment to Interlocal Development Agreement for Burke Business Park dated November 22, 2019 (the "BBP Amendment"). Upon reimbursement in full of the participating Governmental Partners, funds so generated shall be placed in the Common Fund for such uses as provided in the BBP Agreement.

   Any funds generated from the sale or rental of the tank, or from scrapping the tank or other components, shall likewise be used to reimburse the participating Governmental Partners. Upon reimbursement in full of the participating Governmental Partners, funds so generated shall be placed in the Common Fund for such uses as provided in the BBP Agreement.

9. Rights and Obligations of the County. In addition to the foregoing, the County:

   (a) Agrees to continue to serve as applicant and owner for this Grant and any other grants for the Project;

   (b) Agrees to receive and accept all Grant funds as set forth above and to apply the same to the completion of the Project as required under the terms of the Grant;

   (c) Agrees to provide its share of any local matching funds required by the terms of the Grant received in connection with the Project;

   (d) Agrees to allow the City to serve as administrative agent for the County in connection with all matters set forth above; and to execute all further documents as they may be necessary in furtherance of the Project necessitated because the County is the Grant applicant and owner while the City as agent is the contracting party;

   (e) Agrees that the City shall become the owner of the real property on which the Project is constructed, including the 500,000 gallon elevated water storage tank and associated infrastructure, upon completion of the Project,

and with the written consent of the other local government owners of BDI. Title shall be as a fee simple determinable, subject to defeasance if said property ceases to be used as the location of the Water Tank.

10. Rights and Obligations of the City. In addition to the foregoing, the City:

(a) Agrees to be responsible for all matters in connection with the administration of the Grant and the completion of the Project not otherwise specifically made the obligation of the County or BDI herein, including but not limited to selection of a professional engineer to design the Project, bidding the Project, obtaining all necessary permits to construct the Project, exercising oversight of construction of the Project, acquiring any easements necessary for the water tank and the related infrastructure, and insuring the Project is completed in accordance with any Grant requirements as referenced above;

(b) Agrees, upon completion of the Project, to accept transfer of ownership of the Project, including the elevated water tank and all necessary and related infrastructure;

(c) Agrees, upon completion of the Project, to be responsible for all operation, repairs and maintenance and costs associated therewith of the elevated water tank and associated infrastructure, and for removal and/or replacement of the tank and other infrastructure when appropriate; to maintain the elevated water tank and associated infrastructure in proper working order and good repair so that fire protection and water service for the Burke Business Park is always available; to maintain insurance upon the elevated water tank and associated infrastructure to its full insurable value, with BDI being named as an additional insured; and

(d) Agrees to provide its share of any local matching funding required by the terms of the Grant received in connection with the Project, which "match" may be in the form of the value of any services provided by City employees or agents, and at least $75,000 of which shall be its payment to West & Associates for design work; and

(e) Agrees to collaborate and cooperate with the County in all matters pertaining to the County's Grant set forth above, on all matters pertaining to the Project prior to completion of the same and for the close out of any above-referenced grant and subsequent transfer of ownership to the City; and to keep the County fully informed as to all aspects of the administration of the Grant and the construction of the Project; and to keep the County and BDI fully informed of all income sources and revenues set forth in Section 8, above; and to promptly

turn over to BDI all such funds for distribution as provided in Section 8 and the BBP Amendment; and

(f) Agrees to indemnify and hold harmless the County for any and all liability arising out of or related to any misadministration of the Grant, and any errors or omissions in the design or construction of the Project.

11. Rights and Obligations of BDI. In addition to the foregoing, BDI:

(a) Agrees, immediately upon completion of the Project and receipt of the written consent of the other local government owners of BDI, to convey to the City, by warranty deed, title in fee simple determinable to a tract of approximately one-half (1/2) acre of real property, upon which the elevated water tank is located. The exact dimensions of the tract to be conveyed, which shall be sufficient in size to fully accommodate the tank and any associated ground structures, shall be established by survey and incorporated into the deed description.

(b) Agrees to collaborate and cooperate with the County and the City in all matters pertaining to the obligations of the County or the City set forth above, on all matters pertaining to the Project prior to and after completion of the same, and for the close-out of the above-referenced grant and subsequent transfer of ownership to the City.

12. Scope of Project. The parties covenant and agree that the City shall not effect, cause or permit any change in the scope or design of the Project as may be set forth in the Grant application or Grant, unless such change shall receive the County's prior written approval.

13. Compliance with Legal Requirements. Each party shall, in connection with its respective obligations set forth above, comply with all such laws, rules, regulation and ordinances as may have been prescribed by any governing authority with respect to the subject matter of this Interlocal Agreement.

14. Term. The term of this Interlocal Agreement, and the right and obligations of the parties hereunder, shall commence with the effective date hereof and shall terminate within 24 months, or upon completion of the project and close out of the Grant applied for and awarded in connection therewith, whichever sooner occurs. The City's obligations under Sections 4, 5, 8 and 10 shall by necessity survive the term of this Interlocal Agreement and shall be ongoing.

15. Survival. If any provision herein contained, which by its nature and effect is required to be observed, kept or performed after the expiration or termination of this Agreement, it shall survive the expiration or termination and shall remain binding upon and for the benefit of the parties hereto until fully observed, kept or performed.

16. Effective Date. This Interlocal Agreement, in order to become effective, shall require the approval of the governing bodies of the County, the City, Valdese, Rutherford College, Drexel and BDI, and shall become effective as of the date all such approvals are completed.

17. Assignment. Neither party shall, without the prior written consent of the other party, assign or transfer any portion, interest or obligation of this Interlocal Agreement to any other party.

IN WITNESS WHEREOF, the parties hereto have caused this Interlocal Agreement to be executed by their authorized representatives and sealed by their authorized officers, and by the authority duly given, the day and year first above written.

COUNTY OF BURKE

By: _____
Johnnie Carswell, Chairman
Burke County Board of Commissioners

Attest:

_____
Kay Honeycutt Draughn, Clerk

(Signatures continued on following page)

CITY OF MORGANTON

By: _____
Ronnie Thompson, Mayor

Attest:

_____
Sally W. Sandy, Clerk

BURKE PARTNERSHIP FOR ECONOMIC DEVELOPMENT, INC.

By: _____

Title:_____

TOWN OF VALDESE
(as to Items 8 and 11 only)

By: _____
Mayor

Attest:

(CORPORATE SEAL)

_____
Clerk

TOWN OF RUTHERFORD COLLEGE
(as to Items 8 and 11 only)

By: _____
Mayor

Attest:

(CORPORATE SEAL)

_____
Clerk

(Signatures continued on following page)

Attachment: BDI Interlocal Agreement re Water Tank (Vinay) (JRS changes) (3107 : BDI - Interlocal Agreement for Water Tank at Burke

TOWN OF DREXEL
(as to Items 8 and 11 only)

By: _____
Mayor

Attest:

(CORPORATE SEAL)

_____
Clerk

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

_____
County Finance Director

_____
City Finance Director

Attachment: BDI Interlocal Agreement re Water Tank (Vinay) (JRS changes) (3107 : BDI - Interlocal Agreement for Water Tank at Burke

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

REPORTS AND COMMENTS

Subject Title: BOC - Reports & Comments

Presented By: Johnnie W. Carswell

Summary of Information: Reports and comments from Commissioners and staff will be accepted at this time.

Budgetary Effect: NA

County Manager's Recommendation: NA

Suggested Motion: NA

BURKE DEVELOPMENT INC
A PRIVATE/PUBLIC CORPORATION

BOARD OF DIRECTORS
May 15, 2020

Business Conducted via Zoom Meeting
MORGANTON, NORTH CAROLINA

In response to the global pandemic, COVID-19, the regularly scheduled BDI Board of Directors meeting was held via Zoom meeting on Friday, May 15th.

MEMBERS PRESENT			MEMBERS ABSENT	
Seth Eckard	Kenneth Geathers	Lamar Smitherman	Jim Toner	Byran Steen
Jeff Brittain	Chip Black	Michael Helmick	Kathy Bailey	Terry Childers
Bryan Beam	Sally Sandy	Sherri Bradshaw	Chris Hawkins	Larry Putnam
			Derek Cline	

Also attending were Alan Wood, Hope Hopkins and Peggy Byrd.

Call to Order
Chairman Eckard called the meeting to order at 8:05 a.m.

Approval of the April 17, 2020 Minutes
No corrections or deletions were noted for the April 17, 2020 minutes. With no corrections needed, Chip Black made a motion to approve the April minutes as presented. Kenneth Geathers seconded the motion with the Board voting unanimously to approve.

Approval of the April 2020 Financial Reports
The checking summary consists of normal activity for operations during April 2020. The April Operational Summary reflects 85% of the fiscal year with expenditures at 74% and revenues at 92%. The Burke Business Park Summary reflects normal activity for the Morganton Federal and Bank of America accounts. Jeff Brittain made a motion to approve the April 2020 financial reports as presented. Sally Sandy seconded the motion with the Board voting unanimously to approve.

Discussion: Burke Business Park Checking
As the final installment on the loan is to be paid this month, there was a discussion on how expenditures for the park would be handled in the future. Chip Black made a motion to close the Bank of America account and any expenditures be paid through the operational account and billed proportionately to the BBP partners. Sally Sandy seconded the motion with the Board voting unanimously to approve.

Election of New Officers
The nomination for the slate of officers: Kenneth Geathers, Chairman, Sherri Bradshaw, Vice-Chairman and Jeff Brittain, Secretary/Treasurer. No other nominations were made. Chip Black made a motion to approve the slate of officers as presented. Lamar Smitherman seconded the motion with the Board voting to unanimously approve.

Attachment: May 2020 Board Minutes (Final) (3108 : BOC Reports & Comments)

Partner Updates
There were no partner updates given at the meeting.

Staff Updates

BBP Water Tank - Alan Wood stated bids should go out by the end of the month. Consensus was the Business Park logo would be placed on the tank facing directly towards I-40.

BRE Updates - Hope Hopkins reported on a survey funneled from the state and completed by select industry partners. The results indicated:

- All industries had been impacted by the COVID-19 situation. Most were running at 75% or less capacity.
- Many had applied for Federal assistance. Most were funded while some were waiting for approval.
- Most helpful information shared during this time was recovery assistance funding.
- Some industries have hired most employees back
- Alan Wood reported that after Phase 2 of re-opening, they will have more direct contact with industry partners. It is important that partners are aware of possible taxation situations with the grant funding.
- Hitachi America has opened in the Ramarco Road building. They will have approximately 10 employees initially.
- Sally Sandy reported Viscotec hasn't operated in a month, Continental reports slow operations and Meritor is struggling. She reported that power usage across the city is down approximately 25-30%

Housing Updates

- Alan Wood reported possible funding to assist building the first four affordable housing units.
- Conversations with Homes for Hope out of Greenville, SC continue to look at options for how their model could be used in Burke County. These would include rental units for the 70-120% median income homes and would be subsidized at 30%.
- Alan reported 25 single family permits were pulled last month and 4 HFA applications were submitted.

Adjournment
With no further business, Chip Black made a motion to enter closed session to discuss matters relating to the location or expansion of industry or personnel matters [article 33C, Section 143-318.11]. Jeff Brittain seconded the motion with the Board voting unanimously to approve. Chip Black made a motion to exit closed session. Jeff Brittain seconded the motion with the Board voting unanimously to approve. The meeting adjourned at 8:45 a.m.

Respectfully Submitted,

Peggy Byrd

Attachment: May 2020 Board Minutes (Final) (3108 : BOC Reports & Comments)

WPCOG Monthly Impact Report
May 2020

Please note that May's numbers continue to reflect a Governor declared State of Emergency and Stay-at-home or which were in affect from March 30 - May 8, 2020 (Phase 1). Phase 2, which began May 8, 2020.

Administration Finance & IT

Anthony Starr
Ashley Adkins
Ashley Bolick
Judy Caldwell
Lori Dixon
Kim Eckard
Sandy Jones
Scott Miller
Andrea Roper
Jason Toney

Finance

- **12** Contract Logged
- **424** ACH/Online Payments
- **78** Deposits Processed
- **86** Purchase Orders Processed
- **116** Checks Written
- **5** Processed Payrolls for 69 Employees

Admin

- Completed the recruitment and hiring process for Assistant Finance Director Position
- Staff are finishing the annual insurance renewal process and preparing for the open enrollment period
- Staff are preparing the office and ordering PPE for the eventual re-opening of the WPCOG office building to the public

IT Support

- **66** Total Tickets
- **42** End-User Support
- **8** Mgt. Tasks
- **16** Facilities & Maint.

Outreach & Facilities Usage

Website	4,106 Users	10,041 Pageview
FaceBook	166 Posts	18,471 Reaches
Twitter	50 Tweets	17,348 Reaches
Site Usage	0 Events	0 Attendee

Area Agency on Aging

Tina Miller
Christina Franklin
Mary Mitchell
Karen Phoenix
Anita Roberts
Sarah Stamey

AAA Outreach

- **8** Community Presentations (virtual)
- **0** Health Promotion Classes
- **135** In-Home Respite Hours
- **43** Information & Referral Contacts
- **0** Caregiver Directed Voucher
- **11** Caregiver Supplemental Supplies Ordered

Ombudsman Program Activity

- **0** Facility Visits
- **0** Facility Trainings
- **6** New Investigations
- **4** Cases Closed
- **30** Technical Assistanc

Project C.A.R.E. Activity

- **0** Assessments
- **3** Reassessments
- **0** Home Visits
- **3** Vouchers Issued
- **0** Agency Outreach Visits
- **72** Peopl Reache Outrea

Home & Community Care Block Grant

- **16,383** Meals Served
- **3,576** Hours of In-Home Aide Service
- **17** Housing/Home Improvement Projects
- **460** Medical/General Transportation Trips Provided
- **81** Hours of Legal Assistance Provided
- **410** Adult Day Car Health Days of Service

Community & Economic Development

Sherry Long
Jennifer Cannon
Lisa Helton
Joel Herman
Rick Oxford
Laurie Powell
Erin Schotte
Paul Teague
Helen Whisnant

16 Homeowner Foreclosure Preventions	9 First-Time Homebuyers	1 Housing Rehab(s) Completed
Alexander - 0	Alexander - 0	Alexander -0
Burke - 0	Burke - 3	Burke - 1
Caldwell - 2	Caldwell - 1	Caldwell - 0
Catawba - 8	Catawba - 5	Catawba - 0
Lincoln - 2		
Iredell - 3		
Wilkes - 1		

Grants/Activities

- Signed contract on ESFR house in Caldwell County
- Received approval on 2 ESFR houses in Burke County
- Community and Economic Development will administer $300,000 i funding for the 2020-21 fiscal year for the Urgent Repair Program (URP)

  The program provides eligible homeowners with needed repairs o improvements. The program has income guidelines, and consideration i given to homeowners who are elderly or disabled

  The WPCOG will have $100,000 available in URP to serve 16 home i Catawba County. Meanwhile, $200,000 has been earmarked for urgen repairs among Alexander, Burke, and Caldwell counties.

Attachment: 05 - May - 2020 - Monthly Impact Report (3108 : BOC Reports & Comments)

Community & Regional Planning

Alison Adams
Duncan Cavanaugh
Jack Cline
Taylor Dellinger
Patrick DeMauro
Brian Horton
Todd Justice
Ashley Kale
Teresa Kinney
Dustin Millsaps
Hunter Nestor
Averi Ritchie
Trey Schweitzer
Todd Stroupe
Johnny Wear

Planning

13 Completed Minor Subdivisions

29 Issued Zoning Permits

1 Completed Major Subdivision

0 Zoning Text Amendments

2 Conditional Use Permits

4 Zoning Enforcement Letters

2 Planning Board Meetings

4 Council Commission Meetings

- Finished Action Plan for Rutherford College Town Council
- Finished Monday route design for City of Lenoir and rollout cart distribution and education initiatives
- Burke Trail Project Meeting with Planning Staff
- Launched public survey website for the Granite Falls Comprehensive Plan
- Completed Alexander County Rec Plan
- Drone shots of 13 locations in Granite Falls

ADA Compliance

- ADA Cost Estimates
- Continued progress on ADA Transition Plans for Conover and Granite Falls
- Continued working on sidewalk inventory for Conover and Granite Falls

Transportation

Greenway Passenger Sampling Trips
12 Burke **18** Catawba

2 Workshop/ Training

3 Trans. Meetings Attended

- Applied on behalf of Hildebran and Hudson to the Locally Administered Project Program
- Scored seven Locally Administered Project Program applications for Burke County, Conover, Hickory (3), Hildebran, and Hudson

GIS/Data Center

60 Data Requests

9 Presentations & Meetings

60 Hickory GIS Support Hrs.

52 Maps/ Spatial Data

1,170 Addresses Mapped

- 2 drone flights for Hickory construction projects
- General ArcGIS Online and mapping support for Claremont and Maiden
- Assisted with trash collection route design and created cart distribution map viewer for the City of Lenoir Solid Waste Automated Collection Stu
- Generated Conover and Granite Falls facility maps for ADA plans
- Completed the May 2020 Hickory Economic Indicators Report
- Completed analysis of April current employment statistics
- Completed analysis of March 2020 unemployment claims

Environmental Planning

Completed EEG Grant and 319 Grant for Septic Repair Program

2 New Septic Tank Applicants

2 Completed Septic Tank Repairs

Code Enforcement

284 Total Open Violations

159 Nuisance Violations

45 Abandoned or Junked Vehicles

22 Abandoned Mobile Homes

49 Residential
9 Non-Residential

29 Violations Resolved

Regional Housing Authority

Stephanie Hanvey
Ashley Dale
Kim Duncan
Kala Guido
By Khang
Elizabeth Moncrief
JoAnn Parlier
Sharday Black
Jared Nava-Salgado

1,114 Units Leased

0 In Office Client Meetings

24 Inspections Completed

20 Vouchers Issued

145 Total Vouchers Pending

200 Congratulation Letters

2,188 Waiting List

$438,050 Paid on Tenant's Behalf

$393.22 Average Housing Assistance Payment

EnVision Center Numbers

15K	Feminine products collected during 2020 Dignity Drive
12	Homeless shelters/Women's Resource Centers assisted
3	Outreach Meetings Attended
8	Referrals to Family Self-Sufficiency Program
8	Referrals to Legal Aid
2	New Community Partnerships

Workforce Development Board

Wendy Johnson
Leslie Farris
Donna Gilbert
Elizabeth Hilliard
April Lail
Matthew Xiong

Jobseeker Services

20 Scholarships Issued

Job seekers currently receiving training scholarships

97 New Register Unemployed

People not working that newly registered in NCWorks.gov

0 Trainings

Paid Internships

294 1x NCWorks Registrants

People that registered in NCWorks.gov for the first time

Employer Services

50 Employers Served at NCWorks Career Centers

0 Staff assisted Recruitment Events at a Career Center or Employer Site

5,039 Job openings in Alexander, Burke, Caldwell & Catawba Counties

Scholarship & Training Industry

45% Health Science

25% Education

20% Business

May 27, 2020

BURKE COUNTY ANIMAL ADVISORY BOARD
REGULAR MEETING

The Burke County Animal Advisory Board met in regular session on Wednesday, May 27, 2020, at 5:00 p.m. Due to the Covid-19 pandemic and ongoing recommendations regarding social distancing and limited gatherings, the meeting was held via Zoom. Members present were:

PRESENT:	Debbie Hawkins Gwen Stephens Amy Burnette Megan Bradley Dr. Linda Schilkowsky Allen Keller
ABSENT:	Jeff Robinson
ALSO PRESENT:	Kaitlin Settlemyre, Animal Services Director and Rebecca McLeod, Health Director (Resource for AAB)
ALSO ABSENT:	

CALL TO ORDER
Debbie Hawkins called the meeting to order at 5:04pm.

APPROVAL OF AGENDA
Motion: To approve the agenda for Wednesday, May 27, 2020 as presented.

RESULT: APPROVED (UNANIMOUS)	
MOVER:	**Allen Keller**
SECONDER:	**Dr. Linda Schilkowsky**
AYES:	**Debbie Hawkins, Amy Burnette, Gwen Stephens, and Megan Bradley**
ABSENT:	**Jeff Robinson**

PUBLIC COMMENTS - NONE

Attachment: AAB - Minutes 5.27.2020 signed (3108 : BOC Reports & Comments)

May 27, 2020

ACTION ITEMS

QUARTERLY AUDITS

1. Partners for Cats – Caesar & Sylvester
2. Burke County Friends for Animals – Pomeranian
3. Pisgah PAWS – Neptune – suspended for failed inspection
4. Brother Wolf Animal Rescue - Taffy

To discuss rescue suspension regarding failed inspections, ordinance, etc. with County Attorney, JR Simpson.

ANIMAL SERVICES FOUNDATION

Nonprofit foundation for Animal Services to assist with programming, medical expenses, fundraising for the new shelter, community engagement, education, etc. This group will be an active part of the shelter. Recommendations regarding solicitation of grants and development of a board and bylaws. The group will need to start small to get a foothold to eventually build upon.

ORDINANCE REVISIONS

- Horses – Regarding the protection of equine. No current ordinances specifying the care of equine.
- Pet Shops – The sale of animals within the county – flea markets, etc.

COMMUNITY CAT PILOT PROGRAM

Still on hold due to Covid-19.

PSA UPDATE

All PSAs sent except 1 – They're currently being broadcasted on 92.1 at 4:00PM daily.

ANIMAL SERVICES UPDATE

- Covid 19 – Due to the Covid-19 pandemic, intake is now on a managed basis. Owner surrenders are accepted by appointment only. The lobby has been reconfigured to allow more space to follow social distancing recommendations.
- Animal Control – Three new shelter positions have been created for animal control – One supervisor position and 2 officers. Formerly, Animal Control was managed by Sheriff Steve Whisnant and housed at the Sheriffs Department. The new positions will be managed under County Manager, Bryan Steen, and will be housed at Animal Services. These positions will be directly supervised by the Animal Services Director and will be on call after hours. Anticipated hire date is July 1.
- Kittenpalooza – Cat and Kitten reduced fee adoption event scheduled for Friday, June 12th and Saturday, June 13th.

AGENDA ITEMS FOR NEXT MEETING

- Reappointments Approaching
- Quarterly Audits - Results
- Recommendations from Best Friends Animal Society – Kaitlin to ask
- Feedback from JR regarding license and pull suspension
- Public Service Announcement Update

Attachment: AAB - Minutes 5.27.2020 signed (3108 : BOC Reports & Comments)

- Community Cat Pilot Group Update

ADJOURNED AT 6:18P.M.
There was no further business to come before the Board.

Motion: To adjourn.

RESULT:	**APPROVED (UNANIMOUS)**
MOVER:	**Gwen Stephens**
SECONDER:	**Allen Keller**
AYES:	**Debbie Hawkins, Dr. Linda Schilkowsky, Amy Burnette, and Megan Bradley**
ABSENT:	**Jeff Robinson**

The next meeting will be Wednesday, June 24, 2020 at 5:00 p.m.

Approved this 24th day of May 2020.

Debbie Hawkins
Chairperson, Animal Advisory Board

Attachment: AAB - Minutes 5.27.2020 signed (3108 : BOC Reports & Comments)

June 24, 2020

BURKE COUNTY ANIMAL ADVISORY BOARD
REGULAR MEETING

The Burke County Animal Advisory Board met in regular session on Wednesday, June 24, 2020, at 5:00 p.m. Due to the Covid-19 pandemic and ongoing recommendations regarding social distancing and limited gatherings, the meeting was held via Zoom. Members present were:

PRESENT:	Debbie Hawkins Gwen Stephens Amy Burnette Megan Bradley Dr. Linda Schilkowsky Jeff Robinson
ABSENT:	Alan Keller
ALSO PRESENT:	Kaitlin Settlemyre, Animal Services Director, Rebecca McLeod, Health Director (Resource for AAB), Scott Mulwee, County Commissioner, and Johnnie Carswell, County Commissioner
ALSO ABSENT:	

CALL TO ORDER
Debbie Hawkins called the meeting to order at 5:02pm.

APPROVAL OF AGENDA
Motion: To approve the agenda for Wednesday, June 24, 2020 as presented.

RESULT: APPROVED (UNANIMOUS)	
MOVER:	**Amy Burnette**
SECONDER:	**Gwen Stephens**
AYES:	**Debbie Hawkins, Dr. Linda Schilkowsky, Jeff Robinson, and Megan Bradley**
ABSENT:	**Alan Keller**

PUBLIC COMMENTS
Linda Garibaldi with The Cats Cradle voiced several concerns and corrections regarding the ordinance and definition updates.

Attachment: AAB - Minutes 6.24.2020 (3108 : BOC Reports & Comments)

June 24, 2020

ACTION ITEMS

ORDINANCE REVISIONS

A. Definitions: Review and Dangerous / Potentially / Vicious
B. Abuse / Cruelty
C. Chaining / Tethering
D. Dangerous / Potentially / Vicious – members of Dangerous Animal Appeal board reviewing and submitting revisions.
E. Reclaim – unaltered animal fee
F. Breeders Permit
G. Penalties

A meeting was called discuss and approve several revisions regarding the ordinances and definitions. The meeting will be held via Zoom on Monday, July 6, 2020 at 5:00pm.

QUARTERLY AUDITS

1. Partners for Cats – Did not receive requested documentation or response – Will be audited in consecutive audit
2. Burke County Friends for Animals – Received requested documentation
3. Pisgah PAWS – Neptune – suspended for failed inspection
4. Brother Wolf Animal Rescue – Received requested documentation

To discuss rescue suspension regarding failed inspections, ordinance, etc. with County Attorney, JR Simpson.

ANIMAL SERVICES FOUNDATION

No updates.

PSA UPDATE

New round of broadcasts planned for August. Ideas such as introducing the new Animal Control supervisor and change of oversight, etc.

ANIMAL SERVICES UPDATE

- June intake: 189 animals
- Volunteer needed to take pictures and write bios for animals in the shelter to network for adoption, to rescue, etc.

AGENDA ITEMS FOR NEXT MEETING

- Reappointments July 31
- Recommendations from Best Friends Animal Society – Kaitlin to ask
- Feedback from JR regarding license and pull suspension
- Public Service Announcement Update
- Community Cat Pilot Group Update

APPROVAL OF MINUTES

Motion: To approve the minutes for Wednesday, May 27, 2020 as presented.

Attachment: AAB - Minutes 6.24.2020 (3108 : BOC Reports & Comments)

RESULT: APPROVED (UNANIMOUS)	
MOVER:	**Gwen Stephens**
SECONDER:	**Megan Bradley**
AYES:	**Debbie Hawkins, Dr. Linda Schilkowsky, Jeff Robinson, and Amy Burnette**
ABSENT:	**Alan Keller**

ADJOURNED AT 7:10P.M.

There was no further business to come before the Board.

Motion: To adjourn.

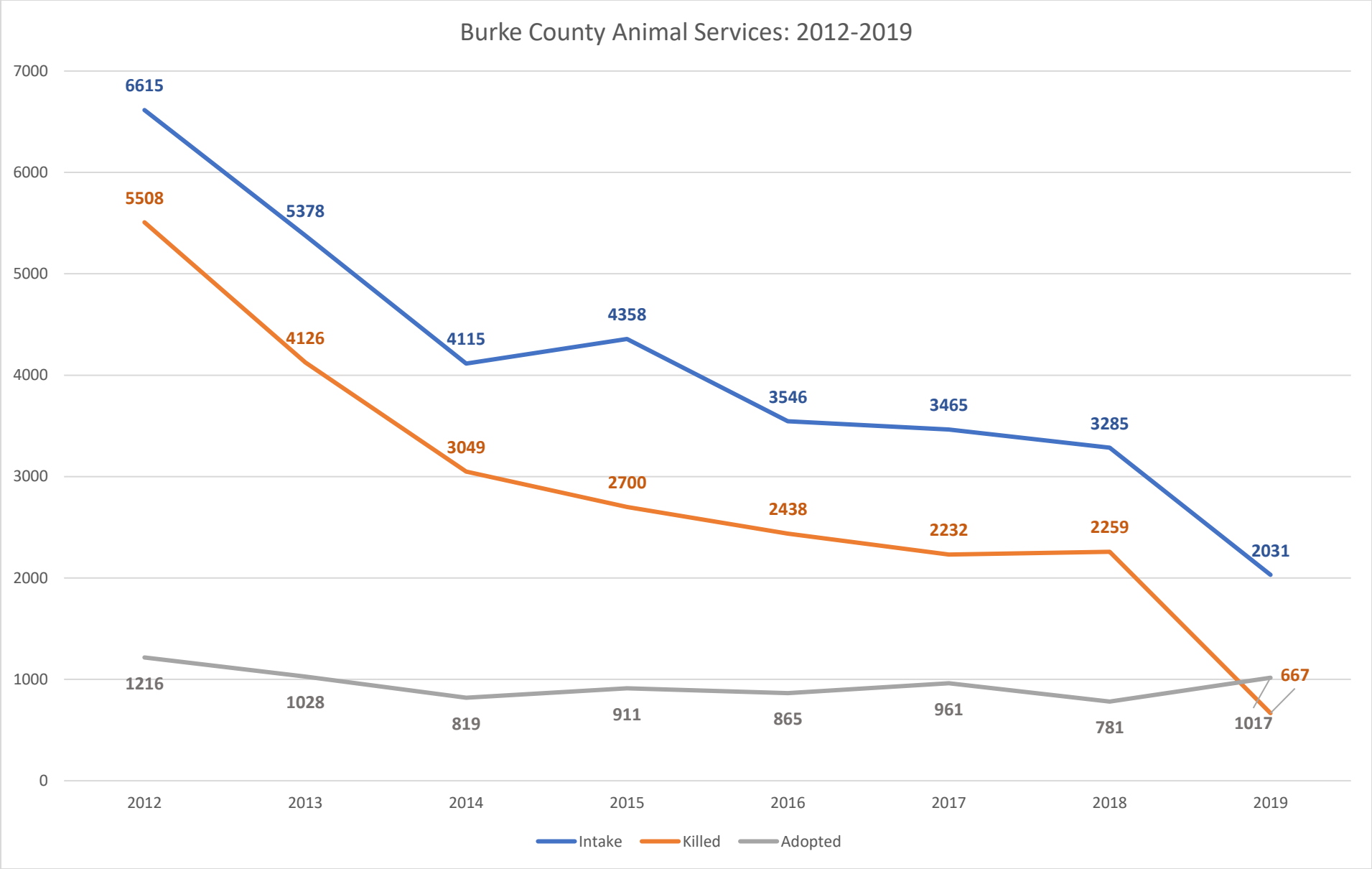
RESULT:	**APPROVED (UNANIMOUS)**
MOVER:	**Gwen Stephens**
SECONDER:	**Jeff Robinson**
AYES:	**Debbie Hawkins, Dr. Linda Schilkowsky, Amy Burnette, and Megan Bradley**
ABSENT:	**Alan Keller**

The next meeting will be Wednesday, July 29, 2020 at 5:00 p.m.

Approved this 6th day of July 2020.

Debbie Hawkins
Chairperson, Animal Advisory Board

Attachment: AAB - Minutes 6.24.2020 (3108 : BOC Reports & Comments)



Attachment: Stats 2012 to 2019 (3108 : BOC Reports & Comments)

June 2020 Report

Intake:

Cats: 165

Dogs: 74

Adopted (includes transferring to rescue)

Cats: 73

Dogs: 51

Return to Owner:

Cats: 0

Dogs: 13

Euthanized:

Cats: 49

Dogs: 4

Live Release Rate:

Cats: 60%

Dogs: 94%

Our goal is to achieve a 90% live release rate

Attachment: June 2020 Report (3108 : BOC Reports & Comments)

Western Piedmont Regional Transit Authority
MINUTES OF REGULAR BOARD MEETING
Western Piedmont Regional Transit Authority (WPRTA) Board of Directors
Thursday, May 21, 2020 at 10:00 a.m.
Location: Greenway Conference Room,
1515 4th St. SW, Conover, NC 28613

Members Present: Rick French (Chair), Karen Dickerson, Donald Duncan, Sean Hovis, John Marshall, Kim McGee*, Bryan Steen*

Others Present: Camille Sterling, Jeff Blalock, Brian Horton (Clerk)*, Terry Taylor (Attorney)

*Attended by phone / participating remotely due to COVID-19 to limit number of persons gathering in accordance with Remote Participation Policy. Upon a motion by Mr. Duncan and a second by Mr. Hovis, all approved allowing Bryan Steen and Kim McGee to participate remotely.

1. **Call to Order** – Mr. French called the meeting to order at 10:02 AM, announced a quorum was present, and welcomed all present.

2. **Finance**
   a. **Financial Report** – Mr. Blalock gave a brief overview of the WPRTA Operating Income/Expense Report for April. Mr. Blalock noted how expenditures were well below target levels. Total cash, as of May 19, 2020, was $2,564,998.53. No board action was required.
   b. **Unspent SMAP / ROAP** – Mr. Blalock recalled that an application had gone to the Board back in December, but due to state budget and the COVID-19 crisis, the State extended the application and is also offering an option to rollover unspent funds into next year. Mr. Blalock recommended the rollover option, since the thinking is next year's funding may be less. Mr. French called for a motion to approve rolling over unspent SMAP and ROAP funding into next year. Upon a motion by Mr. Duncan and a second by Mr. Hovis, the Board unanimously approved the rollover of unspent SMAP and ROAP into next fiscal year.
   c. **FY 2021 WPCOG Contract** – Mr. Blalock introduced the topic by noting the requirement to sample passenger trips. Mr. Blalock then explained the $1,600 increase to passenger sampling, plus the $13,000 for fixed-route planning, proposed in the new contract for next year. Mr. Horton summarized the route planning work, including both cost-neutral and cost-enhanced scenarios, which would follow the schedule in the contract scope. Mr. French called for a motion to approve the new WPCOG services contract. Upon a motion by Mr. Duncan and a second by Mr. Hovis, the Board unanimously approved the WPCOG contract for Fiscal Year 2021.
   d. **Continuity of Operations Plan (COP)** – Mr. Blalock noted the Plan approved at prior Board meetings continues, including meal delivery. Mr. Blalock recommended the new action of applying for rural CARES Act funding for 5311/NCDOT. Mr. French called for a motion to approve continuing the COP as attached to the Agenda Packet. Upon a motion by Mr. Duncan and a second by Mr. Hovis, the Board unanimously the approved continuing the Continuity of Operations Plan. Mr. French called for a motion to approve WPRTA applying for rural CARES Act funding for 5311/NCDOT. Upon a motion by Mr. Duncan and a second by Mr. Hovis, the Board unanimously approved WPRTA applying for CARES Act funding.

Attachment: Item_6a_Greenway Minutes 05.21.2020 (3108 : BOC Reports & Comments)

3. **Authority Update** – Ms. Sterling shared an update on how WPRTA has reported on reduced operations, as well as increased cleaning and utilizing personal protective equipment. On the latter, Ms. Sterling noted that FTA had just issued expanded guidance this week for cleaning and boarding passengers. Ms. Sterling announced the RFP for new vehicles had been issued and a review has started of vendor proposals. Ms. Sterling also announced that hiring for new operators continues, due to potential service expansion and staff attrition.

4. **Consent Agenda** – Mr. French called for a motion to approve the two items on the consent agenda, which were the April 16, 2020, Board Minutes and the appointment of Karen Dickerson as the new primary City of Hickory voting member, and changing John Marshall to an alternate. Upon a motion by Mr. Duncan and a second by Mr. Hovis, the Board unanimously approved the Consent Agenda.

5. **Discussion of Items removed for the Consent Agenda-** None

6. **Public Comment-** None

7. **Other Business-** None

8. **Adjournment** – The next board meeting will tentatively be Thursday, June 18, 2020 at 10:00 am. Mr. French called for a motion to adjourn. Upon a motion by Mr. Hovis and a second by Mr. Duncan, the Board voted unanimously to adjourn at 10:25 AM.

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Respectfully Submitted,

_____ _____

Brian Horton, Clerk Rick French, Chairman

Attachment: Item_6a_Greenway Minutes 05.21.2020 (3108 : BOC Reports & Comments)

Eckard Creek Pump Station Rehabilitation Project
MINUTES -- Construction Progress Meeting No. 4

Date:	Thursday, June 4, 2020
Location:	Commissioners Chambers (Door E)
Attendees:	*see attached*

Contract Summary

As of Change Order Number:	3	Calendar Days to Subs. Compl.:	300
Current Contract Price:	$1,476,457.24	Calendar Days to Final Compl.:	330
Notice to Proceed Date:	10/1/19	Subs. Compl. Milestone:	7/27/20

Contract Status **As of Application for Pmt. No.** 4 **Approved by Engineer?** pending

Based on Cut Off Date:	5/29/20		
Work Completed & Stored:	$1,036,551.78		70.2% of Contract Price
Days Elapsed since NTP	241	which is	80.3% of Contract Time

Potential Change Orders

Item	Description	Proposed Price Adjust.	Proposed Time Adjust.	Approval Status	Comments

Change Orders

Item	Description	Price Adjust.	Time Adjust.	Approval Status	Comments
1	Time Extension Only	$ -	30	Approved	
2	2" FM Tie in from Ivester property	$ 2,329.90	0	Approved	
3	Bore Relocation, final driveway patching quantities, miscellaneous, and unsuitable soils at the PS	$ (32,075.02)	0	Approved	

Outstanding Shop Submittals

No.	Description	Approval Status	Comments
	submittals still needed: rebar AIS info		John to follow up and send
	injection grout		surface coating approved but grout has not
	Hard copies to Miles, drop off at Hildebran office.		

Requests for Information (RFIs)

No.	Description	Response

Status Report from Contractor & Work Planned for Next 30 Days:

7/27/20 Substantial completion, but Duke Energy not yet given install date. John requested by the end of June. Start bypass in 2-3 weeks, will check fuel daily. Will test pumps with clean water. CMU finished, will grout day after meeting and next week set trusses. 6/22 week roofing & trim. Electrical will then start early in July. 7/6 week inspect for hookup

Discussion Items:

1. Status of utility pole relocation & grading for drainage in curve of access drive? - Pole relocation called in and will take place the next few weeks.
2. At least 2 hardcopies of all submittals are needed ASAP so that inspector can have in the field for reference. - just waiting on a couple submittals
3. Leak observable around outside of wet well influent pipe. Plan to inject grout to stop. May have to dewater outside of well. - contractor is aware
4. Need to address cut opening in 2nd floor of wet well. - will install all aluminum angle & grating to cover hole
5. L-L to replace water service line per their original proposal if okay with County.
6. Ivester connection - Completed at the end of the project after the new pumps are in service.
7. Fix messed up railing around wetwell - L-L to send proposal.
8. James: salvage anything? Miles said no
9. John: demo clarification - Miles: remove motor but pump can be buried. We said washed stone ok as backfill if covered with filter fabric @ 3' below grade
10. Fencing: Keep back far from creek bank. L-L to flag & Miles to review/approve.
11. Miles selected the paint colors for interior.

Next Meeting will be: **Startup**

BURKE COUNTY
ECKARD CREEK PUMP STATION REHABILITATION PROJECT
CONSTRUCTION PROGRESS MEETING NO. 4
Thursday, June 4, 2020, 11:00 AM

ATTENDEES

NAME	REPRESENTING	PHONE #/E-MAIL (if new)
Benjie Thomas	West Consultants	
Ben Lail	" "	
Miles Champion	Burke Co.	
John Livengood	Locke-Lane	
James Teague	West Consultants	

Attachment: Eckard Creek Project Progress Meeting #4 (3108 : BOC Reports & Comments)

Foothills Regional Airport Authority
Minutes
Stated Meeting
February 26, 2020
Airport Conference Room

PRESENT: Those members present were: Joe Gibbons, Vice-Chairman; and Board members: Jeff Branch, Butch McSwain, Bob Pruett, Bruce Roberts, and Charles Thomas. Also present were: Brent Brinkley, Airport Manager; Derek Brown, Assistant Manager; Norm Sherwood, Accountant; Pat Turney, Engineer; and Louis Vinay, Attorney; and members of the news media and the public.

The meeting was called to order at 12:00 noon by Vice-Chairman Gibbons, in the absence of the Chairman, and a quorum was present.

AGENDA: Upon motion by Pruett, seconded by Roberts, and passed unanimously, the Agenda was adopted as presented.

APPROVAL OF MINUTES:

Upon motion made by Pruett, seconded by McSwain, and passed unanimously, the Minutes of the January 29, 2020 stated meeting were approved as presented.

FINANCIAL REPORTS:

Norm Sherwood presented the financial reports.

(a) Cash Report. Norm noted that a large payment of some $213,000 had been made in January to Talbert Bright Ellington, using grant funds received from the State. As of February 25, we were up to approximately $70,000 cash balance.

(b) Budget Report. Through January, the Airport operating revenues are up about $12,000 year-to-date over the prior year. Jet-A profit margins continue to be "great". Even without grant revenues, total revenue is up about $25,000 year-to-date, and without grant expenses our year-

Attachment: Airport Minutes (3108 : BOC Reports & Comments)

to-date expenses are only up about $10,000. Net income is almost even with the prior year.

Upon motion by Branch, seconded by Thomas, and approved unanimously, the Board accepted the financial reports as presented.

DRAFT BUDGET FOR FISCAL YEAR 2020-2021:

Norm Sherwood presented the draft budget for the coming fiscal year. It is projected that operating revenues will show a gross profit of about $139,000, with other revenues of about $159,000, for total revenues of approximately $298,000, which is an increase of about $23,000 over current year. Norm considers this a "conservative" revenue projection in comparison to both the actual and projected numbers for the current year.

The draft budget projects operating expenses of about $354,000 for the coming year, compared to the $325,000 which was projected for the current year. Again, these are conservative estimates, taking into account such things as estimated additional medical insurance costs due to adding one employee to our plan.

The capital budget estimate shows unchanged contributions from the four (4) owning government entities.

Upon motion by Pruett, seconded by Thomas, and passed unanimously, the Board approved sending the draft budget for fiscal year 2020-2021 to the four (4) government entities for their consideration.

CLOSED SESSION:

Motion was made by Branch, seconded by Pruett, and passed unanimously for the Board to go into closed session pursuant to G.S. § 143-318.11(a)(5) to discuss negotiations for the acquisition of real property. The Board went into closed session at 12:35 p.m.

Open session resumed at 1:02 p.m.

Attachment: Airport Minutes (3108 : BOC Reports & Comments)

FBO REPORT:

Derek Brown presented the FBO report, stating that expenses remain well under control, hangar rentals are great, and fuel sales are fine, considering that winter is always slower for such sales. Derek also projects that we should increase hangar rental rates by between 3 and 5%, based on his comparisons with nearby airports, the increases to be effective July 1, 2020. He noted that our last overall fuel rate increase was 15 years ago.

Brent Brinkley and Derek Brown also stated that they have been in touch with SCS for the installation of new cables for the computer system in the terminal. Upon motion by Pruett, seconded by Branch, and passed unanimously, the Board approved award of a contract for $5,010 to SCS for cabling for computers in the terminal building.

OLD BUSINESS:

(a) Taxiways/Access Road/Taxi Lanes. Pat Turney reported that we are waiting on the environmental consultant's report, due soon, regarding stream relocation and restoration. The taxi lane access road contract could be awarded very soon provided that we receive the engineer's independent fee estimate. He hopes that construction could begin by late April.

(b) New T-Hangar. Pat Turney reported design work is being further developed, and that the "90%" plans have been submitted to the State DOT for comment. Once they respond, we will need to determine whether there is state grant funding available for some or all of the construction.

There being no further business, the meeting was adjourned by the Vice-Chairman at 1:25 p.m.

Chairman

Louis E. Vinay, Jr., Clerk

Attachment: Airport Minutes (3108 : BOC Reports & Comments)

Minutes
Western Piedmont Council of Governments
Bimonthly Policy Board Meeting
Tuesday, March 24, 2020
Conference Call Meeting

Members Present:	Local Government/Agency:	In-person/Call-in
Bob Floyd, Jr., Chair	Cedar Rock	In-person at WPCOG
Jill Patton, Vice-Chair	Hickory	Call-in
Johnny Berry, Secretary	Connelly Springs	Call-in
George Holleman, Treasurer	Taylorsville	Call-in
Chip Black, At-Large	Valdese	Call-in
Wayne Abele, At-Large	Burke County	In-person at WPCOG
Joseph L. Gibbons, At-Large	Lenoir	Call-in
Kitty Barnes, At-Large	Catawba County	Call-in
Larry Yoder	Alexander County	Call-in
Johnnie Carswell, Alternate	Burke County	Call-in
Donald Robinson	Catawba	Call-in
Dale Sherrill	Claremont	Call-in
Joie Fulbright	Conover	Call-in
Kyle Hayman, Alternate	Conover	Call-in
Dennis Anthony	Drexel	Call-in
Dr. Caryl Burns	Granite Falls	Call-in
Ben Honeycutt	Hildebran	Call-in
Larry Chapman	Hudson	Call-in
Ronnie Williams	Maiden	Call-in
Chris Jernigan	Morganton	Call-in
Jerry Hodge	Newton	Call-in
Rick Justice	Rhodhiss	Call-in
Gary McClure	Rutherford College	Call-in
Jack Simms, Alternate	Taylorsville	Call-in
Amparo Alfaro	Appointed	Call-in
Tommy Luckadoo	Appointed	Call-in
Helen Chestnut	Appointed	Call-in
Jeanna Price	Appointed	Call-in
Randy Burns	Appointed	Call-in

Members Absent:	
James Weaver	Brookford
Ronnie Setzer	Cajah's Mountain
Mike Labrose	Caldwell County
Barbara Pennell, Past Chair	Gamewell
Sheila Perkins	Glen Alpine

Attachment: PB Minutes 03242020 (3108 : BOC Reports & Comments)

Marla Thompson	Long View
Keith Warren	Sawmills
Malla Vue	Appointed
Casey Pope	Appointed

Guests/Others Present:
Donald Duncan, Conover, Call-in
Todd Herms, Maiden, Call-in
Sherri Bradshaw, Drexel, Call-in
Logan Shook, Hildebran, Call-in
Chase Winebarger, Call-in
Scott Hildebrand, Call-in
Barbara Harmon, Call-in
Erica Brown, Martin Starnes and Associates, Call-in

WPCOG Staff Present:
Anthony Starr, Executive Director, In-person at WPCOG
Sherry Long, Assistant Executive Director, In-person at WPCOG
Ashley Bolick, Director of Administrative Services and Human Resources, In-person at WPCOG
Andrea Roper, Finance Director, In-person at WPCOG
Stephanie Hanvey, Regional Housing Director, In-person at WPCOG

Call to Order/Welcome and Roll Call
A regular meeting of the WPCOG Policy Board was called to order at 6:05 pm by Chair Bob Floyd. Chair Floyd thanked the board for their flexibility in dealing with meeting changes due to COVID-19. Chair Floyd asked the board clerk for a roll call. The roll call was completed and names recorded for the meeting minutes.

Minutes of Previous Meeting
Minutes of the previous meeting were considered. Mr. Joie Fulbright made a motion to approve the minutes from the January 28, 2020 meeting and Ms. Jill Patton offered a second. The motion passed unanimously.

Unfinished Business/Reports
There was no unfinished business.

New Business

Recognition of New Board Member
Chair Floyd welcomed Mr. Chris Jernigan, Morganton City Council member, to his first Policy Board Meeting. Mr. Jernigan is the newly appointed City of Morganton delegate.

Attachment: PB Minutes 03242020 (3108 : BOC Reports & Comments)

FY 19 Audit Presentation

Ms. Erica Brown, Partner with independent auditing firm, Martin Starnes & Associates, CPAs, P.A, presented a report to the Board regarding the financial audit of the Western Piedmont Council of Governments for the fiscal year ending June 30, 2019. The audit is required by State Law and various regulation of funding entities.

Ms. Brown reported a clean unmodified opinion and thanked the WPCOG Finance Director and staff for their cooperation during this first year audit with MSA. The total ending General Fund balance as of June 30, 2018 was $2,459,003. This is a $466,966 increase over the 2018 General Fund balance.

Ms. Brown offered other general highlights on the WIOA Special Revenue Fund, The Aging Special Revenue Fund and Section 8 Special Revenue Fund. Other points made by Ms. Brown include the building generator project that was completed and a $20,000 increase in the OPEB Pension Trust.

Previous audit did not report on four agency funds that will now be reported in WPCOG's audit.

- Future Forward with a balance of $149,842
- Sister Cities with a balance of $27,115
- SE4A with a balance of $3,840
- NC4A with a balance of $9,454

Mr. Chip Black asked if these agency funds could be dissolved or if they are active. Mr. Anthony Starr answered that three of the four funds are active.

Mr. Jerry Hodge made a motion that the Policy Board accept the audit report as presented. Ms. Jill Patton offered a second. The motion passed unanimously.

5th Amendment of the 2019-2020 Budget

Ms. Andrea Roper, Director of Finance, discussed the 5th Amendment of the 2019-2020 Budget reflecting a total budget of $20,362,892 and an operating budget of $7,578,685 which represents a decrease of the total budget from the January 28, 2020 budget amendment of $443,279.

Highlights of the 5th Amendment of the 2019-2020 Budget include:

- General Government increased $30,000 due to additional annual meeting revenues and anticipated expenses.
- An increase of $245,302 in Transportation due to the Burke Transit project.
- Environmental Protection increased by $10,804 due to additional revenue for the 319 Septic Tank project and additional funds being used for stormwater projects.
- Community Development increased $29,659 due to an increase in staff time on several projects.
- A decrease of $15,895 in Economic Development due to reduced contract amounts for two projects.
- Regional Public Housing increased $30,028 due to additional funding from ARC and the addition of a new position for the Envision Center.
- Aging decreased $142,638 due to the NC4A and SE4A funds being transferred to an agency fund.
- Fund Balance Appropriated and Prior Year Indirect Funds increased $12,907 and $25,475, respectfully, due to several capital outlay expenses for the facility.

Attachment: PB Minutes 03242020 (3108 : BOC Reports & Comments)

- Salaries decreased $13,953 due to compensated absence expense increasing and personnel changes.
- Contractual increased $253,500, mainly due to the Burke Transit monthly expense to the Western Piedmont Regional Transit Authority.
- Maintenance/Equipment decreased $49,000 to better reflect anticipated expenses.
- Annual Meeting increased $18,000 to account for anticipated expenses.
- Capital Outlay increased $50,000 due to several needed facility repairs/updates.
- Contingency decreased by $193,790 to allocate funds to for current year expenses and for anticipated expenses next fiscal year, increasing Reserve for Future Use by $112,112.
- OPEB increased $62,109 due to the allocation of fringe contingency funds.
- Aging Special Revenue Funds decreased $672,130 to reflect actual administration costs.
- All other changes to the expenditure lines reflect normal program needs.

Staff requested that the Policy Board review and approve the fifth amendment of the 2019-2020 Budget.

Mr. George Holleman made a motion that the Board approve the fifth amendment of the 2019-2020 Budget as proposed. Ms. Kitty Barnes offered a second. The motion passed unanimously.

<u>First Reading of the FY 2020-2021 Budget</u>
Ms. Andrea Roper, Director of Finance, presented the 1st Reading of the 2020-2021 Budget. The 1st Reading of the FY 20-21 budget reflects a total budget of $19,026,920 and an operating budget of $6,288,567 which represents a decrease of the total budget from the January 28, 2020 budget amendment of approximately 8% or $1,743,251.

Some key parts of the budget are uncertain at this time and that is somewhat normal for the first reading. The 1st Reading of the 2020-2021 Budget includes:

- 57 full and part-time staff positions
- WPCOG dues rate increased by $.10 per capita per board approved 3-year plan.
- Financial Administration Services for four local governments and one local non-profit.
- Town planning services for 8 local governments.
- Code Enforcement services for 10 local governments.
- Administration of several new community development projects (building reuse, infrastructure, economic development, etc.)
- A group insurance increase ($30,729) reflecting a health insurance increase of 8%. We usually do not receive quotes until early May for FY21 and this number will be adjusted at that time.
- The decrease of $711,800 in contractual is attributed to the current fiscal year ESFR, URP and STEMWEST projects that ended.
- Mortgage/Occupancy costs decreased by $50,273 due to decreased infrastructure funding for WIOA.
- Capital Outlay decreased $80,879, no equipment purchases are planned at this time.
- Contingency decreased $316,155 due to those funds being utilized in the FY 20-21 budget.

Attachment: PB Minutes 03242020 (3108 : BOC Reports & Comments)

- OPEB (Other Post-Employment Benefits) Trust Allocation increased $65,054 due to the allocation of fringe contingency.
- Aging Special Revenue Funds decreased by $672,130 to reflect anticipated administration costs.
- Approximately $264,523 in anticipated contracts for FY21. This amount is $26,653 lower than the FY20 anticipated contracts amount. The unfunded areas at this point are within the Community Development department.

Staff requested that the Board review and approve the 1st Reading of the FY 2020 - 2021 budget.

Mr. Chip Black made a motion that the Policy Board approve the 1st Reading of the 2020-2021 Budget as proposed. Ms. Jill Patton offered a second. The motion was passed unanimously.

RHA Annual Administrative & 5-Year Plan Amendments

Ms. Stephanie Hanvey provided an overview to the board of the US Department of Housing and Urban Development's requirement of all public housing agencies (PHAs) to prepare and adopt both Annual and 5-Year Agency Plans. This year the Western Piedmont PHA is required to prepare and adopt both an Annual Plan (July 1, 2020-June 30, 2021) and a 5-Year Plan (July 1, 2020-June 30, 2025). HUD prescribes a standardized plan format for PHA plans, which provides very brief information relating to the day-to-day operations of the program. These plans provide public information about the way that the PHA's housing programs are operated and afford opportunities for client and public review and input. The public hearing was held at 9:00am on Monday, March 23, 2020. Upon board approval, both the 1-year and the 5-year Agency Plans are due in the Greensboro HUD office no later than April 15, 2020.

Ms. Helen Chestnut asked if the Western Piedmont RHA would begin taking applications for rental assistance again within the next five years. Ms. Hanvey answered that in her estimation, it will take two to three years to work through the current waiting list.

Mr. Larry Chapman made a motion that the Policy Board approve the both the Annual Administrative and the 5-Year Plans for submission to HUD as presented. Mr. Jerry Hodge offered a second. The motion was passed unanimously.

RHA Family Self-Sufficiency (FSS) Action Plan Amendments

Ms. Stephanie Hanvey, Regional Housing Director, updated the board on the Regional Housing Authority Family Self-Sufficiency (FSS) Action Plan. The plan was late updated and effective April 1, 2019. Housing authorities are required to send any administrative plan amendments to HUD annually. Staff have four proposed amendments for board approval. Staff would like to send these amendments to HUD with the Annual Administrative Plan amendments. Staff would like these amendments to become effective April 1, 2020.

Proposed amendments to the FSS Action Plan include:

1) Maintaining Mandatory Minimum Program Size (MMPS)
   PHA Policy-As of December 2019, 29 Participants have graduated from the PHA's FSS program, bringing the current MMPS total down from 104 to 96 . (Ch. 2, pg. 6)

Attachment: PB Minutes 03242020 (3108 : BOC Reports & Comments)

2) Estimate of Participating Families
   Estimate of Eligible Families Due to an increase of 96 Mainstream Vouchers in January2020, 1205 Eligible FSS families can reasonably be expected to receive supportive services under the FSS program, based on available and anticipated resources.. (Ch. 2, pg. 8)

3) FSS Activities and Support Services Since 2019, the PHA has been able to add some special transportation services and limited routes in Caldwell and Alexander Counties. This will be an amendment to the FSS plan. (Ch. 4, pg. 7)

4) Reporting on the FSS Account- At a minimum, the PHA will now provide escrowing FSS participants statements of the status of their escrow account on a quarterly basis instead of monthly. (Ch. 6, pg. 8)

Upon board approval, plan amendments will be effective April 1, 2020.

Ms. Kitty Barnes made a motion that the Policy Board approve the RHA Family Self-Sufficiency Action Plan Amendments as presented. Ms. Jill Patton offered a second. The motion was passed unanimously.

Caldwell County ESFR 2020 Assistance Policy & Procurement and Disbursement Policy
Ms. Sherry Long, Assistant Executive Director and Director of Community & Economic Development presented the proposed Caldwell County Essential Family-Rehabilitation Grant (ESFR) policies. WPCOG is the recipient of a $190,000 ESFR grant for Caldwell County. In order to proceed the proposed policies need to be adopted by the Policy Board. These policies guide the selection and rehabilitation processes and are required by the NC Housing Finance Agency.

Mr. Chip Black made a motion that the Policy Board approve the Caldwell County ESFR policies as presented. Mr. Chris Jernigan offered a second. The motion was passed unanimously.

Resolution Regarding the Delegation of Authority During Emergencies and Line of Succession
Mr. Anthony Starr, Executive Director presented a resolution to the board concerning the delegation of authority during emergencies as well as line of succession. With the recent impacts of the COVID-19 virus in various parts of the world, United States and North Carolina, local governments are taking various steps to prepare. Infection rates for our community could exceed 25% and employee absenteeism could exceed 40% over the next 18-24 months according to public health officials.

A state of emergency has been declared by the President and the Governor of North Carolina. Various measures have been enacted that are intended to slow the community spread of the virus. With the projected infection rates, continuity of operations for the staff and board are a concern with the COVID-19 virus.

Article IX, Section 1 of the WPCOG Bylaws empowers the Executive Committee to act for the Policy Board in matters of personnel, finance, and other matters expressly authorized by the Policy Board

Attachment: PB Minutes 03242020 (3108 : BOC Reports & Comments)

through resolution. In the coming weeks and months it may become difficult to conduct meetings of the full Policy Board. Enacting a resolution that gives the Executive Committee the full authority of the Policy Board during declared states of emergency may be a wise precaution to implement in the event it becomes necessary during this or future emergencies. The attached resolution implements this measure.

In addition, preserving the line of succession for the executive director is an important issue to address. The attached resolution gives the executive director the explicit authority to designate the line of succession, should that become necessary because the executive director is incapacitated or is otherwise unable to fulfill the duties of the position. This is an unlikely situation but one that we should prepare to enact. This resolution would not limit the power of the Executive Committee to appoint an acting executive director of its own choosing.

Ms. Helen Chestnut made a motion that the Policy Board approve the resolution as presented. Mr. Joe Gibbons offered a second. The motion was passed unanimously.

Staff Updates

Mr. Anthony Starr reviewed the Executive Director's Report outlining both current and upcoming projects by department.

Adjournment

Mr. Larry Chapman made a motion that the meeting adjourn at 6:54 pm and the motion was seconded by Mr. Joie Fulbright. The motion passed unanimously.

Attachment: PB Minutes 03242020 (3108 : BOC Reports & Comments)

2019 ANNUAL REPORT

CHAIR'S REMARKS

The year 2019 was a successful year for our region and its communities. The economy continued to grow for ou 374,896 residents. Many of our local governments continue to make substantial investments to improve the live our residents and to enhance our appeal for economic opportunities. Sound leadership at the local and regional leve facilitate those opportunities that generate success.

Since 1968, our local governments continue to ask the Western Piedmont Council of Governments to serve as mechanism to share expertise and resources between our communities. That collaboration allows us to reach nev levels of achievement that benefit our residents and businesses.

Many of the problems and issues we face as individual communities are shared with our neighbors throughout thi region. The WPCOG is the common thread that ties us together. With the impacts of COVID-19 in 2020, we begin ou work toward recovery. The WPCOG is certain to play a key role in assisting our communities and counties regardin that goal.

Within this Annual Report, you will find some of the work and successes that happened in 2019 that demonstrate the value of the WPCOG. The leadership, vision, and engagement of our local governments built one of the stronges Councils of Governments in North Carolina and the nation. Count on the WPCOG to serve your needs. Let us coun on each other to succeed on behalf of our residents and businesses.

Bob Floyd, Jr.
Chair, Western Piedmont Council of Governments
Mayor, Village of Cedar Rock

Attachment: WPCOG 2019 Annual Report (3108 : BOC Reports & Comments)

Chair
Bob Floyd, Jr.
Cedar Rock

Vice Chair
Jill Patton
Hickory

Secretary
Johnny E. Berry
Connelly Springs

Treasurer
George B. Holleman
Taylorsville

Past Chair
Barbara Pennell
Gamewell

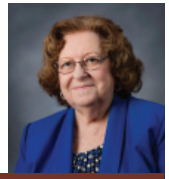
Member At-Large
Kitty Barnes
Catawba County

Member At-Large
Wayne F. Abele, Sr.
Burke County

Member At-Large
John "Chip" Black, Jr.
Valdese

Member At-Large
Joseph L. Gibbons
Lenoir

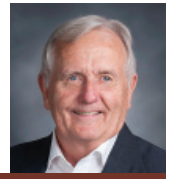
Dennis Anthony
Drexel



Dr. Caryl B. Burns
Granite Falls

Larry Chapman
Hudson

Joie Fulbright
Conover



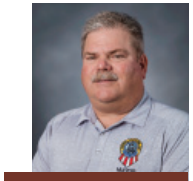
Jerry Hodge
Newton

Ben Honeycutt
Hildebran

Chris Jernigan
Morganton

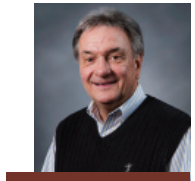
Mike Labrose
Caldwell County

Gary McClure
Rutherford College

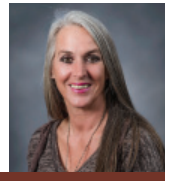


Donald Robinson
Catawba

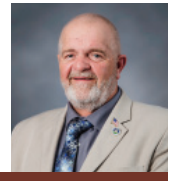
Ronnie Setzer
Cajah's Mountain



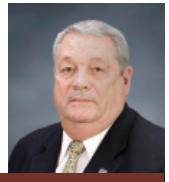
Dale Sherrill
Claremont



Marla Thompson
Long View

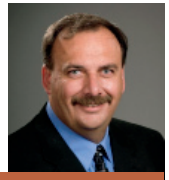


Keith Warren
Sawmills

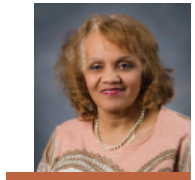


Larry Yoder
Alexander County

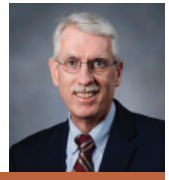
Amparo Alfaro



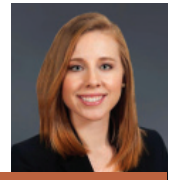
Randy Burns



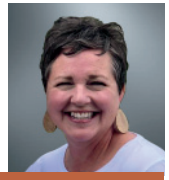
Helen Chestnut



Tommy Luckadoo



Casey Pope



Jeanna Price

Malla Vue

Executive Committee

Elected Delegates

Appointed Delegates

Not pictured above:
Elected Delegates, Rick Justice for Rhodhiss, Sheila Perkins for Glen Alpine and James Weaver for Brookford.

The WPCOG is governed by a Policy Board which includes delegates and alternates appointed by each of the 28 municipal and county member governments. Each city and county member government has one vote. The Policy Board also includes seven appointed members who represent the private sector.

Current membership of the WPCOG is 100% of the eligible counties, cities and towns located within the area designated including: Alexander, Burke, Caldwell and Catawba Counties, and the municipalities of Brookford, Cajah's Mountain, Catawba, Cedar Rock, Claremont, Connelly Springs, Conover, Drexel, Gamewell, Glen Alpine, Granite Falls, Hickory, Hildebran, Hudson, Lenoir, Long View, Maiden, Morganton, Newton, Rhodhiss, Rutherford College, Sawmills, Taylorsville and Valdese.

An Executive Committee including a Chair, Vice-Chair, Secretary, Treasurer, Past Chair and four At-Large members is elected annually by and from the Policy Board at their November meeting. Officers are installed at the January Policy Board Meeting.

ADMINISTRATION

The staff of the Administration Department supports the efforts of all other WPCOG departments, including general office supports, facility management and communications. Additionally, the Administration Staff support the activities of the WPCOG Policy Board, Executive Committee and several other regional committees. Administration strives to deliver courteous and timely service to government officials and staff, the public, as well as WPCOG staff.

Executive Searches

The WPCOG Administrative staff, led by the Executive Director and Administrative Services & Human Resources Director, regularly conducts executive searches for area local governments to fill essential and high profile positions. Staff has extensive experience facilitating the hiring of personnel, including Town Managers, Town Administrators, Chiefs of Police Community and Regional Planners and more. In 2019, WPCOG facilitated the Town Manager search for the Towns of Hildebran, Sawmills, Cajah's Mountain and Catawba. Additionally, WPCOG administered the search for the Town of Long View Police Chief. This service is conducted with the highest level of integrity and confidentiality. Staff are available through every step of the process, including writing and distributing job announcements, reviewing incoming resumes, focusing the potential candidate list, interviews, and providing an objective and non-bias assessment of final candidates.

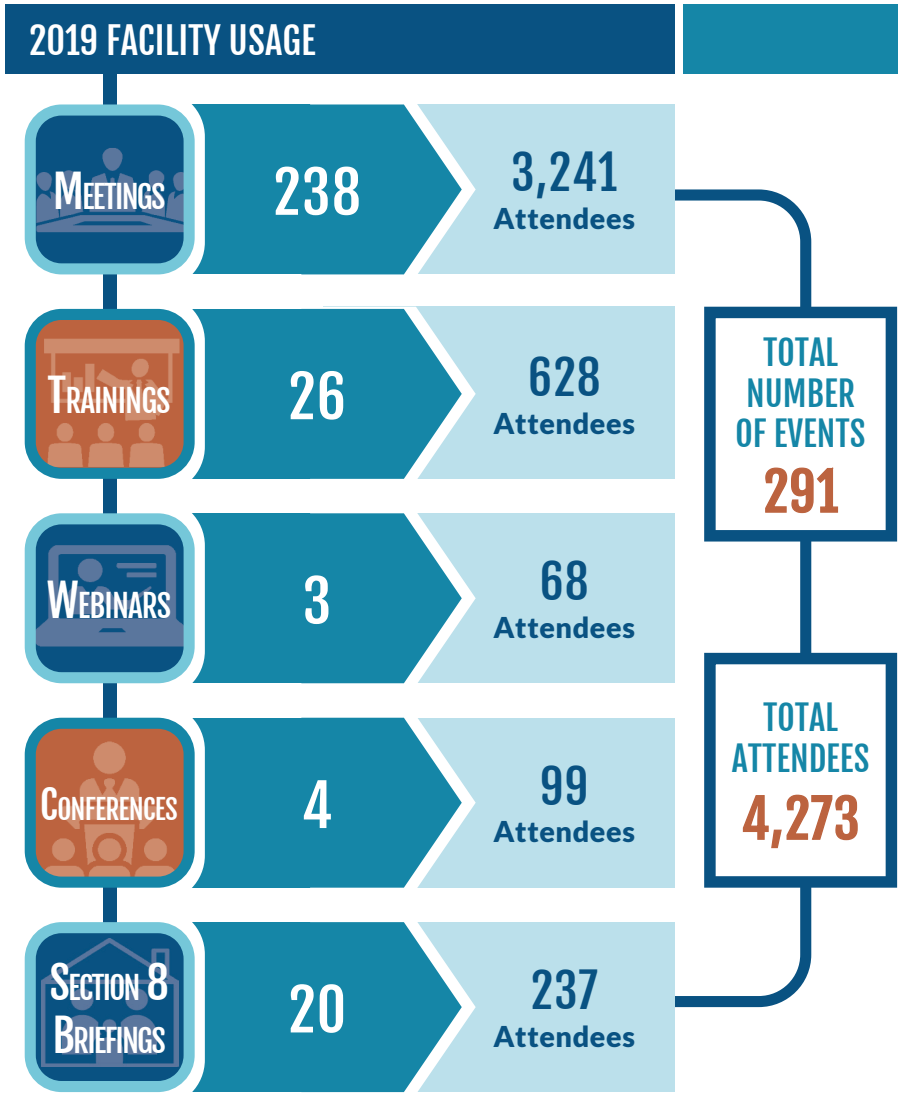
Retreat and Meeting Facilitation

In 2019, local governments called upon the WPCOG Executive Director and other WPCOG staff to facilitate various planning retreats and meetings. Having a trusted, impartial third-party facilitate these types of events often allows for a more open discussion, and the development of action plans.

IT/FACILITIES

IT/Facilities oversaw the installation of a new generator. In the event of a power outage, the generator will continue to provide power to the WPCOG's vital systems, reducing any loss of services and minimizing staff downtime.

Installation of a new security/card entry system was completed, which creates a more easily controlled internal security. Visitors to the office will find that we now maintain security doors that stay closed at all times that can only be accessed with the proper key card. Guests are escorted by an employee to meetings and appointments and escorted out afterward, which creates a better personal relationship with clients and visitors, and provides better security to staff. The system also provides control to schedule opening and closing times for the doors to prevent a door from being left unlocked during nonoperational hours.



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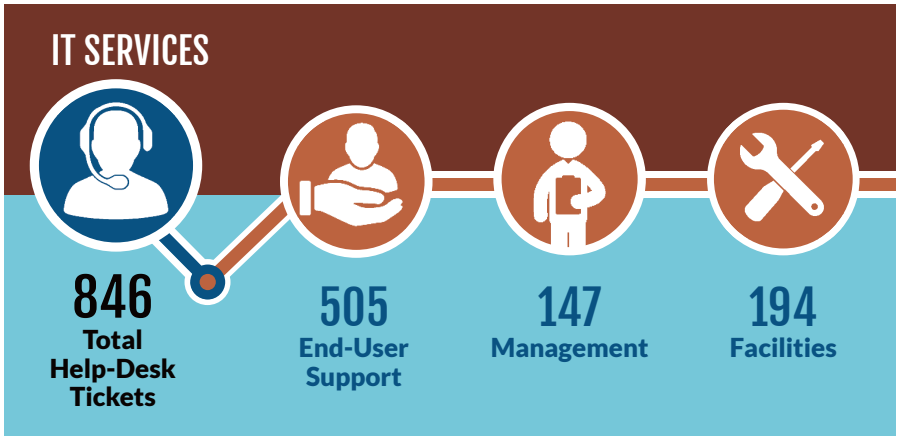


Other services were improved to help the staff in their day-to-day work. Staff is now using newly installed VPN (Virtual Private Network) software, which allows staff to access needed files stored at the office while in the field or telecommuting. IT also completed a new backup system for Office 365, so staff would not potentially lose valuable information if a file was lost or damaged.

Communications

This past year, Communications created web sites for the Village of Cedar Rock and Catawba County Council on Aging. Each project was tailored to the end user's needs and the client's preferences for ease of use and aesthetics. Staff also continued web support for the Town of Long View, which includes design adjustments, troubleshooting issues and technical support.

Communications was also asked to create a Housing Survey Report for the Catawba County Chamber of Commerce. The report highlighted questions asked of local business leaders and employers, and the growing housing needs of our workforce.

Communications staff also worked as a team member for the WPCOG Housing Forum Series, promoting and providing material handouts. The first of the series highlighted a developer from Charlotte (Matt Gallagher) and his insights into barriers to housing construction and sales. A panel of local lenders (Judy Street with Peoples Bank, Steven Gunzenhauser with BB&T, and Darrell Johnson with First Horizon Bank) also led a discussion of their insights into the housing market in the region.

This past year marked the WPCOG's 50th Anniversary celebration during April's Annual Meeting. To highlight 50 years of accomplishments, staff spent months in advance researching the history of the WPCOG. The history and 50 years of major accomplishments were presented in a special edition of the Annual Report. Staff also worked with Benjamin Coffey of BC Cinematics, LLC, to produce a 4-minute video piece that included interviews and footage of the WPCOG Staff working in the community.

2019 SOCIAL MEDIA/PUBLIC OUTREACH STATS

Publications	WPCOG Newsletter	11 Issues	1,472 Subscribers	36% Open Rate (21% higher than industry average)	
Publications	WDB Newsletter	5 Issues	373 Subscribers	36% Open Rate (21% higher than industry average)	
Publications	Impact Report	12 Issues	The Impact Report is distributed via Email and physical copies available at the WPCOG office and freely shared. Primary distribution includes Mayors, Managers, Commissioners, and WDB and WPCOG Board Members. Estimated distribution 500.		
Website	www	61,327 Users	10,942 Average Monthly Views	131,305 Views	
Twitter		644 Followers	188 Tweets	364 Average Views per Tweet	68,495 Views
Facebook		840 Followers	212 Posts	379 Average Views per Post	80,253 Views

AREA AGENCY ON AGING

The Area Agency on Aging (AAA) is an organization working within a federal mandate to inform, advocate and plan for community services on behalf of older adults and caregivers. The agency is part of the national network set in place by the Older Americans Act of 1965. There are 622 AAA's in the US and 16 in North Carolina. The Western Piedmont AAA serves Alexander, Burke, Caldwell and Catawba counties.

Services

- Resource Directory for Older Adults
- Regional Long-Term Care Ombudsman Program
- Family Caregiver Support Program
- Technical Assistance to Agencies Serving Older Adults
- Reverse Mortgage Counseling
- Senior Tar Heel Legislature Support
- Operation Fan/Heat Relief
- Medicare Information for Patients and Providers Act Grant
- Local Contact Agency
- Project C.A.R.E.
- Evidence-Based Health Promotion Classes
- Presentations on Aging Issues

The AAA administers the Home and Community Care Block Grant (HCCBG) for the region. This grant funds an array of in-home and community-based services to help seniors stay in their homes. The HCCBG allows counties the flexibility to determine which services to fund based on community needs. Services are provided to older adults age 60+ and are based on need.

HCCBG Services Funded in Region E

- Home Delivered Meals
- Congregate Meals
- In-Home Aide
- Adult Day Care
- Adult Day Health
- Medical Transportation
- General Transportation
- Housing & Home Improvement
- Senior Center Operations
- Information & Options Counseling

Home & Community Care Block Grant Services Provided

- **147,042** Meals Served
- **52,509** Hours of In-Home Aide Services
- **5,208** Adult Day Care/ Health Days-of-Service
- **1,584** Hours of Legal Assistance
- **130** Housing & Home Improvement Projects
- **12,682** Medical & General Transport Trips
- **30K** Seniors Attended Local Senior Center

Services

- **1,620** In-Home Respite Hours Provided
- **31** Reverse Mortgage Counseling
- **248** Helped by Health Promotions Classes

Outreach

- **68** Community Presentations & Trainings
- **820** Resource Directories Distributed
- **100** Aging Topics/ Issues Presentations

Attachment: WPCOG 2019 Annual Report (3108 : BOC Reports & Comments)

2019 HIGHLIGHTS

Family Caregiver Support Program

- Continued partnership with YMCA of Catawba County to offer Parenting The Second Time Around support group for grandparents raising grandchildren, and added two summer events.
- Received NADO and SE4A awards for FCSP Parenting the 2nd Time Around (grandparents raising grandchildren support group).
- Continued support groups for Caregivers and Grandparents raising children and distributed back to school backpacks/school supplies and information packets on summer opportunities.
- Continued the Caregiver Directed Voucher program, providing caregivers respite from their caregiving responsibilities.
- Staff partnered with High Country AAA to provide two events in the Lenoir/Blowing Rock area.
- Started a Caregiver Support Group in Caldwell County.
- Collaborated with NCWORKS, area employers and human resource professionals to provide caregiver information to staff and employees of local businesses/organizations.

AAA Outreach and Support

- Assisted 49 individuals in the region with Medicare Part D Open Enrollment/Low-Income Subsidy/Extra-Help Applications.
- Responded to 672 telephone calls for Information & Assistance Referrals and provided Options Counseling to 5 individuals/families
- Volunteered with Foothills Service Project and built a handicapped ramp for an older adult in the region.
- Served on the Community Health Assessment Leadership Team.
- Participated in Burke Wellness Initiative and helped with the Burke County Health Needs Assessment.
- Served as the administrative agency for Senior Information Resources.
- Updated and published new Resource Directory for Older Adults.
- Participated in the proposal for Medicaid Managed Care Ombudsman.
- Signed up to participate in NCCARE360.

AAA Events & Conferences

- Sponsored 2019 Alzheimer's Walk, participated in walk and raised $700 from our team for Alzheimer's research.
- Held 5th annual Caregiver Conference at First United Methodist Church, Hickory, and made a profit of $4,535.26 for ACAP Hickory's 2020 budget to support educational programs for caregivers.
- Ombudsman program coordinated and held Scam Jam to educate older adults about financial exploitation - with 180 participants. Secured speakers, including Secretary of State, Elaine Marshall.
- FCSP and Ombudsman program collaborated on the program: *Taking Charge – Knowing Your Long Term Care Options.*
- Presented at SE4A Conference, NCAOA Conference, Statewide Dialysis Social Worker Conference, Statewide CNA Teachers conference, and Director was Keynote Speaker for NC PACE Conference.
- Coordinated Elder Abuse Awareness events in June. Distributed 5,000 awareness bracelets, posters, table tents, encouraged everyone to wear purple on June 15 and submit photos, and delivered breakfast to all four DSS's Adult Protective Services staff as a token of appreciation.

REGIONAL LONG-TERM CARE OMBUDSMAN

337	82	86	22
Facilities Visits	New Complaint Investigations	Cases Closed	Trainings/ Presentations

Reassigned duties and transitioned staff from Local Contact Agency (LCA) to part time Ombudsman effective Oct. 1, 2019.

LOCAL CONTACT AGENCY

23 Referrals Initiated from Raleigh in a two month time period

Program was transitioned to another region for coverage.

PROJECT C.A.R.E.

122	51	119	170
Assessments	Reassessments	Home Visits	Vouchers Granted

The program serves 16 counties; provides services to 200 caregivers of people living with Alzheimer's, dementia and related cognitive disorders; and, provides information, education, care management, and respite vouchers.

50	1,740	20
Site Visits/ Presentations	People Reached	Dementia Friends Trained

COMMUNITY & ECONOMIC DEVELOPMENT

Grant Development and Administration

In 2019, staff developed applications that resulted in grant funding for 25 projects totaling $8,906,915. The funding ranged from $20,000 from the State Home Foreclosure Prevention Project (SHFPP) to $2,661,216 for an industrial access road along Goat Farm Road near the Hickory Regional Airport.

In addition to the creation of 435 new, full-time jobs, new private sector investments for economic development projects in 2019 totaled $62,591,525. Staff was able to secure four (4) N.C. Commerce Building Reuse grants and continued to administer more than 50 community and economic development grant projects.

HOME Consortium

In 2019, the HOME Program provided assistance to 71 first-time homebuyers and leveraged more than $6 million in lender financing. Furthermore, the HOME program provided $243,341 in funding to three (3) different Community Housing Development Organizations for the construction of seven (7) Habitat for Humanity Homes.

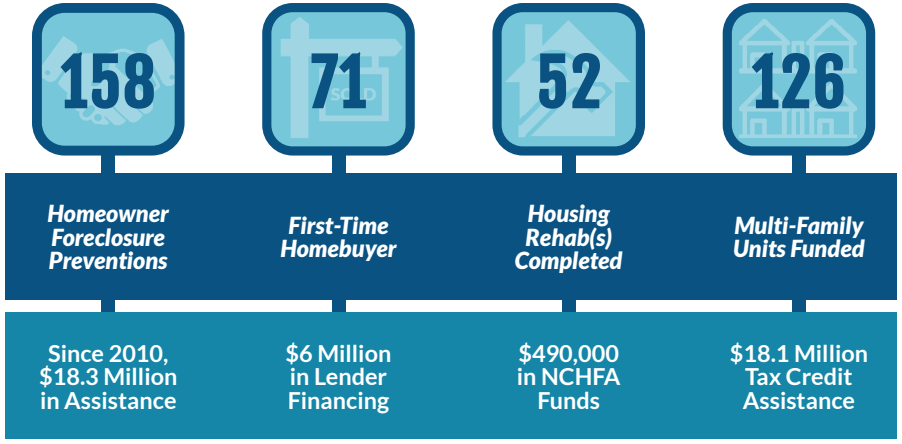
The HOME Program also assisted with the development of two (2) multi-family properties – Pondview in Hildebran and Woodland Street Apartments in Granite Falls. These projects leveraged $18.1 million for the creation of 126 multi-family housing units.

Housing Repairs, Foreclosure Prevention

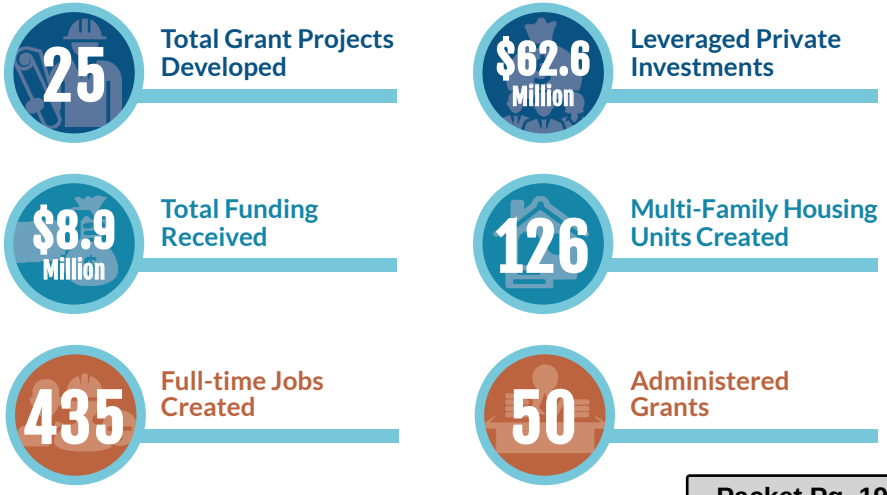
WPCOG's housing counselors wrapped up a nine-year stint of working with the NC Housing Finance Agency's (NCHFA) Hardest Hit Funds Program. 960 foreclosure prevention loans were closed during that period totaling $18,263,359 -- truly making an impact on the lives of the homeowners and their families. In 2019, staff also submitted 158 hardship packages, with 95 of these being approved for loan modifications.

Staff also created and administered a new nine-month education program for first-time homebuyers. The Individual Pre-purchase Homeownership Counseling sessions included 21 households, and the Group Homeownership Education Classes met once per month. In total, 12 participants completed the program and were recognized with a graduation event. Staff also had a counselor pass a nationally required exam for HUD Housing Counselor certification.

During 2019, 52 homes received needed repairs thanks to a combined $490,000 from the NCHFA's Urgent Repair Housing and Essential Single-Family Rehabilitation programs.



2019 GRANT HIGHLIGHTS



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Projects funded in 2019	Grant Amount	Jobs Created	Housing Units Affected	Private Sector Investment
Alexander County-NCHFA-Essential SFR	$190,000		7	
Alexander County-ARC Broadband Pilot Project	$60,000			
Burke County-NC Commerce Marves Building Reuse	$312,000	25		$1,865,315
Burke County-NC Commerce Synergy Labs	$500,000	42		$12,249,700
Burke County-ARC Goat Farm Road (Industrial Access Road)	$1,500,000			
Catawba County-NCHFA-Essential SFR	$190,000		7	
Catawba County-NCHFA-Urgent Repair Housing Grant	$75,000		12	
Catawba Valley Community College-EDA-i6	$750,000			$750,000
Conover-NC Commerce Star Snax Building Reuse	$500,000	40		$1,925,856
Conover-Golden Leaf Project Grow	$250,000	67		$26,000,000
Conover-NC Commerce Neighborhood Revitalization	$750,000		15	
Hickory-NC Commerce Design Foundry Building Reuse	$500,000	109		$2,036,654
Hickory-NC Commerce Project Cure IDF Road	$225,000	137		$17,000,000
Hudson-Part F Optimist Park	$222,500			
Lenoir-ARC Broyhill Site Clean-Up	$300,000			
Lenoir-HUD CDBG Entitlement	$135,877			
Lenoir-HUD HOME Consortium	$1,102,000			
Morganton-HUD CDGB Entitlement	$148,237			
Regional-ARC VEDIC Revolving Load Fund	$100,000	15		$100,000
Regional-NCHFA State Home Foreclosure Prevention Project (SHFPP)	$20,000		133	
Regional-NCHFA Urgent Repair 2019	$200,000		27	
Regional-HUD Housing Counseling Grant	$40,701		158	
Valdese-NC Commerce Valdese CDBG Housing	$350,600		12	
Valdese-DEQ Lakeside Park Phase I	$200,000			$200,000
Valdese-Part F Lakeside Park Phase I	$285,000			$464,000
Totals	**$8,906,915**	**435**	**371**	**$62,591,525**

ARC – Appalachian Regional Commission
DEQ – Division of Environmental Quality
NCHFA – North Carolina Housing Finance Agency
SFR – Single Family Rehabilitation
WWTP – Wastewater Treatment Plant
HUD – US Department of Housing and Urban Development
CDBG – Community Development Block Grant
SHFPP – State Home Foreclosure Prevention Program
IDF - Industrial Development Fund
URP - Urgent Repair Program

COMMUNITY & REGIONAL PLANNING

PLANNING

Planning provides a variety of current and long-range planning support to member governments. Current planning consists of daily permitting and inquiries, text amendments, rezoning, conditional use permits, plan (residential, commercial and industrial) review and action plans. Current planning contracts: 8 (Drexel, Hudson, Hildebran, Catawba, Sawmills, Gamewell, Rutherford College and Valdese).

Long-range planning consists of visionary plans, such as comprehensive plans, small area plans (Downtown, neighborhood, commercial nodes), and corridor plans. Long-range planning contracts: 8 (Caldwell County Comprehensive Plan, Sawmills Land Use Plan, Glen Alpine Land Use Plan, Alexander County Recreation Plan and the Bethlehem Comprehensive Plan).

To ensure the department is using best practices, staff attended and/or hosted 12 training events at the WPCOG. Training for the region and planning staff has and will continue to be important. Training opportunities included NCDOT, NCSOG, Carolina Thread Trail, NCAZO, ICMA, Catawba County Chamber of Commerce, Burke County Chamber of Commerce, Air/Water Quality Conferences, NCAPA, NC Arc Users Group, NCMS, and NCLM.

Accomplishments:

- Hudson Bike and Pedestrian Plan assistance
- Hildebran Façade Improvement Grant Program
- Commercial property marketing sheet development
- Assisted with Shurtape expansion in Town of Catawba
- Online Community Survey creation through NCDOT Metro Quest
- Facilitated Rutherford College's Planning Board retreat
- Glen Alpine Comprehensive Plan
- Sawmills Comprehensive Land Use Plan
- Approval of 66 unit apartment complex PUD in Hudson
- Alexander County – Bethlehem Comprehensive Plan
- Caldwell County Comprehensive Plan
- Caldwell County Interim Planning Director
- Town of Glen Alpine Town code re-write
- City of Lenoir solid waste feasibility study
- Alexander County Recreation Plan
- WPCOG housing symposium
- NCSOG vacant housing workshop
- BDI Burke County housing study
- Survey for Dogwood Foundation
- Director of Planning graduated from Leadership Catawba and Leadership Burke

2,680 hours provided to local governments

8 municipalities supported daily

- **116** Minor Subdivisions
- **8** Major Subdivisions
- **250** Zoning Permits
- **4** Conditional Use Permits
- **3** Variances
- **21** Text Amendments
- **4** Re-zonings
- **77** Zoning Enforcement
- **248** Meetings (Town, Planning & Board of Adjustment)

*There were no annexations or appeals to report during 2019.

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ENVIRONMENTAL PLANNING

The Western Piedmont Water Resource Committee

The Western Piedmont Water Resource Committee is the key interface used by the Western Piedmont Council of Governments (WPCOG) to interact with local governments on water resource issues. The Water Resources Committee consists of local government representatives, nonprofit organizations, educational institutions, and businesses from Alexander, Burke, Caldwell, and Catawba Counties.

Stormwater Planning and Administration

As of July 2019, the WPCOG has expanded the Stormwater program beyond education & outreach. The new program is designed to allow municipalities to comply with DEQ requirements as well as ensure the quality of their local waterways at a very reasonable cost. The WPCOG Stormwater program focuses on the measures required by EPA municipal stormwater permits (NPDES MS4): Education and outreach on stormwater issues, illicit discharge monitoring and enforcement, permitting and inspection of stormwater control structures for new and existing developments, and monitoring good housekeeping procedures to ensure municipalities are following required environmental practices. The WPCOG is contracted to administer full stormwater programs for Lenoir, Granite Falls, Hudson, Gamewell, Sawmills, Cajah's Mountain, Valdese, and Conover. In addition, the WPCOG administers educational programs in Hickory, Maiden, Morganton, and Rutherford College.

OUTREACH EFFORTS

11 Presentations

640 Students

84 Teachers

This year the WPCOG participated in seven Education Matters Extreme STEM Tours and also aided STEM West with four week-long teacher workshops.

Western NC Air and Water Quality Conferences

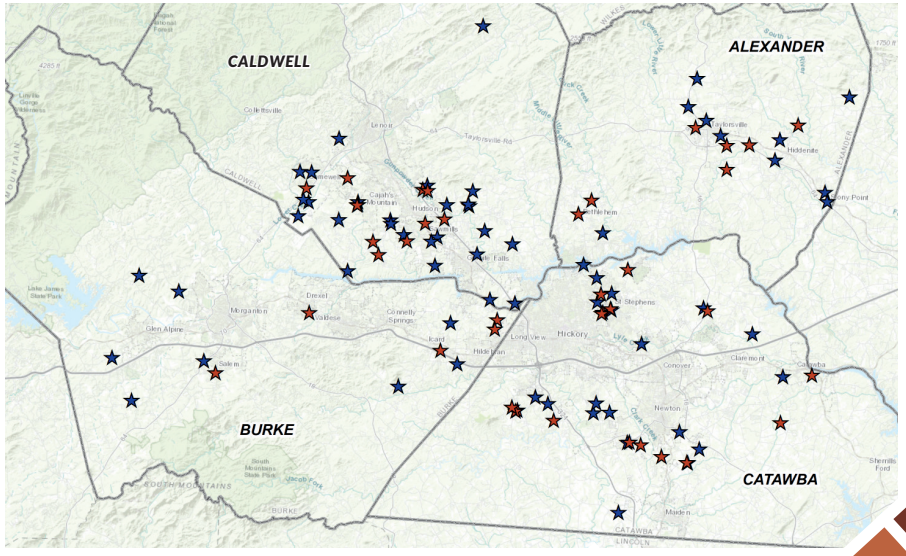
The Western NC Air and Water Quality Conferences were held in July. The Reese Institute for the Conservation of Natural Resources and the WPCOG hosted these Annual Conferences at LRU in Hickory, NC. This year both conferences began with a presentation from students that completed projects related to air and water quality. Other speakers included Duke Energy, Lake James Association, Catawba Wateree Initiative, Mecklenburg County Stormwater, City of Charlotte, City of Greensboro, NC Division of Environmental Quality, NC Wildlife Resources Commission, and Advanced Energy.

The Henry Fork & Jacob Fork Watershed Conservation Plan

The Foothills Conservancy has contracted with the WPCOG to complete the Henry Fork and Jacob Fork Watershed Conservation Plan. The purpose of the Plan was to provide current surface/water quality data and conditions, historical and cultural data, demographics and development data for the watersheds, focus areas for the project, riparian buffer resources conditions and recommendations, public river access and recreation targets, and prioritized parcels for conservation areas. Three stakeholder meetings were held to recommend, review, and approve information in the document.

The Septic Tank Repair Project Reaches 100 Repairs

To repair or replace failing septic systems, the WPCOG was awarded an NC Clean Water Management Trust Fund Grant in 2013, and a US Environmental Protection Agency 319 Grant in 2017. Since 2013, over 100 septic tanks were replaced or repaired in the region. The Septic System Repair Program is beneficial in several ways, helping low-income individuals with a much-needed expense, the public health by preventing septic run-off, and providing environmental benefits for water quality.



★ Completed Projects 2013 – 2015

★ Completed Projects 2017 – 2019

Attachment: WPCOG 2019 Annual Report (3108 : BOC Reports & Comments)

DATA CENTER/GEOGRAPHIC INFORMATION SYSTEMS

Data Center

A Lead Regional Organization (LRO) Affiliate of the North Carolina Data Center, WPCOG Data Center Staff provides assistance in locating and analyzing demographics for local governments, nonprofits and the private sector. Data Center staff also produces specialized data products, including community assessments, economic indicators newsletters, industry growth analysis, and student growth estimation models.

Accomplishments:

- Completed demographic profile for Hickory Riverwalk Plan
- Presented on Burke Quality of Life Explorer at NC GIS Conference
- Updated regional statistical profile for Bernhardt Foundation
- Analysis of construction trades in the Hickory MSA for NC Center of Engineering Technologies
- Completed census tract and block group change maps for Census Bureau Participant Statistical Areas Program (PSAP)
- Completed 2010-2018 Hickory MSA population change analysis
- Generated population and housing estimates/projections of three Catawba County watersheds for Foothills Conservancy grant
- Analysis of Catawba County low moderate-income and minority concentration Census Block Groups based on 2011-15 ACS data
- Completed demographic section of the Alexander Co. Rec Plan
- Analysis of the number of housing units in Claremont's ETJ
- Tabulated 2018 Vehicle Occupancy Rate report for Hickory MPO
- Assisted Hickory with data updates for Hickory Bond report
- Updated 2019 Building Permit data for Morganton and Alexander, Burke, Caldwell and Catawba Counties
- Analysis - boardings/alightings per stop Catawba Co. Greenway routes
- Created 2019 population estimates for the Caldwell Co. fire districts
- Analysis of traffic counts near Morganton Heights Shopping Center
- Analysis of current openings by educational attainment level - CVCC
- Updated Demographic Data for ARC 2020 Plan
- Analysis of Traffic Analysis Zone demographic and employment data in the Sherrill's Ford area
- Analysis of regional fair market housing data for Habitat for Humanity
- Completed demographic chapters for Bethlehem Small Area Plan and Caldwell Comprehensive Plan

Data Center Publications

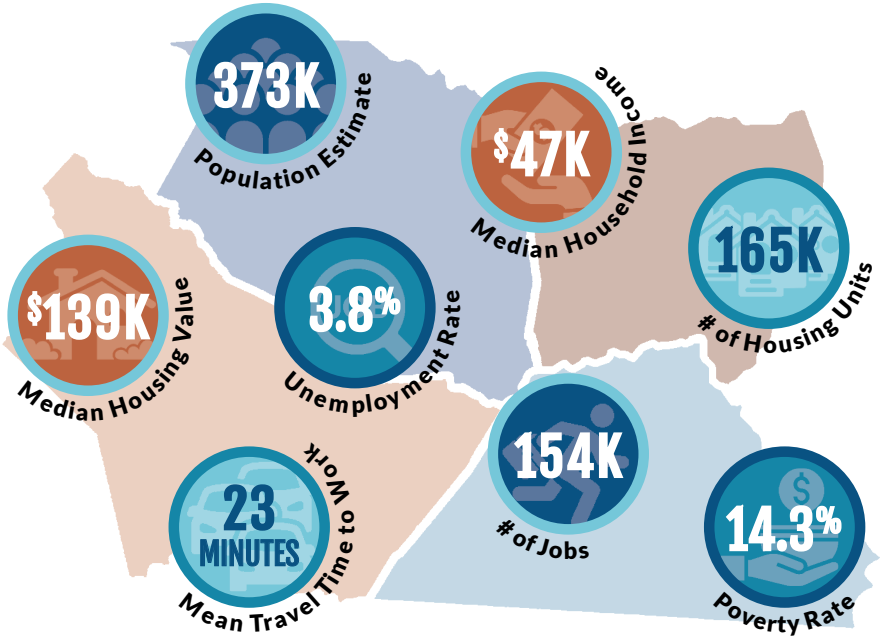
- **4** Economic Indicators Newsletter
- **4** Hickory Economic Indicators Report

Data Center Activities

- **675** Data Requests
- **181** Data Presentations & Meetings

» 2019 Catawba Early Head Start Community Assessment
» 2018-19 Greenway Passenger Sampling Report
» 2019-20 Greenway Passenger Methodology Report

WPCOG Regional Snapshot



Sources: NC Office of Management and Budget, NC Labor and Economic Analysis Division, 2018 American Community Survey

Attachment: WPCOG 2019 Annual Report (3108 : BOC Reports & Comments)

Geographic Information Systems (GIS)

The WPCOG is a resource of geographic information for the Western Piedmont Region. The WPCOG provides a variety of digital mapping solutions and geospatial data services for member governments and other public and private agencies. The WPCOG's GIS group maintains an extensive library of local, county, regional, and statewide datasets to support numerous WPCOG projects. GIS became part of the WPCOG Planning Department in July 2019.

Accomplishments:

- Outfall locations, city limit, and watershed maps for 6 Stormwater Management Plans
- Began Hickory Tap Card Project
- Final maps for Caldwell County Comprehensive Land Use Plan
- General mapping support for Municipalities of Claremont, Gamewell, Hickory, Hildebran, Hudson, Maiden, Sawmills, Valdese, and WPCOG Community & Economic Development Department
- Geocoded and generated maps for January and July Carolina Textile District (CTD) clients, CTD members, Manufacturing Solution Center (MSC customers and referral companies impact mapping)
- Violation Status Category maps for Code Enforcement reports
- Maps for Town of Catawba Marketing Sheets
- Maps/Analysis for WPCOG Regional Housing Authority SEMAP 2019
- Maps for Alexander County Recreation Plan
- Maps for Granite Falls & Lenoir Environmental Reviews
- Maps, conservation analysis, and recreation analysis for Henry Fork and Jacob Forks Study
- Completed sewer and hydrology map for Hickory Public Works
- Set-up Collector App for GPS Field Collection (Hickory)
- Development of Right-of-Way Accessibility Collection App for ADA
- Maps for Hickory Multi-Family Construction Project Environmental Assessment
- Completed Survey123 ADA Right-of-Way Collection Form
- Updated Greenway Taylorsville Routes Web Map
- Creation of new Burke Co. Transit Routes Brochure Maps
- Implemented online water and wastewater GIS with a work-order system for Claremont
- Created a Public Viewer GIS which allows people to search for STEM West programs and define the characteristics of STEM programs in a searchable database
- Created new address-correction tool for Maiden Utilities GIS
- Completed Sawmills water and sewer features collection project

GIS ACTIVITIES & IMPACTS

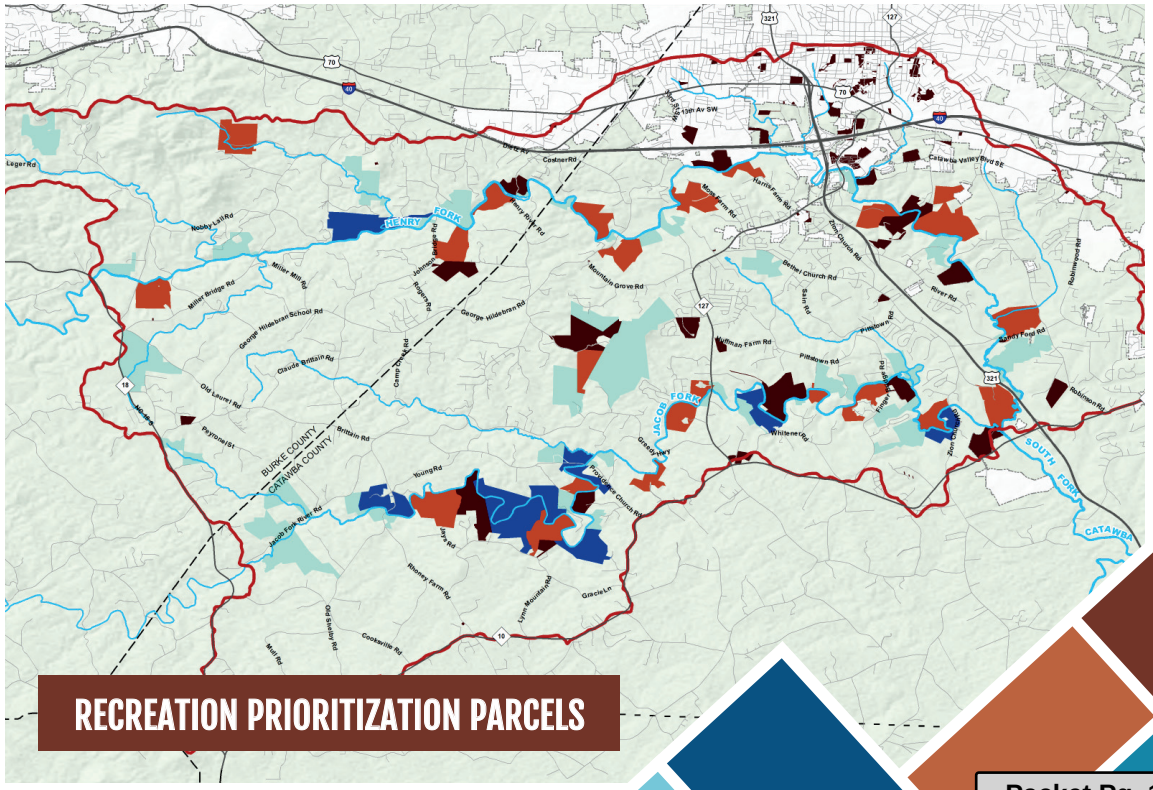
774 Maps/Spatial Data

14,635 Addresses Mapped

1,342 Hickory Support Hours

30 Drone Flights

The Henry Fork & Jacob Fork Watershed Conservation Plan Mapping



CODE ENFORCEMENT

July 2018, Code Enforcement services began for Hudson, Cedar Rock, Maiden, Drexel, Hildebran and Rhodhiss. July 2019, Catawba, Cajah's Mountain, Brookford and Valdese contracted with the WPCOG for code enforcement services. WPCOG's Code Enforcement Program uses a different approach than traditional code enforcement efforts. Staff use a KOD or Knock-On-Door policy with compassion. An in-house GIS application allows Staff to create a living information database in real-time and print documents as needed. The Code Enforcement Program has made a substantial impact in and for the participating municipalities, as approximately 769 violations in 2019 were resolved. The total estimate of municipal monies saved due to abatement from citizens and business owners, after enforcement notification within those municipalities was served, equaled $790,155.00.

Code Enforcement is supporting the WPCOG Stormwater Program by providing Illicit Discharge Detection and Elimination program. An illicit discharge is any non-stormwater discharge to our storm system (including natural waterways), which damages water quality. The WPCOG's Code Enforcement program will be performing waterway inspections, to eliminate illegal discharges to promote a cleaner environment.

Accomplishments:

- Obtained State Certified MS4 Phase II Inspector licensing
- Assisted in revisions to GIS code enforcement field collection app
- Worked with municipal Fire Departments to abate 23 Minimum Housing issues
- Saved the 10 municipalities participating in the Code Enforcement Program over $790 million through having issues resolved without having them abated at the municipalities expense
- Added a Code Enforcement Officer position
- Received the NADO (National Association of Development Organization) Aliceanne Wohlbruck Impact award for the Code Compliance Program. The award recognizes innovative approaches to Regional Economic and Community Development

1,632 Total Code Violations

- **72** Minimum Housing Standards Resolved
- **42** Abandoned Mobile Homes Removed
- **24** Illicit Discharge Cases
- **487** Tall Grass Cases Resolved
- **863** General Nuisance Cases
- **8** Non-residential Housing Standards Cases
- **140** Abandoned Junk & Nuisance Vehicles Removed

Enforcement Efforts

- **14** Property Owner Not Found
- **809** Notices of Violation Issued
- **769** Self-Compliance
- **40** Civil Citations Issued

276 Meetings

Citizen Informational, Planning Board, Town Council and Policy Board meetings to address code enforcement concerns, provide general feedback, educate members and the public, and to resolve issues.

Attachment: WPCOG 2019 Annual Report (3108 : BOC Reports & Comments)

ADA TITLE II FOR STATE AND LOCAL GOVERNMENTS

The ADA (Americans with Disabilities Act) is an unfunded mandate. WPCOG's ADA Title II program is designed to inventory all local government-owned existing facilities or any facility used by that local government, all municipal parking lots, and all features located within the public right of way. The ADA coordinator takes account of all inventory using an In-House GIS Application tailored to create a database for present and future use. This data will be used to create a Transition Plan for participating municipalities. Facilities are broken down into critical, medium and low impact, which will be addressed during future maintenance or repairs as dictated by the municipality's schedule with the goal to obtain compliance. The ADA coordinator works on behalf of the municipalities to head off any investigations or respond during audits. Currently, ADA inventorying and transition plans are underway in Granite Falls and Conover.

Accomplishments:

- Established ADA Program on July 1, 2019
- Established Grievance Procedures regarding ADA protocol and assisted in the design of a new GIS ADA Tittle II data collection application
- Added 3 cars to the WPCOG fleet - Code Enforcement, ADA, and Stormwater
- Provided ADA Recommendations for parks in Alexander County, Granite Falls, and Conover
- Created collector pedestrian right of way application for documenting mobility hazards using criteria from PROWAG, ADAAG, and the US Access Board – application covers criteria for sidewalks, curb ramps, driveway cuts, intersections, railroad crossings, bus stops, crosswalks, and pedestrian islands

- Conducted walking audits and provided reports for pedestrian right of way segments in Granite Falls and Conover
- Drafting and prioritizing 2 ADA Transition Plans with recommendations and associated cost estimates
- Submitted 9 monthly reports to Granite Falls and Conover regarding ADA inventory
- Drone footage of problem intersections and mobility hazards

Conover – ADA Compliance Inventory*

- **17** Facilities Completed
- **3 MILES** Sidewalk Completed
- **6** Facilities Remaining
- **25.4 MILES** Sidewalk Remaining

Granite Falls – ADA Compliance Inventory*

- **16** Facilities Completed
- **2 MILES** Sidewalk Completed
- **0** Facilities Remaining
- **4.7 MILES** Sidewalk Remaining

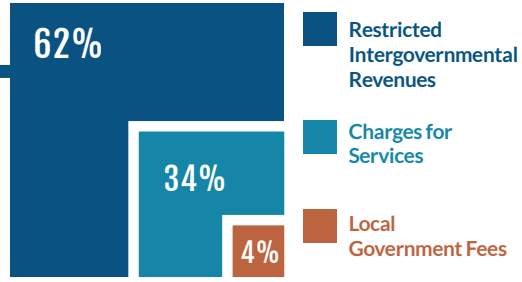
**as of December 31, 2019*

FINANCE

The Finance Department manages the agency's pass-through funds totaling more than $9.5 million and supervises the intricacies of a $19 million budget, which includes over 100 different contracts and programs with local, state and federal agencies and private firms.

FY 2018-19
General Fund Balance
$1,827,655
an increase of **$357,221**

WPCOG REVENUE SOURCES



The focus of the Western Piedmont Council of Governments' governmental funds is to provide information on near-term inflows, outflows, and balances of unusable resources. Such information is useful in assessing the Western Piedmont Council of Governments' financing requirements.

The General Fund is the primary operating fund of the WPCOG. At the end of the 2019 fiscal year, WPCOG's available fund balance in the General Fund was $307,252, while total fund balance reached $1,827,655. Western Piedmont Council of Governments currently has an available fund balance of 5.43% of General Fund expenditures, while total fund balance represents 32.28% of general fund expenditures.

WPCOG Combined Governmental Fund Balance
$2,462,725
Net Increase of **$377,695**

Included in the fund balance change, is an increase General Fund of $466,966 and WIOA Funds of $1,274, a decrease in Aging Funds of $17,956, Section 8 Funds of $146,379. Building generator project (non-major fund) increased $73,790.

The Finance Department provides cost-effective services to our local governments and other non-profit organizations. With over 54 years of governmental accounting experience, and staff with NCGFOA certification, and master's degrees in accounting, and dedicated to providing exceptional financial administration services.

During the past year, the Finance Department was able to assist five local governments and one non-profit with financial administration services. These services enabled local governments to continue business without interruption of financial services. One local government uses full financial administration through a WPCOG provided finance officer.

Technical expertise is required by the Financial Accounting Standards Board and Governmental Accounting Standards Board to review financial reporting. Two local governments used WPCOG finance staff to review their financial statements, eliminating audit findings or errors in the financial reports. Three municipalities used as needed financial assistance. Specific duties included payroll administration, financial report reconciliations, monthly reconciliations, and journal entry assistance. The WPCOG offers full or a selection of financial services to governmental and non-profit organizations in the region.

TOTAL GOVERNMENTAL REVENUES AND EXPENSES

Department	Revenues	Expenses
General Government	231,690	318,519
Transportation	1,073,747	906,324
Environmental Protection	192,926	219,021
Community Development	941,654	890,922
Community & Regional Planning	487,184	417,104
Economic Development	387,020	520,569
Regional Public Housing	5,842,444	5,971,021
GIS and IT Services	345,218	310,770
Area Agency on Aging	3,539,793	3,629,556
WIOA	2,355,915	2,350,956
Misc/Local Dues/Fringe & indirect	254,525	-278,341
Total	15,634,116	15,256,421

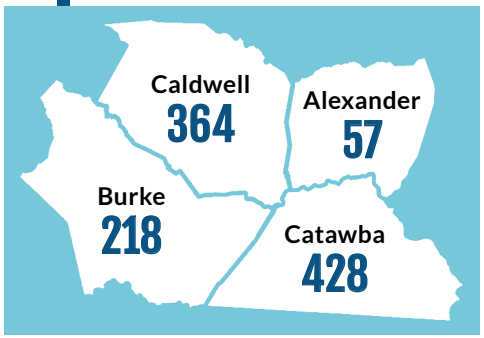
Attachment: WPCOG 2019 Annual Report (3108 : BOC Reports & Comments)

REGIONAL HOUSING AUTHORITY

The Regional Housing Authority (RHA) diligently seeks partnerships with property owners, community advocates, and housing resource providers to ensure the fulfillment of the mission to provide residents access to quality, affordable housing.

Housing Choice Voucher program tenants are encouraged to seek opportunities to participate in a multitude of special programs and activities offered by the RHA. The goal is to provide a foundation for improving participant's quality of life and achieving self-sufficiency through realizing the housing voucher program's potential to enable families to move to better neighborhoods.

TOTAL NUMBER OF UNITS LEASED



Housing Choice Voucher Program

The housing choice voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants can find their housing, including single-family homes, townhouses and apartments.

1,214
Families Served

The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects. A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice, where the owner agrees to rent under the program. This unit may include the family's present residence. Rental units must meet minimum standards of health and safety, as determined by Housing Quality Standards.

A housing subsidy is paid to the landlord directly by the Housing Authority on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

Annual Landlord Seminar

The 6th annual Landlord Information Seminar was held in November 2019 with approximately 50 landlords in attendance. The Regional Housing Authority staff and two guest speakers presented during the interactive meeting. Information was provided from Legal Aid of NC regarding emotional support animals and service animals. The Hickory Fire Department informed landlords on fire safety regulations as well as fire alarm protocols and guidance.

HUD REPORTING

Section 8 Management Assessment Program (SEMAP)

The RHA is required to submit a performance assessment to HUD yearly. The Section Eight Management Assessment Program (SEMAP) measures the performance of the public housing agencies (PHAs) that administer the Housing Choice Voucher Program. In addition to 14 key indicators HUD uses to target and monitor assistance, PHAs are also allowed the opportunity to earn five bonus points. Those points can be earned by tracking Section 8 families with children living within high poverty areas. The information below was submitted to HUD, demonstrating those percentages.

Fiscal Year	# of Section 8 Families in High Poverty Areas	Total # of Section 8 Families	% of # of Section 8 Families in High Poverty Areas
2018	163	454	35.9%
2019	139	398	34.9%

Attachment: WPCOG 2019 Annual Report (3108 : BOC Reports & Comments)

For the fourth consecutive year, the RHA has received a 100% score on SEMAP and has maintained a High Performer Rating. Housing authorities that achieve an overall performance rating of high performers receive national recognition by HUD and are given competitive advantage under notices of funding availability.

Voucher Management System (VMS)

HUD requires Housing Authorities to submit monthly reports on Housing Choice Voucher management through the Voucher Management System (VMS). The HUD Financial Management Center (FMC) utilizes VMS reports to calculate the monthly dollar amount to distribute to each Housing Authority. In October 2019, FMC auditors visited the RHA for a randomly selected VMS audit. The Regional Housing Authority was given an excellent review and compliments of a job well done. FMC auditors found less than 1% overall error rating.

Fraud Collection

Families assisted through the RHA Housing Choice Voucher program who inaccurately report their income, are placed on a repayment agreement. If the RHA is unable to collect the income from the family through an agreement, the family is entered into the NC Debt Setoff collection system. This year, the RHA collected $22,016.43. This amount reflects current repayment clients, including those who have paid off their balances, as well as NC Debt Setoff amounts collected.

SPECIAL PROGRAMS

The RHA works to enhance the quality of life for participating families by offering opportunities through special programs, including REACH - Family Self-Sufficiency Program (FSS), Homeownership, Family Unification Vouchers, and Mainstream Vouchers.

- **Mainstream Vouchers** assist non-elderly persons with disabilities.
- **Family Unification Vouchers** are designed to help families facing the imminent threat of their children being removed due to inadequate housing. The voucher can also be used to help youth who are transitioning out of the foster program to live independently.
- **Homeownership** program allows Section 8 participants to use their rental subsidy toward mortgage payments.
- **Family Self-Sufficiency (REACH)** helps families become self-sufficient by creating a plan and counseling them through steps to overcome barriers.

FAMILY SELF-SUFFICIENCY (REACH)

- **68** Total Participating Families
- **18** New Enrollments in 2019
- **8** Families Graduated Program in 2019
- **$27,310** Earned and Distributed to Graduates
- **$128,931** Total amount in FSS Escrow at Close of 2019

REACH is a family self-sufficiency program for Housing Choice Voucher participants. The coordinator helps those families create a plan and counsels families through steps to overcome those barriers and become self-sufficient. The RHA deposits money into an escrow account for each participant as they obtain employment, increase their household earned income and achieve their goals. The family earns escrow savings by achieving their goals and graduating from the REACH program.

HOME OWNERSHIP PROGRAM

- **5** Participating Families
- **$1,286** Paid Monthly Toward Mortgages
- **$15,432** Paid Yearly Toward Mortgages

MAINSTREAM VOUCHERS

- **35** Initial Vouchers Used in 2019
- **96** Additional Vouchers Awarded in 2019

FAMILY UNIFICATION PROGRAM

- **22** Participating Families

Attachment: WPCOG 2019 Annual Report (3108 : BOC Reports & Comments)

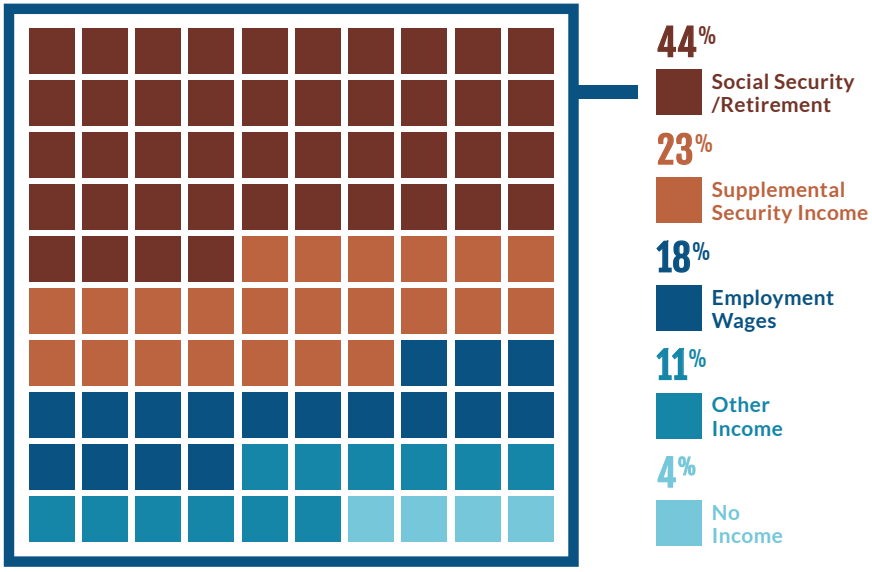
ENVISION CENTER DEMONSTRATION

The EnVision Center demonstration is premised on the notion that financial support alone is insufficient to solve the problem of poverty. Intentional and collective efforts across a diverse set of organizations are needed to implement a holistic approach to foster long-lasting self-sufficiency. EnVision Centers will provide communities with a centralized hub for support in the following four pillars: (1) Economic Empowerment, (2) Educational Advancement, (3) Health and Wellness, and (4) Character and Leadership.

In 2019, the RHA operated a Volunteer Income Tax Assistance (VITA) site in partnership with the IRS. The VITA site was open from February 1 to April 15. Every other Saturday, local volunteers assisted in preparing taxes, free of charge. During 2019, the RHA assisted 21 families that received tax refunds totaling $30,487.

The 2019 Dignity Drive successfully collected over 9,000 feminine hygiene products for disadvantaged women in Burke and Catawba Counties, with the support of local partner agencies.

CLIENT PRIMARY INCOME SOURCES



RHA INSPECTIONS & RE-CERTIFICATIONS

INSPECTIONS: 2,015

RE-CERTIFICATIONS: 1,084

RHA CLIENT DEMOGRAPHICS

2,076 Total Family Members Provided Services

711 Disabled and/or Elderly Families

383 Families with Children

Client Racial Breakdown

51% White

45% African-American

4% Other

Client Ethnicity Breakdown

96% Non-hispanic

4% Hispanic

RHA APPLICATION NUMBERS

Processed Pre-Applications for Waiting List	2,225
Processed Pre-Applications	1,450
Assistance Offered to Applicants	551
Vouchers Issued	84
New Leases/ Contracts	122
In Office Meetings	1,373

WORKFORCE DEVELOPMENT BOARD

The purpose of the Western Piedmont Workforce Development Board is to be at the center of community and regional leadership to identify workforce challenges, to be the convener of the conversation to resolve the challenges, to be the champion for workforce development, to work in a collaborative partnership with key stakeholders, (especially economic development and education), to bring resources to bear on resolving the challenges, and to act as the accountability agent to ensure the work is completed.

Through the planning and oversight of the Western Piedmont Workforce Development Board, our local area NCWorks Career Centers have delivered:

JOBSEEKERS

59,433 Jobseeker Services

151 Scholarships Awarded

EMPLOYERS

7,566 Employer Services

127 Recruitment Events Held

SCHOLARSHIP FUNDING	#ITAs	Jan-Dec '19 Expenditures
CCCTI	53	$47,352.12
CVCC	52	$62,477.37
Western Piedmont	26	$28,654.94
Other Community Colleges	13	$20,067.57
Other Training Dollars*		$102,908.07
Other Support Dollars**		$90,005.11
Grand Total		**$351,465.18**

*Other Training Dollars covers books, fees, tools of the trade, health related costs (vaccines).
**Other Support Dollars covers support services for childcare and transportation.

Upskill

In 2019 the Western Piedmont Workforce Development Board reinstated its Incumbent Worker Grant program, branded as Upskill. The Upskill Grant offers competitive training grants to businesses in addressing employees' skill gaps, improving employee retention, helping stabilize the business, and increasing the competitiveness of the employee and business. Through this effort, businesses:

- Improve Productivity and Increase Competitiveness
- Retain Key Talent and Expertise
- Reduce Employee Turnover

COMPANIES THAT PARTICIPATED

- Hanes Companies
- Sherrill Furniture
- Steele Rubber Products
- North by Northwest Consulting, Inc.
- HSM
- Baker Furniture
- Carolina Nonwovens
- Snyder Paper

8 Total Upskill Grants Issued

$56,320 Total Upskill Reimbursements to Businesses

Upskill Success Story

Steele Rubber Products, Inc is a manufacturer of automotive parts for classic American cars, trucks, and hot rods in Denver, North Carolina. Steele Rubber Products was seeking resources to help sustain its growth and prevent the loss of skills due to the retirement of its skilled workforce. Upskill Western Piedmont, in partnership with Catawba Valley Community College, was able to assist Steele Rubber Products in achieving its goal for current employee training.

Attachment: WPCOG 2019 Annual Report (3108 : BOC Reports & Comments)

"By developing the skills and techniques of our employees in training roles to train co-workers through effective communications, understanding the learner, applying the appropriate teaching methods, and successful instructor-learner relationships. With a third of our employees eligible for retirement within a few years, we will have a group of qualified trainers to ensure continuity and support for ongoing knowledge transfer." --Debra Lail, Human Resource Manager.

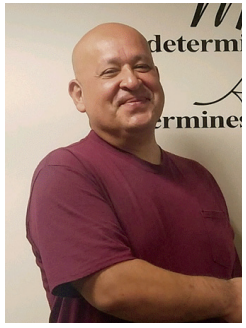
NCWorks NEXTGEN
Your Future Starts Here

YOUTH & YOUNG ADULT PROGRAM DELIVERED (NEXTGEN 16-24 YRS OLD)

- **46** # in Internships (Work Experience)
- **$10.82 per hour** # Average Internship Wages Earned
- **17** Completed GED/High School
- **50** Enrolled in Post-Secondary Education

NCWorks Successes

Earlier this year, Jakob was in a tough spot. He was homeless, no car, no job, and had only recently moved back to North Carolina after being out of state for some time. After help and support from NCWorks, Jakob began a NEXTGEN paid internship with Granite Counter Connection. Through his paid internship, he learned core skills to help me obtain full-time employment with Granite Counter Connection. Best of all, Jakob now has an apartment of his own, a car, and a steady income. It can be done!



"I'd like to tell you of how thankful I am with NC Works. From the first day I came in here, I was welcomed by everyone, and everyone was more than ready to help me get started on my road to success." Two weeks later Pablo was employed for a company ,and he loves the work and the people with which he works. Thank you NCWorks!

Brittany was one of the first Finish Line Grant participants in Burke County. She sought out the Finish Line Grant through NCWorks and Western Piedmont Community College so that she could finish the Recreational Therapy Assistant program. She was attending Western Piedmont Community College and graduated May 11, 2019, with her Associate Degree in Recreational Therapy Assistant. On July 1, Brittany was offered and accepted a position in Recreational Therapy with Broughton Hospital. I asked Brittany to send us a "selfie" and to write a few words about her program participation.

"In a moment like this, I think the best selfie I can choose is the one for my work badge! I will forever be thankful for receiving the Finish Line Grant during such a stressful time in my life. Thanks to the grant, I was able to graduate from the program and work in my career field at a job I absolutely love!

Thank you so much! I truly appreciate all the help you provided me with it was a pleasure to meet with you." --Brittany Kaylor, LRTA

Improving on What Works

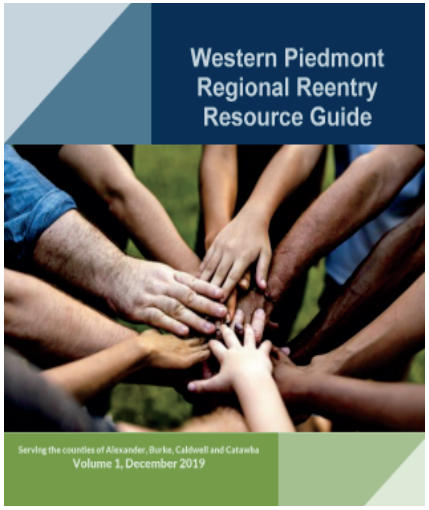
The updated NCWorks logo and branding was announced at the October 2019, NCWorks Partnership Conference. There has been a lot of work to raise the profile of NCWorks among business leaders across North Carolina. As part of that effort, NC wanted to launch a new logo and a new brand. Some of this effort is underway with two new NCWorks social channels, Facebook (www.facebook.com/NCWorks) and LinkedIn (www.linkedin.com/company/ncworks), in addition to the already refreshed Twitter account (twitter.com/ncworks).

NC works
A proud partner of the AmericanJobCenter network

As leaders in workforce development, we will work to increase the online reach of NCWorks as we communicate the wide variety of services our NCWorks Career Centers offer, and highlight the impactful work that is being done every day.

**The Western Piedmont Workforce Development Board provides, planning, technical assistance and implementation of employment, and training activities as required by Workforce Innovation and Opportunity Act (WIOA) for the local area, as well as providing oversight, coordination and guidance of the local NCWorks Career Centers.*

Regional Reentry Initiative



Statistics indicate that over 6 million individuals in the United States and approximately 134,000 people in North Carolina have a criminal record. About 95% of those incarcerated are released! Various agencies are already providing successful services in our area, yet with collaboration, we will take REENTRY to another level in the Western Piedmont Workforce Development Board Region Catawba, Alexander, Caldwell, and Burke Counties.

On November 29, 2019, the Western Piedmont Council of Governments Workforce Development Board hosted an initial Regional Reentry meeting, facilitated by Vanessa L. James, Regional Reentry Specialist for the NC Department of Commerce. Seventy individuals attended the meeting from various federal and state government agencies, community partners, interested citizens, and some individuals formerly involved in the criminal justice system. Ms. James proposed an idea of facilitating collaborative efforts and intentional networking. To paint a realistic picture of what truly is needed to assist a person reentering the community from incarceration, Joshua Proby shared his life story and experience.

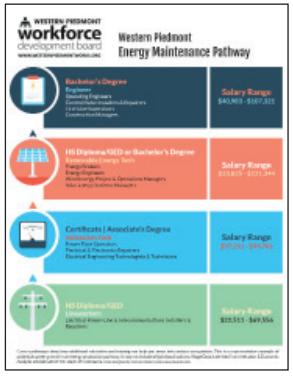
Feedback from the meeting strongly encouraged further discussion of a joint reentry vision for our area. These first discussions towards this vision include each of the four counties (Alexander, Catawba, Caldwell, and Burke) having their own reentry group along with the joint regional efforts. Since November 2019, the Regional Reentry meetings have continued, strengthening partnerships and resource efforts across the region. The group has developed a Regional Reentry Resource Guide, which can be found at www.wpcog.org/publications.

The Western Piedmont Workforce Development Board serves all four of these counties and is directly involved in the Regional Reentry Initiative.

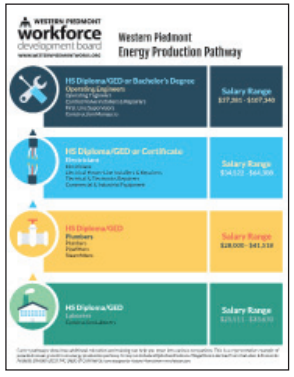
NCWorks Career Pathways

The Western Piedmont Workforce Development Boards Local Area, in collaboration with five other NC Workforce Development Boards, received their NCWorks Certified Career Pathway for Energy Services. The five Workforce Development Board Local Areas received recognition from Chief Deputy Secretary of Commerce, Liz Crabill. This certification by the State of NC marks Western Piedmont's third certified career pathway.

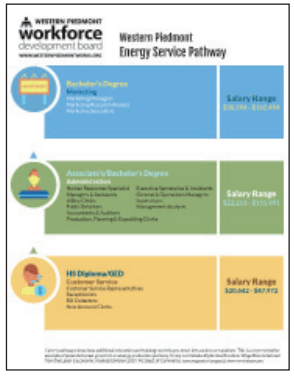
Energy Maintenance Pathway



Energy Production Pathway



Energy Service Pathway



Each of these pathways can be viewed, downloaded and printed at www.westernpiedmontworks.org.

Attachment: WPCOG 2019 Annual Report (3108 : BOC Reports & Comments)

Administration

Anthony Starr - Executive Director
Sherry Long - Assistant Executive Director/ Community & Economic Development Director
Ashley Bolick - Director of Administrative Services & Human Resources
Jason Toney - Communications Specialist
Lori Dixon - Administrative Assistant
Judy Caldwell - Receptionist

Area Agency on Aging

Tina Miller - Director of Area Agency on Aging
Christina Franklin - Regional Ombudsman
Mary Mitchell - Family Caregiver Specialist
Karen Phoenix - Project C.A.R.E. Family Consultant
Sarah Stamey - Aging Specialist
Anita Roberts - Aging Specialist

Community & Economic Development

Sherry Long - Assistant Executive Director/ Community & Economic Development Director
Paul Teague - Community & Economic Project Developer
Rick Oxford - Housing Program Manager
Laurie Powell - Community & Economic Development Administrator
Lisa Helton - Community & Economic Development Administrator
Jennifer Cannon - Community & Economic Development Administrator
Erin Schotte - Community & Economic Development Administrator
Helen Whisnant - Housing Counselor
Joel Herman - Housing Inspector

Community & Regional Planning

Alison Adams - Community & Regional Planning Director
John Wear - Senior Planner & Natural Resources Administrator
Teresa Kinney - Community & Regional Planner
Hunter Nestor - Community & Regional Planner
Ashley Kale - Community & Regional Planner
Jack Cline - Stormwater Administrator
Taylor Dellinger - Senior Data Analyst/GIS Manager
Todd Stroupe - GIS Analyst
Trey Schweitzer - GIS Technician
Dustin Millsaps - Transportation/Planning Technician
Brian Horton - Transportation Planning Manager
Averi Ritchie - Transportation Planner/ADA Administrator
Duncan Cavanaugh - Transportation Planner/Data Technician
Patrick DeMauro - Code Enforcement Officer
Todd Justice - Code Enforcement Officer

Finance

Andrea Roper - Director of Finance
Kelsie Mease - Assistant Finance Director
Sandy Jones - Financial Manager
Kim Eckard - Payroll Technician
Ashley Adkins - Accounting Technician
Sherry Farris - Accounts Receivable Technician

Information Technology/Facilities

Scott Miller - Director of IT/Facilities

Regional Housing Authority

Stephanie Hanvey - Director of Regional Housing Authority
Kim Duncan - Family Self-Sufficiency Coordinator
Kala Guido - Housing Program Specialist
Elizabeth Moncrief - Housing Program Specialist
Ashley Dale - Housing Program Specialist
Sharday Black - Housing Program Specialist
Joann Parlier - Housing Compliance Specialist
Jared Nava-Salgado - EnVision Center Coordinator
By Khang - Housing Inspector

Workforce Development Board

Wendy Johnson - Director of Workforce Development
April Lail - Financial Manager
Donna Gilbert - Program Administrator
Elizabeth Hilliard - Program Coordinator
Leslie Farris - Strategic Initiatives Coordinator
Matthew Xiong - Business Services Consultant

Icons throughout this document were made by Freepik from www.flaticon.com

Western Piedmont
Council of Governments

Creative Regional Solutions Since 1968

Mailing: P.O. Box 9026 | Hickory, NC 28603
Location: 1880 2nd Avenue NW | Hickory, NC 28601
Phone: 828.322.9191 | Fax: 828.322.5991
www.wpcog.org

Burke County Smart Start, Inc.

Virtual Board of Directors' Meeting Minutes
Thursday, March 26, 2020
4:00 p.m. – 4:45 p.m.

Members Present:	**Members Absent:**	**Others Present:**
Stephanie Ashley	Denise Hudson	Kathy Smith
David Burleson	Rebecca McLeod	Vickie Deal
Brandon Collins	Chae Moore	Al Smith
Kasey Gardner	Larry Putnam	
Jasper Hemphill	Joset Taylor	
Tina Mosley	Julia Terrell	
Scott Mulwee	Jim Wilson	
David Rust		
Sally Sandy		
Chuck Schlein		
Valerie Shook		

A. Establish a Quorum and Call to Order – Sally Sandy
Board Treasurer Sally Sandy established a quorum with 11 of 18 directors in attendance and called the meeting to order at 4:00 p.m. She thanked each director for participating in the virtual meeting.

B. Approval of Agenda
Motion: To approve the Agenda as presented. Motion: Chuck Schlein, Seconded by: Jasper Hemphill, carried by the Committee.
Mrs. Sandy asked if there were any additions to the Agenda. There being none, the Agenda was approved as presented.

C. Approval of January 9, 2020 Board of Directors' Meeting Minutes
To approve the 1/9/20 Board of Directors' Meeting Minutes. Motion: Jasper Hemphill, Seconded by: David Burleson, carried by the Board.

D. Approval of February, 2020 Financial Reports
Motion: To approve the February, 2020, Financial Reports as submitted. Motion: Jasper Hemphill, Seconded by: Chuck Schlein, carried by the Board.
The Board of Directors (BOD) reviewed the Financial Reports including the Private/Restricted and Non-Restricted Funds and Grant Report, the Smart Start Administrative Financial Report, and the Direct Service Provider (DSP) Financial Reports.

Mrs. Smith noted that the Vanguard Account looked good for this quarter; however, next quarter might be different due to the stock market fluctuation as a result of the Coronavirus COVID-19.

She also noted the DSPs are on target with their spend-down and recent reversions.

E. December, 2019 – February, 2020 ED Report to the Executive Committee – Kathy Smith
Mrs. Smith asked the BOD to review the report. There were no questions or discussions.

F. Discussion Items – Kathy Smith

1. **8/17/20 Start Date for Burke County Public Schools**
   Mrs. Smith stated the Burke County Public Schools were beginning seven (7) to ten (10) days earlier than previous years. This is in conjunction with the semester timetable and allows testing to be completed prior to the Christmas/winter break.

Attachment: 3-26-20 Virtual BOD Minutes (3108 : BOC Reports & Comments)

The NC Pre-K Committee approved a Universal NC Pre-K Application which will be available April 1, 2020. With the new start date, Burke County Smart Start (BCSS) will need to process applications earlier in order to ensure slots are filled and rosters completed by August 17, 2020.

Both Kinderpalooza events have been postponed. Mrs. Smith will consider scheduling the events later in the year.

2. **Reverted funds for FY 19-20 will be carried forward with no penalty for FY 20-21**
Mrs. Smith shared the good news from The North Carolina Partnership for Children that the LP will be able to carry forward to FY 20-21 any reverted funds from FY 19-20 with no penalty and will be held harmless. The reverted funds will also be reallocated to Burke County Smart Start.

Mrs. Smith also stated DCDEE and NC Pre-K will pay full payment for child care programs' attendance for March. NC Pre-K will continue to pay for programs for the remainder of the year regardless of their opening status based on February's attendance. DCDEE will pay subsidy for programs that remain open and have at children attending at least one day in the months of April and May, 2020. DCDEE will enact an emergency child care program across the state for children of essential/critical workers and waive their parent fees for the remainder of FY 19-20.

F. Action Items

1. **Motion from the Executive Committee (EC): To allocate $14,000 reversion funds to Child Care Connections for Quality Maintenance Stipends/Scholarships/Bonuses for FY 2019-20. Motion: EC, Seconded by: Jasper Hemphill, carried by the Committee. Stephanie Ashley and Valerie Shook conflicted out of the vote.**

Note: At this time, Mrs. Sandy noted the proposals submitted were all continuing proposals; no new proposals were received. A copy of each Contract Activity Description (CAD) was included in the emailed packet. She then read the recommendations from the Grant Review Committee for the LP's Annual Submission of Activities (ASA) for FY 2020-2022; Mr. Al Smith gave a brief description of each activity; and the BOD considered and voted on each one as presented:

2. **Motion from the EC: To submit Burke County Literacy Council – Family Literacy Programs Proposal for consideration of approval in the LP's 2020-2022 ASA to NCPC. Motion: EC, Seconded by: David Rust, carried by the Board. Jasper Hemphill conflicted out of the vote.**

3. **Motion from the EC: To submit Child Care Connections (CCC) – Dual Subsidy: TANF/CCDF Eligible Only Proposal for consideration of approval in the LP's 2020-2022 ASA to NCPC. Motion: EC, Seconded by: David Burleson, carried by the Board. Stephanie Ashley and Valerie Shook conflicted out of the vote.**

4. **Motion from the EC: To submit CCC – Dual Subsidy Services Support Proposal for consideration of approval in the LP's 2020-2022 ASA to NCPC. Motion: EC, Seconded by: Jasper Hemphill, carried by the Board. Stephanie Ashley and Valerie Shook conflicted out of the vote.**

5. **Motion from the EC: To submit CCC – Child Care Resource and Referral Services Proposal for consideration of approval in the LP's 2020-2022 ASA to NCPC. Motion: EC, Seconded by: David Rust, carried by the Board. Stephanie Ashley and Valerie Shook conflicted out of the vote.**

6. **Motion from the EC: To submit CCC – Child Care Provider Insurance Benefit Package Proposal for consideration of approval in the LP's 2020-2022 ASA to NCPC. Motion: EC, Seconded by: Jasper Hemphill, carried by the Board. Stephanie Ashley and Valerie Shook conflicted out of the vote.**

Attachment: 3-26-20 Virtual BOD Minutes (3108 : BOC Reports & Comments)

7. **Motion from the EC: To submit CCC – Child Care Quality Maintenance for Non-Subsidized Children Proposal for consideration of approval in the LP's 2020-2022 ASA to NCPC. Motion: EC, Seconded by: David Burleson, carried by the Board. Stephanie Ashley and Valerie Shook conflicted out of the vote.**

8. **Motion from the EC: To submit Burke County Public Schools (BCPS) – Part-Day Program Proposal for consideration of approval in the LP's 2020-2022 ASA to NCPC. Motion: EC, Seconded by: Valerie Shook, carried by the Board. Scott Mulwee conflicted out of the vote.**

9. **Motion from the EC: To submit the in-house Burke County Smart Start –Program Evaluation/Coordination Program for consideration of approval in the LP's 2020-2022 ASA to NCPC. Motion: EC, Seconded by: David Rust, carried by the Board. There were no conflicts of interest.**

10. **Motion from the EC: To approve the Executive Director to sign the BCSS/NCPC, BCSS/DSP, BCSS/NC Pre-K, and BCSS/Grant Contracts for FY 20-21. Motion: EC, Seconded by: Chuck Schlein, carried by the Board. Stephanie Ashley and Jasper Hemphill conflicted out of the vote.**

11. **Motion from the EC: To approve BCSS as the Contractor and Administrator for the NC Pre-K Program for FY 20-21. Motion: EC, Seconded by: David Rust, carried by the Board. There were no conflicts of interest.**

12. **Motion from the EC: To approve Kathy S. Smith, Executive Director, as an authorized signature for FY 20-21 for NC Pre-K Financial Statement Reports (FSRs). Motion: EC, Seconded by: Jasper Hemphill, carried by the Board. There were no conflicts of interest.**

13. **Motion from the EC: To approve a new five (5) -year contract with Harrison Family Trust commencing on May 11, 2020, and continuing through May 10, 2025 for Burke County Smart Start's lease on the office building located at 304 West Union Street, Morganton, NC at a cost of $1,550 per month. Motion: EC, Seconded by: Stephanie Ashley, carried by the Board. There were no conflicts of interest.**

14. **Motion from the EC: To approve a three (3) -year contract between BCSS/CCC and Prodigy Voice and Data to purchase a new cloud-based telephone system with new handsets and a three (3) -year Service/Maintenance Agreement for telephone equipment shared by BCSS and CCC at a cost of $279.75 per month. Motion: EC, Seconded by: David Burleson, carried by the Board. Valerie Shook conflicted out of the vote.**

15. **Motion from the EC: To approve a new four (4) -year lease with Sharp Business Systems on a new Sharp MX-3071 Black and White/Color Copier with scanner and printer capabilities that includes a four (4) -year Service/Maintenance Agreement on the new copier, two new desktop printers, and two existing Kyrocera printers at a cost of $288.83 per month. Motion: EC, Seconded by: Stephanie Ashley, carried by the Board. There were no conflicts of interest.**

G. Adjournment

Mrs. Smith informed the Board BCSS is a contact for child care providers. The child care providers have contacted her regarding items that are in short supply and which they need: baby wipes, wave thermometers, and gloves. If any director knows where to purchase any or all of the items needed, please email Mrs. Smith.

In the event of a shelter-in-place order mandated by the Governor, BCSS is considered essential personnel as it is a provider to child care facilities.

There being no further business, the meeting adjourned at 4:45 p.m. upon Motion by Jasper Hemphill, Seconded by: David Burleson.

Attachment: 3-26-20 Virtual BOD Minutes (3108 : BOC Reports & Comments)

These Minutes are hereby certified as the official Board of Directors' Meeting Minutes of Burke County Smart Start, Inc.

Submitted By: _____
Vickie R. Deal, Executive Assistant

Approved By: _____
Chuck Schlein, Board Secretary

Approved By Board of Directors: _____
Date

Attachment: 3-26-20 Virtual BOD Minutes (3108 : BOC Reports & Comments)

June Library Appointments by Site

Morganton -- 1225
Valdese -- 451
CB Hildebrand -- 228
TOTAL -- 1904

Curbside by Site

Morganton -- 218
Valdese -- 86
CB Hildebrand -- 68
TOTAL -- 372

Study Room Use

Morganton -- 21
Valdese -- 13
CB Hildebrand - 19
TOTAL: 53

Online Programs/Views

Adult -- 16 programs with 979 views
Young Adult -- 13 programs with 742 views
Children -- 50 programs with 2491 views
TOTAL -- 79 programs with 4212 views

40 new e-book users in June

3330 e-books checked out in June

June circulation was 10,030 items

287 new/renewed borrowers

RECEIVED
JUL 13 2020
COUNTY MANAGER

ROY COOPER
Governor
MICHAEL S. REGAN
Secretary
Kim H. Colson
Director

NORTH CAROLINA
Environmental Quality

July 7, 2020

Mr. Kenneth Bryan Steen, County Manager
Burke County
P.O. Box 219
Morganton, North Carolina 28680-0219

Subject: **Monitoring Visit 3**
CDBG-I Number: 16-I-2914

Dear Mr. Steen:

On June 3, 2020, Colleen Simmons, CDBG-I Unit Grants Representative, visited the town and monitored your Community Development Block Grant (CDBG) Infrastructure program progress. Procedures and documentation were reviewed in the area of Infrastructure Hook-Ups. In general, the program files and supporting documentation appeared to be in compliance with all applicable laws and regulations.

It should be noted that a review of this nature would not necessarily disclose all instances of non-compliance with the Community Development Block Grant (CDBG) regulations. As discussed with Miles Champion, County Engineer/Utility Director; Lisa Helton, WPCOG: Erin Schotte, WPCOG; and Paul Teague, WPCOG, after the monitoring visit, the areas reviewed appear to be generally in compliance with the applicable CDBG regulatory requirements. The attached monitoring summary lists areas that were reviewed.

We request that you respond in writing within thirty (30) days of the date of this letter.

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

An Equal Opportunity \ Affirmative Action Employer

Attachment: 2020 07 13 NC 18 South and Rhoney Road Project (Grant No. 16-I-2914) - Monitoring Visit 3 (3108 : BOC Reports & Comments)

If you have questions regarding your upcoming monitoring visit, please feel free to contact Colleen Simmons, Grant Representative at (704) 235-2202.

Sincerely,

Julie Haigler Cubeta, MPA
Supervisor, CDBG-I Unit
Division of Water Infrastructure

cc: Kay Draughn, Clerk to the Board
Miles Champion, County Engineer/Utility Director
Erin Schotte, Grant Administrator, WPCOG
Colleen Simmons, CDBG-I
CDBG-I file (Monitoring)

Attachment: 2020 07 13 NC 18 South and Rhoney Road Project (Grant No. 16-I-2914) - Monitoring Visit 3 (3108 : BOC Reports & Comments)

Monitoring Summary
Burke County
Infrastructure Project
CDBG-I Number: 16-I-2914
Date of Visit: June 3, 2020

The following areas were reviewed for Burke County's Infrastructure Project: Infrastructure Hook-Ups (water). Burke County proposed to connect thirty (30) low to moderate income households; sixteen (16) of which at time of funding application had dry wells. The County connected twenty-three (23) low to moderate households with the assistance of CDBG-I funds. Of the sixteen originally identified dry wells: ten (10) were connected; two (2) were vacant at time of income verification and construction; one (1) drilled a new dry on their own in 2019 to fix the problem; and three (3) were above income and connected to system on their own.

INFRASTRUCTURE HOOK-UPS

The Housing Rehabilitation Water Hook-up case files for the low to moderate income households were:

- Zeke Dale (owner-occupant)
- Sherry Brittain (owner-occupant)
- Roy Cooke (owner-occupant)
- Tommy and Lisa Davis (owner-occupant)
- Rhena and Jow Mull (owner-occupant)
- Kenneth Setzer (owner-occupant)
- Penny Towery (owner-occupant)
- Chuck Whitley (owner) and Joe Montelongo and Toni Duncan (renters)
- A.D. and Mary Maco (owner-occupant)
- Edna Whisnant (owner-occupant)
- Virginia Davis (owner-occupant)
- Brian Towery (owner) and Ronnie and Robin Davis (renters)
- Rodney Davis (owner-occupant)
- Terrence Lange (owner-occupant)
- Jake Smith (owner-occupant)
- Florine Huffman (owner-occupant)
- Donnie and Rhonda Dale (owner-occupant)
- Gloria Estevane (owner-occupant)
- Samuel Buckner (owner-occupant)
- Gene Johnston (owner-occupant)
- Dennis and Diane Pretzel (owner-occupant)
- Kyle Earls and Heather Earls (owner-occupant)
- Bill and Vivian Mace (owner-occupant)

Attachment: 2020 07 13 NC 18 South and Rhoney Road Project (Grant No. 16-I-2914) - Monitoring Visit 3 (3108 : BOC Reports & Comments)

Income documentation is located at the county office. All the county's case files were reviewed and found to contain the required application, income verification, property information, and affordable rent documentation with the following exception:

Finding #1: At the time of monitoring, the files did not have financial assistance per connection for any of the case files.

Corrective Action #1: Please provide our office with the financial assistance breakdown per connection for all case files reviewed.

Finding #2: At the time of the monitoring, the files did not have proof and/or evidence the connections were completed and satisfied the Grantee's permitting and inspections governing body for the following:

- Gene Johnston (owner-occupant)
- Samuel Buckner (owner-occupant)
- Donnie and Rhonda Dale (owner-occupant)
- Florine Huffman (owner-occupant)
- Rodney Davis (owner-occupant)
- Brian Towery (owner) and Ronnie and Robin Davis (renters)
- Chuck Whitley (owner) and Joe Montelongo and Toni Duncan (renters)
- Penny Towery (owner-occupant)
- Roy Cooke (owner-occupant)
- Zeke Dale (owner-occupant)
- Dennis and Diane Pretzel (owner-occupant)
- Kyle Earls and Heather Earls (owner-occupant)

Corrective Action #2: Please provide our office with the documentation showing these connections are completed and satisfied the Grantee's permitting and inspections governing body.

END OF SUMMARY

Attachment: 2020 07 13 NC 18 South and Rhoney Road Project (Grant No. 16-I-2914) - Monitoring Visit 3 (3108 : BOC Reports & Comments)

BUILDING PERMITS 2020	JAN	FEB	MAR	APR	MAY	JUN
NEW COMMERCIAL	4	6	0	0	1	1
NEW CHURCH	0	0	1	0	0	0
NEW CELL TOWER	0	0	0	0	1	0
20% COMMERCIAL REMODEL/SHELL	13	12	14	9	9	24
NEW SINGLE FAMILY HOME	14	15	21	22	10	12
NEW SINGLE WIDE MOBILE HOME	4	3	8	0	0	6
NEW DOUBLE WIDE MOBILE HOME	4	2	2	7	3	3
NEW RESIDENTIAL POOL	1	0	2	4	4	6
RESIDENTIAL BUILDING ONLY	16	29	30	32	40	31
RESIDENTIAL ELECTRICAL ONLY	25	19	26	28	25	37
RESIDENTIAL MECHANICAL ONLY	38	28	24	19	31	32
RESIDENTIAL PLUMBING ONLY	**5**	23	7	4	5	12
RESIDENTIAL ALL TRADES MINIMUM	8	7	7	3	4	1
BUILDING INSPECTIONS MONTHLY TOTAL	**132**	**144**	**142**	**128**	**133**	**165**

ZONING PERMITS 2020	JAN	FEB	MAR	APR	MAY	JUN
RESIDENTIAL ZONING PERMIT	63	64	65	61	72	73
COMMERCIAL ZONING PERMIT	4	9	11	8	9	8
MINOR SHORELINE PERMIT	4	9	11	8	18	16
MAJOR SHORELINE PERMIT	0	1	1	1	3	3
MINOR SITE PLAN REVIEW	0	3	0	2	3	1
MAJOR SITE PLAN REVIEW	0	1	0	0	0	0
MINOR SUBDIVISION REVIEW	9	8	6	6	9	8
EXEMPT SUBDIVISION REVIEW	7	4	4	6	5	7
REZONING APPLICATION	0	0	0	0	1	1
CONDITIONAL USE APPLICATION	0	3	1	1	2	4
ZONING CONFORMITY LETTER	0	1	0	0	0	1
STREET SIGN ISSUANCE	1	1	1	0	1	**2**
ZONING MONTHLY TOTAL	**88**	**104**	**100**	**93**	**123**	**124**

V E D I C

Board Minutes
May 28th, 2020

Attending:

Forrest Fleming
Johnny Berry
Sherry Long
Chuck Moseley
Dr. Kevin Frederick
John Branstrom
Rick McClurd
Johnnie Carswell
Terry Weaver
Butch McSwain
Kerri Poteat
Eddie McGimsey
Tonia Stephenson
T.R. Robinson
Marla Thompson
Scott Mulwee
Seth Eckard
Rick Justice

Absent:

Keith Ogle
Sherri Bradshaw
Kenneth Geathers
Sharon Jablonski
Bob Benfield
Christian Ramazzini
Nancy Page

The meeting was called to order and the opening prayer given by Chairman Forrest Fleming.

Approval of Minutes
A motion to approve the minutes from April 23rd, 2020 was made by Seth Eckard and seconded by John Branstrom. Motion carried.

Financial Reports
Kerri mentioned beginning work on the upcoming 2020-2021-year budget. She highlighted a couple of items on both the P&L and Balance Sheet. Starting with the P&L Kerri mentioned how our Bank Interest has grown as well as the Interest Income on Loans. Through April we are showing a Net Profit of $130,234.93. Moving to the Balance Sheet, assets are essentially the same.

Nominating Committee
Town of Valdese appointment Recommendation
Seth Eckerd announced the recommendation by the Valdese Town Council for Suzanne Wallace the new WPCC SBC Director to be appointed for a 3-year term. Also, A recommendation for Nancy Page, a current non-voting member, to become a voting member for a 3-year term.
He also announced years of service, 3 terms or 9 years, served by Rick McClurd and Kevin Frederick and the appreciation for all their efforts.
Officer Names Announced
Seth Eckerd announced selections for nomination of '20-'21 Officers:
Forrest Fleming-Chairman; Sherry Long-Vice Chairman; Johnny Berry-Treasurer and Sherri Bradshaw-Secretary.

Loan Review New Member Request
Kerri made the recommendation to appoint Suzanne Wallace, WPCC SBC Director as a new loan review member. A motion to approve this recommendation was made by Tonia Stephenson and seconded by John Branstrom.

Attachment: VEDIC May282020 Board Minutes (2) (1) (3108 : BOC Reports & Comments)

Delinquent Report

This report has been updated reflecting the deferrals in place due to current situation (COVID). Riot Millworks simply had overlooked paying and will catch up. Cohesion will be back current as her payments are generally later in the month. Boot Tapas has a loan modification request and the VEDIC Executive Committee action of approving an offer of a $10,000 discount for a pay off if loan balance $66,482 is paid within a 30 day window created some discussion leading to a full board vote on the matter. Rick McClurd made a motion for the full Board to approve the executive committee's action to move forward. Second by John Branstrom. The motion carried. Most are repeat accounts or accounts that pay at month end.

Loan Presentation

Riot Millworks, LLC requesting loan of $150,000 with Loan Review recommendation of approving $75,000. This VEDIC loan would increase efficiency of day to day operations by allowing products to be purchased "off the shelf" verses "made to order" as a result saving labor costs and increasing customer service. Alan Clark with the Hatteras group provided a professional appraisal of both the value of the business and a Market Analysis. The valuation came in at between $350,000 - $400,000 with a likely value at the end of 2020 of $450,000 if Riot Millworks performs as expected for the remainder of the year. The Market Analysis outlined Riot's free cash flow to handle new debt.

Scott Mulwee was concerned about the possibility of the current Covid 19 causing a downturn in Riot's ability to make forecasted sales increases with the additional inventory. His recommendation was that a delay until next board meeting would be his preference. Eddie McGimsey having visited Riot Millworks several times was concerned that while a delay seemed safe, VEDIC has been reviewing this loan for nearly six months with an amount of $150,000. This business sorely needs this injection of capital for inventory due to the growth in sales over the last year and that orders in construction are high cost causing a strain on existing cash to meet orders currently coming in.

Loan Review Recommendation: $75k, 10-yr amortization with a 2-year balloon, 8% fixed rate, 1% Orig fee, IRP, Collateral: UCC Blanket lien on Riot Millworks, LLC to include specifically the Nyle Dry Kiln and the shavings equipment. Additionally, a life insurance policy in the amount of $75k will be required. A Motion to Approve was made by Seth Eckard and seconded by Tonia Stephenson. Motion carried with 2 oppositions noted.

Unfinished Business

Short discussion of position on CFP (Chuck's Family Pizza) about serving foreclosure papers from Mark Mitchell's office and board discussion was in favor of continuing to move forward. Short discussion of position on KK&T DBA: A+Auto Diagnostics. Per Rick McClurd's request Kerri has spoken with Kelly and he is on board with working out a payment arrangement of $200 per month for 6 months, then $300 for the remainder of the loan term. Loan rate will remain at 7.5%. This has been communicated to attorney Rod Wilcox to communicate to Kelly's attorney. Super Saver LLC has a valid offer for his rental house, part of the collateral we have for his loan. Rick has been a model client during working through these hard times for his business and his family.

Technical Assistance Updates

Eddie and Chuck reported on Covid 19 surveys conducted with about ½ our clients. The results indicated that most all business were down over 50% and most had cut cost and laid off

Attachment: VEDIC May282020 Board Minutes (2) (1) (3108 : BOC Reports & Comments)

employees. A few had not been affected. Chuck was unable to highlight a couple of unique ways our clients are coping. We will follow up with more details next month.

Eddie reported on VEDIC's assistance to our clients with deferrals and emergency loans. Total funds made available $83,478.15 involving 18 of our clients. Eddie also mention the successful implementation of emailing statements to clients.

New Business

ARC Grant

Sherry Long provided an update to two ARC grants that we have in the works. One is for administration support and the other funding to assist with the Covid 19 shutdown for our 36 VEDIC clients in the ARC Region as an emergency fund. More to come.

News from Municipalities

Johnny Berry gave a brief update of happenings at Connelly Springs Town Hall.

Next VEDIC Board Meeting: June 25th, 2020

A Motion to Adjourn was made by Johnny Berry and seconded by T.R. Robinson. Motion carried.

_____ _____

Sherri Bradshaw, Secretary Date

Attachment: VEDIC May282020 Board Minutes (2) (1) (3108 : BOC Reports & Comments)

Burke County Juvenile Crime Prevention Council
Minutes: MAY 13, 2020
Collett Street Recreation Center, Morganton, NC

ATTENDANCE:

Council members attending: Hillary Biggerstaff, Nicki Carpenter, Brandon Collins, Tara Conrad, Jennifer Forney, Doug Hartjes, Jasper Hemphill, Doug Knight, Joseph Martinez, Rebecca McLeod, Brooke Mills, Steve Moody, Maynard Taylor, and Steve Whisenant.

Council members excused: None

Programs attending: Jolita Jackson – Children's Hope Alliance; Kim James – Burke Recovery; Patti Ferree and Chris White – Conflict Resolution Center; Kim Castano and Autumn Stone – Kids at Work; Chris Renfro, Scotty Powell and Ken Benfield – Project Challenge; and Renee Lewis – Repay, Inc.

Partners attending: Brandon Collins and Ashley Lane - Department of Juvenile Justice.

Guests attending: None

Staff attending: Megan Webster, and A.J. Coutu.

Call to Order: Rebecca McLeod, Council Chair, thanked those present on the virtual Zoom meeting for attending and called the meeting to order at 8:10 A.M. A quorum (14 of 21) was present.

I. Approval of the Agenda: The agenda was approved by acclaimation.

II. Approval of the Minutes: Ms. McLeod agreed with Dr. Moody to combine the request for approval of the Agenda and Minutes to allow for one roll call vote. Dr. Moody mad the motion to approve both documents as prepared and sent previously; Maynard Taylor seconded the motion which passed unanimously by roll call.

III. Governance – Rebecca McLeod, Chair; Jasper Hemphill, Vice Chair

A. Membership: Ms. McLeod reminded the group that the Council membership still needed a Non-Profit and juvenile court ADA members.

B. 2020/2021 Membership Renewals: Ms. McLeod thanked the relevant Council members for renewing their memberships for sending in their applications for continued membership for the coming two years. She mentioned that Mckenzie Pritchard would be added as a second "under 18 years old" member and the Korey Fisher-Wellman would be taking Hillary Biggerstaff's Council position. This will all be completed at the June Commissioner's meeting.

C. Committee Selections Open: Ms. McLeod brought the Council's attention to the Committee Membership Document sent previously. She asked if there was any interest in changing committee or monitoring assignments or monitoring obligations. None were heard.

D. Conflict of Interest Forms: Were sent to the membership for the 2020/21 fiscal year for completion previously.

E. Schedule and Topics Calendar2020/21: The updated document outlining the dates and content for the 2020/21 meetings were sent previously. Ms. McLeod asked if there were any changes for that document. Hearing none, Brandon Collins made the motion to accept the document as presented. Tara Conrad seconded the motion which passed unanimously by roll call.

F. Slate of Officers: Ms. McLeod brought the Council's attention to the Slate of Officers which had been presented at the previous meeting without the Chair position and tabled to the current meeting. The complete slate with: Dr. Steven Moody as nominee for Chair; Jasper Hemphill for Vice-Chair; Joseph Martinez as Finance Chair; and Jennifer Forney as Outreach Chair was sent to the Council prior to the

Attachment: MINUTES (J) 2020 (9) MAY (3108 : BOC Reports & Comments)

meeting. Maynard Taylor made a motion to accept the slate of officers as presented which was seconded by Jasper Hemphill and passed unanimously.

IV. Finance: Joseph Martinez, Chair; Doug Knight, Vice-Chair

A. Burke JCPC Administrative Budget Revision: Joseph Martinez turned the floor over to A.J. Coutu for an explanation. Ms. Coutu mentioned that the budget needed line item adjustments since the lack of meetings would reduce the food and travel line items and there were two line items that would need to be changed by one dollar to accommodate actual expenditures. The Council agreed to have all budget revisions presented and save the roll call vote to the end.

B. Conflict Resolution Center: Patti Ferree advised the Council that the revision would not change the total budget and would move line item amounts. She noted that they had not received referrals from Cognitive Connections and adjusted other line items for updated year-end expense expectations.

C. Burke Recovery: Kim James reported that the program expects to have $3,179 unused at the end of the year. Megan Webster recommended that that change be handled with the Final Accounting submission in this instance. This was agreeable to the program.

D. Kids at Work: Kim Castano reported that the program would be revising approximately $29,500 of their multi-county budget to accommodate programmatic changes due to Covid 19 and the purchase of a van as well as a contract for IT assistance and training.

E. Project Challenge: Chris Renfro reported that the program did not need an additional budget revision at this time and outlined the financial changes they had made previously.

F. Repay – Just Girls: Renee Lewis reported that line item revisions were needed for updated year-end expense expectations, however, no reversion of funds was expected.

G. Repay – Psychological Services: Again, Ms. Lewis reported that line item revisions were needed for updated year-end expense expectations and no fund reversion was expected.

H. Repay – SAIS: Ms. Lewis informed the Council that a salary change would be necessary for their contract therapist as well as their translator due to the changes necessary for Covid 19 response. The approximate $1,050 would be needed for Insurance as well as supplies and IT Training and assistance.

Mr. Martinez asked after each presentation for questions from the Council. Dr. Moody made the motion to accept all budget adjustments and revisions as presented. Maynard Taylor seconded the motion. The motion passed unanimously with the following abstain votes: Rebecca McLeod abstained from the Burke Recovery vote; Brooke Mills abstained from the CRC vote; and Sheriff Whisenant abstained from the Repay vote.

V. Outreach: Chair , Jennifer Forney: Ms. Forney informed the Council that no report was required.

VI. Program Updates:

A. Burke Recovery – The program has started back face-to-face sessions with those able to attend.

B. Barium Springs – Virtual sessions are being offered and docusign process used for intakes. They are cautious about face to face startup. Budget is on track. They received Council letter of support for new fiscal year.

C. Conflict Resolution Center - The staff has put Conflict Resolution education on Google Classroom. She reported that Chris White has been doing a number of trainings, mock circles, observing and co-facilitating circles as well as completing manuals in preparation for the resumption of the school year.

D. Kids at Work - Autumn Stone reported that their classes are being offered on line and they are using docusign for intake. The 3 hour classes have been separated between interpersonal and culinary. The youth seems to enjoy the on line. They are giving certification training and preparing to deliver food boxes so the meals can be prepared with coordination on line.

E. Project Challenge - Scotty Powell reported that the youth are being allowed the flexibility to arrange hours with their neighbors, elder family members, etc. 8 of 11 youth are on roll are able to participate. Virtual staff training is ongoing. Packets are sent out every two weeks as is communication with DJJ staff. Intake is difficult due to lack of internet with their population.

Attachment: MINUTES (J) 2020 (9) MAY (3108 : BOC Reports & Comments)

F. Repay, Inc. Renee Lewis stated that they are using tele-help, they are only doing testing in their office with close attention to sterilization of their areas. There are concerns with ADHD youth attention to the video sessions. They are maintaining weekly contact as much as possible.

VII. Juvenile Justice Update: Brandon Collins

Mr. Collins spoke briefly about putting out fires and the alternate ways the counselors are contacting clients, stating that 99.9% were by phone, with the exception of secure custody cases. They have helped with medicine needs for their youth. The expectations are that their situation could last through June with the current limited face-to-face. Hearings are being done virtually with their attorney.

VIII. State Consultant: Megan Webster reported that they are in either office or home office and available to help with Annual Funding Plans and Certifications. Final Accounting is coming up for the programs. Barium Springs will be reviewed by Ms. Webster along with four other programs to be scored. Budget revisions will not be available to Burke programs unless they are simple line item adjustments which can be approved by the Council Chair. Brandon Collins asked if DJJ would indicate when face to face should resume. She replied that the programs would determine this individually. They are asking that policies and procedures be adjusted to accommodate issues such as this. Ms. McLeod reminded programs to observe phase one restrictions and that outdoor meetings are preferred as is restricted group size. She recommended thinking carefully and cleaning anything that might be touched. Mr. Collins asked that any attendance changes be brought to the counselors' attention so they can be supportive.

IX. Open Discussion, Questions or Comments: Rebecca McLeod reminded the Council that this was her last meeting as Chair, and would continue with the Council as a member. Maynard Taylor and others thanked her for her years of leadership.

X. Adjourn: at 9:15 A.M. Maynard Taylor made a motion to adjourn, seconded by Brandon Collins and passed by unanimous virtual indication.

Respectfully Submitted by
A.J. Coutu

Attachment: MINUTES (J) 2020 (9) MAY (3108 : BOC Reports & Comments)

Board Members
The Rev. Dr. Marshall Jolly, Chair
Joseph A. Martinez, Vice Chair
Jeffrey C. Brittain
Lisa Dean
Renee Rostan

Korey Fisher-Wellman
Director

Burke County Department of Social Services

PO Drawer 549
Morganton, North Carolina 28680-0549
Phone (828) 764-9600 ~ Fax (828) 764-9790

MINUTES
BURKE COUNTY BOARD OF SOCIAL SERVICES
REGULAR BOARD MEETING (by WebEx)
May 19, 2020

Board Present: Rev. Marshall Jolly, Chair
Joseph Martinez, Vice Chair
Jeff Brittain
Lisa Dean
Renee Rostan

Staff Present: Korey Fisher-Wellman, DSS Director
Kathy Craig, Child Welfare Program Administrator
Amanda Grady, Eligibility Program Administrator

Sharon Honeycutt, Clerk to the Board

CALL TO ORDER
Rev. Jolly called the meeting to order at 8:31 am.

INVOCATION
Rev. Jolly gave the invocation.

APPROVAL OF AGENDA
The agenda was unanimously approved with a motion from Mr. Brittain.

APPROVAL OF MINUTES
The minutes from the April 21, 2020 meeting were unanimously approved with a motion from Ms. Rostan.

PUBLIC COMMENTS

Attachment: Board of Directors Meeting 5-19-2020 (3108 : BOC Reports & Comments)

OLD OR NEW BUSINESS
The 2019 Annual Report was tabled until the June 16, 2020 board meeting.

ADULT AND CHILDREN SERVICES UPDATE
Ms. Craig said there is a social worker III intake worker that will start on Tuesday, May 26, 2020. She will not need pre-service and has worked in child welfare before in another county. There are two social worker III positions in foster care open. Last week 15 interviews were conducted, and 2 strong candidates identified. The staff is in the process of checking references. Both will require pre-service but both have mental health experience and one comes with correctional experience. There is one social work IA&T position open. Two people have been interviewed and another interview is scheduled for today with a person that just graduated with a BSW and interned with another county DSS.

Ms. Craig said there was 232 children in foster care and there are 85 adult wards in Adult Services. Today CPS will start planning on how to facilitate parent/child visitation. Due to the governor's stay at home order, those visitations had been postponed. There have been some virtual visits through video means. A plan needs to be made to continue visitations as safely as possible for parents and children because the COVID-19 situation is likely going to affect permanency for some children. The courts are now backed up and the agency has missed several court hearing dates. The department is trying to find ways to move forward. There are several court cases that are pending in Adult Services. Staff has still been having face to face contact when needed to assure safety and that should be starting to kick back up as well. The department has tried very hard to make sure staff has all the proper personal protective equipment and have been given instructions on using it every time they go out into the field. Dr. Jolly asked if the court system started any video conferencing. Ms. Craig replied that the Chief Judge from North Carolina made the decision to allow video conferencing, and some courts are getting that up and running. One of the agency's staff attorneys was going to reach out to see if that has been facilitated in Burke County. Dr. Jolly said he sent a letter to Senator Daniel and Representative Blackwell but received a response from them nor from Judge Cherry. Ms. Craig said she read the letter and was very appreciative for Dr. Jolly writing it. Ms. Craig said she has staffed multiple cases where the pandemic was affecting the agency's ability to move forward. There are children that have not had real contact with mom and dad. Those connections have suffered, and some cases will have to basically start over while those families rebuild connections and relationships before it is safe to move forward in a significant way. Ms. Craig said she worries about the numbers because they are already not good for various reasons and now there is the pandemic factor that will affect the numbers as well. Dr. Jolly said there will probably be an asterisk beside just about all statistics for 2020. Mr. Fisher-Wellman said last year the state laid out performance guidelines with the MOU and this year the state has chosen not to release new guidelines for next the next fiscal year and will operate under the current MOU. The state will monitor the MOU standards but there will not be repercussions to counties for not meeting measurements. The fiscal year ends on June 30, 2020.

Attachment: Board of Directors Meeting 5-19-2020 (3108 : BOC Reports & Comments)

ECONOMIC SERVICES PROGRAM AND CHILD SUPPORT UPDATES

Ms. Grady said applications are still being taken at the front and are filled out in the lobby or taken with clients and turned in to whatever specific program they have applied for. Ms. Grady believes the needs are being met for clients. Ms. Grady said the department has begun to work with Burke Integrated Health. The complaint from Burke Integrated Health was that clients were coming to DSS to pick up applications and then going back to them to complete it. DSS worked with Burke Integrated to provide them applications so they could decide if they needed to send clients to DSS for Medicaid. That helped with some of the traffic back and forth.

Food and Nutrition Services is still working with a whole different policy and are still extending those cases. Clients are receiving the maximum allotment for their household size. Ms. Grady said nothing has changed in Workfirst and the goals have continued to be met. She has not seen the numbers in Medicaid that she had expected but hear that the applications will continue to increase as long as COVID-19 is going on. All recertifications have been extended and staff is working hard to get applications in as quick as possible. There is no funding remaining for CIP or LIEPE. Ms. Grady said childcare had 10 applications last month and Program Integrity has dropped some because of relying only on phone calls rather than making visits. Ms. Grady said staff is working to get the numbers back up.

Ms. Grady said that there is one position in long-term care vacant, 2 positions in Medicaid, 1 position in day care, 1 position in Medicaid reviews, and one supervisor is retiring at the end of June. All vacancies have been posted. Ms. Grady said non-emergency medical transportation is only doing half of their trips. Most patients are video conferencing with their doctor. Mr. Brittain asked if childcare facilities were open or still closed. Ms. Grady said she did not know which facilities were open or which were closed and would find out and let the board know. Ms. Dean said Early Head Start would be opening on May 26th for only parents who are working and not just essential workers but anyone that has a job.

Ms. Grady said Veritas was having challenges but have seen some progress. Veritas is taking this time to do a lot of training and trying to find ways to pull money since they are not going to court. Ms. Grady said Veritas is doing what they are supposed to do and that there should be increases in the future.

DEPARTMENT UPDATES

Mr. Fisher-Wellman said the department has settled in with daily operations and the management of visitation in the community. Staff has been resilient in finding ways to do things differently. He said the agency has found changes that can be used moving forward and there is not a plan to bring staff back into the building at this time as long as the work is continuing to be done efficiently. Mr. Fisher-Wellman said the department has not had any employees to test positive for COVID-19. Mr. Martinez asked if the building would have a deep cleaning before employee come back. Mr. Fisher-Wellman said that the department has worked with the cleaning crew to increase wiping down door handles, surfaces, etc. But at this time that discussion has not been had with the cleaning vendor.

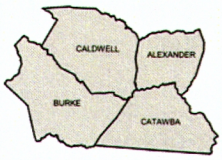
Attachment: Board of Directors Meeting 5-19-2020 (3108 : BOC Reports & Comments)

ADJOURNMENT
The meeting adjourned at 8:55 with a motion from Mr. Martinez.

Submitted by: Sharon Honeycutt, Clerk to the Board

Approved by: _____ Rev. Marshall Jolly, Chair _____ Date

Attachment: Board of Directors Meeting 5-19-2020 (3108 : BOC Reports & Comments)



GREATER HICKORY
METROPOLITAN PLANNING ORGANIZATION (MPO)
1880 2nd Avenue NW, PO Box 9026
Hickory, NC 28603

MINUTES
GREATER HICKORY METROPOLITAN PLANNING ORGANIZATION (GHMPO)
METROPOLITAN TRANSPORTATION ADVISORY COMMITTEE (TAC)
Wednesday, May 27, 2020 2:30 PM
Online Meeting via Go To Meeting

Present				Absent			
First Name	**Last Name**	**Representing**		**First Name**	**Last Name**	**Representing**	**Status***
Barbara	Beatty	Catawba County		Bob	Sigmon	Town of Maiden	Pending
Bruce	Eckard	City of Conover		Carroll	Turner	Town of Connelly Springs	Filed
Camille	Sterling	WPRTA		Donald	Robinson	Town of Catawba	Filed
Cole	Herrell	Town of Hildebran		Edd	Elliott	Town of Taylorsville	Pending
Dave	Zagaroli	City of Hickory		Jeff	Branch	Caldwell County	Pending
Hank	Guess	City of Hickory		Joe	Kirby	Town of Rhodhiss	Pending
Jerry	Hodge	City of Newton		Susan	Stevenson	Town of Valdese	Filed
Jonathan	Greer	Town of Hudson		Terry	Yount	Town of Drexel	Filed
Larry	Yoder	Alexander County		Wayne	Annas	Town of Rutherford College	Pending
Les	Morrow	City of Claremont		Thurman	VanHorn	Town of Long View	Filed
Martin	Townsend	Town of Granite Falls		Wendy	Cato	City of Morganton	Filed
Maynard	Taylor	Burke County					
Ralph	Prestwood	City of Lenoir		VACANT		Cajah's Mountain	Inactive
John	Marshall	Chair TCC		VACANT		Cedar Rock	Inactive
				VACANT		Gamewell	Inactive
				VACANT		Glen Alpine	Inactive
				VACANT		Sawmills	Inactive

WPCOG, FHWA, & NC Board of Transportation	NCDOT Staff
Anthony Starr- WPCOG	Mike Pettyjohn – NCDOT Div. 11
Alison Adams- WPCOG	Rob Weisz- NCDOT Div. 11
Averi Ritchie- WPCOG	Mark Stafford- NCDOT Div. 12
Brian Horton – WPCOG	Dean Ledbetter – NCDOT Div. 12
Duncan Cavanaugh – WPCOG	Anil Panicker- NCDOT DIV.12
Lori Dixon- WPCOG	Mark Gibbs – NCDOT Div. 13
Cullie Tarleton – Board of Transportation – Div. 11	Stephen Sparks – NCDOT Div. 13
John Pope – Board of Transportation – Div. 12	Pam Cook – NCDOT TPD

Call to Order and Introductions – TAC Chair Bruce Eckard called the meeting to order and welcomed all present at 2:30 PM. Introductions were not made, since meeting was conducted online via Go To Meeting with names appearing for those joining the virtual meeting.

Technical Coordinating Committee (TCC) Report – In place of TCC John Marshall, Brian Horton shared information items from the prior TCC meeting. All items had been unanimously recommended by TCC to TAC.

Action Items:

I. **Approval of Minutes** – Chair Eckard asked members if they had a chance to review the minutes. Upon a motion from Mr. Taylor and a second by Mr. Morrow, the minutes of the April 29, 2020, TAC meeting were unanimously approved.

II. **Locally Administered Project Program (LAPP) Applications and Scores** – Mr. Horton explained the MPO issued a call for projects back in April for approximately $13 million in Surface Transportation Block Grant – Direct Attributable (STBG-DA) funding over Fiscal Years 2021, 2022, and 2023. Mr. Horton presented an overview of the five new and two

Attachment: TAC May 2020 Minutes (3108 : BOC Reports & Comments)

Western Piedmont Council of Governments

Greater Hickory Metropolitan Planning Organization

Transportation Advisory Committee (TAC)

Wednesday, June 24, 2020, 2:30 PM
Virtual meeting held via Zoom

wpcog.org/metropolitan-planning-org

Agenda Item	Presenter	Attachment	Action
Call to Order / Ethics Awareness / Introductions	Bruce Eckard		
Technical Coordinating Committee (TCC) Report	Brian Horton		Information Item
Minutes of May 27, 2020 Meeting	Bruce Eckard	Attachment I	Approval
Locally Administered Project Program (LAPP) Project List	Brian Horton	Attachment II	Approval
Transportation Improvement Program (FYs 2020-29) Amendments for LAPP Projects	Brian Horton	Attachment III	Release for Public Comment
Transportation Improvement Program (FYs 2020-29) Amendments for Board of Transportation	Brian Horton	Attachment IV	Approval
NCDOT Updates	Cullie Tarleton		
Board of Transportation	John Pope		
Division 11	Mike Pettyjohn		
Division 12	Mark Stafford		
Division 13	Mark Gibbs		
Transportation Planning Division	Pam Cook		
Public Comment / Announcements	Bruce Eckard		
Adjournment Next Meeting: July 22, 2020	Bruce Eckard		

Reminder: *In accordance with the State Government Ethics Act, it is the duty of every TAC or TCC member to avoid conflicts of interest. Does any TAC or TCC member have any known conflict of interest with respect to any matters coming before the TAC or TCC today? If so, please identify the conflict and refrain from any participation in the matter involved.*

Attachment: TAC May 2020 Minutes (3108 : BOC Reports & Comments)

supplemental LAPP projects received from Burke County, City of Conover, City of Hickory (three projects), Town of Hildebran, and Town of Hudson. Mr. Horton also noted that Greenway Public Transportation would utilize the 10% portion of annual STBG-DA funding for preventive maintenance. Chair Eckard confirmed there were no TAC member objections to releasing the LAPP projects and scores for public comment.

III. **COVID-19 Travel Trends** – Mr. Cavanaugh presented line graphs for each of the four counties in the region showing reduction in travel since the declaration of the pandemic in mid-March through the start of the Governor's Phase-1 re-opening in early May. Mr Cavanaugh noted that the data come from aggregated, anonymized mobile phone locations. The line graphs showed travel dropping well before the Governor's Stay-at-Home Order in late March, a common low point around Easter, and since then, a climb back towards average Vehicle Miles Traveled. Since this was an information item, no action was required.

IV. **NCDOT Revenue Challenges** – Mr. Horton noted, in light of reduced travel, that fuel consumption and revenues had also greatly declined. Mr. Horton presented slides that the NCDOT Secretary had given in late April to the NC First Commission that covered the financial challenges facing NCDOT, as well as potential scenarios for recovery. Mr. Horton stressed that the financial situation had already been strained before COVID, due to multiple storms, including heavy rainfall events in the region. The pandemic would greatly exacerbate this decline in reserves by now losing over $300 million in revenue. The scenarios presented to recover would depend on the amount of federal or state aid, including the possibility of not recovering until 2022. Mr. Tarleton noted that the figure he had heard required for full recovery was $850 million, factoring both the pre- and post-COVID declines in cash reserves. Since this was an information item, no action was required.

V. **Transportation Improvement Program (TIP) Revisions for Board of Transportation** – Mr. Horton noted one of the actions being taken in response to declining revenues was to delay the capital program of projects. Mr. Horton noted the local TIP revisions to be considered today match the State Transportation Improvement Program (STIP) revisions that recently went to the State Board of Transportation earlier that same month. Mr. Horton presented slides by each county, calling out how many each project would now be delayed, compared with their prior schedule. Upon a motion from Mr. Taylor and a second by Mr. Townsend, TAC members unanimously approved the TIP revisions.

NCDOT Update - NCDOT presented the following updates:

- *NC Board of Transportation* – Mr. Pope and Mr. Tarleton each shared the recent financial challenges facing NCDOT.
- *Division 11* – Mr. Pettyjohn shared mowing would hopefully resume soon.
- *Division 12* – Mr. Stafford noted the limited updates, in light of finances.
- *Division 13* – In place of Mr. Gibbs, Mr. Sparks shared an update of Burke projects.
- *NCDOT-TPD* – Ms. Pam Cook gave an update referring to her newsletter.

Added public comments or announcements:
No public comment.

Adjournment – As there was no other business, Mr. Eckard thanked our guests and adjourned the meeting at 3:28 PM. The next meeting is tentatively scheduled for June 24, 2020.

Attachment: TAC May 2020 Minutes (3108 : BOC Reports & Comments)

Respectfully Submitted,

_____
Bruce Eckard, MPO/TAC Chairman

_____
Brian Horton, TAC Secretary

Attachment: TAC May 2020 Minutes (3108 : BOC Reports & Comments)

BURKE-CATAWBA REGIONAL JAIL AGENCY

Financial Statements, Supplemental Schedule, and
Independent Auditors' Report
For the Ten Months Ended April 30, 2020

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Lowdermilk Church & Co., L.L.P.
Certified Public Accountants

BURKE-CATAWBA REGIONAL JAIL AGENCY

April 30, 2020

Bryan Steen, Burke County Manager, Chairman

Don Brown, Catawba County Sheriff, Vice Chairman

Mick Berry, Catawba County Manager

Steve Whisenant, Burke County Sheriff

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

BURKE-CATAWBA REGIONAL JAIL AGENCY

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April 30, 2020

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	Basic Financial Statements:	
	Government-wide Financial Statements:	
1	Statement of Revenues, Expenses and Changes in Net Position	7
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Schedule		
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Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

FINANCIAL SECTION

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Lowdermilk Church & Co., L.L.P.
Certified Public Accountants

121 N. Sterling Street
Morganton, North Carolina 28655
Phone: (828) 433-1226
Fax: (828) 433-1230

Independent Auditors' Report

To the Board of Commissioners of the
Burke-Catawba Regional Jail Agency
Morganton, North Carolina

We have audited the accompanying financial statements of the business-type activities of the Burke-Catawba Regional Jail Agency, as of and for the ten months ended April 30, 2020, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Opinions

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Burke-Catawba Regional Jail Agency as of April 30, 2020 and the respective changes in financial position and cash flows for the ten months then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, on pages 3–6, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Burke-Catawba Regional Jail Agency's basic financial statements. The budgetary schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The budgetary schedule is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements, and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements, or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, based on our audit, the procedures performed as described above, the budgetary schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Lowe Smith Church & Co., L.L.P.

Morganton, North Carolina
May 11, 2020

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Management's Discussion and Analysis

This section of the Burke-Catawba Regional Jail Agency's (the Agency) financial report offers readers a narrative overview and analysis of the Agency's financial performance for the ten months ended April 30, 2020. We encourage readers to read the information presented here in conjunction with the audited financial statements included in this report.

Financial Highlights

- The Agency ceased operations at the end of December 2019.
- The net position of the Agency increased $346,689 prior to final distributions to the participating counties.

Overview of the Financial Statements

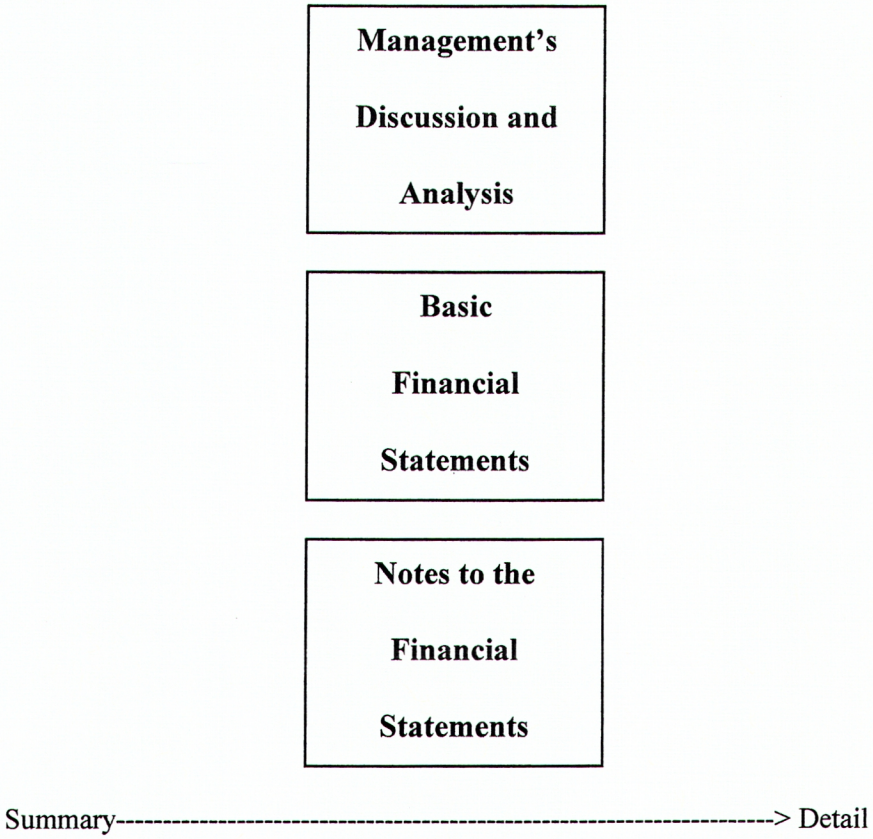
The audited financial statements of the Burke-Catawba Regional Jail Agency consist of three (3) components. They are as follows:

- Management's Discussion and Analysis
- Basic Financial Statements
- Additional Supplemental Information

This discussion and analysis is intended to serve as an introduction to the Burke-Catawba Regional Jail Agency's basic financial statements. These Basic Financial Statements are prepared using the full accrual basis of accounting. They consist of two (2) statements. 1) Statement of Revenues, Expenses, and Changes in Net Position, and 2) Statement of Cash Flows. Financial notes and other supplemental information that will enhance the reader's understanding of the financial condition of the Burke-Catawba Regional Jail Agency will follow beginning on page 9.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Required Components of Annual Financial Report
Figure 1



Basic Financial Statements

The first statement is the **Statement of Revenues, Expenses, and Changes in Net Position**. This statement is used in evaluating whether the Agency has recovered all of its costs through revenues. Its information is used in determining credit worthiness.

The next required statement is the **Statement of Cash Flows**. This statement reports cash inflows and outflows in the following categories: operating, investing, and financing activities. Based on this data, the user can determine the sources of cash, the uses of cash, and the change in cash.

The next section of the financial statements is the notes. The **Notes to the Financial Statements** provide more detailed information about, and should be read in conjunction with, the statements.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Financial Analysis of the Burke-Catawba Regional Jail Agency

As noted earlier, net position may serve, over time, as one useful indicator of the Agency's financial condition. Following is a summary of the Statement of Net Position:

Table 1-Burke-Catawba Regional Jail Agency's Net Position

	April 30, 2020	June 30, 2019
Current assets	$ -	$1,101,526
Non-current assets	-	2,411,284
Deferred outflows of resources	-	371,818
Total assets and deferred outflows	-	3,884,628
Current liabilities	-	263,802
Long-term liabilities outstanding	-	542,556
Deferred inflows of resources	-	2,405
Total liabilities and deferred inflows	-	808,763
Net position		
Net investment in capital assets	-	2,411,284
Unrestricted	-	664,582
Total net position	$ -	$3,075,866

With the closing of the Agency, all net position was distributed to the participating counties.

Following is a summary of the Statement of Revenues, Expenses, and Changes in Net Position:

Table 2-Burke-Catawba Regional Jail Agency Changes in Net Position

	April 30, 2020	June 30, 2019
Operating revenues	$ 1,939,619	$ 3,176,779
Operating expenses	1,592,930	3,277,832
Operating income (loss)	346,689	(101,053)
Non-operating revenues	-	-
Change in net position	346,689	(101,053)
Net position-beginning	3,075,866	3,176,919
Agency closeout distributions	(3,422,555)	-
Net position-ending	$ -	$ 3,075,866

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Capital Assets and Debt Administration

Capital Assets

Table 3-Summary of Changes in Capital Assets, Net of Depreciation

	April 30, 2020	June 30, 2019
Land	$ -	$ 283,140
Building and improvements	-	1,904,603
Furniture and equipment	-	223,541
Total capital assets	$ -	$2,411,284

Long-Term Liabilities

Table 4-Summary of Changes in Long-Term Liabilities

	April 30, 2020	June 30, 2019
Net pension liability	$ -	$464,505
Compensated absences	-	78,051
Total long-term debt	$ -	$542,556

Economic Factors

The Burke-Catawba Regional Jail Agency ceased operations at the end of December 2019 and all net position was distributed at the end of April 2020.

Request for Information

This report is intended to provide a summary of the financial condition of the Burke-Catawba Regional Jail Agency. Questions or requests for additional information should be addressed to:

Burke County
200 Avery Avenue
Morganton, North Carolina 28655

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

BASIC FINANCIAL STATEMENTS

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

BURKE-CATAWBA REGIONAL JAIL AGENCY

Exhibit 1

Statement of Revenues, Expenses and Changes in Net Position
For the Ten Months Ended April 30, 2020

Operating Revenues:	
Prisoner reimbursements	$ 1,529,892
Commissions	63,083
Medical fees	284,327
Miscellaneous	62,317
Total operating revenues	1,939,619
Operating Expenses	1,592,930
Operating income (loss)	346,689
Changes in net position	346,689
Net position - beginning	3,075,866
Entity closeout	(3,422,555)
Net position - ending	$ -

The accompanying notes are an integral part of these financial statements.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

BURKE-CATAWBA REGIONAL JAIL AGENCY

Exhibit 2

Statement of Cash Flows
For the Ten Months Ended April 30, 2020

	2020
Cash Flows From Operating Activities:	
Cash received from users	$ 457,925
Cash received from participating counties	1,529,892
Cash paid for operations	(1,833,063)
Net cash provided (used) by operating activities	154,754
Cash Flows From Capital and Related Financing Activities:	
Earnings distributions	(1,130,031)
Net cash provided (used) by capital and related financing activities	(1,130,031)
Net increase (decrease) in cash	(975,277)
Cash, beginning of period	975,277
Cash, end of period	$ -
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:	
Operating income (loss)	$ 346,689
Adjustments to reconcile profit before distributions to net cash provided (used) by operating activities:	
Depreciation	118,760
Changes in assets and liabilities:	
(Increase) decrease in accounts receivable	101,375
(Increase) decrease in due from other governments	24,874
(Increase) decrease in deferred outflow of resources - pensions	371,818
Increase (decrease) in deferred inflows of resources - pensions	(2,405)
Increase (decrease) in net pension liability	(464,505)
Increase (decrease) in accounts payable and accrued expenses	(341,852)
Total adjustments	(191,935)
Net cash provided by operating activities	$ 154,754

The accompanying notes are an integral part of these financial statements.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

BURKE-CATAWBA REGIONAL JAIL AGENCY

Notes to the Financial Statements
For the Ten Months Ended April 30, 2020

I. Summary of Significant Accounting Policies

The accounting policies of the Burke-Catawba Regional Jail Agency (the Agency) conform to generally accepted accounting principles (GAAP) as applicable to governments.

A. Reporting Entity

The Burke-Catawba Regional Jail Agency is a regional jail facility established under North Carolina General Statute Section 153A-219. The Agency is a joint venture of Burke and Catawba counties. Both counties house county prisoners at the facility and advance funds as needed. The Agency, which began operations in October 1995, is governed by a Board which is composed of a delegation from both participating counties. Each county delegation is composed of two members, the County Manager and the Sheriff.

The jail ceased operations at the end of December 2019. All net position was distributed to the participating counties by April 30, 2020.

B. Basis of Presentation

All activities of the Agency are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are: (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or the change in net assets is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

C. Basis of Accounting

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the statement of net assets date, and reported amounts of revenues and expenses during the reporting period. Estimates are used to determine depreciation expense, the allowance for doubtful accounts and certain claims and judgment liabilities, among other accounts. Actual results may differ from those estimates.

D. Budgetary Data

The Agency's budget is adopted as required by the North Carolina General Statutes. All budgets are prepared using the modified accrual basis of accounting.

Expenditures may not legally exceed appropriations at the agency level. The budget shown in the financial statements is the final 2020 budget.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

E. Assets, Liabilities and Fund Equity

1. Deposits and Investments

All deposits of the Agency are made in Board-designated, official depositories and are secured as required by State law [G.S. 159-31]. The Agency may designate as an official depository any bank or savings association whose principal office is located in North Carolina. Also, the Agency may establish time deposit accounts, such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

State law (G.S. 159-30(c)) authorizes the Agency to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers' acceptances; and the North Carolina Capital Management Trust (NCCMT).

2. Cash and Cash Equivalents

For purposes of the statement of cash flows, cash equivalents include time deposits, certificates of deposit, and all highly liquid debt instruments with original maturities of three months or less.

3. Capital Assets

Capital assets are defined by the Agency as assets with an initial, individual cost of more than $5,000 and an estimated useful life in excess of two years. Donated capital assets received prior to June 15, 2015 are recorded at their estimated fair value at the date of donation. Donated capital assets received after June 15, 2015 are recorded at acquisition value. All other purchased or constructed capital assets are reported at cost or estimated historical cost.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	Years
Buildings and improvements	30
Furniture and office equipment	3-20

II. Detail Notes on All Funds

A. Assets

1. Deposits

At April 30, 2020, the Agency had closed all bank accounts and distributed any remaining deposits to the participating counties.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

2. Capital Assets

Capital asset activity for the year ended April 30, 2020 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Capital assets not being depreciated:				
Land	$ 283,140	$ -	$ 283,140	$ -
Total capital assets not being depreciated	283,140	-	283,140	-
Capital assets being depreciated:				
Buildings and improvements	6,506,622	-	6,506,622	-
Furniture/equipment	565,624	-	565,624	-
Total capital assets being depreciated	7,072,246	-	7,072,246	-
Less accumulated depreciation for:				
Building improvements	4,602,014	108,444	4,710,458	-
Furniture/equipment	342,088	10,316	352,404	-
Total accumulated depreciation	4,944,102	118,760	5,062,862	-
Total capital assets being depreciated, net	2,128,144	$(118,760)	$2,009,384	$ -
Total capital assets	$2,411,284			$ -

As of April 30, 2020, all capital assets were transferred to Burke County as part of their net position distribution.

B. Liabilities

1. Pension Plan and Postemployment Obligations

a. Local Governmental Employees' Retirement System

Plan Description. The Agency was a participating employer in the statewide Local Government Employees' Retirement System (LGERS), a cost-sharing, multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members - nine appointed by the Governor, one appointed by the State Senate, and one appointed by the State House of Representatives and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, by calling (919) 981-5454, or at www.osc.nc.gov.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Benefits Provided. LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service. Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service, or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

Contributions. Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. The Agency's employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The Agency's contractually required contribution rate for the ten months ended April 30, 2020, was 8.95% for general employees, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the Agency were $62,946 for the ten months ended April 30, 2020.

Refunds of Contributions. The Agency employees who have terminated service as a contributing member of LGERS may file an application for a refund of their contributions. By State law, refunds to members with at least five years of service include 4% interest. State law requires a 60 day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

Contributions to the plan ceased at the end of operation, which was December 2019. With the dissolution of the Agency, the Agency is no longer liable for any pension liabilities.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

2. Risk Management

The Agency was exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Agency participated in two self-funded risk financing pools administered by the North Carolina Association of County Commissioners. Through these pools, the Agency obtained general liability coverage of $2 million, per occurrence, and workers' compensation coverage up to the statutory limits. The pools are reinsured through commercial companies for single occurrence losses in excess of $500,000 up to a $2 million limit for general liability coverage, $500,000 of aggregate annual losses in excess of $25,000 per occurrence for property coverage, and single occurrence losses of $350,000 for workers' compensation.

In accordance with G.S. 159-29, the Agency's employees that have access to $100 or more at any given time of the Agency's funds were bonded through the Agency's general liability insurance for $50,000. In addition the Finance Officer/Jail Administrator were individually bonded for $50,000.

3. Long-Term Obligations

a. Changes in General Long-Term Obligations

The following is a summary of changes in the Agency's long-term obligations for the ten months ended April 30, 2020:

	Balance July 1, 2019	Increases	Decreases	Balance April 30, 2020	Current Portion
Business-type activities:					
Net pension liability	$464,505	$ -	$464,505	$ -	$ -
Compensated absences	78,051	-	78,051	-	-
Total	$542,556	$ -	$542,556	$ -	$ -

III. Related Party Transactions

The Agency had the following related party transactions for the ten months ended April 30, 2020:

	Burke County	Catawba County	Total
Contributions by counties	$ 736,361	$ 736,361	$1,472,722
Medical reimbursements	271,079	8,588	279,667
Earnings distributions from rentals	-	58,013	58,013
Net position disbursements:			
Cash	916,944	208,014	1,124,958
Book value of capital assets	2,009,384	-	2,009,384

In addition, the Agency reimbursed Burke County for telephone usage, supplies and various other operating expenses.

IV. Subsequent Events

The Agency has evaluated subsequent events through May 11, 2020, the date which the financial statements were available to be issued. During the period from the end of the year, and through this date, no circumstances occurred that require recognition or disclosure in these financial statements.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

BURKE-CATAWBA REGIONAL JAIL AGENCY

Schedule 1

Schedule of Revenues and Expenditures
Budget and Actual (Non-GAAP)
For the Ten Months Ended April 30, 2020

	Budget	Actual	Variance Positive (Negative)
Revenues:			
Operating revenues:			
Prisoner reimbursements			
Contributions from participating counties	$ 1,472,722	$ 1,472,722	$ -
Other	50,000	57,170	7,170
Total prisoner reimbursements	1,522,722	1,529,892	7,170
Other operating revenues:			
Commissions	70,000	63,083	(6,917)
Medical fees	338,500	284,327	(54,173)
Miscellaneous	299	62,317	62,018
Total other operating revenues	408,799	409,727	928
Total revenues	1,931,521	1,939,619	8,098
Expenditures:			
Operating:			
Salaries and employee benefits	1,091,373	970,563	120,810
Professional services	5,700	11,400	(5,700)
Medical services	431,582	370,183	61,399
Janitorial supplies	3,000	2,713	287
Food	137,500	133,483	4,017
Medical supplies	24,750	16,104	8,646
Supplies	19,315	13,124	6,191
Travel	65	-	65
Telephone	2,350	2,104	246
Postage	1,000	747	253
Utilities	62,000	60,331	1,669
Garbage collection	5,025	5,021	4
Repairs and maintenance	25,500	15,949	9,551
Laundry	2,345	2,344	1

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

	Budget	Actual	Variance Positive (Negative)
Training	$ 690	$ 123	$ 567
Purchased services	8,916	6,688	2,229
Insurance	51,000	26,138	24,862
Unemployment insurance	3,500	-	3,500
Dues and subscriptions	150	25	125
Capital outlay	300	150	150
Office equipment lease	1,725	1,722	3
Uniform rental	1,390	411	979
Miscellaneous	2,345	(50,022)	52,367
Payment of funds to Catawba County	50,000	58,013	(8,013)
Total expenditures	1,931,521	1,647,313	284,208
Revenues over (under) expenditures	$ -	$ 292,306	$ 292,306

Reconciliation From Budgetary Basis (modified accrual) to Full Accrual:

Total revenues	$ 1,939,619
Total expenditures	1,647,313
Revenues over (under) expenditures	292,306
Budgetary appropriations (above):	
Increase (decrease) in deferred outflows of resources - pension	(371,818)
(Increase) decrease in net pension liability	464,505
Decrease in deferred inflows of resources - pension	2,405
(Increase) decrease in compensated absences	78,051
Depreciation	(118,760)
Change in net position (Exhibit 2)	$ 346,689

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Lowdermilk Church & Co., L.L.P.
Certified Public Accountants

121 N. Sterling Street
Morganton, North Carolina 28655
Phone: (828) 433-1226
Fax: (828) 433-1230

To the Board of Directors of the
Burke-Catawba Regional Jail Agency
Morganton, North Carolina

We have audited the financial statements of the business-type activities of Burke-Catawba Regional Jail Agency for the ten months ended April 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, Government Auditing Standards and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated March 31, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Burke-Catawba Regional Jail Agency are described in Note I to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the ten months ended April 30, 2020. We noted no transactions entered into by Burke-Catawba Regional Jail Agency during the period for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Burke-Catawba Regional Jail Agency's financial statements was:

> Management's estimate of depreciation is based on industry standards. We evaluated the key factors and assumptions used to develop the depreciation lives in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 11, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Burke-Catawba Regional Jail Agency's financial statements, or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Burke-Catawba Regional Jail Agency's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on budgetary schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Restriction on Use

This information is intended solely for the use of the members of the Board of Directors and the management of Burke-Catawba Regional Jail Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Lowe Smith Church + Co., L.L.P.

Morganton, North Carolina
May 11, 2020

Attachment: Burke-Catawba Jail Audit April 30, 2020 (3108 : BOC Reports & Comments)

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

VACANCY ANNOUNCEMENTS

Subject Title: Clerk - Boards and Committees Vacancy Report

Presented By: Kay Draughn

Summary of Information: County Appointment Opportunities

Adult Care & Nursing Home Community Advisory Committee

Several vacancies exist. Initial terms of appointment are for one (1) year. Training is required and provided by the Western Piedmont Council of Governments through the Aging Support Program. Contact Christina Franklin, the Regional Ombudsman, at 828.485.4213 for more information.

Council on Aging

Several vacancies exist for at-large positions. Terms of appointment are for three (3) years. For more information, please contact Karen Robinson at 828.381.2187.

Regional Aging Advisory Committee

Applications are being accepted for Seat No. 1. The term of appointment is for two (2) years. Contact Tina Miller, WPCOG Area Agency on Aging Director at 828.485.4212.

Juvenile Crime Prevention Council

Applications are being accepted for a United Way/nonprofit seat. The terms of appointment are for two (2) years. Contact A. J. Coutu at 828.403.1427 for more information.

City of Morganton - Board of Adjustment (ETJ)

Two (2) vacancies exists on Morganton's Board of Adjustment. Applicants must reside in the extraterritorial jurisdiction (ETJ) of the City of Morganton. Terms are for three (3) years. For more information, please contact the City of Morganton at 828.438.5260.

City of Morganton - Planning Board (ETJ)

Two (2) vacancies exists on Morganton's Planning Board. Applicants must reside in the extraterritorial jurisdiction (ETJ) of the City of Morganton. Terms are for three (3) years. For more information, please contact the City of Morganton at 828.438.5260.

Voluntary Agriculture Board

One (1) vacancy exists. The term is four (4) years. Contact Lea Ann Branch at 828-439-9727, Ext. 3 for more information.

Burke Co. Board of Adjustment & Planning Board

Applications are being accepted for the Burke Co. Board of Adjustment and Planning Board. Contact the Community Department at 828.764.9030 for more information.

Burke Senior Center Advisory Council

Two (2) vacancies exists. The term is for three (3) years. Contact Roxanne Powell at 764-9392 for more information.

Recreation Commission

Applications are being accepted for several seats on the Commission. The term is for three (3) years. Contact Treg McGee at 764-9092 for more information.

Budgetary Effect: NA

County Manager's Recommendation: NA

Suggested Motion: No action required.

BURKE COUNTY
APPOINTMENT APPLICATION
BOARDS AND COMMITTEES

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: Home: _____ Business: _____

Cell: _____ Email: _____

Occupation: _____

Retired from: _____

How did you hear about this opportunity? _____

Are you currently serving on a county board or committee? ___ Yes ___ No

If so, please identify the board or committee: _____

Community interest and activities:

_____

_____

Do you reside in the extraterritorial area of a municipality? _____ Yes _____ No

List in order of preference the board and/or committee(s) on which you would like to serve.

1._____

2._____

3._____

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

_____

_____

Revised: 1-26-18

Attachment: 2018 Application to Serve on Boards and Committees V4 (3110 : Vacancy Report)

Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

_____

_____

Are you willing to attend board or committee meetings on a regular basis? ___ Yes ___ No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee:

_____

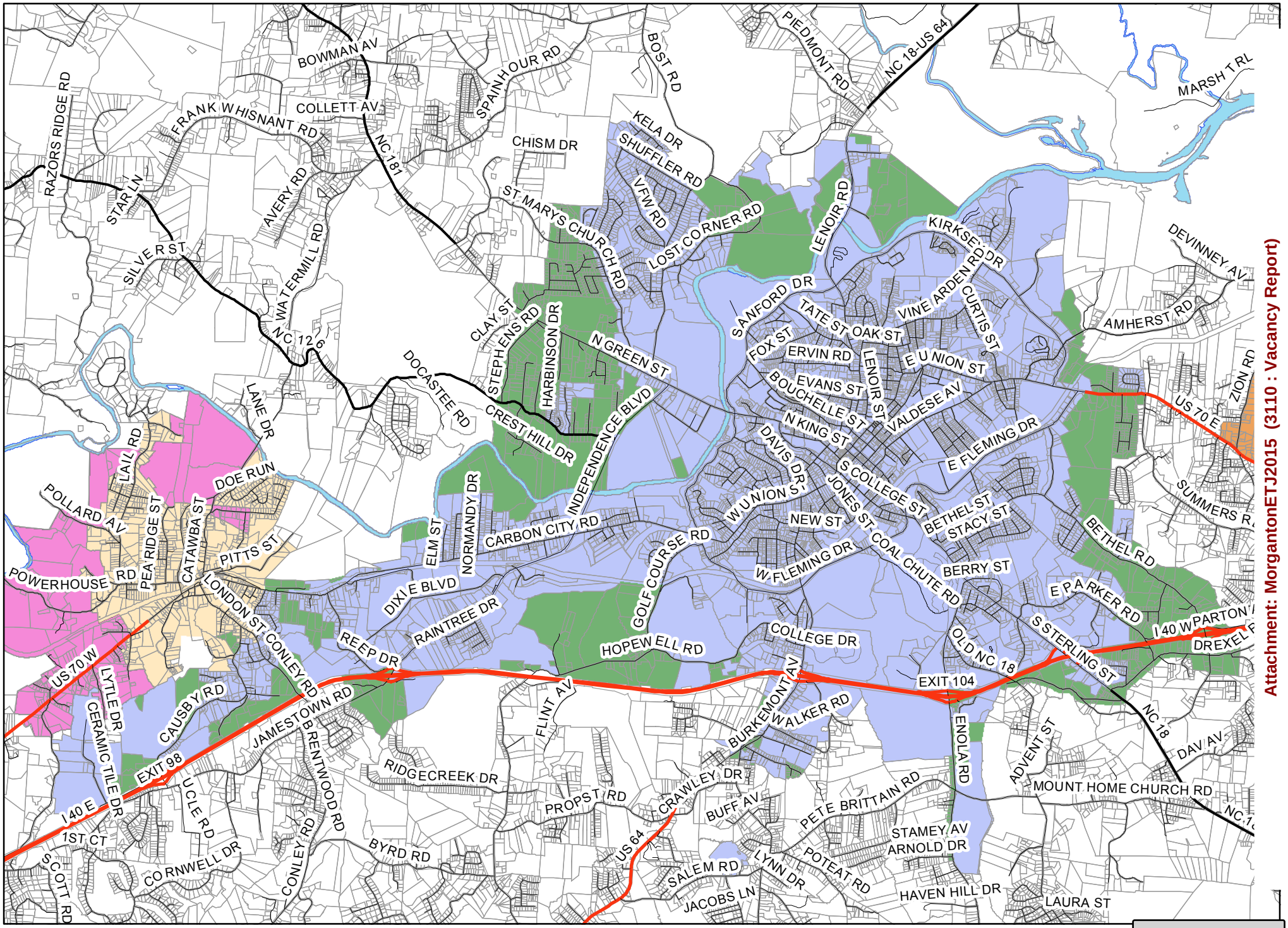
Remarks: _____
(OPTIONAL)

Signature: _____
(ORIGINAL SIGNATURE REQUIRED)
(SIGNING INDICATES AGREEMENT TO ABIDE BY THE BURKE COUNTY CODE OF ETHICS.)

Return to:

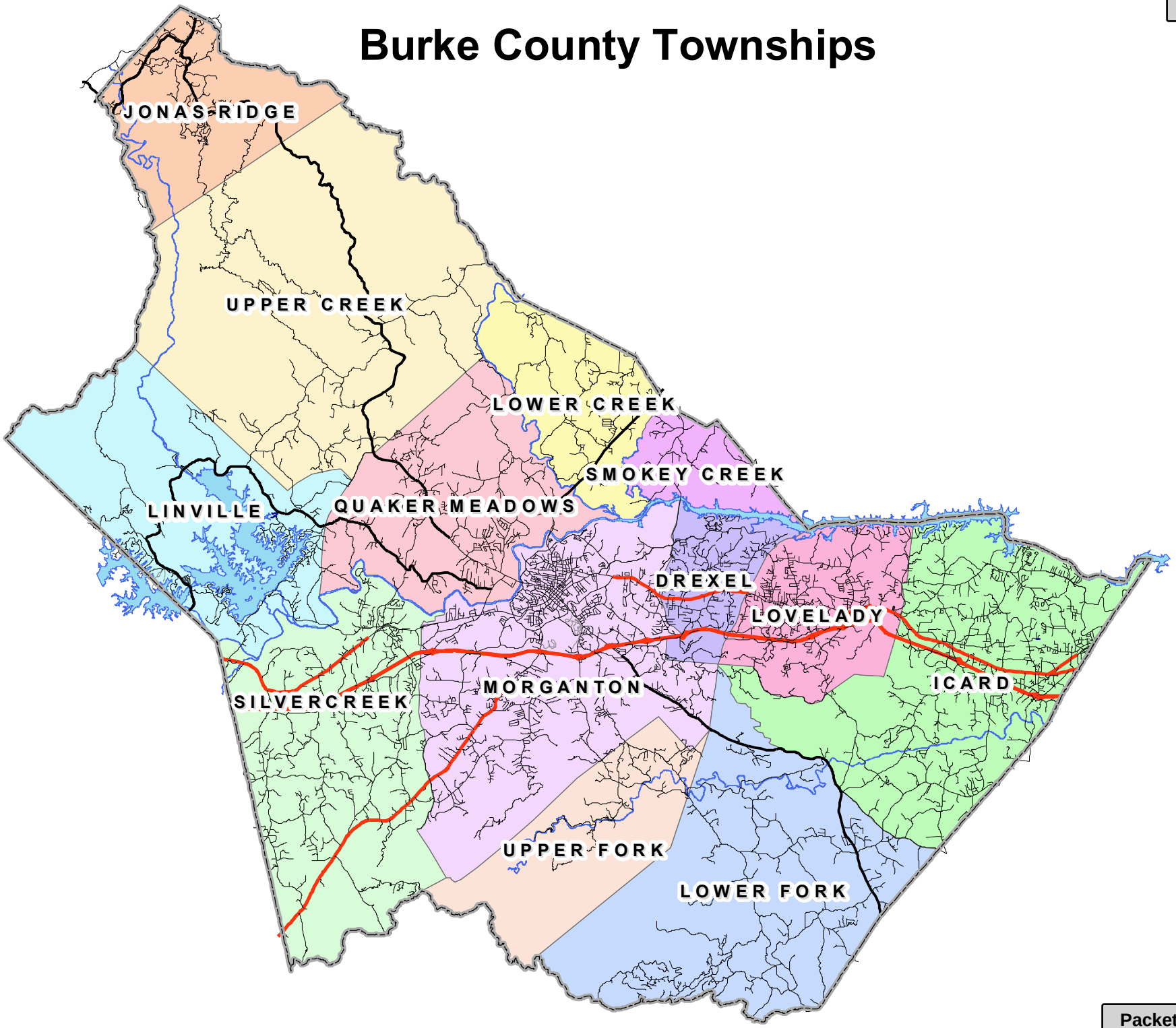
Burke County
Attn: Clerk to the Board
P.O. Box 219
Morganton NC 28680
Email: kay.draughn@burkenc.org
Phone: 828-764-9354 Fax: 828-764-9352

City of Morganton - ETJ



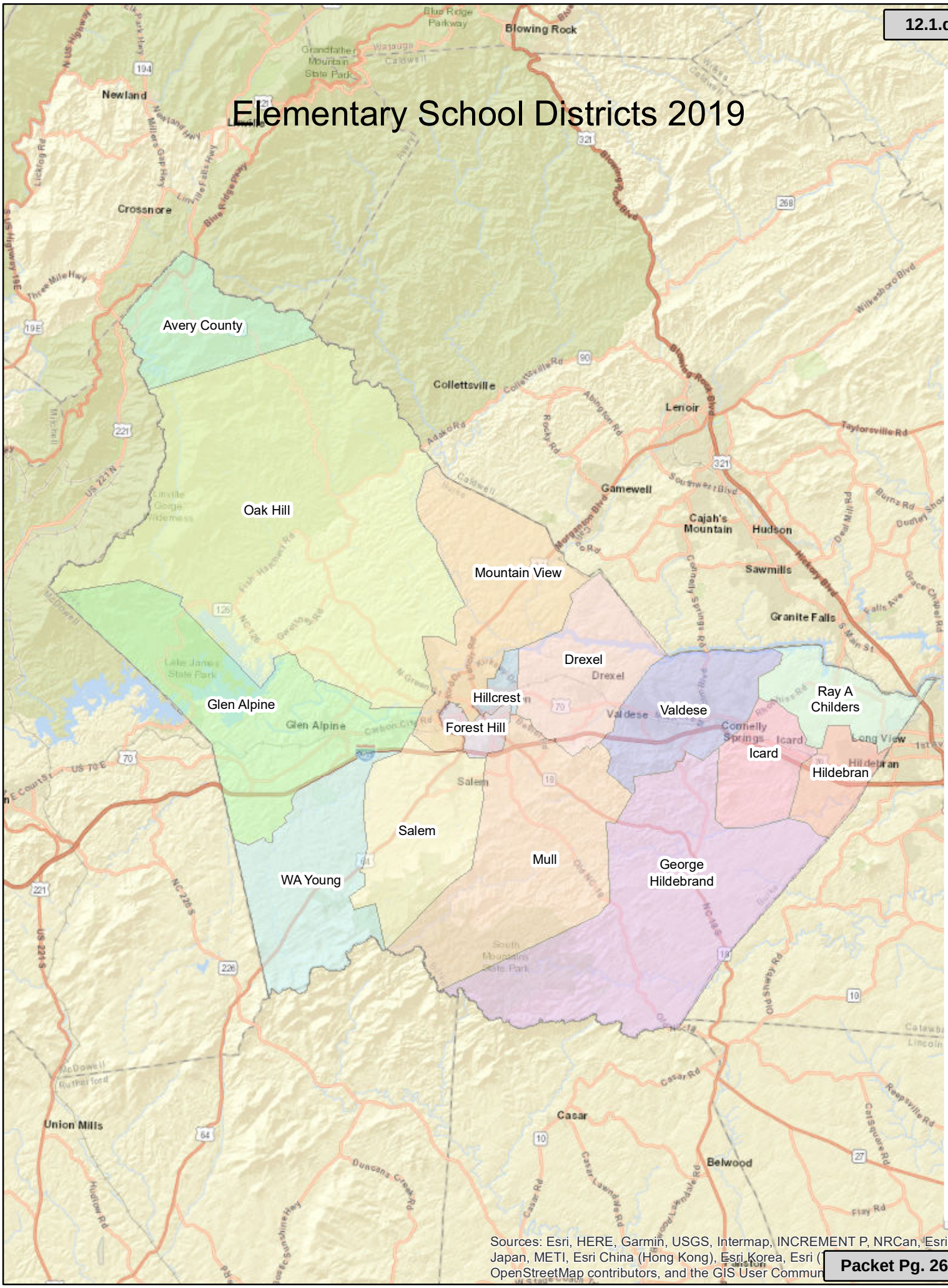
Attachment: MorgantonETJ2015 (3110 : Vacancy Report)

Burke County Townships



Attachment: 2013 Township Map (3110 : Vacancy Report)

Elementary School Districts 2019



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (
OpenStreetMap contributors, and the GIS User Commun

Attachment: Elementary Districts Map 2019 (3110 : Vacancy Report)

Burke County, North Carolina

Agenda Abstract

Meeting Date: July 21, 2020

CLOSED SESSION

Subject Title: BOC - Closed Session to Discuss Threatened or Pending Litigation, to Preserve the Attorney-Client Privilege, to Discuss Economic Development Matters and to Discuss Personnel Matters (If needed.)

Presented By: Johnnie W. Carswell

Summary of Information: A closed session is needed to discuss threatened or pending litigation, to preserve the attorney-client privilege, to discuss economic development matters and to discuss personnel matters as authorized by NCGS 143-318.11(a)(3),(4) and (6).

Budgetary Effect: NA

County Manager's Recommendation: NA

Suggested Motion: To go into closed session to discuss threatened or pending litigation, to preserve the attorney-client privilege, to discuss economic development matters and to discuss personnel matters as authorized by NCGS 143-318.11(a)(3),(4) and (6).

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

(2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.

(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

Attachment: GS_143-318.11 (3111 : Closed Session)

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(10) To view a recording released pursuant to G.S. 132-1.4A.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)