



MOORE COUNTY BOARD OF COMMISSIONERS

TUESDAY, AUGUST 16, 2016

REGULAR MEETING, 5:30 P.M.

CALL TO ORDER

INVOCATION – *Rev. Matthew Privett, Bethlehem Baptist Church*

PLEDGE OF ALLEGIANCE – *Robert Wittmann, Health Director*

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

I. PUBLIC COMMENT PERIOD (*Procedures are attached*)

II. ADDITIONAL AGENDA

III. RECOGNITIONS

A. County Government Internship Program Participants (*Sarah Miller*)

IV. PRESENTATIONS

A. Report on the 2016 Session of the Tax Board of Equalization and Review (*Commissioner Daeke*)

V. APPROVAL OF CONSENT AGENDA

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

- A. Minutes: August 2, 2016 Regular Meeting and Closed Session
- B. Budget Amendments
- C. Tax Releases/Refunds – July 2016
- D. Money Market Annual Percentage Yield Agreement Amendment
- E. Martin Starnes & Associates, CPAs, P.A. Contract Amendment
- F. Globe Communications Contract Amendment # 2
- G. Atkins North America, Inc. Contract Amendment # 2
- H. 2017 Emergency Management Planning Grant Application
- I. FY17 JCPC Funding Plan Revision

VI. PUBLIC HEARINGS

- A. Public Hearing – Economic Development Incentive Agreement with Reliance Packaging (*Misty Leland*)
- B. Public Hearing/Planning – Conditional Use Permit Request: HCE Moore II – Stage Road (*Debra Ensminger*)
- C. Call to Public Hearing/Planning – Conditional Use Permit Request: Mining – Williams Sand and Clay, LLC – NC Hwy 211 (*Debra Ensminger*)

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. Planning – Request for Approval to Modify the Cost Allocation Plan for the Community Development Division (*Debra Ensminger*)
- B. Planning – Request for Approval of Resolution for Road Additions to NC State Roadway System (*Debra Ensminger*)
- C. Planning – Request for Approval to Submit FY17 Rural Operating Assistance Program Application (*Lydia Cleveland*)
- D. Health – Request for Approval of Mutual Aid Agreement between Moore County and Hoke County for Back-Up SIDS Counselor (*Robert Wittmann*)
- E. Public Works – Request for Approval of Contract Extension for Generator Project (*Randy Gould*)
- F. Public Works – Request for Approval for Purchase of Water Meters (*Randy Gould*)
- G. Administration – Consideration of Resolution Regarding Occupancy Tax Rate (*Wayne Vest*)
- H. Administration – Request to Consider Bid for Abandoned Well Sites (*Wayne Vest*)

IX. APPOINTMENTS

- A. Recreation Advisory Board
- B. Workforce Development Board
- C. Library Board of Trustees
- D. Transportation Advisory Board

X. ADDITIONAL AGENDA

XI. MANAGER'S REPORT

XII. COMMISSIONERS' COMMENTS

XIII. CLOSED SESSION – *pursuant to N.C.G.S. 143-318.11(a)(3)*

ADJOURNMENT

COMMISSIONERS' UPCOMING MEETINGS/EVENTS:

- **DSS Board**, Wednesday, August 17, 3:00pm (Graham)
- **Transportation Advisory Board**, Thursday, August 18, 3:00pm (Picerno)
- **Aging Advisory Council**, Tuesday, August 23, 8:30am (Saunders)
- **Animal Operations**, Thursday, August 25, 6:00pm (Picerno)
- **Pre-agenda Mtg.**, Wednesday, August 31, 9:00am (Ritter & Picerno)
- **Moore Co. Transportation Comm.**, Wednesday, August 31, 2:00pm (Daeke)
- **Labor Day Holiday**, County Offices Closed, Monday, September 5
- **Regular Meeting**, Tuesday, September 6, closed session 4:30pm, open 5:30pm
- **Special Meeting**, Thursday, September 8, 8:30am

PUBLIC COMMENT PROCEDURES
MOORE COUNTY BOARD OF COMMISSIONERS

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

- 1. The Public Comment period will be held at the beginning of the Board meeting. The comment period will be limited to a maximum of thirty minutes.*
- 2. Persons who wish to address the Board during the Public Comment Period will register on a sign-up sheet available on the table outside the entrance door to the Commissioners' Meeting Room indicating contact information and topic. Sign-up sheets will be available beginning 30 minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request to County Staff.*
- 3. Each person signed up to speak will have three (3) minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker and one additional time period which may be yielded to him/her by another individual who has also signed up to speak on a particular topic.*
- 4. Speakers will be acknowledged by the Board Chairperson in the order in which their names appear on the sign-up sheet. Speakers will address the Board from the lectern at the front of the room and begin their remarks by stating their name and address.*
- 5. Public comment is not intended to require the Board to answer any impromptu questions. However, Board members may, in their discretion and after being recognized by the Board Chairperson, respond to speakers' comments. Any response by a commissioner to a speaker during the public comment period does not open discussion between the commissioner and speaker. Speakers will address all comments to the Board as a whole and not one individual commissioner. Discussions between speakers and members of the audience will not be allowed.*
- 6. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory or embarrassing to any citizens, official or employee of Moore County shall not be allowed. Speaker must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.*
- 7. Only one speaker will be acknowledged at a time. If the time period runs out before all persons who have signed up get to speak, those names will be carried over to the next Public Comment Period.*
- 8. Any applause will be held until the end of the Public Comment Period.*
- 9. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Clerk to the Board.*
- 10. Speakers shall not discuss any of the following: matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, matters which are made confidential by law; matters which are the subject of public hearings.*
- 11. Information sheets outlining the process for the public's participation in Board meetings will also be available in the rear of the Commissioner's Meeting Room.*
- 12. Action on items brought up during the Public Comment Period will be at the discretion of the Board.*

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

Revised on the 7th day of April 2015.

Agenda Item: III.A.
Meeting Date: 8/16/2016

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Sarah Miller, 4-H Youth Development Agent
DATE: 8/8/2016
SUBJECT: Recognition of Government Internship Program Participants
PRESENTER: Sarah Miller

REQUEST:

Recognized 2016 government internship program participants.

BACKGROUND:

The Moore County Government Leadership Academy is a collaborative effort between Moore County Administration and Cooperative Extension's 4-H program. The program focuses on and was recognized for exposing youth to county government and providing job skills to help students learn leadership, responsibility, volunteerism, and self-confidence.

The 2016 program was held the week of August 1st – 4th. Three students volunteered in various County departments from 9:30 a.m. to 4:30 p.m. each day. Departments hosting a student were: Animal Operations, Planning, and Sheriff's Office. A service learning project was completed with the Food Bank of Central and Eastern North Carolina. Interns participated in Leadership Evolution on August 10th and 11th. Each member of the academy earned community service hours which will be used toward school requirements for graduation.

Agenda Item: IV.B.
Meeting Date: 8/16/2016

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Gary E. Briggs, Tax Administrator 
DATE: August 4, 2016
SUBJECT: 2016 Session of the Moore County Board of Equalization and Review
PRESENTER: Jerry Daeke

REQUEST:

Mr. Jerry Daeke, Chairman of the Moore County Board of Equalization and Review, would like to appear before the Board of Commissioners to apprise them of the Board of Equalization and Review's activities for 2016.

BACKGROUND:

North Carolina General Statute 105-322 and 105-323.

IMPLEMENTATION PLAN:

N/A

FINANCIAL IMPACT STATEMENT:

N/A

RECOMMENDATION SUMMARY:

Receive report on the 2016 activities for Board of Equalization and Review.

SUPPORTING ATTACHMENTS:

Board of Equalization and Review 2016 Fact Sheet
Board of Equalization and Review Endorsement
North Carolina General Statute 105-322 and 105-323

BOARD OF EQUALIZATION AND REVIEW 2016 FACT SHEET

TOTAL NUMBER OF PARCELS IN MOORE COUNTY	70,626
TOTAL NUMBER OF PARCELS REVIEWED BY THE BOARD	80
TOTAL OTHER APPEALS (PERSONAL PROPERTY, LATE APPLICATIONS, EXEMPTIONS, AUDITS, MOTOR VEHICLES)	48

BOARD DECISIONS

TOTAL NUMBER OF PARCELS DECREASED IN VALUE	59
TOTAL NUMBER OF PARCELS INCREASED IN VALUE	5
TOTAL NUMBER OF PARCELS WITH NO CHANGE IN VALUE	16
VALUE OF PARCELS REVIEWED BY BOARD OF EQUALIZATION AND REVIEW	\$62,558,610
NET ADJUSTMENT BY BOARD	(\$4,496,780)
VALUE AFTER TOTAL ADJUSTMENTS AT BOARD'S ADJOURNMENT	\$58,061,830
PERCENT CHANGE (decrease of real property under appeal only)	-7.19%

PERSONAL PROPERTY / MOTOR VEHICLE

Personal Property / motor vehicles	\$234,058.00	
Resulting Values after Appeal	\$5,650.00	
Net resulting adjustment in Value	See notes	(\$228,408)

BOARD OF EQUALIZATION AND REVIEW 2015 FACT SHEET

SPECIAL NOTES

General notes:

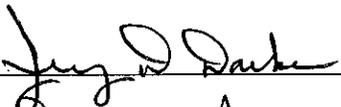
The last revaluation in Moore County was effective for 2015.
The next reappraisal in Moore County is scheduled for 2019.

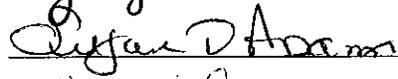
Real Property / Motor vehicles Notes:

The decrease represents corrected listing and adjustments on business personal property and Motor vehicles

State of North Carolina
County of Moore

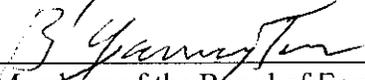
We, the undersigned members of the Board of Equalization and Review of Moore County, hereby certify that these tax records constitute the fixed and permanent tax list and assessment roll and record of taxes due for the year 2016, subject to only such changes as may be allowed by law.











Members of the Board of Equalization
and Review of Moore County

Article 21.

Review and Appeals of Listings and Valuations.

§ 105-322. County board of equalization and review.

(a) Personnel. - Except as otherwise provided herein, the board of equalization and review of each county shall be composed of the members of the board of county commissioners.

Upon the adoption of a resolution so providing, the board of commissioners is authorized to appoint a special board of equalization and review to carry out the duties imposed under this section. The resolution shall provide for the membership, qualifications, terms of office and the filling of vacancies on the board. The board of commissioners shall also designate the chairman of the special board. The resolution may also authorize a taxpayer to appeal a decision of the special board with respect to the listing or appraisal of his property or the property of others to the board of county commissioners. The resolution shall be adopted not later than the first Monday in March of the year for which it is to be effective and shall continue in effect until revised or rescinded. It shall be entered in the minutes of the meeting of the board of commissioners and a copy thereof shall be forwarded to the Department of Revenue within 15 days after its adoption.

Nothing in this subsection (a) shall be construed as repealing any law creating a special board of equalization and review or creating any board charged with the duties of a board of equalization and review in any county.

(b) Compensation. - The board of county commissioners shall fix the compensation and allowances to be paid members of the board of equalization and review for their services and expenses.

(c) Oath. - Each member of the board of equalization and review shall take the oath required by Article VI, § 7 of the North Carolina Constitution with the following phrase added to it: "that I will not allow my actions as a member of the board of equalization and review to be influenced by personal or political friendships or obligations,". The oath must be filed with the clerk of the board of county commissioners.

(d) Clerk and Minutes. - The assessor shall serve as clerk to the board of equalization and review, shall be present at all meetings, shall maintain accurate minutes of the actions of the board, and shall give to the board such information as he may have or can obtain with respect to the listing and valuation of taxable property in the county.

(e) Time of Meeting. - Each year the board of equalization and review shall hold its first meeting not earlier than the first Monday in April and not later than the first Monday in May. In years in which a county does not conduct a real property revaluation, the board shall complete its duties on or before the third Monday following its first meeting unless, in its opinion, a longer period of time is necessary or expedient to a proper execution of its responsibilities. Except as provided in subdivision (g) (5) of this section, the board may not sit later than July 1 except to hear and determine requests made under the provisions of subdivision (g)(2), below, when such requests are made within the time prescribed by law. In the year in which a county conducts a real property revaluation, the board shall complete its duties on or before December 1, except that it may sit after that date to hear and determine requests made under the provisions of subdivision (g)(2), below, when such requests are made within the time prescribed by law. From the time of its first meeting until its adjournment, the board shall meet at such times as it deems reasonably necessary to perform its statutory duties and to receive requests and hear the appeals of taxpayers under the provisions of subdivision (g)(2), below.

(f) Notice of Meetings and Adjournment. - A notice of the date, hours, place, and purpose of the first meeting of the board of equalization and review shall be published at least three times in some newspaper having general circulation in the county, the first publication to be at least 10 days prior to the first meeting. The notice shall also state the dates and hours on which the board will meet following its first meeting and the date on which it expects to adjourn; it shall also carry a statement that in the event of earlier or later adjournment, notice to that effect will be published in the same newspaper.

§ 105-323. Giving effect to decisions of the board of equalization and review.

All changes in listings, names, descriptions, appraisals, and assessments made by the board of equalization and review shall be reflected upon the abstracts and tax records by insertion of rebates given, additional charges made, or any other insertion; by correction; or by any other charge. The tax records shall then be totalled, and at least a majority of the members of the board of equalization and review shall sign the following statement to be inserted at the end of the tax records:

State of North Carolina

County of _____

We, the undersigned members of the Board of Equalization and Review of _____ County, hereby certify that these tax records constitute the fixed and permanent tax list and assessment roll and record of taxes due for the year _____, subject to only such changes as may be allowed by law.

Members of the Board of Equalization
and Review of _____ County

The omission of this endorsement shall not affect the validity of the tax records or of any taxes levied on the basis of the assessments appearing in them. (1939, c. 310, s. 1106; 1971, c. 806, s. 1; 1999-456, s. 59.)



V.A.

8/16/2016

MOORE COUNTY BOARD OF COMMISSIONERS

TUESDAY, AUGUST 2, 2016

REGULAR MEETING

The Moore County Board of Commissioners met for a Regular Meeting at 4:30 p.m., Tuesday, August 2, 2016 in the Commissioners' Meeting Room on the second floor of the Historic Courthouse in Carthage, North Carolina.

Commissioners Present: Chairman Nick Picerno, Vice Chairman Randy Saunders, Jerry Daeke, Catherine Graham, Otis Ritter

Commissioners Absent: None

Chairman Picerno called the meeting to order at 4:30 p.m.

CLOSED SESSION

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

OPEN SESSION

At 5:30 p.m., the Board continued the meeting in open session, with no action to report from closed session.

Reverend Arnold Comer of Summer Hill Baptist Church provided the invocation and Planning Director Debra Ensminger led the Pledge of Allegiance.

The Chairman asked whether any commissioner had a conflict of interest concerning agenda items the Board would discuss during the meeting and no conflicts were stated.

PUBLIC COMMENT PERIOD

Ms. Pam Reed shared concerns regarding the Department of Social Services and new policies/procedures implemented by the DSS Board, which prohibited her from being added to the DSS Board's next meeting agenda, after she had already been granted permission to be on the previous agenda (but had to be absent for a medical reason).

CONSENT AGENDA

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

Minutes: July 19, 2016 Regular Meeting and Closed Session

Budget Amendments

Contract Amendment between Moore County and Communities in Schools for FY15-16 JCPC Grant

New Courthouse Building Capital Project Ordinance

NC Forest Service Contract for FY17

Amendment to Original Performance Automotive Group, Inc. Contract Dated 4/19/16

Resolution to Declare County-Owned Property Surplus and Convey to Town of Southern Pines

Contract for School Nurse Funding Initiative FY17

Health Department Bad Debt Write-Off

Rejection of Bids for Well 24 Rehabilitation Project

The budget amendments, courthouse capital project ordinance, and surplus property resolution are hereby incorporated as a part of these minutes by attachment as Appendices A, B, and C, respectively.

PUBLIC HEARINGS

Call to Public Hearing/Planning – Conditional Use Permit Request: HCE Moore II – Stage Road

Planning Director Debra Ensminger requested the Board call a public hearing regarding a conditional use permit request for a commercial solar collector facility to be located on Stage Road. Vice Chairman Saunders inquired as to whether an appraisal report had been turned in and Ms. Ensminger said it would be available by the time of the hearing. Upon motion made by Vice Chairman Saunders, seconded by Commissioner Daeke, the Board voted 5-0 to call a public hearing on August 16, 2016 at 5:30 p.m. for the following request: HCE Moore II, LLC is requesting a conditional use permit to construct a commercial solar collector facility on ParID 00005347 located at 415 Stage Road.

NEW BUSINESS

Sheriff:

Amendment to Contract with Southern Health Partners

Major Andy Conway requested the Board's approval of an amendment to the County's contract with Southern Health Partners for inmate medical services, increasing the contract not to exceed amount from \$222,087.22 to \$229,214.65. Upon motion made by Commissioner Graham, seconded by Vice Chairman Saunders, the Board voted 5-0 to approve the proposed amendment to the contract with Southern Health Partners for FY2016 for providing medical services to inmates at the detention center.

Amendment to Contract with Aramark Correctional Services

Major Conway requested the Board's approval of an amendment to the County's contract with Aramark Correctional Services increasing the not to exceed amount from \$240,000.00 to \$249,849.23. Commissioner Graham inquired about the cost included for staff meals and Major Conway explained that these meals were available for staff working 12-hour shifts and unable to leave the premises. Vice Chairman Saunders made a motion, seconded by Commissioner Graham, to amend the food services contract with Aramark Correctional

Services, LLC increasing the amount not to exceed to \$249,849.23 and to authorize the Chairman to sign the amended contract.

Public Works:

Service Contract for Recycling Services

Solid Waste Division Manager Chad Beane requested the Board's approval of a contract for recycling services for fiscal year 2017. Vice Chairman Saunders made a motion, seconded by Commissioner Ritter, to approve the service contract with North Davidson Garbage Service, Inc. and authorize the Chairman to sign all necessary documents. Chairman Picerno made inquiry regarding how cost savings reported was determined and Mr. Beane explained that it was based on fees. The motion to approve the contract carried 5-0.

Contract for Vass Phase 2 Wastewater Collection System Expansion

Public Works Director Randy Gould asked the Board to approve an agreement with McGill Associates for professional services for the Vass Phase 2 Wastewater Collection System Expansion project, and he explained the background for this request. Upon motion made by Commissioner Graham, seconded by Vice Chairman Saunders, the Board voted 5-0 to approve the agreement with McGill Associates for the study and report phase and income surveys for the Vass Phase 2 Wastewater Collection System Expansion pending the review and approval of the County Attorney.

APPOINTMENTS

Nursing and Adult Care Home Community Advisory Committee

Upon motion made by Chairman Picerno, seconded by Commissioner Saunders, the Board voted 5-0 to reappoint Barbara Venditti and Elizabeth Cunningham to the Nursing and Adult Care Home Community Advisory Committee for three-year terms expiring August 31, 2019.

Sandhills Community College Board of Trustees

Upon motion made by Commissioner Ritter, seconded by Commissioner Graham, the Board voted 5-0 to appoint Larry Upchurch to the Sandhills Community College Board of Trustees for a term commencing September 1, 2016 and expiring June 30, 2020.

MANAGER'S REPORT

County Manager Wayne Vest discussed the following:

- Reminder to the commissioners to forward to himself or the Clerk any agenda items recommended for the Board's September 8, 2016 work session
- Reminder to the commissioners to be considering legislative goals to submit to the NC Association of County Commissioners
- Noise Ordinance revision request by a citizen (The Chairman directed this item be added to the Board's work session agenda.)
- Photo ID will not be required of voters

COMMISSIONERS' COMMENTS

Regarding policies/procedures recently implemented by the Social Services Board, Chairman Picerno discussed his dislike for rules of a game being changed once the game had started. He said he would like to know if the Board would have any problem with him asking the County Manager to send a letter to the DSS Board Chair inquiring as to why rules were changed. (This was in reference to comments made by Ms. Pam Reed during the public comment period.) Commissioner Graham said the DSS Board attorney was present and could possibly make explanation to the commissioners at this time. Chairman Picerno said he did not want to hear from the attorney but rather from the DSS Board Chair as she was the one who sent a letter denying the citizen's addition to the agenda. He said he would like to have the response for the commissioners' next meeting. County Attorney Misty Leland explained that the DSS Board was not advisory in nature and was regulated by the NC General Statutes for a very specific purpose, and did not answer to the Board of Commissioners. Chairman Picerno said as the chair of the commissioners and a representative of the citizens of the County, he wanted an explanation and he wanted a letter from the DSS Board Chair to the Board of Commissioners to explain. Chairman Picerno noted that the commissioners' responsibility for the DSS Board could be changed and Ms. Leland concurred, briefly reviewing legal options for the organization and oversight of the department. Chairman Picerno directed County Manager Wayne Vest to put this item on the commissioners' September 8, 2016 work session agenda.

ADJOURNMENT

Upon motion made by Commissioner Graham, seconded by Vice Chairman Saunders, the Board voted 5-0 to come out of closed session and seal the minutes.

There being no further business, upon motion made by Commissioner Graham, seconded by Commissioner Ritter, the Board voted 5-0 to adjourn the August 2, 2016 regular meeting of the Moore County Board of Commissioners at 5:56 p.m.

Nick J. Picerno, Chairman

Laura M. Williams, Clerk to the Board

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Caroline L. Xiong, Chief Finance Officer

DATE: 08/08/2016

SUBJECT: Budget Amendments

PRESENTER: Caroline L. Xiong

REQUEST:

Approve the attached budget amendments

BACKGROUND:

The NC General Statutes provide for the County to make amendments to the budget during the fiscal year. The budget should be amended to reflect the changing financial opportunities and adjustments that occur after the budget is adopted. Attached are detailed explanations of each amendment and the appropriate Department Directors are here to answer any questions you may have. The amendments are:

	Department	Amount	Sources of Revenue	Justification
1.	School Lottery	\$748,946 increase	North Carolina Education Lottery	Moore County School for Various Projects in amount of \$796,830. Close out Project Sandhills Farmlife School amount \$47,884.

IMPLEMENTATION PLAN:

N/A

FINANCIAL IMPACT STATEMENT:

The overall effect is to increase/decrease the revenue and expenditures in the Schools ADM/Lottery by \$748,946 to authorize the County Manager to proceed with the amendments and any actions required as a result.

RECOMMENDATION SUMMARY:

Recommend a motion to approve the following budget amendments as stated.

SUPPORTING ATTACHMENTS:

The following budget amendments and supporting information are attached:

Budget Amendment Staff Report

Department: Schools Lottery

Increase or Decrease of Amount of Funding: \$748,946 increase

Source(s) of Funding: North Carolina Education Lottery

Justification (please be specific): On June 27, 2016, NC Department of Public Instruction approved the application submitted by Moore County, on behalf of Moore County School for various projects in amount of \$796,830. Close out Project Sandhills Farmlife School amount \$47,884.

Fiscal Year 2016/2017

Budget Line Item			Budgeted	Increase/	Revised
Number			Amount	(Decrease)	Budget
School Lottery - Moore County School for Various Projects in amount of \$796,830. Close out Project Sandhills Farmlife School amount \$47,884.					
Revenue	47043095 36821	Design Areal I ES	-	508,454	508,454
Expense	47062095 56653	Design Areal I ES	-	508,454	508,454
Revenue	47043095 36822	Keyless Entry Sys.	-	92,000	92,000
Expense	47062095 56654	Keyless Entry Sys.	-	92,000	92,000
Revenue	47043095 36823	Control Entry Vest.	-	90,000	90,000
Expense	47062095 56655	Control Entry Vest.	-	90,000	90,000
Revenue	47043095 36824	Site Investigations	-	42,376	42,376
Expense	47062095 56656	Site Investigations	-	42,376	42,376
Revenue	47043095 36825	Operable Partitions Replace	-	34,000	34,000
Expense	47062095 56657	Operable Partitions Replace	-	34,000	34,000
Revenue	47043095 36826	Adv Career Ctr-Site Investigations	-	30,000	30,000
Expense	47062095 56658	Adv Career Ctr-Site Investigations	-	30,000	30,000
Revenue	47043095 36814	Sandhills Farmlife - Sewer Main	70,310	(47,884)	22,426
Expense	47062095 56548	Sandhills Farmlife - Sewer Main	70,310	(47,884)	22,426

Approved this _____ day of _____, 2016

 Nicholas J. Picerno
 Moore County Board of Commissioners

 Laura Williams
 Clerk to the Board

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Gary E. Briggs, Tax Administrator
DATE: August 5, 2016
SUBJECT: Tax Releases/Refunds – Month of July 2016
PRESENTER: Gary Briggs

AGENDA PLACEMENT: Consent Agenda

REQUEST:

9 real/personal/motor vehicle releases totaling \$1,784.00
15 real/personal/motor vehicle relief-refunds totaling \$2,036.45

161 releases/refunds of less than \$100 each totaling \$4,397.61 were sent to the County Finance Officer for approval.

BACKGROUND:

The records have been checked and these releases/refunds verified; therefore, the Tax Administrator is asking for approval of the release/refund requests. According to General Statute 105-381, a taxpayer who has paid his taxes may request a refund (in writing) for the amount that was paid or billed through error. Additionally, General Statute 105-330 allows for a refund/release of certain motor vehicle bills. The attached sheets give the information for the taxpayers' reasons for their release/refund requests.

IMPLEMENTATION PLAN:

Through month-end procedures and by Tax Department Staff.

FINANCIAL IMPACT STATEMENT:

Total - \$3,820.45 (breakdown attached)

RECOMMENDATION SUMMARY:

These release/refund requests are approved as shown on the attached sheets.

SUPPORTING ATTACHMENTS:

Release/Refund Requests
Resolutions

**RESOLUTION AUTHORIZING AND APPROVING
(CURRENT) RELEASES AND REFUNDS BY THE
TAX ADMINISTRATOR**

WHEREAS, Gary E. Briggs, Moore County Tax Administrator, has certified a list comprised of various county taxes illegally levied and assessed, the amount certified as being in excess of the amount legally due by the taxpayer and therefore should be released or refunded in accordance with General Statute 105-381.

BE IT RESOLVED by the Board of Commissioners of Moore County that the taxpayers shown on said list of releases and refunds submitted by Gary E. Briggs, Tax Administrator, are hereby granted such tax release or refund of the county taxes shown and the County Finance Director is directed to make said refunds.

Adopted this the _____ day of _____, 2016.

Nicholas J. Picerno, Chairman

ATTEST:

Laura M. Williams
Clerk to the Board

**RESOLUTION AUTHORIZING AND APPROVING
(DELINQUENT) RELEASES AND REFUNDS BY THE
TAX ADMINISTRATOR**

WHEREAS, Gary E. Briggs, Moore County Tax Administrator, has certified a list comprised of delinquent taxes illegally due by the taxpayer and therefore should be released or refunded in accordance with General Statute 105-381.

BE IT RESOLVED by the Board of Commissioners of Moore County that the taxpayers shown on said list of releases and refunds submitted by Gary E. Briggs, Tax Administrator, are hereby granted such tax release or refund of the county taxes shown and the County Finance Director is directed to make said refunds.

Adopted this the _____ day of _____, 2016.

Nicholas J. Picerno, Chairman

ATTEST:

Laura M. Williams
Clerk to the Board

**REAL ESTATE / PERSONAL PROPERTY / MOTOR VEHICLE
RELEASES
OVER - \$100
July-16**

<u>BILL YEAR</u>	<u>BILL NUMBER</u>	<u>NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
2016	2494	CLASSICAL CONVERSATIONS INC	RELEASE LATE LIST PENALTY	219.23
2016	7478	CRUZ, KAYLA	MOBILE HOME DOUBLE-BILLED	228.99
2016	2914	DAGGETT, WILLIAM	MOBILE HOME DOUBLE-BILLED	330.22
2016	7020	DAVIS, SCOTTIE GENE	MOBILE HOME DOUBLE-BILLED	208.38
2016	6994	LOGAN, JUDITH	MILITARY	164.26
2012	66336	LYNN, ADAM TRENT	MILITARY	172.60
2016	47096	MCCRANN, MICHAEL	REAL ESTATE VALUED INCORRECTLY	119.76
2013	32169	SMALLS, CHRISTOPHER L	MILITARY	102.38
2013	40896	SPANG, DAVID J	MILITARY	238.18
TOTAL				\$1,784.00

**VTS/MUNIS MOTOR VEHICLES
RELIEF - REFUNDS
OVER - \$100
July-16**

<u>Bill Year</u>	<u>Bill Number</u>	<u>Customer Name</u>	<u>Reason</u>	<u>Refund Amount</u>
2015	VTS - 0024586180	ADAMS, CHRISTOPHER JACOB	SUBMITTED TAG TO DMV	\$126.92
2015	VTS - 0031814586	ARABIAN, MATTHEW	MILITARY	\$135.31
2015	VTS - 0026862467	CLAUSEN, KURT	MILITARY	\$140.38
2015	VTS - 0015932343	ELLIS, RALPH IRVING	SUBMITTED TAG TO DMV	\$106.89
2015	VTS - 0018647905	GEORGE, KELLY	MILITARY	\$278.53
2015	VTS - 0032191626	HARRIS, ERIN & BUCY, DUSTIN	MILITARY	\$124.74
2015	VTS - 0029149387	HASH, CHRISTOPHER PATRICK	SUBMITTED TAG TO DMV	\$123.65
2015	VTS - 0025167852	JAMES, JOHN BLAISE	SUBMITTED TAG TO DMV	\$112.01
2015	VTS - 0031342784	LUZAR, RICKEY EDWARD	SUBMITTED TAG TO DMV	\$167.38
2015	VTS - 0010544879	MABE, TIMOTHY LEE JR	SUBMITTED TAG TO DMV	\$113.85
2011	3006897	MCDOWELL, LUCAS	MILITARY	\$120.11
2012	3006023	MCDOWELL, LUCAS	MILITARY	\$129.35
2013	4777	MCDOWELL, LUCAS	MILITARY	\$128.18
2015	VTS - 0029421342	REAVER, MICHAEL & VERONIQUE	SUBMITTED TAG TO DMV	\$104.95
2015	VTS - 0024878323	THOMAS, ARDRENNIA MARIA	SUBMITTED TAG TO DMV	\$124.20
TOTAL				\$2,036.45

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Caroline Ly Xiong, Chief Finance Officer

DATE: August 8, 2016

SUBJECT: Money Market Annual Percentage Yield Agreement Amendment

PRESENTER: Caroline Ly Xiong

REQUEST:

Request the Board of Commissioners to approve the Money Market Account Annual Percentage Yield Agreement Amendment No. 1 and authorize the Chairman to sign the agreement amendment.

BACKGROUND:

The Board of Commissioners approved a contract with First Bank on October 6, 2015 to setup a new Public Funds Money Market with the following requirements below:

- A minimum daily balance of \$10,000,000
- The account balance cannot exceed \$35,000,000
- 0.40% annual percentage yield will be applied for a minimum of 1 year beginning on October 6th, 2015
- Limited to a maximum of six withdrawals a month

The contract amendment will set a minimum annual percentage yield of 0.50% with no expiration date, and the other requirements will remain the same.

IMPLEMENTATION PLAN:

Staff will proceed with the paperwork involved in this transaction.

FINANCIAL IMPACT STATEMENT:

N/A

RECOMMENDATION SUMMARY:

A motion to approve the Money Market Account Annual Percentage Yield Agreement Amendment No. 1 and authorize the Chairman to sign the agreement amendment.

SUPPORTING ATTACHMENTS:

Agreement Amendment

COUNTY OF MOORE

CONTRACT AMENDMENT NO. 1

STATE OF NORTH CAROLINA

This Contract Amendment No. 1 (this "Amendment"), is made this 16th day of August, 2016, between the County of Moore, a political subdivision of the State of North Carolina (the "County"), and First Bank, a corporation duly formed under the laws of the State of North Carolina.

WITNESSETH

WHEREAS, the County and First Bank previously executed an agreement dated October 6, 2015, which was for the purposes of the County establishing a Money Market Account (MMA) with First Bank (the "Original Agreement"); and

WHEREAS, the Original Agreement provided for an interest rate of 0.40% annual percentage yield (APY) for a minimum of one year from the date of the agreement; and

WHEREAS, the County and First Bank desire to increase the interest rate to a minimum of 0.50% APY.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree as follows:

1. This Amendment is effective as of July 13, 2016.
2. Section 1 of the Original Agreement is amended to read, "Subject to the provisions of Paragraphs 2 and 3 below, First Bank will apply to the MMA a minimum interest rate of 0.50% annual percentage yield (the "APY")."
3. Section 4 of the Original Agreement is deleted.
4. Except as otherwise provided in this Amendment, the Original Agreement will remain in full force and effect.

The parties have expressed their agreement to these terms by causing this Contract Amendment No. 1 to be executed by their duly authorized officers or agents.

COUNTY OF MOORE

FIRST BANK

Nick J. Picerno, Chairman
Moore County Board of Commissioners

By: _____
Title: _____

PREAUDIT CERTIFICATE

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

Finance Officer

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Caroline L. Xiong, Chief Finance Officer

DATE: August 8, 2016

SUBJECT: Martin Starnes & Associates, CPAs, P.A. Contract Amendment

PRESENTER: Caroline L. Xiong

REQUEST:

Request the Board of Commissioners to approve the contract amendment between Moore County and Martin Starnes & Associates, CPAs, P.A. by increasing the contract not to exceed amount from \$56,000 to \$58,500 to audit the fiscal year ended June 30, 2016, and authorize the Chairman to sign the contract amendment.

BACKGROUND:

On February 4th, 2014, the Board of Commissioners authorized five one-year contracts with Martin Starnes and Associates starting with fiscal year 2013-2014. The Chairman was authorized to sign the subsequent annual contracts for the next four years as proposed in the bid tabulation. The increase of \$2,500 will be charged for additional compliance testing as required by the Office of the State Auditor that was not included in the original contract

IMPLEMENTATION PLAN:

Once the contract amendment is fully executed, staff will forward the contract to Martin Starnes & Associates, CPAs, P.A., and the audit firm will request the approval from the LGC.

FINANCIAL IMPACT STATEMENT:

The additional increase of \$2,500 was already budgeted in Finance.

RECOMMENDATION SUMMARY:

Make a motion to approve the contract amendment between Moore County and Martin Starnes & Associates, CPAs, P.A. by increasing the contract not to exceed amount from \$56,000 to \$58,500 to audit the fiscal year ended June 30, 2016, and authorize the Chairman to sign the contract amendment.

SUPPORTING ATTACHMENTS:

Audit Contract Amendment

AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS

Whereas, Martin Starnes & Associates, CPAs, P.A. and Moore County, NC
Audit Firm Primary Governmental Unit

and N/A entered into a contract dated February 10, 2016,
Discretely Presented Component Unit (DPCU) if applicable

in which the auditor agreed to audit the accounts of Moore County, NC and
Primary Governmental Unit

N/A for fiscal year ended June 30, 2016
Discretely Presented Component Unit (DPCU) if applicable

and to render its audit report on or before October 31, 2016. It is now necessary that the audit completion and report submission be delayed past this date for the following reason (s):

N/A - There is no change in the due date of October 31, 2016.

Additional fees of \$2,500 will be charged for additional compliance testing as required by the Office of the State Auditor.

These fees were not included in the original contract.

Total fees will now be:

Audit - not to exceed \$56,000

Additional compliance testing - not to exceed \$2,500

Total fees - not to exceed \$58,500

The auditor, the Governmental Unit, and DPCU if applicable, agree that the time for completion of the audit and submission of the audit Report by the auditor to the Governmental Unit and the Local Government Commission is extended to

October 31, 2016.

Contract to Audit Accounts (cont.) Moore County, NC
Governmental Unit
N/A
Discretely Presented Component Units (DPCU) if applicable

Audit Firm Signature:

Martin Starnes & Associates, CPAs, P.A.
Name of Audit Firm
By Amber Y. McGhinnis, Senior Audit Manager
Authorized Audit firm representative name: Type or print
Amber Y. McGhinnis
Signature of authorized audit firm representative
Signature Date August 1, 2016
amcghinnis@martinstarnes.com
Email Address of Audit Firm

By N/A
Chair of Audit Committee - Type or print name
N/A
**Signature of Audit Committee Chairperson
Signature Date N/A
*** If Governmental Unit has no audit committee, mark this section "N/A"*
N/A

Governmental Unit Signatures:

Moore County, NC
Name of Primary Government
By Nick J. Picerno, Chairman
Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board
Signature Date _____

Date Primary Government Governing Body Approved
Amended Audit Contract - G.S. 159-34(a)

Pre-Audit Certificate to be completed if the Primary Government audit fee is changed in the Amended Contract:

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Caroline Ly Xiong, Chief Finance Officer
Primary Governmental Unit Finance Officer:
Type or print name

Primary Government Finance Officer Signature

Date _____
*(Pre-audit Certificate **must be dated.**)*

cxiong@moorecountync.gov
Email Address of Finance Officer

Contract to Audit Accounts (cont.) Moore County, NC
Governmental Unit
N/A
Discretely Presented Component Units (DPCU) if applicable

**** This page to be completed by Discretely Presented Component Unit named in this Audit contract****

DPCU Governmental Unit Signatures:

N/A
Name of Discretely Presented Government

By N/A
DPCU Board Chairperson: Type or print name and title

N/A
Signature of Chairperson of DPCU governing board

Signature Date N/A

By N/A
Chair of Audit Committee - Type or print name

N/A **
Signature of Audit Committee Chairperson

Signature Date N/A

*** If Discretely Presented Government Unit has no audit committee, mark this section "N/A"*

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

N/A

Pre-Audit Certificate to be completed if the DPCU audit fee is changed in the Amended Contract:

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

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

By N/A
DPCU Finance Officer:
Type or print name

N/A
DPCU Finance Officer Signature

Date N/A
(Pre-audit Certificate must be dated.)

N/A
Email Address of Finance Officer

Governmental Unit

N/A

Discretely Presented Component Units (DPCU) if applicable

Steps to Completing the Amended Audit Contract

1. **Complete all parts of the Header Information** – Include the audit firm name, Unit name, Discretely Presented Component Unit (DPCU) name if applicable (indicate N/A if not applicable), original contract date, fiscal year end date, and original audit report due date.
2. **Explanation for Amending Audit contract** - Previously we required a separate letter of explanation to accompany amended audit contracts. The explanation is now to be included in the body of the amended audit contract detailing the reason for the extension of time request and the steps the unit and auditor will take to prevent a recurrence of lateness with subsequent year’s audits.
3. **Signature Area** – The same people that signed the original audit contract must also sign the amended audit contract. If there has been a change in staff of the person(s) who signed the original audit contract, indicate this in the explanation area of the amended contract. Make sure all applicable signatures are evident and properly dated. NOTE - If the original audit contract named and included auditing a DPCU that is a *Public Authority under the Local Government Budget and Fiscal Control Act*, the Board chairperson (and finance officer if there is a fee change) of the DPCU **must also sign** the amended audit contract in the areas indicated on Page 3.
4. **Governing Board Approval** - Amended audit contracts must ALSO be approved by the Unit’s governing board pursuant to G.S. 159-34(a). Indicate this new date on the amended contract under the signatures on Page 2. This includes the date the DPCU governing board approved the amended audit contract (if applicable) on page 3.
5. **Pre-Audit Certificate** is to be completed by the finance officers if there is a change in fee. This should be noted in the explanation.
6. **Reminders:**
 - a. Provide correct email addresses for the audit firm and Unit finance officer as these will be used to communicate official approval of the audit contract.
 - b. Has the name and title of the Mayor or Chairperson of the Unit’s Governing Board and the DPCU’s Chairperson (if applicable) been typed or legibly printed on the contract and has he/she signed in the correct area directly under the Auditor’s signature?
7. **Sending amended audit contract** - After all the signatures have been obtained and the amended audit contract and is complete, please convert the signed contract into PDF form and submit it for LGC approval. Send the amended audit contract using the most current audit contract submission process. The current process will be found at the NC Treasurer’s web site at the following link – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.



SYSTEM REVIEW REPORT

To the Partners of Martin Starnes & Associates, CPAs, P.A.
and the Peer Review Committee of the North Carolina Association
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. (the firm) in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates, CPAs, P.A. has received a peer review rating of *pass*.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

May 21, 2015

Raleigh
4060 Barrett Drive
Post Office Box 17806
Raleigh, North Carolina 27619
919 782 9265
919 783 8937 FAX

Durham
3511 Shannon Road
Suite 100
Durham, North Carolina 27707
919 354 2584
919 489 8183 FAX

Pittsboro
10 Sanford Road
Post Office Box 1399
Pittsboro, North Carolina 27312
919 542 6000
919 542 5764 FAX

Agenda Item: V.F.
Meeting Date: August 16, 2016

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Chris Butts, Information Technology Director
DATE: August 8, 2016
SUBJECT: Globe Communications Contract Amendment No. 2
PRESENTER: Chris Butts

REQUEST:

Approve Globe Communications Contract Amendment No 2.

BACKGROUND:

This amendment will extend the project completion date with Globe Communications LLC from August 31st to September 30th. Globe Communications LLC is the county selected contractor installing the county aerial fiber line from the Rick Rhyne Public Safety building to the Parks and Rec office.

IMPLEMENTATION PLAN:

Once we have a permit from Duke Energy Progress to install the aerial county fiber, Globe Communications will begin installation from the Rick Rhyne Public Safety building to the Parks and Rec office.

FINANCIAL IMPACT STATEMENT:

NA

RECOMMENDATION SUMMARY:

Recommend the Board to make a motion authorizing the Chairman to execute the contract amendment No. 2 with Globe Communications.

SUPPORTING ATTACHMENTS:

Contract Amendment No. 2 with Globe Communications

COUNTY OF MOORE

CONTRACT AMENDMENT NO. 2

STATE OF NORTH CAROLINA

This Contract Amendment No. 2 (this "Amendment"), is made this 16th day of August, 2016, between the County of Moore (the "County") and Globe Communications, LLC, (the "Contractor").

WITNESSETH

WHEREAS, the County and Contractor previously entered into an agreement on April 5, 2016, which was for the purpose of the installation of an aerially installed fiber line (the "Original Agreement"); and

WHEREAS, since entering into the Original Agreement, the parties have encountered some delays involving Duke Energy Progress, LLC, and acquiring the proper authorization and permits for the installation of the aerially installed fiber line; and

WHEREAS, the County and Contractor now desire to amend the Original Agreement to extend the term of the Contract from August 31, 2016, to September 30, 2016.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree as follows:

1. The first sentence of Section 2 of the Original Agreement will be amended to read, "The term of this Contract is from April 5, 2016, through September 30, 2016.
2. Except as otherwise provided in this Amendment, the Original Agreement will remain in full force and effect.

The parties have expressed their agreement to these terms by causing this Contract Amendment No. 2 to be executed by their duly authorized officers or agents. This Amendment is effective as of the date first written above.

COUNTY OF MOORE

GLOBE COMMUNICATIONS, LLC

Nick J. Picerno, Chairman
Moore County Board of Commissioners

By: _____
Title: _____

PREAUDIT CERTIFICATE

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

Finance Officer

Agenda Item: V.G.
Meeting Date: August 16, 2016

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Bryan Phillips
DATE: August 8, 2016
SUBJECT: Contract Amendment #2 for Atkins North America
PRESENTER: Bryan Phillips

REQUEST: Approve for Moore County to enter into a Contract Amendment #2 with Atkins North America to extend contract date to February 1, 2017 for the addition of Johnston County to the Cape Fear Regional Hazard Mitigation Plan.

BACKGROUND: The term of the contract with Atkins North America needs to be extended to February 1, 2017 for the addition of Johnston County to the Cape Fear Regional Hazard Mitigation Plan. This contract amendment #2 was approved by County Attorney and has been pre-audited by Finance.

IMPLEMENTATION PLAN: Public Safety Department will work with Atkins North America to complete the Cape Fear Regional Hazard Mitigation Plan by February 1, 2017.

FINANCIAL IMPACT STATEMENT: None.

RECOMMENDATION SUMMARY:

Make a motion to approve contract amendment #2 with Atkins North America to extend term and allow the Chairman to sign any documents associated with this Hazard Mitigation grant.

SUPPORTING ATTACHMENTS:
Contract Amendment #2

STATE OF NORTH CAROLINA

CONTRACT AMENDMENT NO. 2

COUNTY OF MOORE

This Contract Amendment No. 2 (this "Amendment") is entered into the 21st day of July, 2016, between the County of Moore (the "County") and Atkins North America, Inc. (the "Contractor").

WHEREAS, the County and Contractor previously entered into an agreement on January 13, 2014, for the development of a regional hazard mitigation plan (the "Original Agreement"); and

WHEREAS, the County and Provider previously amended the Original Agreement with Contract Amendment No. 1, dated March 3, 2014, which was for the purposes of extending the term of the Original Agreement and increasing the amount not to exceed; and

WHEREAS, the plan is still being adopted by various municipalities of Moore County and, as a result, the parties desire to extend to the term of the Original Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree as follows:

1. The first sentence of Section 2 of the Original Agreement will be amended to read, "The term of this Contract for services and supplies is from January 1, 2014, to February 1, 2017."
2. All other terms and conditions of the Original Agreement will remain in full force and effect.

The parties have expressed their agreement to these terms by causing this Amendment to be executed by their duly authorized officers or agents as of the date first written above.

COUNTY OF MOORE

CONTRACTOR

Nick J. Picerno, Chairman
Moore County Board of Commissioners

By: Kevin M Siegel, PE
Title: Division Manager

PREAUDIT CERTIFICATE

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

Caroline Jo King
Finance Officer

Agenda Item: V.H.
Meeting Date: August 16, 2016

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Bryan Phillips
DATE: August 8, 2016
SUBJECT: 2017 Emergency Management Planning Grant Application
PRESENTER: Bryan Phillips

REQUEST: Approve for Moore County to apply for the 2017 EMPG Funding with the NC Department of Crime Control and Public Safety, Division of Emergency Management. Grant funds will be utilized for Emergency Management Planning activities, exercises, and supplies.

BACKGROUND: The NC Department of Crime Control and Public Safety, Division of Emergency Management awards Emergency Planning Grants annually for local emergency management planning activities, exercises, and supplies.

IMPLEMENTATION PLAN: Public Safety Department will utilize funds for Emergency Planning activities, exercises, and supplies to strengthen overall capabilities and response to emergencies that may happen within the county.

FINANCIAL IMPACT STATEMENT: None at this time since this is the 2017 EMPG funding application only.

RECOMMENDATION SUMMARY:

Make a motion to approve grant application to the NC Department of Crime Control and Public Safety/Division of Emergency Management and to authorize County Manager to sign said application

SUPPORTING ATTACHMENTS:
2017 EMPG Funding Application

NORTH CAROLINA LOCAL GOVERNMENT APPLICATION FOR FFY 2017 EMPG FUNDING

Grant Period: October 1, 2016 – September 30, 2018

1.1	EM Agency Name	Moore County Division of Emergency Management				
1.2	Street Address, City	PO Box 905 / 302 South McNeill St., Carthage NC 28327-0905				
1.3	EIN/Tax ID Number	56-6000322				
1.4	DUNS 9 Digit Number	050988146				
1.6	SAM Registered? (Yes, No)	YES				

LOCAL EMERGENCY MANAGEMENT PROGRAM

<i>For 1.7 indicate actual percentage of time Emergency Management director devotes to work on only EM activities. Please do not include work time for EMS, 911, Fire Marshal, Safety activities, etc.</i>		1.9*	1.10	1.11
1.7 EM Program Manager (Print/Type in Name Below)		Time (%) (e.g. 50%, 75%, 100%)	Current Salary	Date of Employment in Current Position
D. Scot Brooks, CEM		75%	\$75,184.13	8/4/2004

Email: sbrooks@moorecountync.gov

1.8 County Finance Manager (Print/Type in Name Below)

Caroline Xiong

Email: cxiong@moorecountync.gov

1.12 Personnel Data: Complete for personnel supported with FFY 2016 EMPG Program funds

a. All EMPG Program funds (Federal and match) allocated towards Local emergency management personnel?	\$ 111,395.03
b. All EMPG Program funds (Federal and match) allocated towards Non-Local emergency management personnel?	\$ 0.00
c. Total Number of Local emergency management full-time equivalent (FTE) personnel (including those supported and not supported by the EMPG Program)?	2.0
d. Number of Local emergency management full-time equivalent (FTE) personnel supported (fully or partially) by the EMPG Program?	2.0
e. Number of Local emergency management personnel supported (fully or partially) by the EMPG Program?	2.0
f. Cost Share or In-Kind Match explanation in detail? Benefits (\$43,991), Uniforms (\$1500), Educational Materials (\$1000), Office Supplies (\$1000), Operating Supplies (\$1250), Travel/Training (\$2250), Telephone (\$1000), Emergency Notification System (\$12,000), Public Safety Upgrade (\$10,000), County Assessments (\$740), Dues/Subscriptions (\$780).	

I DO HEREBY CERTIFY THAT THE EM PROGRAM MANAGER POSITION* IS NOT VACANT OR IS CURRENTLY BEING FILLED BY AN ACTING COUNTY EMPLOYEE.



Local EM Program Manager Signature

Area Coordinator Signature

Branch Manager Signature

Date: 08/02/2016

*** AS PART OF THE GRANT APPLICATION DELIVERABLES, A CURRENT POSITION DESCRIPTION AND ORGANIZATION CHART THAT MEETS U.S. DEPARTMENT OF HOMELAND SECURITY PROGRAM AND STATE REQUIREMENTS IS ESSENTIAL.**

STATE/LOCAL FFY 2017 EMPG AGREEMENT

AGENCY: Moore County

This is to certify that the above named agency agrees to successfully complete the activities below in full partnership with North Carolina Emergency Management and the U.S. Department of Homeland Security. The appropriate Branch Manager and/or Area Coordinator will review the progress of this agreement quarterly with the local Emergency Management Director. This report will also be the basis for continued funding during this fiscal year.

All Emergency Management activity deliverables must be completed before the agreement period ends **September 30, 2017**. To receive credit for any deliverables you complete, an electronic copy for each deliverable must be uploaded into WebEOC by the deadline above and approved by State personnel.

Certify completion of the following activities for EMPG Universal activities no later than September 30, 2017 unless otherwise noted below:

- 2017.01 Update the NIMS reporting tool by **November 15, 2016**;
- 2017.02 Review/Update County Emergency Operation/Response plan;
- 2017.03 Participate in a minimum 24 hours EM training;
- 2017.04 Conduct or participate in three exercises per year;
- 2017.05 Complete all NIMS training requirements as outlined in NIMS Five-Year Plan;
- 2017.07 Attend Statewide EM Conference
- 2017.09 Update Statewide Mutual Aid Agreement Authorized Agent Page
- 2017.52 Update County Profile

NOTE: As listed above to be eligible to receive FFY 2017 EMPG funding, applicants must meet NIMS compliance requirements. The NIMS is the required means to report FY 2017 NIMS compliance for FFY 2017 funds.

FFY 2017 Compliance Requirements

- NIMS Training: IS 100; IS 200; IS 700; and IS 800;
- FEMA Professional Development Series: IS 120, IS 230a. b.; IS 235a. b.; IS 240a; IS 241a; IS 242a; and IS 244a

EMPG Program funds used for training should support the nationwide implementation of NIMS. Grantees are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. The NIMS Training Program can be found at http://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf. The NIMS *Guideline for Credentialing of Personnel* provides guidance on the national credentialing standards. The NIMS Guidelines for Credentialing can be found at http://www.fema.gov/pdf/emergency/nims/nims_cred_guidelines_report.pdf.

The Federal Funding Accountability and Transparency Act (FFATA) necessitates a system to allow prime grant award and sub-award recipients to report monies received from federal funds. The FFATA Subaward Reporting System – FSRs.gov – is the system that allows grant award and contract award recipients to electronically report their sub-award monies. Each prime and sub-award recipients must be registered and renewed annually in the System for Award Management (SAM) to continue to be eligible for EMPG monies.

This Agreement will become effective upon execution of all parties to the Agreement. The date of execution shall be the date of the last signature.

EXECUTED THIS THE 3 DAY OF August, 2016

D. SCOT BROOKS

(Print) Name of Local EM Program Manager

D. Scot Brooks

8/3/16

Signature of Local EM Program Manager
Date

Signature of Local Chief Executive Officer
Date

Caroline Ky Xiong
Chief Finance Officer

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Caroline Ly Xiong

DATE: 8/11/16

SUBJECT: FY2017 JCPC Funding Plan Revision

PRESENTER: Caroline Ly Xiong

REQUEST:

Approve the revised Juvenile Crime Prevention Council's funding plan as presented and authorize the County Finance Officer to execute the Program Agreements with the revised budgeted amounts and any future Program Revisions on behalf of the County. Also authorize the Chairman, Board of County Commissioners to execute the revised County Funding Plan.

BACKGROUND:

The Board approved the FY2017 JCPC Funding Plan on June 21, 2016. A change was made to the Local In-Kind amount for Moore Youth Services Program, and it was changed from \$24,577 to \$24,327, a decrease of \$250. The total amount of the grant did not change. The County will receive \$181,745 from the North Carolina Department of Public Safety, Division of Adult Correction and Juvenile Justice, and the total revised local match will be \$104,724, a decrease of \$250 from the original funding plan.

IMPLEMENTATION PLAN:

Once the revised funding plan is approved, the plan will be forwarded to the NC Department of Public Safety, Division of Adult Correction and Juvenile Justice for its final approval.

FINANCIAL IMPACT STATEMENT:

The funding for these services is provided from the State. Local funding is provided by local cash match and local in-kind match.

RECOMMENDATION SUMMARY:

Approve the revised Juvenile Crime Prevention Council's funding plan as presented and authorize the County Finance Officer to execute the Program Agreements with the revised budgeted amounts and any future Program Revisions on behalf of the County. Also authorize the Chairman, Board of County Commissioners to execute the revised County Funding Plan.

SUPPORTING ATTACHMENTS:

County Funding Allocation (Revised)

MOORE County NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 181,745 Local Match: \$ 104,724 Rate: 30%

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

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non-DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Moore Youth Services	\$85,062	\$5,348	\$250	\$24,327			\$114,987	26%
2	Moore Family Connections	\$92,717			\$74,799			\$167,516	45%
3	JCPC Certification	\$3,966						\$3,966	
4									
5									
6									
7									
8									
9									
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15									
16									
17									
18									
TOTALS:		\$181,745	\$5,348	\$250	\$99,126			\$286,469	37%

The above plan was derived through a planning process by the MOORE County
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2016-2017.

Amount of Unallocated Funds _____

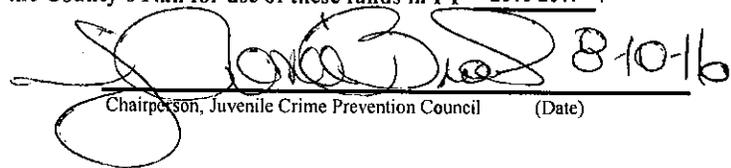
Amount of funds reverted back to DPS _____

Discretionary Funds added _____

check type initial plan update final

-----DPS Use Only-----

Reviewed by _____	Area Consultant	_____	Date
Reviewed by _____	Program Assistant	_____	Date
Verified by _____	Designated State Office Staff	_____	Date


 Chairperson, Juvenile Crime Prevention Council (Date) 8-10-16

 Chairperson, Board of County Commissioners (Date)
 or County Finance Officer

Agenda Item: VI . A .
Meeting Date: August 16, 2016

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Misty Randall Leland, County Attorney
Pat Corso, Executive Director, Moore County Partners in Progress

DATE: August 8, 2016

SUBJECT: Economic Development Incentive Grant Agreement

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

REQUEST:

Request is hereby made for the Moore County Board of Commissioners to approve entering into an economic development agreement with Reliance Packaging, LLC.

BACKGROUND:

Reliance Packaging, LLC, is an entity operating in the Town of Aberdeen and which was considering relocating to another state. In 2014, Pat Corso, Executive Director of Moore County Partners in Progress, approached the County concerning an economic development incentive grant that involved the One NC Fund, which would help retain Reliance, provide for Reliance making \$3.5 million in capital investments within the County, and provide for Reliance hiring 48 new employees making no less than the County's average wage standard as determined by the North Carolina Department of Commerce.

The One NC Fund grant, which has already been entered into between the State and Reliance, is in an amount not to exceed \$52,000 and requires a dollar for dollar match. As its portion of the match, the Town of Aberdeen has entered into an economic development incentive grant with Reliance in an amount not to exceed \$24,997.

As was presented to the County in 2014, the County's portion of the One NC Fund grant match will be in an amount not to exceed \$27,003. These funds are proposed to be paid out in amounts equal to a percentage of ad valorem taxes paid by Reliance throughout the term of the agreement.

IMPLEMENTATION PLAN:

None

FINANCIAL IMPACT STATEMENT:

In exchange for \$27,003 paid by the County over five years, Reliance will make \$3.5 million in capital investments within the County and hire 48 new employees making no less than the County's average wage standard as determined by the N.C. Department of Commerce.

RECOMMENDATION SUMMARY:

Make a motion to approve the attached Economic Development Agreement with Reliance Packaging, LLC, and authorize the Chairman to sign the same.

SUPPORTING ATTACHMENTS:

1. Economic Development Agreement

COUNTY OF MOORE

THIS ECONOMIC DEVELOPMENT AGREEMENT (this "Agreement") is entered into effective the 16th day of August, 2016, by and between the County of Moore, a political subdivision of the State of North Carolina (the "County"), and Reliance Packaging, LLC, a limited liability company formed under the laws of the State of North Carolina (the "Company"), and Alpha Industries, Inc., an incorporation formed under the laws of the State of New Jersey (the "Guarantor").

WITNESSETH:

WHEREAS, in the fall of 2014 the County was approached by Partners in Progress, an entity that assists the County with its economic development, with regards to the Company purchasing a facility and expanding its operations within the Town of Aberdeen (the "Town"); and

WHEREAS, in order to retain the company and enable its expansion within the Town, Partners in Progress presented an option to the County that would involve a grant from the State of North Carolina's One North Carolina Fund in the amount of \$52,000, which, according to the applicable statute at the time, required "the local government to match the funds allocated by the State;" and

WHEREAS, the proposal indicated that the Town and the County would split the local government match, with the Town providing \$24,997 and the County providing \$27,003, to match the One North Carolina Fund grant of \$52,000; and

WHEREAS, the Town applied as the "local government" for the One North Carolina Fund grant with the belief and understanding that the County would provide its portion of the local government match, which was \$27,003; and

WHEREAS, the Town, within its application to the One North Carolina Fund, provided that it would provide \$24,997 of the \$52,000 local government match; and

WHEREAS, the Town, within its application to the One North Carolina Fund, provided that the County would provide \$27,003 of the \$52,000 local government match; and

WHEREAS, the Town and the State of North Carolina each entered into agreements with the Company regarding the One North Carolina Fund and using the amounts provided above, all of which were entered into by June 24, 2015, but no such agreement was ever entered into between the County and the Company; and

WHEREAS, it was the County's desire and intention to enter into such an agreement and be liable for the above stated amount of \$27,003 as the County's share of the local government match of the One North Carolina Fund grant; and

WHEREAS, the County has a public purpose of promoting economic development in order to provide jobs for its citizens, improve business prospects and the quality of life of its citizens, and to increase the County's tax base; and

WHEREAS, the County has determined that in order to retain and encourage the expansion of the Company in Moore County, it is necessary and desirable to financially assist the Company by providing an economic development grant; and

WHEREAS, pursuant to North Carolina General Statutes §§ 153A-449, 158-7.1 and 158-7.2, the County and Company may enter into an agreement for the purposes of economic development; and

WHEREAS, the Company intends to manufacture plastic packaging products within Moore County at a facility located at 155 Anderson St., Aberdeen, NC (the "Facility"); and

WHEREAS, the Company leases the Facility, but intends to purchase the Facility; and

WHEREAS, the Company has proposed to make capital investments at the Facility of at least \$3.5 Million over five years; and

WHEREAS, the Company has proposed to create 48 new, full-time positions at the Facility over five years; and

WHEREAS, the County finds that the consideration the County will receive, based upon the Company expanding within the Town, the prospective increase in tax revenues to the County, and the increased employment opportunities and income to its citizens, will be equal to or greater than the amount of the economic development incentive grant provided for under this Agreement; and

WHEREAS, the Guarantor has agreed to guarantee the performance and obligations of the Company to induce the State of North Carolina, the Town of Aberdeen, and the County of Moore to provide the Company with certain economic development incentives.

NOW, THEREFORE, for valuable consideration and mutual covenants exchanged between the parties hereto, it is agreed as follows:

1. Once the Company has purchased the Facility within Moore County, on or before June 30, 2016, the County will provide an economic development incentive grant to the Company (the "Grant"), which will be paid to the Company in five consecutive annual payments as follows:
 - a. The first annual payment will be an amount equal to 90% of the increase in ad valorem County taxes of the Facility from 2015 to 2017.
 - b. The second annual payment will be an amount equal to 80% of the increase in ad valorem County taxes of the Facility from 2015 to 2018.
 - c. The third annual payment will be an amount equal to 75% of the increase in ad valorem County taxes of the Facility from 2015 to 2019.
 - d. The fourth annual payment will be an amount equal to 75% of the increase in ad valorem County taxes of the Facility from 2015 to 2020.
 - e. The fifth annual payment will be an amount equal to 60% of the increase in ad valorem County taxes of the Facility from 2015 to 2021.

The total amount of all payments made under this Grant will not exceed \$27,003. Any annual payment that would cause the County to exceed the total grant amount will be reduced. If the full grant amount has been paid to the Company prior to the final payment, no further payments will be made by the County. No payment for any year will be made until the County has received full payment of all ad valorem taxes assessed by the County for the Company's real and personal property located in Moore County.

2. In exchange for the Grant provided for in Section 1, the Company will:
 - a. Purchase the Facility on or before June 30, 2016; and
 - b. Make capital investments at the Facility in an amount of no less than \$3,500,000 within five years of June 24, 2015. Within 120 days of the execution of this Agreement, the Company will establish a schedule for making capital investments at the facility and will provide that schedule to the County. The Company will, at a minimum, operate according to its capital investment schedule and will provide documentation to the County annually evidencing the Company's adherence to the capital investment schedule; and
 - c. Create 48 new, full-time jobs within five years of June 24, 2015. For each full-time position, the Company will provide employer benefits and pay an average wage that meets or exceeds Moore County's average wage standard, as determined annually by the North Carolina Department of Commerce. Full-time employment is defined as a person working at least 35 hours per week, whose wages are subject to withholding, and who is employed in a permanent position. Employer benefits is defined as indirect or non-cash compensation, which, among other things, includes no less than 50% employer-paid health insurance; and
 - d. Maintain operations at the Facility for no less than seven years and six months from the date first written above;
 - e. Comply with all requirements of the Company Performance Agreement entered into by the Company and the State of North Carolina, which is attached as Exhibit A and incorporated by reference; and
 - f. Comply with all requirements of the agreement between the Company and the Town of Aberdeen, which is attached as Exhibit B and incorporated by reference.
3. If the Company fails to fulfill any obligation incurred by it under this Agreement, the County may hold the Company in default and, in addition to any other remedy the County may have at law or in equity, the County may do any or all of the following:
 - a. Terminate this Agreement and make no further payments to the Company;
 - b. Recover any and all payments made to the Company; or
 - c. Recover all expenses incurred by the County due to the default, including reasonable attorneys' fees.
4. To receive each annual payment, the Company must provide the County with the following information:
 - a. A written request for an annual Grant payment designating the year for which the payment is requested; and

- b. Proof indicating the increase in the value of the property for the year for which the annual Grant payment is requested from the previous year due to capital investments made by the Company; and
 - c. Proof of payment of taxes due to the County for the year for which the annual Grant payment is requested; and
 - d. A copy of each quarter's NCUI101 form for the year for which the annual Grant payment is requested.
5. Each annual payment will be based on one tax year only. Grant payments will not be processed or paid more than once per County fiscal year (July 1 – June 30).
 6. The Company will provide the County with any additional information it requests evidencing compliance with this Agreement or evidencing compliance with either of the agreements between the Company and the State of North Carolina or the Town of Aberdeen.
 7. The calculation of the incentives is based solely on the change in the valuation of the Facility as determined by the County's Tax Department.
 8. Indemnification. To the fullest extent permitted by law, the Company will indemnify and hold harmless the County, its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from this Agreement. This indemnification will survive the termination of this Contract.
 9. Termination. This Agreement will terminate on December 23, 2023.
 10. Guaranty.
 - a. In order to induce the County to enter into this Agreement, the Guarantor unconditionally and irrevocably guarantees, as primary obligor and not as surety, the full, prompt, and punctual performance by the Company of all of the Company's obligations, agreements and covenants under this Agreement. The Guarantor unconditionally guarantees the prompt payment of all amounts owed by the Company to the County. The Guarantor will be liable for any remedies or recoveries, including attorneys' fees incurred in enforcing this Agreement, available to the County with respect to this Agreement. The liability of the Guarantor will be primary, joint and several.
 - b. The County may exercise its rights against the Guarantor without first taking action or exhausting any or all remedies against the Company.
 11. Assignment. This Agreement will not be assigned without the written consent of the County, which will not be unreasonably withheld.
 12. Availability of Funds. This Agreement is subject to the availability of funds. The County may terminate this Agreement at any time during the term upon thirty (30) days' notice if the funds become unavailable.
 13. E-verify. Pursuant to North Carolina General Statute § 143-133.3, E-verify Compliance, the County may not enter into a contract unless the contractor, and the contractor's

subcontractors under the contract, comply with the requirements of Article 2 of Chapter 64 of the General Statutes. The Company represents and warrants that it is in compliance with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, the Company warrants that any subcontractors used by the Company will be in compliance with the requirements of Article 2 of Chapter 64 of the General Statutes.

14. Iran Divestment Act. The Company certifies that: (i) the Company is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 143C-6A-4 (the "Final Divestment List"), and (ii) the Company will not utilize any subcontractor performing work under this Purchase Order which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at www.nctreasurer.com/Iran. The website should be updated every 180 days.
15. Governing Law. The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of the State of North Carolina. All actions relating to this Contract in any way will be brought in the General Courts of Justice in the County of Moore and the State of North Carolina.
16. Notice. All notices which may be required by this Contract or any rule of law will be effective when received by certified mail sent to the following addresses:

COMPANY: SATISH SHARMA
RELIANCE PACKAGING, LLC
155 ANDERSON STREET
ABERDEEN, NC 28315
SSHARMA@RELIANCEPKG.COM

GUARANTOR: ANDREW TEO
C/O FLEXSOL PACKAGING
1531 NW 12th AVENUE
POMPANO BEACH, FL 33069
ANDREW.TEO@SIGMAPLASTICS.COM

COUNTY: COUNTY OF MOORE
ATTN: WAYNE VEST, COUNTY MANAGER
P.O. BOX 905
CARTHAGE, NC 28327
WVEST@MOORECOUNTYNC.GOV

17. Entire Agreement. This Agreement constitutes the entire understanding between the parties and supersedes all prior understandings and agreements, whether oral or written, relating to the subject matter hereof. This Agreement may only be amended by the written mutual agreement of the parties.
18. Counterparts. This Agreement may be executed in multiple counterparts with each being an original.

19. Severability. If any provision of this Agreement shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this Agreement.
20. Non-Waiver. The failure by one party to require performance of any provision of this Agreement will not affect that party's right to require performance at any time thereafter or to enforce other remedies available to it by law or under this Agreement. In addition, no waiver of any breach or default of this Agreement will constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
21. Audit. The County has the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of this Agreement. Audits will take place at times and locations mutually agreed upon by both parties. The Company must make the materials to be audited available within one (1) week of the request for them.
22. Drafted by Both Parties. This Agreement is deemed to have been drafted by both parties and no interpretation will be made to the contrary.
23. Headings. Subject headings are for convenience only and will not affect the construction or interpretation of any provision.

The parties have expressed their agreement to these terms by causing this Agreement to be executed by their duly authorized officers or agents. This Agreement is effective as of the date first written above.

[SIGNATURES ON THE FOLLOWING THREE PAGES]

COUNTY OF MOORE

Nick J. Picerno, Chairman
Moore County Board of Commissioners

ATTEST:

Laura M. Williams
Clerk to the Board

(Affix Official Seal)

STATE OF NORTH CAROLINA

COUNTY OF MOORE

I, _____, a Notary Public of Moore County, North Carolina, certify that Laura M. Williams personally appeared before me this day and acknowledged that she is Clerk to the Moore County Board of Commissioners, and that by authority duly given and as the act of said County, the foregoing Lease Agreement was signed in its name by its Chairman, sealed with its official seal, and attested by herself as its Clerk.

Witness my hand and notarial seal, this ____ day of _____, 2016.

(Seal)

Notary Public

My commission expires: _____

PREAUDIT CERTIFICATE

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

Finance Officer

RELIANCE PACKAGING, LLC



Satish Sharma, President/Member

Date: 7-26-2016.

STATE OF NORTH CAROLINA

COUNTY OF MOORE

I, Jamie E. Dockery, a Notary Public of Moore County, North Carolina, certify that Satish Sharma personally appeared before me this day and acknowledged that he is the President of Reliance Packaging, LLC, a North Carolina limited liability company, and that by authority duly given and as the act of the corporation the foregoing instrument was signed in its name by its President, sealed with its corporate seal, and attested by himself as its President.

Witness my hand and notarial seal, this 26th day of July, 2016.



Jamie E. Dockery
Notary Public
My commission expires: 4/5/2019

ALPHA INDUSTRIES, INC.



Mark Teo, Chief Operating Officer

Date: 7/13/16

STATE OF FLORIDA
BROWARD COUNTY

I, REYNALDO PEREZ, a Notary Public of Broward County, Florida, certify that Mark Teo personally appeared before me this day and acknowledged that he is the Chief Operating Officer (COO) of Alpha Industries, Inc., a New Jersey corporation, and that by authority duly given and as the act of the corporation the foregoing instrument was signed in its name by its COO, sealed with its corporate seal, and attested by himself as its COO.

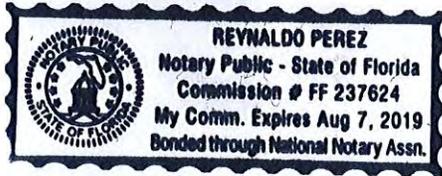
Witness my hand and notarial seal, this 13 day of July, 2016.

(Seal)



Notary Public

My commission expires: _____



MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Debra Ensminger
Planning & Transportation Director

DATE: August 3, 2016

SUBJECT: Conditional Use Permit Request: Solar Collector Facility,
Commercial (“HCE Moore II” – Stage Road)

PRESENTER: Debra Ensminger

REQUEST

HCE Moore II, LLC is requesting a Conditional Use Permit to construct a commercial Solar Collector Facility on approximately 27.5 acres of an overall approximately 127 acre parcel (ParID 00005347) located at 415 Stage Road, owned by William Richard Pressley as identified in Moore County tax records.

This case was properly advertised, a public hearing sign was posted on the property, and all adjacent property owners were notified.

BACKGROUND

- Planning staff contacted the Town of Carthage due to the close proximity of the property to the Town’s extra-territorial jurisdiction (ETJ). The Town Clerk, Karen O’Hara stated the Town has no concerns regarding the request.
- Current land use – There is currently one vacant stick built dwelling and two large metal storage containers within the project area (all 3 buildings will be removed as illustrated on the site plan). The use outside of the project area is agriculture (crops).
- Adjacent land uses – Include single family homes and agriculture (crops).

IMPLEMENTATION PLAN

Hold the public hearing.

ACTION BY THE PLANNING BOARD

The Planning Board met on June 2, 2016 and recommended denial on a 4-2 vote due to the request not meeting the required finding of fact number three: The use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity. The motion for denial included the following: “There has been no evidence saying that it will not, there’s been suggestions unsubstantiated that it may not, but there has been no proof from the applicant that it will not, given there has been no appraisal.”

Planning Board members asked several questions regarding the testimony which are detailed in the attached Planning Board Minutes. Discussion included the applicant, Jim Morrison, stating that he will provide an engineer’s report stating that the salvage value will far outweigh the cost

of removal. Staff followed up with the applicant who stated the appraisal report and salvage report will be presented to the Board of Commissioners at the August 16th Public Hearing.

REQUIRED FINDINGS OF FACT FOR CONDITIONAL USE PERMIT

In considering a Conditional Use Permit, the following Findings of Fact are required:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to plan;
2. The use meets all required conditions and specifications;
3. The use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity;
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the approved Moore County Land Use Plan.

APPLICATION REVIEW COMMENTS & RECOMMENDATIONS

The proposed site plan meets all Unified Development Ordinance requirements. In addition to the minimum requirements, the applicant is electing to preserve the 100 foot wide front vegetative buffer, as illustrated on the site plan. The applicant is also electing to remove the existing building and 2 barns, as illustrated on the site plan, prior to the issuance of a certificate of occupancy. Staff also recommends the additional condition, as agreed upon by the applicant, that should the Zoning Administrator, Building Inspector, Environmental Health, the Fire Marshal, or NCDOT identify minor changes staff shall be authorized to accept such minor modifications to site plan as necessary.

FINANCIAL IMPACT STATEMENT

No financial impact to the County's FY 2015-2016 budget.

RECOMMENDATION

Staff recommends the Moore County Board of Commissioners make the following motion:

Motion: Make a motion to approve/deny the Conditional Use Permit to construct a commercial Solar Collector Facility on approximately 27.5 acres of an overall approximately 127 acre parcel (ParID 00005347) located at 415 Stage Road, including the Application Review Comments and Recommendations as listed in the staff report.

ATTACHMENTS

- June 2, 2016 Planning Board Minutes
- Vicinity Map
- Land Use Map
- Conditional Use Permit Application
- Submitted Site Plan

MINUTES
MOORE COUNTY PLANNING BOARD
THURSDAY JUNE 2, 6:00 PM
MOORE COUNTY HISTORIC COURTHOUSE – 2nd FLOOR

Board Members Present: Rich Smith (Chair), Scott McLeod, Bobby Hyman, Joseph Garrison, David Lambert, Eddie Nobles

Board Members Absent: Aaron McNeill (Vice Chairman), Gene Horne

Staff Present: Debra Ensminger, Planning Director
Brenda White, Deputy County Attorney
Lydia Cleveland, Administrative and Transportation
Program Manager

CALL TO ORDER

Chairman Rich Smith called the meeting to order.

INVOCATION

Board Member Scott McLeod offered the invocation.

PLEDGE OF ALLEGIANCE

Board Member Eddie Nobles led in the reciting of the Pledge of Allegiance

MISSION STATEMENT

Board Member David Lambert read the Moore County Mission Statement.

PUBLIC COMMENT PERIOD

There was no public comment.

APPROVAL OF THE CONSENT AGENDA

- A. Approval of Meeting Agenda
- B. Approval of Minutes of May 5, 2016
- C. Consideration of Abstentions

Board Member McLeod motioned to approve the Consent Agenda and the motion was seconded by Board Member Nobles. The motion passed unanimously (6-0).

PUBLIC HEARING(S)

Chairman Rich Smith introduced the public hearing as the following.

HCE Moore II, LLC is requesting a Conditional Use Permit to construct a commercial Solar Collector Facility on approximately 27.5 acres of an overall approximately 127 acre parcel (ParID 00005347) located at 415 Stage Road, owned by William Richard Pressley as identified in Moore County tax records..

Planning and Transportation Director presented the following on the behalf of Theresa Thompson, Moore County Senior Planner. “This is a request to locate a solar collector facility approximately 120 feet to the south of Stage Road. The property is located approximately 3,000 feet to the southeast of the town limits of Carthage. Planning staff contacted the Town of Carthage due to close proximity of the property to the town’s extra territorial jurisdiction. The Town Clerk, Karen O’Hara stated the town has no concerns regarding this request. The current use of the property is agriculture crop land. The storage buildings as shown on the pictures included in your staff report will be demolished by the applicant as demonstrated on the site plan. Adjacent land uses include single family homes and agricultural crop lands. The project area will comprise of approximately 27.5 acres of the 127 acre lot. The site plan meets the UDO screening requirements by utilizing type 3 screening to the side and rear of the property adjacent to residentially zoned property. In addition to the Unified Development Ordinance minimum screening requirements the applicant will preserve the 100 foot vegetative buffer along the front property line. The applicant is imposing this standard as an additional condition for approval as listed in the staff report. The proposed site plan meets all development ordinance requirements. In addition the applicant has agreed that all specific use standards will be met as specified in the Unified Development Ordinance which will be inspected by county staff before a Certificate of Occupancy is issued. Tonight’s request is a Quasi-Judicial case, which requires 4 findings of fact to be met as listed in the staff report. Any recommendation of denial would need to include which finding is not met and how it is not met. Staff recommends the additional conditions as agreed upon by the applicant and listed in the staff report of preserving the 100 foot vegetative buffer along the front property line and removing the 3 existing structures on the property prior to the Certificate of Occupancy issuance. There may need to be minor adjustments made to the site plan therefore staff also recommends including an additional condition to the motion if approved as stated in the staff report that reads should the zoning administrator, building inspector, environmental health, NC DOT, or the Fire Marshal identify minor changes staff shall be authorized to accept such minor modifications to the site plan as necessary. The presentation was followed by no discussion from the board.

Harley James Morrison II from 727 West Hargett Street Raleigh, NC 27510 spoke on behalf of the applicant, HCE Moore II, LLC who is applying for a conditional use permit - solar collector facility to be located at 415 Stage Road in Carthage, NC stated the following as part of his presentation . The property is currently zoned RA (Rural Agriculture), permitted uses within this zone or district include solar collector facilities under a conditional use permit with standards as set out in ordinances. To address the

finding that the use meets all required conditions let's take a look at the site plan. In terms of location, the site is located within three miles of the substation on Vass Carthage Road. Setbacks are met or exceeded with 50 foot setbacks and adjoining residential properties, 65 feet from the rights-of-way and centrally located inverters that exceed 150 feet to properties boundaries. In terms of glare, we have addressed that through our layout and supplemental and existing screening both for approved solar components. All components are UL listed and will be installed with accordance with applicable building and electrical codes. The height of our system will not exceed 25 feet. Look to the left of the site plan the top of the solar panels will be about 8 feet. We will be connecting to Duke Power lines that already exist along Stage Road and along Stage Road we have a 100 foot natural vegetative buffer that is pre existing that we want to maintain. In addition to that screening we will be using type 3 screening as outlined in the ordinance where we adjoin residential properties and on the east side as well. The facility will be fenced to a height of 6 feet with 3 strands of barbed wire at the top with an emergency access allowed 24/7, with disconnects labeled and locations pointed out to the appropriate authorities. In the event of a failure of other conditions that would lead to the ending of generating power we will remove the system and notify Moore County. If you look at the far western edge you will see that the solar components do not come within 50 feet, we get that by adding the 20 ft wide buffer with 20x25 foot internal road. On the eastern edge we are setback in excess of 50 feet per zoning requirements. If you direct your attention to the center of the array you will see an access road and along that access road there are three 1.67 Megawatt inverters. Those inverters are located centrally to be in excess of 150 feet from the property boundary. Access to the site will be in the northeast corner from Stage Road. We also have an internal road system that will allow us to access the site. The east edge has a 3 layer buffer consisting of 7 trees and 7 shrubs, and 14 trees per 100 linear feet as detailed in Moore County Ordinances. Along Stage Road this is one of the best screening sites I have seen from Stage Road. We have 100 feet of natural pines and under growth located there that screens the property from Stage Road and really keeping it out of sight. When the time comes to decommission, we notify the County immediately. All structures and equipment will be removed within six months but really we don't foresee that becoming an issue. These solar sites as you are aware have been installed numerous times in the county and have a very long life. We expect to see minimal degradation in the first 20 years. The panels are guaranteed to maintain at least 80% output through that time which that means at the end of 20 years we will be churning out a good amount of power that degradation continues roughly lineally to increase the lifespan of the project. That I hope will satisfy your finding that we are in conformity with the conditions of the Conditional Use Permit for solar facilities. Further I would put forward that you find the use will not be detrimental or endanger the public health and safety moral or comfort for general welfare. The site is secured like I described with a 6 foot fence topped with 3 strands of barbed wire. The solar farm produces no emissions and will be constructed in accordance with applicable building, electrical codes and meet all listing requirements and the farm will provide power to Carthage and the greater Moore County area. On the finding that we will not adversely affect the use or any physical attribute of adjoining or abutting property. This facility has no off site emissions, no lighting, minimal traffic, and screening as described earlier. The use will not be detrimental to the enjoyment of nearby property. One similar use in

agricultural improvement is Greenhouses; they are both passive solar collectors like a PV system and have similar visual impact. As to the finding that the location and character of the use will be developed according to the plan as submitted and it will be in harmony with the area. As described by the staff numerous agricultural uses are on properties bordering and we intend to continue that harvesting of the sun with this project. Further it has no sound above ambient levels at the fence line, no smells, and no emissions. We have a low visual impact and are well screened from Stage Road and other properties as detailed in the site plan. The applicant asked for questions.

Board Member McLeod asked Mr. Morrison what his occupation is and the term of the project. Mr. Morrison stated he is solar developer and there is a 30 year lease in place. Board Member McLeod stated that the natural buffer is made up of pine trees, oak trees, dogwood trees and over a period of 30 year those trees are going to grow. Mr. Morrison stated that as the trees grow he expects the understory will continue to grow and provide an effective screening throughout the term of the project. Board Member McLeod continued and asked who did the real estate value survey. Mr. Morrison commented that Mr. Rich Kirkland is usually used but he could not be present at this meeting. Board Member Lambert further asked if he was consulted at all in this case. Mr. Morrison stated the he was not contacted but we would be happy to.

Board Member Lambert asked for specifics regarding sound from the inverters. Mr. Morrison stated that the inverters are specked out to have an immediate proximity output of noise at about 60 decibels, at 150 feet back that sound drops below 50 decibels with further deductions as you move away. Board Member Lambert asked how far the inverter on the far right is from the homes across the street on Stage Road. Mr. Morrison stated that each inverter would be approximately 200 feet away due to setback requirements and expects noise to minimal across the road.

Board Member Joseph Garrison asked how often scheduled maintenance is completed. Mr. Morrison stated most of the maintenance comes from maintaining the lawn which can defer from once a month during the summer to longer intervals during the winter when the grass becomes dormant.

Chairman Smith stated that the site does meet requirements as staff has stated and it was generous to leave the 100 feet of natural trees but asked if it is possible to locate the potential sparse areas under the trees. Mr. Morrison stated that he would be happy to review the screening program and possibly provide additional screening.

Board Member Garrison asked if the site insured or bonded. Mr. Morrison stated that they will provide an engineer's testimony or report that stated the salvage value far outweighs the cost of removal.

Board Member McLeod asked since the applicant has not provided evidence that the use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity should the Board even vote on this case. Deputy County Attorney Brenda White stated that that she doesn't see any way the Board cannot vote.

Board Member Garrison asked who has the burden of proof and Ms. White stated that this is up to the applicant.

Board Member Garrison asked Mr. Morrison that in his experience has he seen any issues where it has an effect. Mr. Morrison stated he has not seen any from his past projects.

Ms. Ensminger stated that if the Board does not feel comfortable the item can be tabled but at the time it is forwarded the information must be provided. Ms. White further stated that it could be passed based on the condition of required information.

The Board requested to here further testimony before making a decision.

Ms. Sara Webster of 1145 Union Church Road stated that she is concerned with the hazardous chemicals used in the solar panels and the value of property in the area. Ms. Webster requested additional conditions be made if the Board agrees to recommend approval. Ms. Webster submitted a packet of information for the record. Board Member McLeod asked where Ms. Webster's property was and Mr. Webster explained through the map provided. McLeod further asked about the chemicals that are used that she found during her research. Ms. Webster explained that it depends on where they come from but cadmium and silicone is ones she remembered.

Dr. Herb Eckerlin a Mechanical and Aerospace Engineering professor at NC State spoke on behalf of the Webster's. Dr. Eckerlin provided testimony regarding the herbicides that are used, declining property values, broken panels, and the specific panels that are installed versus part of an application. Board Member Garrison asked if Mr. Eckerlin had any data regarding his testimony and Mr. Eckerlin stated he did not.

Chairman Smith asked for Mr. Morrison to speak about Mr. Eckerlin testimony. Mr. Morrison stated the panels are UL Listed and will be installed in accordance with national and state electrical codes. He assured that permits will be filed for Stormwater and typically we use mowers and weed whackers to address maintenance. In the case of broken panels it will be identified and repaired and to the best of my knowledge based on the specifications from the panel manufacturer they are not classified as a hazardous waste.

The Board held further discussion regarding the use of the case.

Mr. Harry Webster of 1145 Union Church Road reviewed the map and shared concerns the regarding the stormwater runoff, screening and the topography of his land adjacent to the proposed location of the solar facility. Scott McLeod asked what specific chemicals he is concerned about, and Mr. Webster stated herbicides.

The Board held further discussion regarding the use of the case.

Board Member Joseph Garrison made a motion to endorse the Moore County Board of Commissioners to approve the Conditional Use Permit for the use of a Solar Collector

Facility on the parcel known as ParID# 00005347 including additional conditions one through three. Chairman Smith held discussion regarding the additional screening and the applicant agreed to find an acceptable screening solution. The motion failed.

Board Member David Lambert made a motion to endorse the Moore County Board of Commissioners to deny the Conditional Use Permit for the use of a Solar Collector Facility on the parcel known as ParID# 00005347 including additional conditions one through three. Board Member Lambert stated the reason as follows “ I don’t think we can affirmatively state that they meet required finding number three; The use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity. There has been no evidence saying that it will not, there’s been suggestions instantiated that it may not, but there has been no proof from the applicant that it will not, given there has been no appraisal.” The motion was seconded by Board Member Scott McLeod and the motion passed 4-2. **(Chairman Rich Smith and Board Member Joseph Garrison were dissenting votes).**

OTHER BOARD MATTERS

Board Member McLeod asked for clarification regarding the 4 findings of fact. Ms. White stated they are required findings but the question of the standard of proof comes into consideration. The Board held further discussion Board Member McLeod’s concerns.

PLANNING DEPARTMENT REPORTS

Ms. Ensminger stated the Unified Development Ordinance is done and an electronic copy will be provided to you via email.

BOARD COMMENT PERIOD

No comments were made by the Board.

ADJOURNMENT

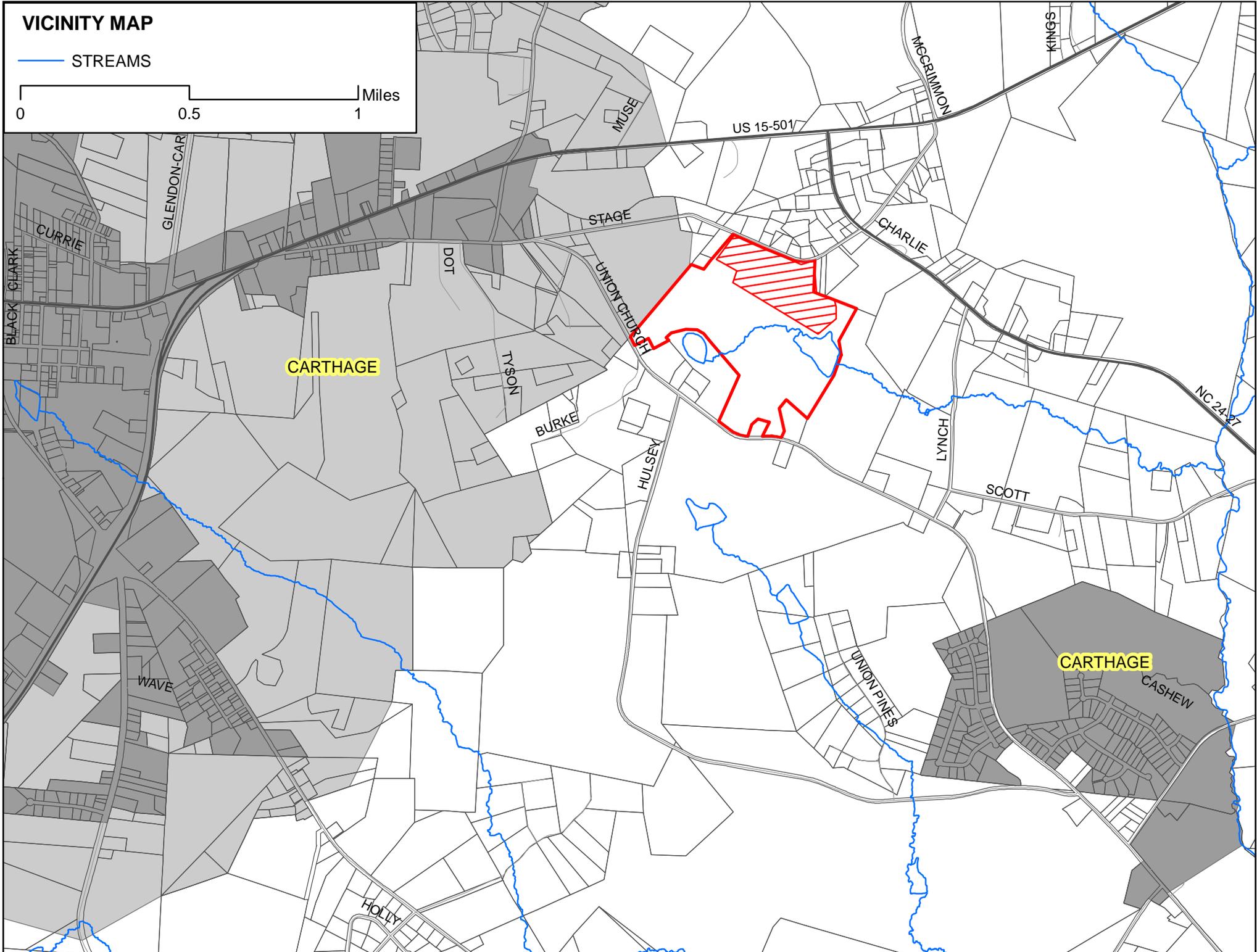
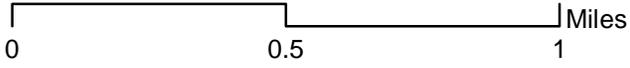
Board Member Garrison made a motion to adjourn. The motion was seconded by Board Member McLeod. The motion passed unanimously (6-0)

Respectfully submitted by,

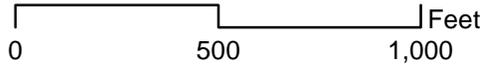
Lydia Cleveland

VICINITY MAP

— STREAMS



LAND USE MAP



Agricultural

CARTHAGE
ETJ

Single family homes

Project Area

Agricultural

Single family
homes

Agricultural

Agricultural

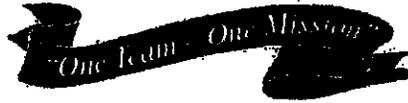
UNION CHURCH

BURKE

HULSEY

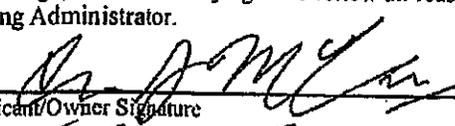
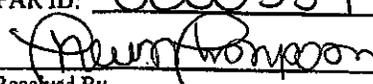
NC 24-27

PLANNING & COMMUNITY DEVELOPMENT



P.O. Box 805
 1048 Carriage Oaks Drive
 Carthage, NC 28327
 Planning: 910.947.5010
 Central Permitting: 910.947.2221
 Fax: 910.947.1303
 www.moorecountync.gov

Conditional Use Permit Application

Application Date: April 25, 2016			
Location/Address of Property: 415 Stage Road, Carthage NC			
Applicant: HCE Moore II, LLC		Phone: 919.827.0039	
Applicant Address: 727 W. Hargett St. Suite 201	City: Raleigh	St: NC	Zip: 27603
Owner: William and Ida Pressley		Phone:	
Owner Address: 403 Saunders Street	City: Carthage	St: NC	Zip: 28327
Current Zoning District: RA	Proposed Use: Solar Collector Facility		
Comments: The solar farm construction will be required approval from the County and comply with local building codes and setbacks which are enforced and reviewed by local building officials and plan reviewers. A fence will be installed around the facility to keep safe from the site. Although 90% of the site contains natural vegetation, landscape buffers will be planted where there are no existing buffers to prevent view from the site. No waste or pollution is generated by the site.			
Application Submittal The applicant must submit a complete application packet on or before the submittal deadline. This includes: <input checked="" type="checkbox"/> Completed Moore County Conditional Use Permit Application. <input checked="" type="checkbox"/> Application Fee (\$175). <input checked="" type="checkbox"/> Postage sufficient to notify all adjacent landowners FOR TWO MAILINGS . (One for Planning Board meeting, and one for Board of Commissioners meeting.) The rate for postage FOR EACH CERTIFIED MAIL LETTER is \$6.49. This includes \$3.30 (certified mail) plus \$2.70 (return receipt) plus \$0.49 (first class stamp). <input checked="" type="checkbox"/> A detailed site plan. (See page two of this packet for list of items to include.)			
I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Zoning Administrator.			
Applicant/Owner Signature 		Date 2/23/16	
Applicant/Owner Signature 		Date 2-25-16	
Office Use Only: PAR ID: 00005347 			
Received By Dawn Thompson		Date 4/28/16	

April 18th, 2016

Theresa Thompson, Senior Planner
Moore County Planning Department
PO Box 905 / 1048 Carriage Oaks Drive
Carthage, NC 28327
Direct: 910-947-4598
Main: 910-947-5010
Fax: 910-947-1303

Dear Theresa Thompson,

Re: UDO compliance Letter

Please accept this letter as an additional condition that the design of HCE Moore II, LLC project complies with the required standards in UDO Sections 9.3.27-9.3.2714 as listed below.

- 9.3.2701 This type of use excludes any solar panels that are utilized or generating electricity for a residential property.
- 9.3.2702 Facilities shall be restricted to locations within three (3) miles of an existing or proposed electrical substation that can accommodate the proposed electrical production unless certification by a utility supplied engineer, from the utility with which the applicant has an interconnection agreement, establishes that voltage regulators or other devices are present allowing safe, efficient transmission of power over a greater distance. *(Amended Jan. 20, 2015)*
- 9.3.2703 A minimum building setback of fifty (50) feet, where abutting residential property and sixty-five (65) feet from public rights-of-way is required for ground-mounted systems. This excludes any proposed solar collector facility to be installed on an existing or proposed building.
- 9.3.2704 The photovoltaic (PV) panels are to be located and situated so glare does not create a distraction or nuisance to traffic or adjacent residential properties.
- 9.3.2705 Solar components must have a UL listing, or a listing from an alternative testing agency accepted by the local jurisdiction having authority over the project, and must be designed with anti-reflective coating(s).
- 9.3.2706 All construction shall be in compliance with the National Electric Code and North Carolina Building Code.
- 9.3.2707 No structure shall exceed a height greater than twenty-five (25) feet, except for existing poles and overhead wiring. This is measured from finished grade

at the base of the structure to its highest point. This would exclude any roof-mounted solar collection systems.

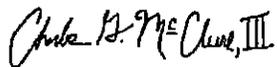
- 9.3.2708 Roof-mounted panels shall not extend beyond the perimeter of the building on which the system is mounted or constructed. The total height of the solar panels shall not exceed the maximum building height of the underlying zoning district.
- Pitched Roof Systems – For all roof-mounted systems, the elevation must show the highest finished slope of the solar collector and the slope of the finished roof surface on which it is mounted.
 - Flat Roof Systems – For all flat roof applications, a drawing shall be submitted depicting the overall layout of the panels with the distance to the roof edge and any parapets on the building.
- 9.3.2709 All power transmission lines from a ground mounted solar energy system shall be located underground, excluding existing utilities.
 - 9.3.2710 Inverter(s) shall be located a minimum one hundred and fifty (150) feet from any property line or public right-of-way.
- .3.2711 Where facility adjoins property used or zoned for residential purposes and public rights-of-way, a vegetative screen, either planted or naturally wooded area, shall be provided in accordance with §8.2 (Screening Requirements) of this Ordinance.
- 9.3.2712 Access to site must be controlled by a fence at least six (6) feet in height, with 24/7 emergency access. Mechanical equipment and inverter shall be fenced by a minimum six (6) foot fence with 3-strand barbed wire or razor wire or an eight (8) foot fence.
- 9.3.2713 In the event a solar collector facility becomes abandoned, the applicant must provide a way of ensuring the remaining solar infrastructure does not create a hazard to the public.
- a. If the applicant ceases operation of the energy facility or begins, but does not complete, construction of the project, the applicant shall restore the site according to a decommissioning plan approved by the Planning Department.
 - b. The Solar Collector Facility owner is required to notify Moore County immediately in writing upon abandonment or cessation of the solar operation. The owner shall be responsible for the decommissioning of the facility within six (6) months from the date the applicant ceases use of the facility or the facility becomes obsolete. A project is decommissioned when all structures and equipment are removed and the site is restored to its original state.
- 9.3.2714 The electrical disconnect switch shall be clearly identified and unobstructed at all times. The owner must file a map with the Moore County Public Safety

Department depicting where the disconnect switch is located, and supply all emergency contact information to emergency personnel to have on file.

We are excited to have the opportunity to work with Moore County and to develop the HCE Moore II, LLC project to deliver clean, renewable solar energy to Duke Energy.

Thank you for your guidance and I appreciate the cooperation of the Planning Department to make this project come to fruition!

Sincerely,

A handwritten signature in black ink that reads "Charles G. McClure, III". The signature is written in a cursive style with a clear, legible font.

Charles G. McClure, III

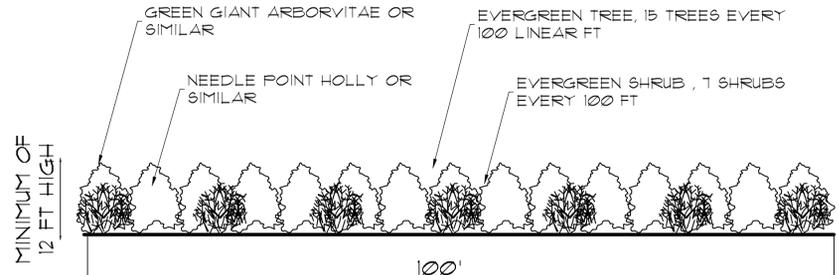
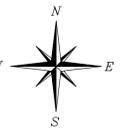
Manager
HCE Moore II, LLC
(o) 919 829 0037 x104
(c) 919 649 2277

4.996 MWac PV SYSTEM:

Number of Modules: 22,534
 Peak Power: 6,985,540 Wp DC
 Number of Inverters: 3 SMA SC1850
 Intended PV Leased Area: 27.5 acres

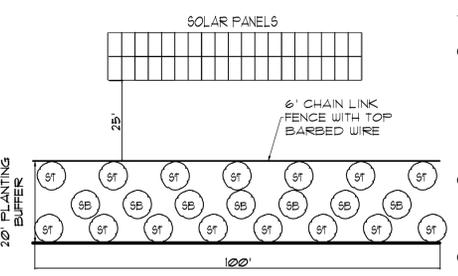
PROJECT OWNER:
 HCE Moore II, LLC
 4155 St Johns Pkwy, Ste 1100
 Sanford, FL 32771

SITE LOCATION:
 (35°20'N, 79°22'W)



PLANTING LAYOUT TYPE 3. Front view
 Only where necessary
 (Natural landscaping will be enhanced as necessary
 to ensure it meets Type 3 requirements)

SCALE 1:200

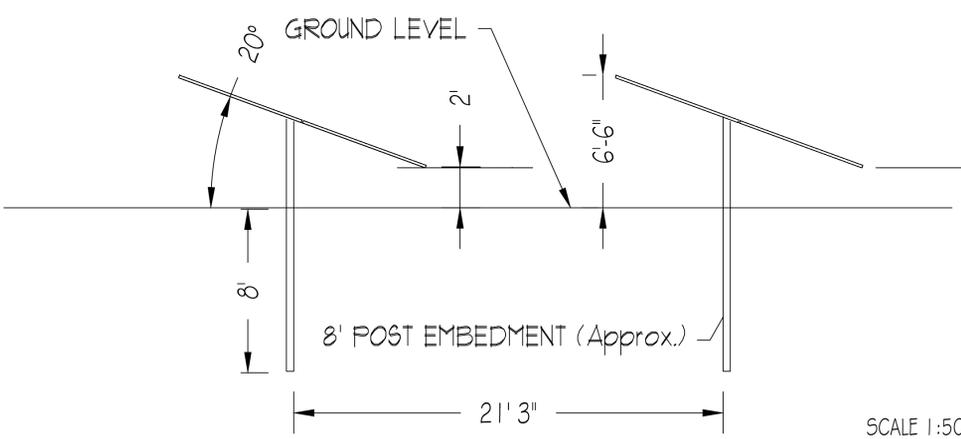


PLANTING LAYOUT. Top view

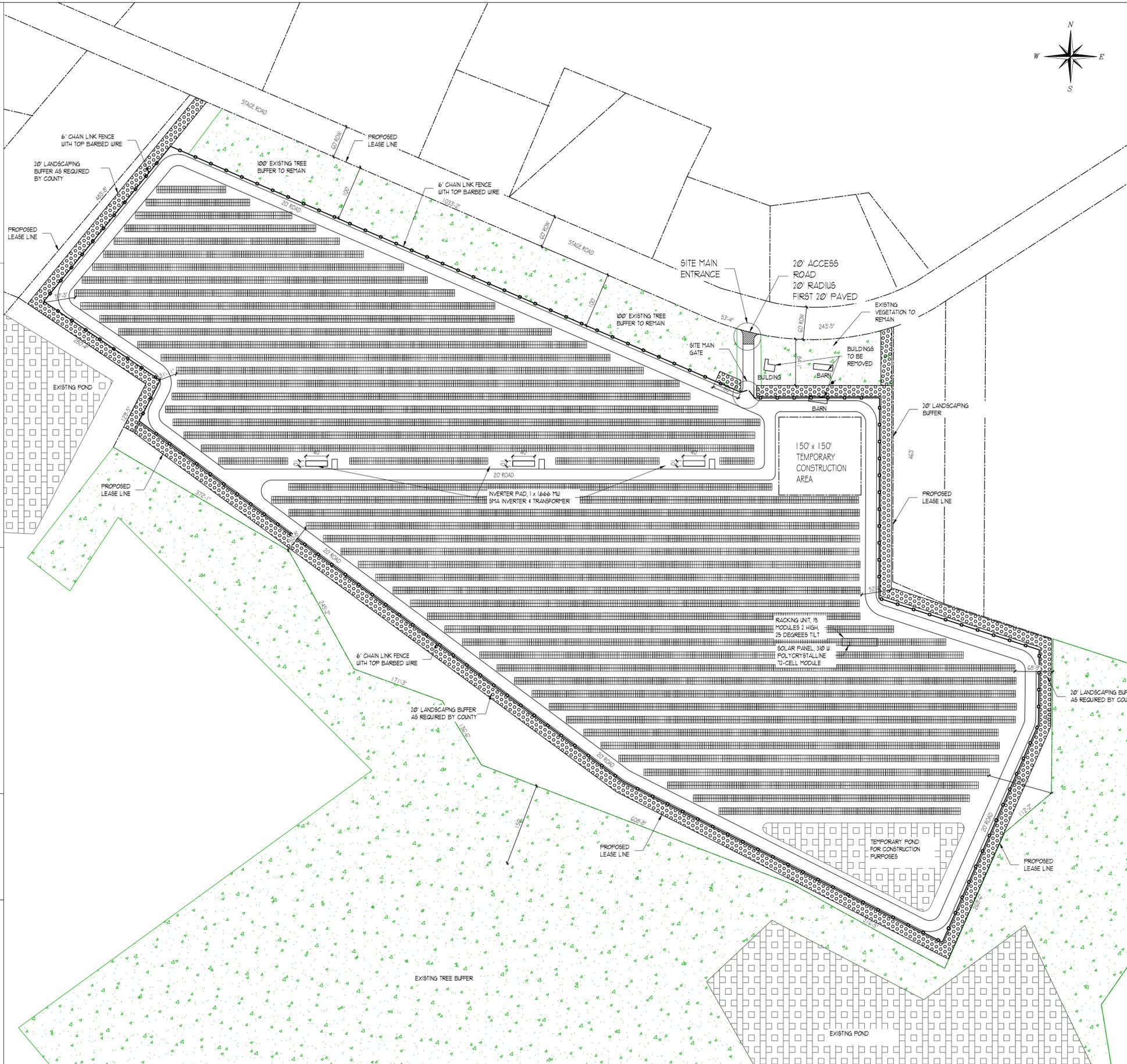
TYPICAL LANDSCAPE PLAN TYPE 3

- 15 evergreen trees and 7 evergreen shrubs per 100 linear feet 20 feet wide. Trees to reach out a minimum height of twelve (12) feet in three (3) years. Shrubs to grow to a height of two (2) feet in two (2) years.
- Setbacks from property line to the fence will be covered with existing vegetation to be used as existing landscape buffer.
- Evergreen Tree: Green Giant Arborvitae or similar.
- Evergreen Bush: Needle Point Holly or similar.
- Natural landscaping will be enhanced as necessary to ensure it meets type 3 requirements.

SCALE 1:250



SCALE 1:50



NOTE

REV.	DATE	REVISION DESCRIPTION	DRW	CHK	APP	REV.	DATE	REVISION DESCRIPTION	DRW	CHK	APP
00	2016/03	INTERCONNECTION REQUEST	JL	JL	DC						
01	2016/03/11	INTEGRATE SURVEY	ML	DC	DC						
02	2016/03/25	ADD TEMP. CONSTRUCTION ZONE/LANDSCAPING	ML	DC	DC						
03	2016/05/01	SITE PLAN MODIFICATIONS	ML	JL	DC						

REV.	DATE	REVISION DESCRIPTION	DRW	CHK	APP	REV.	DATE	REVISION DESCRIPTION	DRW	CHK	APP

LEGAL ADVISORY
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ESA MANAGEMENT SERVICES, PLLC
 4155 St. Johns Parkway, Suite 1100
 Sanford, FL 32771 USA
 407.268.6455 tel | 800.755.0801 fax
 Lic: NCF P-1522

REVISION	DRAWN	CHECKED	APPROVED
03	ML	JL	DC

ENGINEER: DAVID K CLICK
 NC LIC# 041811

PROJECT NAME:
HCE Moore II, LLC
 ADDRESS:
 415 Stage Rd, Carthage, NC 28321

SHEET TITLE
SITE PLAN

SCALE 1"=90'
 FORMAT 24" x 36"
 DRAWING N°
G202
 DATE 2016/05/02

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Debra Ensminger
Planning & Transportation Director

DATE: August 5, 2016

SUBJECT: Call to Public Hearing for a Conditional Use Permit Request: Mining
("Williams Sand and Clay, LLC" – NC Hwy 211)

PRESENTER: Debra Ensminger

REQUEST

This is a request to call for a public hearing on September 6, 2016 at 5:30pm for the following request: Williams Sand and Clay, LLC is requesting a Conditional Use Permit for the use of a sand mine on approximately 50 acres (two phases of approximately 25 acres per phase) of an overall approximate 660 acre parcel (ParID 00013401) located north of and adjacent to NC Hwy 211 and east of and adjacent to Samarcand Rd, owned by Arthur R & Sons Williams, as identified in Moore County tax records.

BACKGROUND

The property is undeveloped. Adjacent land uses include undeveloped property, single family homes, the Inn at Eagle Springs (closed), and a solar collector facility (Samarcand site).

IMPLEMENTATION PLAN

Call for a public hearing on September 6, 2016 at 5:30pm.

FINANCIAL IMPACT STATEMENT

No financial impact to the County's FY 2015-2016 budget.

PLANNING BOARD RECOMMENDATION

The Planning Board met on August 4, 2016 and unanimously recommended approval.

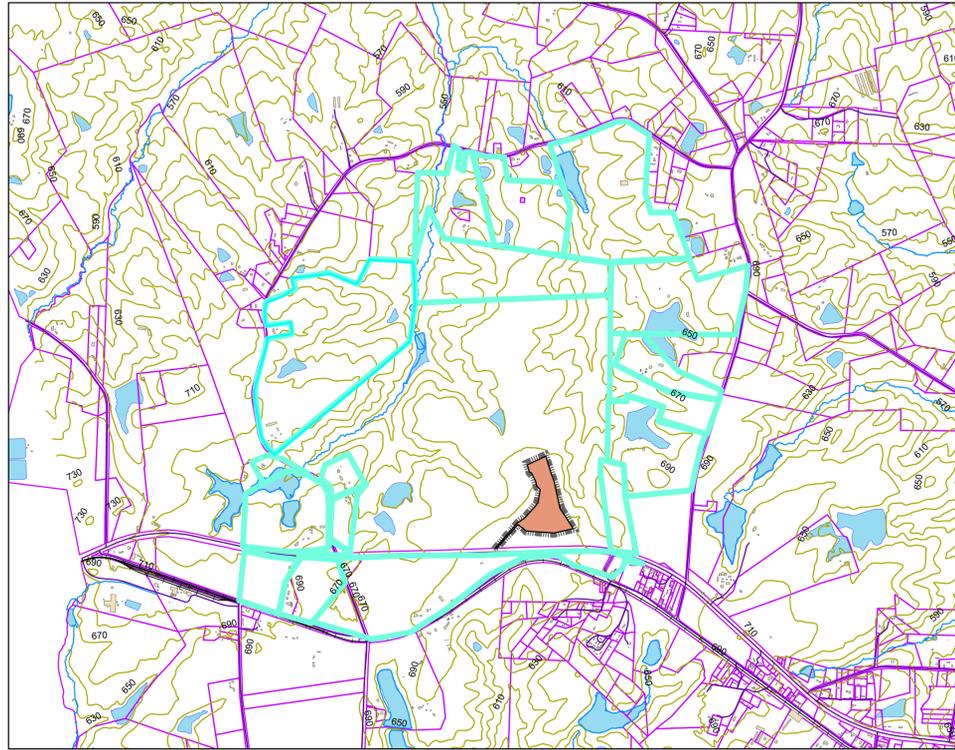
RECOMMENDATION SUMMARY

Make a motion to call for a public hearing on September 6, 2016 at 5:30pm for the following request: Williams Sand and Clay, LLC is requesting a Conditional Use Permit for the use of a sand mine on approximately 50 acres (two phases of approximately 25 acres per phase) of an overall approximate 660 acre parcel (ParID 00013401) located north of and adjacent to NC Hwy 211 and east of and adjacent to Samarcand Rd, owned by Arthur R & Sons Williams, as identified in Moore County tax records.

SUPPORTING ATTACHMENTS

- Submitted Site Plan

"Williams Sand & Clay" – Call To – Conditional Use Permit – Staff Report



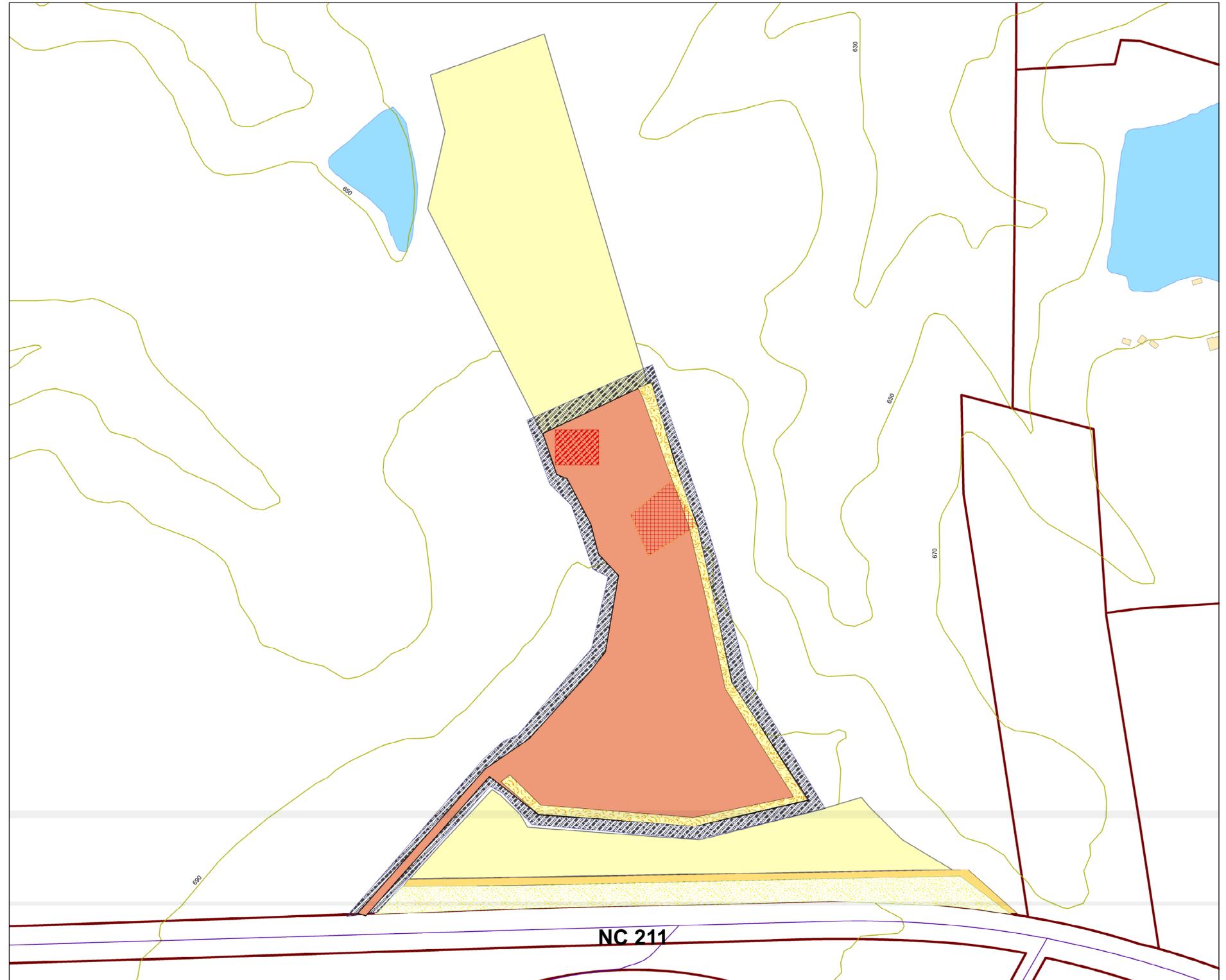
Area Overview

Sand Mine Application
Moore County North Carolina
Township: 01
Deed Book/ Page: 241 / 462
Parcel ID: 00013401

Pending State Mining Permit

Legend

- Permanent Buffer - 75' Setback
- Phase II Overall Limits
- Berm at a minimum of 6' ht
- Phase I Rough Buffer Outline w/Silt Fencing
- Proposed Sand Mine with Haul Road
- Proposed Screening/Washing Plant
- Proposed Washing/Settling Pond
- Railroads
- Streams
- Streets
- Tax Parcels
- Lakes & Rivers



Layout Map

Name of Mine: Williams Sand and Clay, LLC
 Address: 1515 NC Hwy 211, Eagle Springs, NC, 27242

Phase I: Total Disturbed Acreage 25.0 ac
 Phase II: Total Disturbed Acreage 25.0 ac

Sheet No.
 HEA-001

Date: 29 June 2016

Drawn By: Henry Haas, E.P.
 Hunt Environmental Associates

Checked by: Michael C. Hunt, P.G.
 Hunt Environmental Associates

Note: We will meet the specific use standards outline in 9.4.5

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Debra Ensminger
Planning & Transportation Director

DATE: July 13, 2016

SUBJECT: Approval to Modify the Cost Allocation Plan for Moore County's
Community Development Division

PRESENTER: Debra Ensminger

REQUEST:

This is a request for approval to modify the Cost Allocation Plan for Moore County's Community Development Division.

BACKGROUND:

The Cost Allocation Plan ("the Plan") has been reviewed and approved by our internal auditor, Tami Golden, and the county attorney's office.

The purpose of the Plan is to forecast recurring reimbursable grant expenses for the upcoming budget year, and is a requirement of jurisdictions receiving grant funds. Any anticipated expenditures for recurring activities should be incorporated in the Plan, which includes items like training and 50% of the salary of one full time Admin Assistant.

IMPLEMENTATION PLAN:

The Cost Allocation Plan will be used as a guide in reimbursing costs of salary, benefits and training for staff employed in the implementation of programs identified in the Plan.

FINANCIAL IMPACT STATEMENT:

The Cost Allocation Plan itself will have no fiscal impact; its purpose is to forecast grant reimbursable costs.

RECOMMENDATION SUMMARY:

Make a motion to approve the modified Cost Allocation Plan for Moore County's Community Development Division.

SUPPORTING ATTACHMENTS:

Cost Allocation Plan

COST ALLOCATION PLAN

Moore County

PURPOSE

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that the Community Development division of the Moore County Planning & Community Development Department (henceforth, Moore County Community Development) will use to allocate costs to various programs, grants, contracts and agreements.

This Cost Allocation Plan is based on the Indirect Allocation method described in OMB Circular A-87. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

GENERAL APPROACH

The general approach of Moore County Community Development in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, activity, etc.
- B. All other allowable fundraising and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using the direct salary allocation method.

ALLOCATION OF COSTS

The following information summarizes the procedures that will be used by Moore County Community Development beginning July 1, 2016 through June 30, 2017:

A. Compensation for Personnel Services - Documented with timesheets showing tasks performed by employees whose salaries are reimbursed through grants and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. Timesheets are submitted to Finance for reimbursement from program accounts within 60 days after the completion of the salary month.

1. Fringe benefits include FICA and Medicare which are allocated in the same manner as salaries and wages. At this time health insurance, dental insurance, life & disability and other fringe benefits are not included.

2. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.

Moore County Community Development has one full time administrative assistant; approximately 50% of this salary may be accounted for and reimbursed under grants and or programs as follows:

GRANT/ PROGRAM	HOURLY RATE	HOURS	COUNTY FICA	AMOUNT ALLOCATED
CD Resource	\$17.68	550	x 1.0765	\$10,467.89
SFR14	<u>\$17.68</u>	<u>500</u>	x 1.0765	<u>\$19,516.26</u>
TOTAL	\$17.68	1050	x 1.0765	\$29,984.15
CD Resource is past program support received from previous grant programs; SFR14 is the 2014 Single Family Rehab program				

B. Travel Costs - Allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred.

C. Professional Services Costs (such as consultants, accounting and auditing services) - Allocated to the program benefiting from the service. All professional service costs are charged directly to the program for which the service was incurred.

D. Office Expense and Supplies (including office supplies and postage) – Allocated based on usage. Expenses used for a specific program will be charged directly to that program. Postage expenses are charged directly to programs to the extent possible.

E. Printing (including supplies, maintenance and repair) - Expenses are charged directly to programs that benefit from the service.

F. Training/Conferences/Seminars – Allocated to the program benefiting from the training, conferences or seminars. Costs that benefit more than one program will be allocated to those programs on a per training basis. In other words, the entire cost from a single training (conference fee, hotel, mileage, MI&E) will be allocated to one single grant. While the cost of the trainings may differ, the total number of trainings will be allocated among all grants.

The training costs listed below are incurred annually for training conferences by the Professional Housing Rehab Association of North Carolina (PHRANC) and the North Carolina Community Development Association (NCCDA.) Total cost of training reflects the possibility of sending two staff members to two training conferences each.

GRANT	# TRAININGS	AMOUNT ALLOCATED PER STAFF
SFR14	<u>2</u>	<u>\$2,500</u>
TOTAL	2 Annually	\$5,000 (all staff, all training)
SFR14 is the 2014 Single Family Rehab program		

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Debra Ensminger
Planning and Transportation Director

DATE: June 30, 2016

SUBJECT: Resolution for Road Additions to the NC State Roadway System

PRESENTER: Debra Ensminger

REQUEST

This is a request to adopt a resolution recommending the North Carolina Department of Transportation (NCDOT) to add 0.77 miles of North Prince Henry Way, 0.04 miles of Riley Lane, 0.51 miles of Turriff Way, 0.08 miles of Birnam Lane, 0.09 miles of Lothian Lane, and 0.06 miles of Bagpipe Lane located within Sinclair Subdivision to the state roadway system.

BACKGROUND

The property owner, H&H Investments, Inc. has petitioned NCDOT for the above referenced roads to be added to the state maintenance system. The NCDOT has submitted the petition to the Board of Commissioners for its review and approval. Upon Board of Commissioners approval of the "Petition of Road Addition" NCDOT can add the roads to the state maintenance system.

IMPLEMENTATION PLAN

If approved, the attached resolution will be forwarded to NCDOT for them to proceed with additions of the roads to the state roadway system.

FINANCIAL IMPACT STATEMENT

No financial impact to the County's FY 2015-2016 budget.

RECOMMENDATION SUMMARY

Staff recommends two motions:

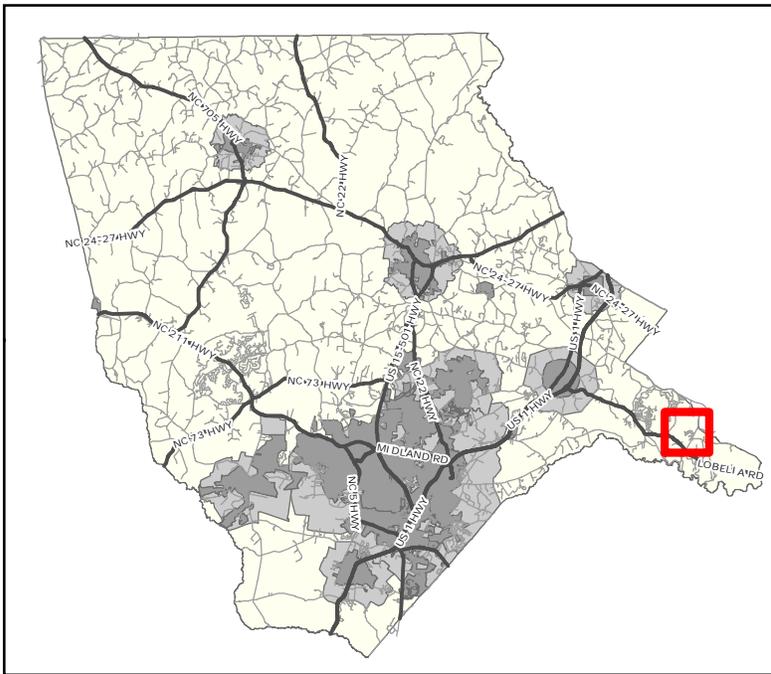
Motion #1: Make a motion to approve the attached resolution supporting the addition of 0.77 miles of North Prince Henry Way, 0.04 miles of Riley Lane, 0.51 miles of Turriff Way, 0.08 miles of Birnam Lane, 0.09 miles of Lothian Lane, and 0.06 miles of Bagpipe Lane within Sinclair Subdivision to the state roadway system and accept maintenance responsibilities.

Motion #2: Make a motion to authorize the Chairman to execute the attached resolution.

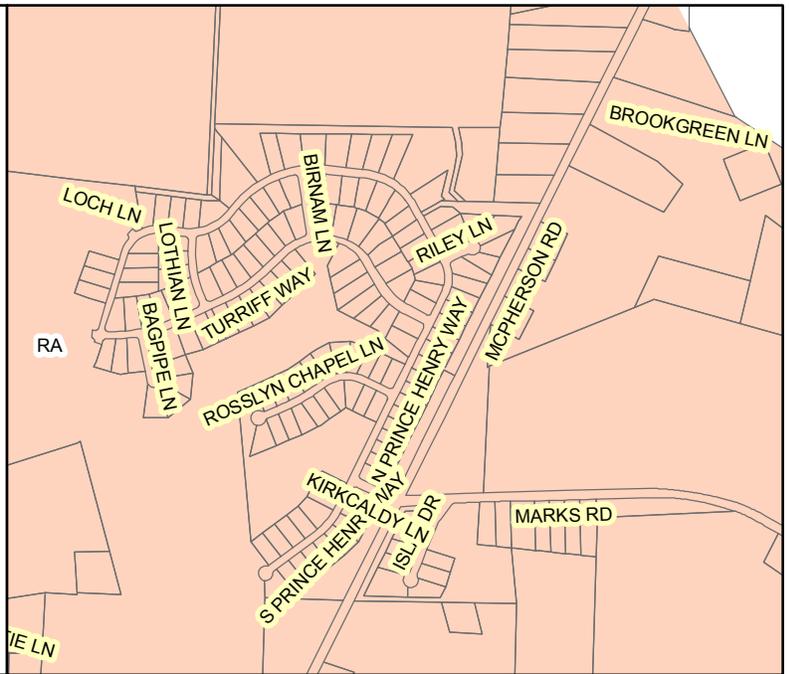
SUPPORTING ATTACHMENTS:

Vicinity Map
Letter from the NCDOT District Supervisor
Petition for Road Addition
Resolution for Road Addition

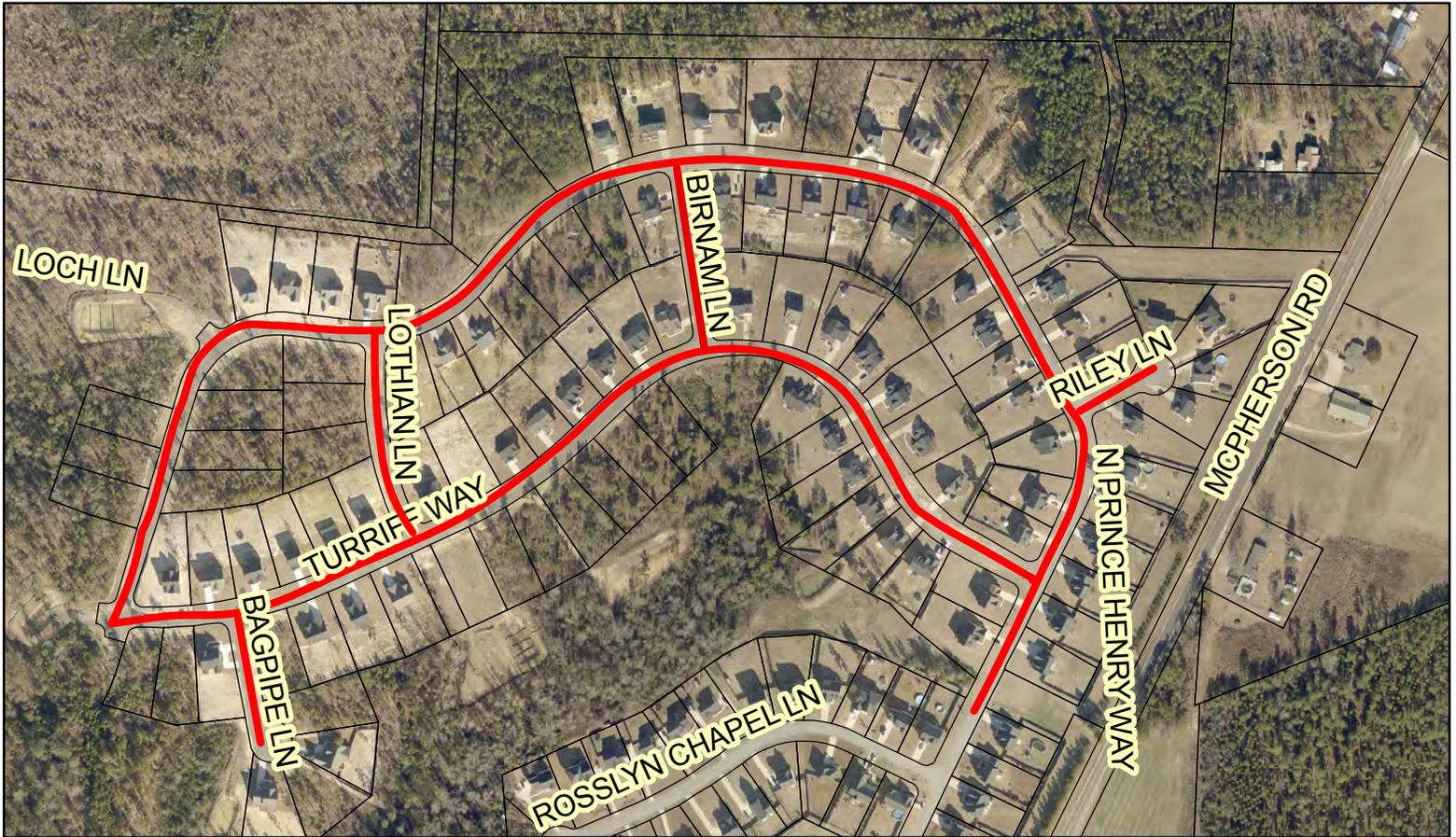
Staff Report – Request for Road Additions to the NC State Roadway System



County Location Map
1 inch = 10 miles



Current Zoning
1 in = 1,267 ft



Aerial Photography 2010
1 in = 426 ft



Vicinity Map

NCDOT Addition Request

Legend

	B-1		PUD/CUD		RA-40
	B-1-CUD		PUD-H		R-MH
	B-2		RA		RA-CUD
	GC-SL		RA-2		RA-USB
	GC-WL		RA-2-CUD		RE
	I		RA-5		VB
	P-C		RA-20		VB-CUD

Moore County GIS Disclaimer:
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RECEIVED
JUN 22 2016

BY: *MP*



Transportation

PAT McCRORY
Governor

NICHOLAS J. TENNYSON
Secretary

June 9, 2016

MOORE COUNTY

Mr. Wayne Vest
Moore County Manager
P. O. Box 905
Carthage, NC 28327

Dear Mr. Vest:

Attached are location maps and copies of the petition for the following roads:

Local Name
Prince Henry Way (Extension of SR 2202)
Riley Lane
Turriff Way
Birnam Lane
Lothian Lane
Bagpipe Lane

These roads are located in Sinclair Subdivision (Phases 2 and 3) off of SR 2018 (McPherson Rd) and SR 2019 (Marks Road). They are being considered for addition to the State System. If the Moore County Commissioners concur with this addition, please request the appropriate resolution and forward it to this office.

Thank you, and if you have any questions or concerns, please feel free to contact us at (910) 944-7621.

Sincerely,

Digitally signed by:
Travis L. Morgan
BB4DD57AAB92443...
Travis L. Morgan, P.E.
District Engineer

Attachments

TLM: KSR

cc: Ms. Laura M. Williams, Clerk To The Board, Moore County Commissioners
Sarah Foster
File

Nothing Compares™

**North Carolina Department of Transportation
Division of Highways
Petition for Road Addition**

ROADWAY INFORMATION: (Please Print/Type)

County: Moore Road Name: North Prince Henry Way
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Sinclair Length (miles): .77

Number of occupied homes having street frontage: 45 Located (miles): .08

miles N S E W of the intersection of Route 2202 and Route 2203
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Sinclair in Moore County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: Ronald S. Huff Phone Number: 910-237-7873

Street Address: 2919 Breezewood Avenue, Suite 400, Fayetteville, NC 28303

Mailing Address: Same

PROPERTY OWNERS

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
H&H Investments, Inc	Same as above	910-486-4864

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block

- Rural Road
 Subdivision platted prior to October 1, 1975
 Subdivision platted after September 30, 1975

REQUIREMENTS FOR ADDITION

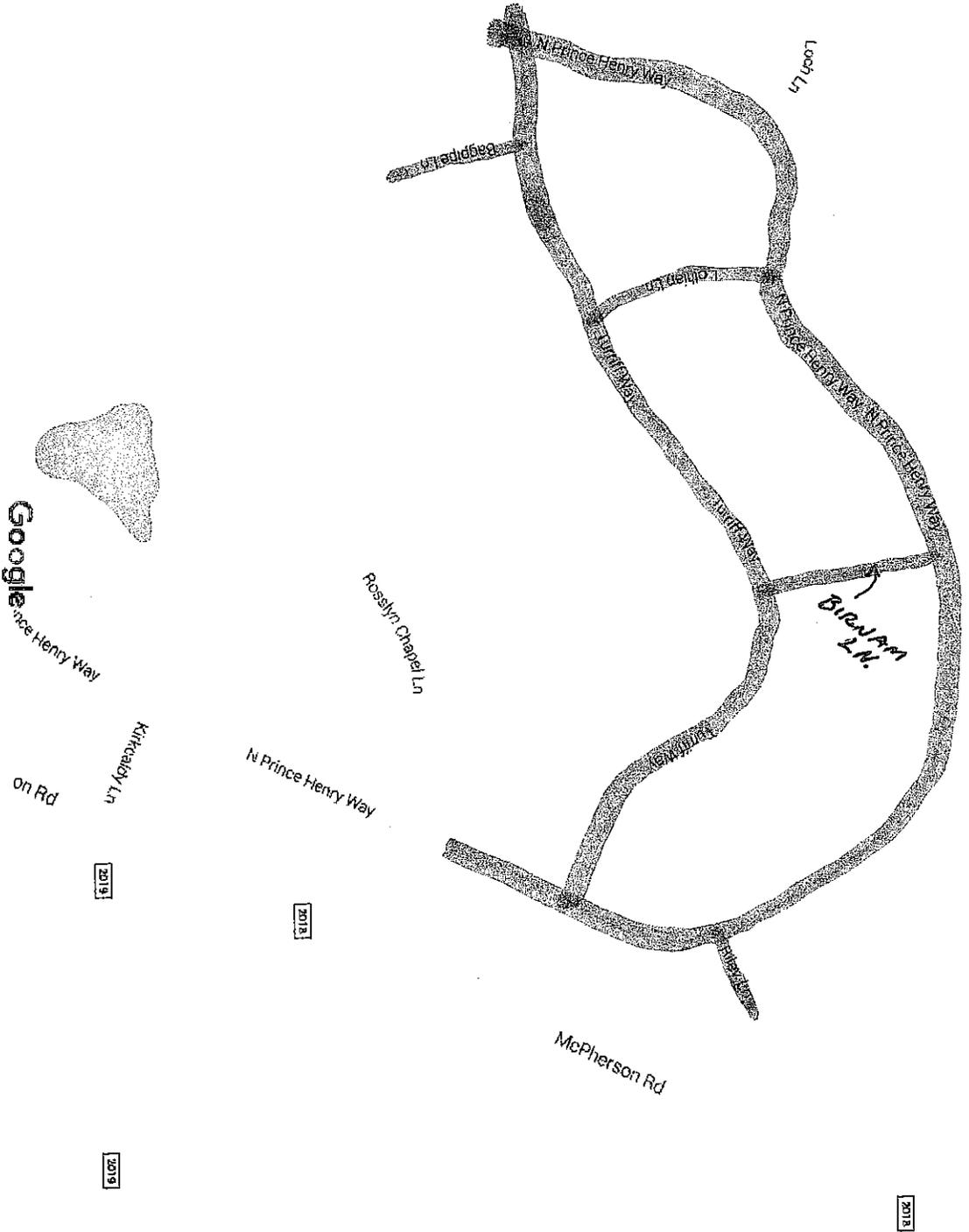
If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Riley Lane	6	.04			
√Turriff Way	32	.51			
Birnam Lane	4	.08			
Lothian Lane	5	.09			
√ Bagpipe Lane	6	.06			

Google Maps

Sinclair Sub Division Phases 2 and 3 Road Additions



**North Carolina Department of Transportation
Division of Highways
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: MOORE

Road Description: 0.77 miles of North Prince Henry Way, 0.04 mile of Riley Lane, 0.51 mile of Turriff Way, 0.08 mile of Birnam Lane, 0.09 mile of Lothian Lane, and .06 mile of Bagpipe Lane within the Sinclair Subdivision.

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of MOORE requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of MOORE that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of MOORE at a meeting on the 16th day of August, 2016.

WITNESS my hand and official seal this the 16th day of August, 2016.

Official Seal

Clerk, Board of Commissioners
County: _____

PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways

Agenda Item: VIII. C.
Meeting Date: August 16, 2016

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Debra Ensminger
Planning and Transportation Director

DATE: August 9, 2016

SUBJECT: FY2016-2017 Rural Operating Assistance Program Application

PRESENTER: Lydia Cleveland
Administrative and Transportation Program Manager

REQUEST:

This is a request to approve the submittal of the FY2016-2017 Rural Operating Assistance Program Application.

BACKGROUND:

The FY17 ROAP (Rural Operating Assistance Program) allocation is \$224,714 which will be disbursed to the county in four payments.

The FY17 allocation is an increase from FY16 by \$22,152. The four payments will be disbursed among the counties by formula on a quarterly basis with a milestone report due each quarter, from the county that accounts for the use of the ROAP funds and calculates any unspent funds.

IMPLEMENTATION PLAN:

Upon approval the FY2016-2017 Rural Operating Assistance Program application will be submitted.

FINANCIAL IMPACT STATEMENT:

The Rural Operating Assistance Program is made up of three funds EDTAP (Elderly and Disabled Transportation Assistance Program), EMPL (Employment Transportation Assistance Program), and RGP (Rural General Public) that make up the full allocation of \$224,714. EDTAP and EMPL does not require a match but RGP does require a 10% match or \$11,593.30 which is made up through token sales.

RECOMMENDATION SUMMARY:

Make a motion to approve and authorize the Chairman to sign the FY2016-2017 Rural Operating Assistance Program Application.

SUPPORTING ATTACHMENTS:

FY2016-2017 Rural Operating Assistance Program Application



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

NICHOLAS J. TENNYSON
SECRETARY

August 8, 2016

MEMORANDUM

TO: County Managers
County Finance Officers
Community Transportation System Directors

FROM: Debbie Collins *dc*
Director, Public Transportation Division

SUBJECT: FY 2016-2017 Rural Operating Assistance Program Application

The Rural Operating Assistance Program (ROAP) is a state-funded public transportation grant program administered by the North Carolina Department of Transportation – Public Transportation Division (PTD). ROAP consolidates the Elderly and Disabled Transportation Assistance Program (EDTAP), the Employment Transportation Assistance Program (EMPL) and the Rural General Public (RGP) Transportation Program into a single application package.

The General Assembly has approved a state budget and the attached ROAP Allocation Table is final. We will disburse the ROAP funds on a quarterly basis. The period of performance will remain July 1, 2016 to June 30, 2017 regardless of the dates the ROAP funds are disbursed.

We are implementing three important changes this year. These application and allocation changes include the following:

- For the first time, quarterly milestone reports will be required. If the reports are not received on or before the due date, ½ of 1 percent per business day, that the report is late, will be deducted from the following quarter's disbursement.
- The total amount unspent at the end of the year will be deducted from the following year's total allocation
- For the first time, PTD will be monitoring quarterly and year-to-date spending. Any reported unspent funds at the end of each quarter will be deducted from the following quarter's disbursement of your ROAP allocation.

As a reminder, the allocation in the application packet will be adjusted to reflect any unspent funds that will be deducted once the FY16 ROAP Annual Report is received. A new allocation table will be provided at that time.

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
1550 MAIL SERVICE CENTER
RALEIGH, NC 27699-1550

TELEPHONE: 919-707-4670
FAX: 919-733-1391
WWW.NCDOT.GOV/NCTRANSIT

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH, NC

ROAP funds are allocated to each county by formula. The details of these formulas are in the ROAP Program Administration Guide, included in the application package. The ROAP funds are to be used for the operating cost of trips, *not* for administrative or capital costs. It is the responsibility of the eligible ROAP recipients to sub-allocate and distribute the funds to the Community Transportation System and/or local agencies and organizations as allowed within the program guidelines.

County governments and eligible transportation authorities are the only eligible applicants for ROAP funds. All eligible applicants must submit an annual application to receive these funds. The application is designed to enable PTD staff to better understand the service to be provided and assure that the funds will be utilized as intended. Officials should read all of the ROAP documents in their entirety prior to completing the application.

The due date for applications is Monday August 22, 2016 via the dropbox in Partner Connect.

North Carolina Department of Transportation



Program Administration Guide Rural Operating Assistance Program (ROAP)

North Carolina Department of Transportation
Public Transportation Division (PTD)
1 South Wilmington Street
1550 Mail Service Center
Raleigh, NC 27699-1550

This document supersedes and replaces all prior Rural Operating Assistance Program Administration Guides (previously referred to as ROAP State Management Plan) effective July 2016.

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Definitions

Administrative Expenses: An amount not directly tied to a specific function but related to the organization as a whole.

Capital Expenses: An amount spent to acquire or improve a long-term asset such as equipment or buildings.

Disabled person: One who has a physical or mental impairment that substantially limits one or more major life activities, an individual who has a record of such impairment, or an individual who is regarded as having such impairment. For the purposes of ROAP, certification of eligibility will be the responsibility of the county or their designee.

Large Urbanized Areas: An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of the Census.

Memorandum of Understanding (MOU): A formal agreement between two or more parties to establish official partnerships.

Mobility Development Specialist (MDS): PTD employees responsible for providing technical assistance, grant oversight, planning, administrative and operations assistance to public transportation systems in rural and urban areas.

Net Project Cost: The part of a project that reasonably cannot be financed from operating revenues (i.e.: farebox recovery)

Operating Expenses: Those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

Public Transportation: Mass transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or sightseeing transportation.

Recipient: An entity that receives funding directly from the State.

Rural Area: An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Seniors: An individual who is 60 years of age or older

Small Urbanized Areas: A UZA with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

Urbanized Area (UZA): An area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Program Overview

The Rural Operating Assistance Program (ROAP) is a state-funded public transportation program administered by the North Carolina Department of Transportation Public Transportation Division (PTD). County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. ROAP includes the following funding project categories:

✚ *Elderly and Disabled Transportation Assistance Program (EDTAP)*

- ✓ ***Purposes:*** *Provides operating assistance for the transportation of the state's elderly and disabled citizens*
- ✓ ***Legislated:*** *Yes*
 - *Originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27)*
- ✓ ***Formula:***
 - *50% divided equally among all counties;*
 - *22 ½ % based on the number of senior residents per county as a percentage of the state's total senior population;*
 - *22 ½ % based on the number of disabled residents per county as a percentage of the state's total disabled population; and*
 - *5% based on a population density factor that recognizes the higher transportation costs in rural, sparsely populated counties*
 - *Based on the EDTAP formula, these funds may be used to transport individuals living inside of or outside of an urbanized area*
- ✓ *Funds up to 100% of the cost of service*

✚ *Employment and Transportation Assistance Program (EMPL)*

- ✓ ***Purposes:***
 - *Intended to help DSS clients that:*
 - *Transitioned off Work First or Temporary Assistance for Needy Families (TANF) in the previous 12 months; or*
 - *Workforce Development Program participants; or*
 - *Intended to help the transportation of disadvantaged public; and/or*
 - *Intended to help the general public to travel to work, employment training and/or other employment related destinations*
- ✓ ***Legislated:*** *No*
- ✓ ***Formula:***
 - *10% divided equally among all counties;*
 - *45% based on the population* of each county as a percentage of the total state population; and*
 - *45% based on the number of unemployed individuals in the labor force as a percentage of the number of unemployed individuals in the labor force in the state, in January, prior to application distribution*
- ✓ *Funds up to 100% of the cost of service*

✚ **Rural General Public Program (RGP)**

- ✓ **Purposes:** *Intended to provide transportation services for individuals from the county who do NOT have a human service agency or organization that will pay for the transportation service.*
 - *The passenger's origin or destination must be in the rural area*
- ✓ **Legislated:** *No*
- ✓ **Formula:**
 - *50% divided equally among all eligible counties; and*
 - *50% based upon the rural population of each county as a percentage of the total state rural population **
 - *Based on the RGP formula, services provided with these funds CANNOT be used to transport individuals whose origin AND destination is within or between the urbanized area(s), as defined by the Federal Transit Administration and the 2010 Census*
- ✓ *Funds up to 90% of the cost of service*

** Excludes the population of the urbanized area as defined by the 2010 Census (See Appendix B for the 2010 Census urban and rural population data)*

Program Requirements

Connecting Communities Plans (previously referred to as Transportation Service Plans)

Funds distributed by PTD under the ROAP program shall be used in a manner consistent with the county's Coordinated Public Transit – Human Service Transportation Plan, the public transit system's Connecting Communities Plans or its equivalent, and any other transportation development plan in place in the county.

Americans with Disabilities Act of 1990 (ADA)

Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility. The passenger trips and transportation services provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of race, color, national origin, creed, sex or age. Sub-recipients should have procedures for investigating, tracking and documenting complaints. (See 49 CFR Parts 28 and 37)

Disbursement of Funds

ROAP funds shall be disbursed among the counties by formula on a quarterly basis with a milestone report due each quarter, from the county, that accounts for the use of the ROAP funds and calculates any unspent funds.

- ✓ All North Carolina counties are eligible to receive a formula-based disbursement for the EDTAP and EMPL programs.

- ✓ Only those counties providing transportation services to the general public, in the coordinated transportation system, will receive a RGP disbursement.
- ✓ ROAP funds are to be used towards the cost to provide trips (operating expenses) when other funding is not available. ROAP funds are NOT for administrative or capital expenses.
- ✓ All eligible ROAP recipients must submit an annual application, Financial Plan and proposed budget, certifying funds will be spent on eligible activities, prior to receiving a ROAP disbursement.
- ✓ ROAP funds will be disbursed by PTD to the county or to a regional public transportation authority, created pursuant to Article 25 or Article 26 of Chapter 160A of the North Carolina General Statutes (N.C.G.S), where a written agreement exists with the municipalities or counties served. ROAP funds will NOT be disbursed to any sub-recipients selected by the county or authority. The County Finance Officer or the Executive Director of an eligible authority will be responsible for program administration at the local level. This responsibility shall NOT be delegated to any designee.

The quarterly disbursements for each ROAP program is listed, by county, in the application package. The methodology for calculating these allocations is described in the Program Overview section. Any unspent funds, at the end of the quarter, will be deducted from the recipient's disbursement the following quarter and allocated among the remaining counties, following the appropriate formula. The total amount of unspent funds at the end of the period of performance will be deducted from the following year's allocation. The General Assembly must have an approved and certified state budget prior to ROAP funds being disbursed. The period of performance is July 1 to June 30 regardless of the date(s) the ROAP funds are disbursed to eligible recipients. Allowable expenses incurred from July 1 for each program are eligible for reimbursement. Any interest earned on the funds will be retained by the transportation program and must be used for transportation related expenses according to program guidelines.

It is the responsibility of the eligible ROAP recipients to distribute the funds to the community transit system and/or local agencies and organizations as allowed within the program guidelines. Each county must have and employ a documented methodology for distributing ROAP funds.

There is a Community Transportation System, operating in most counties, receiving federal and state administrative and capital funds to coordinate public transportation services with human service transportation in the county. These transit systems need operating funds in order to provide affordable transportation for the elderly, disabled and low income persons in the county that are not receiving transportation benefits from a human service agency or organization. The Community Transportation System is an eligible sub-recipient of all ROAP funds. The county should take into consideration the need for and importance of the public transportation services provided by the Community Transportation System when determining the distribution of ROAP funds.

Sub-allocation and Control of Funds

The county or eligible authority may choose to maintain control of the ROAP funds and reimburse sub-recipients for trip-based services after they have been provided. Or, the county or eligible authority may disburse the ROAP funds to the sub-recipients prior to trips being provided, assuming the county or authority plans to monitor throughout the period of performance whether the trips and transportation services are being provided to eligible individuals and whether all expenditures are allowable.

If the county or eligible authority decides to distribute ROAP funds to any county governmental department, the county should have the ability to account for these funds within the county's or authority's accounting system. If the county or authority passes through any ROAP funds to agencies or organizations, the county or authority should have a written agreement with them that addresses the proper use and accountability for these funds.

- ✓ EDTAP funds may be sub-allocated to any government agency or 501(c)(3) non-profit organization that provides services to individuals with transportation needs. The county should take into consideration the need for and importance of the PUBLIC transportation services provided by the Community Transit System when determining the sub-allocation of the EDTAP funds. If the EDTAP funds are sub-allocated to other agencies besides the Community Transportation System, these other agencies are encouraged to coordinate EDTAP-funded transportation trips with the local Community Transportation System.
- ✓ EMPL funds may be sub-allocated, by the county or eligible authority, to any government agency or 501(c)(3) non-profit organization that provides services to individuals with employment related transportation needs. If none of the Employment Transportation Assistance funds are sub-allocated to the Community Transportation System, sub-recipients are encouraged to coordinate EMPL-funded trips with the Community Transportation System.
- ✓ RGP funds must be sub-allocated by the county to the Community Transportation System. RGP funds must be used to provide transportation services to individuals who are not eligible for the same transportation services funded by any other means.

Financial Management, Monitoring & Evaluation

The basic grant/funds management requirements in N.C.G.S. 159, *Local Government Finance*, and in the *Policies Manual for Local Governments* apply to ROAP funds. The cost principles of OMB Circular 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* also apply to ROAP funds. Additionally, funds must be expended according to the program guidelines in the grant application for eligible program expenses identified.

ROAP services should be routinely monitored by the County Finance Officer or the authority's Executive Director to verify that funds are being spent on allowable expenditures, that the

eligibility of service recipients is being properly documented, and that sub-allocated funds will be expended by the end of the period of performance, June 30th. The program should also be routinely evaluated to determine whether they are meeting program objectives.

Transferring Funds between ROAP Programs

EDTAP and RGP funds CANNOT be transferred to any other ROAP program. Counties or eligible authorities can transfer EMPL funds, as a whole or in part, to the EDTAP and/or RGP programs. The EMPL funds must be transferred to the Community Transportation System if:

1. The County Finance Director or the Executive Director of an eligible authority determines that any sub-recipient of EMPL funds has spent 33% or less of their EMPL allocation by December 31st

OR

2. The County Finance Director or the Executive Director of an eligible authority determines any time after December 31st that any unexpended EMPL funds will not be needed for employment transportation from then until the end of the fiscal year.

Once the funds are transferred to the Community Transportation System, the system will decide whether the funds will be transferred to EDTAP or RGP or used for employment transportation based on their predicted service demands.

The transfer of any funds must be reported in the quarterly milestone ROAP reports.

Instead of transferring EMPL funds, ROAP recipients and their Community Transportation Systems should strategize ways of accommodating the public's work schedules by operating different hours, creating stops at the community colleges or universities, at JobLink Centers, Vocational Rehabilitation, Employment Security and/or offering voucher programs. In times of high unemployment, consider the people who need transportation to job interviews and re-training.

EMPL funds that are transferred to another program assume the requirements of the program to which they are transferred. Any funds transferred from the EMPL program to the RGP program will have the same matching requirements as any other RGP funds. Additionally, EMPL funds transferred to RGP must be sub-allocated to the Community Transportation System. The county or eligible authority is responsible for billing their sub-recipients for any unspent funds.

Transferring Funds between Counties in a Regional Transportation System

ROAP funds may be transferred between and/or among member counties of a regional transportation system if the county commissioners agree to the transfer. EDTAP and RGP funds must remain within the same program if such funds are transferred between and/or among counties. EMPL funds may be transferred either to the same program or to EDTAP or RGP, but

the counties must abide by the transfer policies outlined in the previous section. (*See Transferring Funds between ROAP Programs*) The quarterly milestone ROAP Report includes a Regional Transfer of Funds section and a Regional Receipt of Funds section to document any transfer or receipt of ROAP funds between and/or among member counties of the regional transportation system. The regional transportation systems that are eligible for this additional flexibility are:

- Albemarle Regional Health Services (Inter-County Public Transportation Authority)
- Choanoke Public Transportation Authority
- City of Rocky Mount (Tar River Transit)
- Craven County (Craven Area Rural Transit System)
- Kerr Area Transportation Authority
- Randolph County Senior Adults Association, Inc. (Randolph County Regional Coordinated Area Transit System)
- Western Piedmont Regional Transit Authority
- Yadkin Valley Economic Development District, Inc. (Yadkin Valley Public Transportation)

Session Law 2011-207, House Bill 229 does permit regional public transportation authorities created under Article 25 or Article 26 of Chapter 160A of the General Statutes, upon written agreement with the municipalities served by a public transportation authority or counties served by the regional public transportation authority, to apply for and receive any funds to which the member municipality or counties are entitled to receive based on the distribution formula set out in subsection (d) of this section.

Transferring Funds to Match Other Grant Programs

Sub-recipients of ROAP funds are allowed to use their ROAP sub-allocation to leverage more funds by applying for other transportation grants administered by PTD. ROAP funds may ONLY be used as the local match for the following federal grant programs:

- Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities Program
 - ROAP can only be used to match 5310 operating
- Section 5311 – Rural Area Formula Program
 - Where operating or purchase of service is an eligible activity
- Other funds as pre-approved in the application by the assigned MDS

A Call for Applications for these grants and the application documents are posted at least once a year on PTD's website.

Transferring Funds between Sub-recipients

ROAP funds may be transferred from one sub-recipient to another within the county without PTD's approval. EDTAP and RGP funds transferred from one sub-recipient to the other must stay within the same ROAP Program. If the transfer is EMPL funds, these funds may be transferred to another ROAP Program at another sub-recipient if all guidelines for an EMPL

fund transfer are met. A policy or procedure for determining when it is appropriate to transfer funds between sub-recipients should be established by the county and submitted to PTD with the quarterly milestone ROAP report for the month in which the funds were transferred.

Quarterly Milestone Reporting Requirements

Beginning in FY2017, four (4) milestone ROAP Reports will be required per grant cycle on the following schedule:

- October 31st
- January 31st
- April 30th
- July 31st

The county will be required to report trip and expense data associated with the EDTAP, EMPL, and RGP separately. The quarterly milestone ROAP report form can be found in the application packet. Completed reports will be returned to PTD or its designee using the Drop Box in PTD's web-enabled grant system, Partner Connect. ROAP funds will NOT be disbursed if the quarterly milestone ROAP report from the previous quarter has not been received on the due date. ½ of 1 percent per business day shall be deducted from the following quarter's disbursement beginning on the day after the due date until the date the quarterly milestone report is received.

The County Finance Officer must certify and sign the quarterly milestone ROAP report as it identifies the amount of unexpended funds to be deducted from the following quarter's total disbursement. The county may find it useful for agencies that have been sub-allocated ROAP funds to provide monthly reports of the expenditure of funds and number of trips provided. Close monitoring by the County Finance Officer or the authority's Executive Director is required in order to ensure appropriate and maximum utilization of all program funds. It is the responsibility of the County Finance Officer to:

- Record the receipt of ROAP grant funds in a manner that will disclose the source and the purpose/program to which the funds belong, together with evidence of deposit in a financial institution;
- Ensure that ROAP funds and any interest earned on the funds are expended for eligible program expenses, that services are provided to eligible individuals, and that written documentation that supports the expenditures is maintained for at least five years;
- Advise any sub-recipients of the source of the funds, specific program requirements, eligible program expenses and reporting requirements;
- Include ROAP funds received and expended in its annual independent audit on the Schedule of Expenditures of Federal and State Awards and identify any of the funds passed through to other agencies;
- Complete and submit the quarterly milestone ROAP reports

Program Auditing and Documentation

PTD is responsible for providing sufficient program monitoring and oversight to ensure that the state funds are used for the intended purpose. PTD will rely on the quarterly milestone ROAP reporting information that identifies the number of passenger trips and expenditures by program. NCDOT's External Audit Branch compares information in these reports to the ROAP expenses reported in the counties annual independent audit report.

NCDOT's External Audit Branch may do on-site audits of ROAP expenditures. This requires meeting with the County Finance Officer or the authority's Executive Director to obtain documentation of costs reported to PTD in the quarterly milestone ROAP reporting forms. Common areas of deficiency include inadequate documentation of passenger eligibility and trips. The EDTAP program serves specific populations and without documentation of eligibility, i.e. passenger is elderly and/or disabled, the auditor cannot determine if the rider met the program eligibility criteria that would allow the trip to be charged to the program. **In addition, documentation of trips reported to PTD must be retained for at least five years following submittal of final ROAP reports.** The inability to document trips with driver manifests, staff mileage logs, gasoline receipts, or any invoices associated with costs charged to the program will be considered ineligible expenses. The county or the authority will be invoiced for any undocumented costs.

Services throughout the Period of Performance

The ROAP funds should be managed so that services can be continuously provided during the entire twelve (12) months of the grant cycle. It may be necessary to restrict ROAP services to make the funds last. No additional ROAP funds will be available from the state. The county or eligible authority should budget local funding to avoid discontinuation of any ROAP funded service. The county must notify the assigned MDS, in writing, if any ROAP funded service is discontinued because all the funds were exhausted prior to the end of the period of performance.

Contracted Services

If any ROAP funds are sub-allocated to agencies or organizations other than the Community Transportation System, these other agencies or organizations are encouraged to coordinate ROAP funded transportation trips with the local, federally-funded Community Transportation System in the county. The Community Transportation Systems have insurance, vehicle maintenance, and driver training and safety standards mandated by the FTA.

Sub-recipients are permitted to use ROAP funds to contract with private transportation providers. Sub-recipients who choose to contract services must follow all state and federal procurement guidelines when selecting a contractor. Sub-recipients should inspect the safety record, service policies and vehicle condition of any private provider being considered. Private providers shall be required to provide documentation that a service was provided on the date billed, by whatever conveyance at the specified cost.

Application Process

An eligible recipient has the option of applying for a single program or for all of the programs included in ROAP. Each applicant should carefully evaluate past program expenditures and other costs to determine the amount to apply for within each program. A county should only apply for an amount of ROAP funds that can be expended in the 12-month period of performance, as the funds cannot be carried over into the next fiscal year by the county. Total funds should be managed so that services can be continued for the entire 12 months.

The application documents will be posted at the NCDOT Web site at www.connect.ncdot.gov. County Managers, County Finance Officers, the Rural Planning Organizations (RPO) and Transit Directors will be notified by e-mail when the application is available. The application materials are designed to enable PTD staff to better understand the services to be provided and ensure that funds are utilized as intended. Failure to complete any portion of the application may result in processing delays. The recipient should contact the Mobility Development Specialist assigned to the county if there are questions about the application.

The Application will be submitted using the Drop Box in PTD's web-enabled grant system, Partner Connect. Electronic copies of the application documents for ROAP funds must be submitted to PTD on or before the deadline. A checklist will be provided in the application documents.

Public Outreach and Involvement

The recipient should determine what the transportation needs of agencies and individuals are in the county before completing the application. It is important that eligible local agencies and interested citizens have the opportunity to participate in the sub-allocation decision. A public hearing is not required to apply. This does not prevent the county commissioners or eligible authority boards from inviting the public to request a public hearing, holding a public hearing and/or receiving support for the application during a meeting if it is required by local policy or protocol.

Certifications and Assurances

The County Manager and the County Finance Officer are required to sign a certified statement that describes the roles and responsibilities associated with the application for and acceptance of ROAP funds and guarantees that certain actions will be taken at the county level to properly administer the program. The Certified Statement must be signed, sealed with the county seal and accompany the application in order for ROAP funds to be disbursed. Eligible authorities will submit a copy of the Memorandum of Understanding (MOU) executed with each municipality in their service area with their application.

Cost of Service

Departments, agencies and/or organizations using ROAP funds to provide services shall determine a billing/reimbursement rate by mile, hour or trip that is based on the fully allocated

cost of the service. The fully allocated cost of providing a trip should include both direct costs and shared (indirect) costs.

For the application, the applicant must calculate the average cost of a trip based on the projected number of trips. The average cost of a trip will be the sub-allocation amount divided by the proposed number of trips to be provided. These costs will be compared to the average cost of the trips in other counties to determine whether the cost of the proposed services is reasonable.

Application Review and Follow-up

The MDS will review the documents in the application for accuracy and completeness. The MDS will determine if the recipient is prepared to manage the ROAP funds and whether the services and/or activities are eligible and allowable. The MDS will follow-up, as needed, if more detail is required or where there are doubts that the recipient's plans for use of the funds do not provide for improved services for the targeted populations. The Assistant Directors will review and approve the MDS recommendations.

Local Match/Local Funding Requirements

A local match is NOT required for EDTAP and EMPL funds; funding may be used to provide up to one hundred percent (100%) of the fully allocated cost to provide a trip.

A local match IS required for RGP funds; funding may be used to provide up to ninety percent (90%) of the fully allocated cost to provide a general public trip. A minimum of ten-percent (10%) must be provided from fares, local funds or a combination of the two. Fares and/or local funds collected in excess of the minimum 10% RGP local match requirement must be used to provide additional service. The excess funds CANNOT be used to fund administrative and capital needs. PTD encourages Community Transportation Systems to keep fares reasonable to encourage ridership. The 10% local match requirement is based on the actual cost of providing RGP funded trips or other services, not the amount disbursed by PTD.

The following examples are provided to help recipients understand the local match requirement.

Example #1

Trip miles = 10 miles

Cost/mile (based on fully allocated cost) = \$1.23/mile

10 miles X \$1.23/mile = \$12.30 cost of trip

RGP funding = 90% (.90)

\$12.30 X 0.90 = \$11.07 RGP funding

Local match minimum requirement = 10%

\$12.30 X 0.10 = \$1.23 fares and/or local funding

Example #2

Total annual RGP miles = 15,431

Cost/mile = \$1.23

$15,431 \times \$1.23 = \$18,980.13$ RGP cost of service

RGP funding = 90% (.90)

$\$18,980.13 \times 0.90 = \$17,082.12$ RGP funding

Local match minimum requirement = 10%

$\$18,980.13 \times 0.10 = \$1,898.01$ fares and/or local funding

Eligible Expenses and Activities

See the Eligible Transportation Expenses Matrix in Appendix A for examples of allowable trip purposes that can be provided under these programs. This matrix must be shared with any agency that receives a sub-allocation of ROAP funds to ensure that funds are expended according to program guidelines. Community Transportation systems that use ROAP funds to provide trip services must also comply with the regulations of the FTA Section 5311 Program.

Appendix A – Eligible Transportation Expense Matrix

Services must be provided to a person that meets the eligibility criteria.

Trip Based Services - Trips may be provided by car/vanpool, taxi, public transit vehicle, private transit vehicle, agency vehicle, or mileage reimbursement to a volunteer. The most cost-effective option should be chosen. Public /Private transportation providers shall be reimbursed based on the fully allocated cost per mile, per hour, or per passenger trip. Volunteers can be reimbursed for mileage only. If a human service agency uses an agency vehicle to provide the trip, the agency must include the fully allocated cost of a trip in their reimbursement request including fuel, staff time and benefits, depreciation, vehicle insurance and licensing.

Trip Purpose	EDTAP	EMPL	RGP
Personal care, non-emergency medical appointments, pharmacy pickup, shopping, bill paying, public hearings, committee meetings, classes, banking, etc.	Yes	No	Yes
Job interviews, job fair attendance, job readiness activities or training, GED classes	Yes	Yes	Yes
Transportation to Workplace (trip must be scheduled by the individual passenger)	Yes	Yes	Yes
Child(ren) of Working Parent transported to Child Care	No	Yes	Yes
Group field trips/tours to community special events	Yes	No	*
Overnight trips to out-of-county destinations	Yes	No	*
Human Service Agency appointments	Yes	No	Yes
Purchase of service	No	No	No
Human Service Agency purchase of passes, tickets or tokens from the Community Transportation System for the agency's program needs or their client's needs.	No	No	No

* Must be provided under the provisions of the federal Charter regulations which can be viewed at <https://www.transit.dot.gov/regulations-and-guidance/access/charter-bus-service/charter-bus-service>

*****IMPORTANT*****

Recipients will NOT be allowed to use ROAP funds for “other” services including fuel assistance (gas vouchers, gas cards, reimbursement to fuel provider), vehicle repairs or vehicle insurance premiums.

The fully allocated cost to provide a trip, which has traditionally been eligible for the EDTAP, EMPL and RGP programs will continue to be eligible.

Appendix B – 2010 Census Data, Urban and Rural Population by County

County	Population	Urban Area Population	%Pop in Urban Area
Alamance	151,131	107,971	71.44
Alexander	37,198	4,738	12.74
Alleghany	11,155	0	0
Anson	26,948	0	0
Ashe	27,281	0	0
Avery	17,797	0	0
Beaufort	47,759	0	0
Bertie	21,282	0	0
Bladen	35,190	0	0
Brunswick	107,431	39,915	37.15
Buncombe	238,318	180,932	75.92
Burke	90,912	52,136	57.35
Cabarrus	178,011	143,551	80.64
Caldwell	83,029	54,444	65.57
Camden	9,980	0	0
Carteret	66,469	0	0
Caswell	23,719	0	0
Catawba	154,358	101,101	65.5
Chatham	63,505	6,513	10.26
Cherokee	27,444	0	0
Chowan	14,793	0	0
Clay	10,587	0	0
Cleveland	98,078	11,171	11.39
Columbus	58,098	0	0
Craven	103,505	50,503	48.79
Cumberland	319,431	276,729	86.63
Currituck	23,547	0	0
Dare	33,920	0	0
Davidson	162,878	85,699	52.62
Davie	41,240	7,062	17.12
Duplin	58,505	0	0
Durham	267,587	252,528	94.37
Edgecombe	56,552	17,349	30.68
Forsyth	350,670	324,908	92.65
Franklin	60,619	4,829	7.97
Gaston	206,086	158,926	77.12
Gates	12,197	0	0
Graham	8,861	0	0
Granville	59,916	963	1.61
Greene	21,362	0	0
Guilford	488,406	426,406	87.31
Halifax	54,691	0	0

County	Population	Urban Area Population	%Pop in Urban Area
Harnett	114,678	12,294	10.72
Haywood	59,036	26,306	44.56
Henderson	106,740	71,227	66.73
Hertford	24,669	0	0
Hoke	46,952	26,692	56.85
Hyde	5,810	0	0
Iredell	159,437	98,991	62.09
Jackson	40,271	0	0
Johnston	168,878	37,449	22.18
Jones	10,153	0	0
Lee	57,866	0	0
Lenoir	59,495	0	0
Lincoln	78,265	10,797	13.8
McDowell	44,996	0	0
Macon	33,922	0	0
Madison	20,764	1,948	9.38
Martin	24,505	0	0
Mecklenburg	919,628	909,830	98.93
Mitchell	15,579	0	0
Montgomery	27,798	0	0
Moore	88,247	0	0
Nash	95,840	50,256	52.44
New Hanover	202,667	198,178	97.79
Northampton	22,099	0	0
Onslow	177,772	105,419	59.3
Orange	133,801	95,625	71.47
Pamlico	13,144	0	0
Pasquotank	40,661	0	0
Pender	52,217	2,143	4.1
Perquimans	13,453	0	0
Person	39,464	0	0
Pitt	168,148	117,798	70.06
Polk	20,510	0	0
Randolph	141,752	21,284	15.01
Richmond	46,639	0	0
Robeson	134,168	505	0.38
Rockingham	93,643	0	0
Rowan	138,428	84,687	61.18
Rutherford	67,810	0	0
Sampson	63,431	0	0
Scotland	36,157	0	0
Stanly	60,585	0	0
Stokes	47,401	11,520	24.3
Surry	73,673	0	0
Swain	13,981	0	0
Transylvania	33,090	235	0.71

County	Population	Urban Area Population	%Pop in Urban Area
Tyrrell	4,407	0	0
Union	201,292	146,361	72.71
Vance	45,422	0	0
Wake	900,993	833,188	92.47
Warren	20,972	0	0
Washington	13,228	0	0
Watauga	51,079	0	0
Wayne	122,623	61,054	49.79
Wilkes	69,340	0	0
Wilson	81,234	638	0.79
Yadkin	38,406	0	0
Yancey	17,818	0	0

CERTIFIED STATEMENT
FY2017
RURAL OPERATING ASSISTANCE PROGRAM
County of Moore

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2016 to June 30, 2017 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Moore North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources is not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2017 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in quarterly milestone reports to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2017 Rural Operating Assistance Program funds:

Elderly & Disabled Transportation Assistance Program (EDTAP)	87,361	87,361
Employment Transportation Assistance Program (EMPL)	21,390	21,390
Rural General Public Program (RGP)	115,963	115,963
TOTAL	224,714	224,714

WITNESS my hand and county seal, this ____ day of _____, 20____.

Signature of County Manager/Administrator

Signature of County Finance Officer

Printed Name of County Manager/Administrator

Printed Name of County Finance Officer

State of North Carolina County of Moore

County Seal Here

Application for Transportation Operating Assistance

FY2017 Rural Operating Assistance Program Funds

Name of Applicant (County)	Moore
County Manager	Mr. J. Wayne Vest
County Manager's Email Address	wvest@moorecountync.gov
County Finance Officer	Caroline L. Xiong
CFO's Email Address	cxiong@moorecountync.gov
CFO's Phone Number	910-947-7119
Person Completing this Application	Tawanna Williams
Person's Job Title	Transportation Division Leader
Person's Email Address	twilliams1@moorecountync.gov
Person's Phone Number	910-947-7160
Community Transportation System	Moore County Transportation Services
Name of Transit Contact Person	Tawanna Williams
Transit Contact Person's Email Address	twilliams1@moorecountync.gov

Application Completed by: _____ Date: _____
Signature

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the quarterly milestone reports are not submitted on or before the due dates that ½ of 1 percent per business day, beginning the day after the due date until the date the report is received, will be deducted from the following quarter's disbursement. I certify and understand that any quarterly unspent funds will be deducted from the following quarter's allocation and the total amount of unspent funds at the end of the period of performance will be deducted from the following year's allocation.

County Manager: _____ Date: _____
Signature

County Finance Officer: _____ Date: _____
Signature

Application Instructions

County officials should read the ROAP Program Administration Guide which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If necessary, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

FY2017 ROAP Program Schedule

Application Deadline	August 22, 2016
Quarter 1 Disbursement	September 15, 2016
Quarter 1 Milestone Report due	October 31, 2016
Quarter 2 Disbursement	December 15, 2016
Quarter 2 Milestone Report due	January 31, 2017
Quarter 3 Disbursement	March 15, 2017
Quarter 3 Milestone Report due	April 30, 2017
Quarter 4 Disbursement	May 15, 2017
Quarter 4 Milestone Report due	July 31, 2017

County's Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process
- ROAP funds are expended on only eligible activities
- Supporting documentation of expenditures is maintained
- Service recipients meet eligibility requirements and their eligibility is documented
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance
- An accounting of trips and expenditures is provided in quarterly reports to NCDOT
- ROAP funds received and expended are included in the local annual audit

Transportation Needs and Public Involvement in Funding Decisions	Yes	No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the Community Transportation System, to recommend how the ROAP funds should be sub-allocated?	Yes	
B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?	Yes	
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	Yes	

Financial Management of County Funds	Yes	No
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?		No
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? <i>(Include a sample agreement with application)</i>		n/a
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? <i>(Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)</i>		No
G. Are ROAP funds being deposited in an interest bearing account?	Yes	
H. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?		No
I. Is supporting documentation maintained for all ROAP grant financial transactions for five years? IMPORTANT: Yes is the only correct answer.	Yes	
Monitoring and Oversight Responsibilities	Yes	No
J. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	Yes	
K. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? Quarterly		
L. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?	Yes	
Accountability to North Carolina Taxpayer	Yes	No
M. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	Yes	

Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization to pay for the trip. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds. RGP funds are only available to Coordinated Transportation Systems offering general public transportation in the non-urbanized area of the county.

Organizations or Departments Receiving RGP Funds	How will the transportation services be provided	Name of Transportation Provider	RGP Suballocation	Estimated One Way Trips	Avg. Cost of Trip
Moore County Transp	Public Transportation	Moore Cnty Tran	\$ 115,963	5042	\$ 23.00
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
TOTAL			\$ 115,963	5042	

Rural General Public Transportation Program Questions		
Z. What will be the trip purposes of the transportation services provided with RGP funds? <i>(Check all that apply)</i>		
<input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input type="checkbox"/> Child(ren) of working parent transported to child care <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.) <input type="checkbox"/> Human service agency appointments		
AA. Will RGP trips be provided for citizens who need transportation but don't have a human service agency or organization to pay for the trip?	Yes	
Rural General Public Program Questions (cont.)		
AB. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transportation System use fare revenue to generate the local 10% match requirement for RGP funds?	Yes	
AC. Will RGP funded trips be coordinated on vehicles with human service agency trips?	Yes	
AD. Will the Community Transportation System use any of their RGP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only)</i>		No
5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program		
AE. Is any part of the county in an urbanized area according to the 2010 census?		No
AF. RGP funded trips are expected to be provided throughout the entire year. If the RGP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?		No

C - 2016-2017 ROAP Allocation Table

COUNTY	FD	MFL	RO	Allocation by FD, MFL, RO	TOTAL 2016-2017
Alamance	\$105,096	\$35,349	\$76,055	\$54,125	\$216,500
Alexander	\$61,689	\$10,008	\$66,642	\$34,585	\$138,339
Alleghany	\$50,892	\$4,854	\$47,817	\$25,891	\$103,563
Anson	\$56,942	\$8,076	\$61,747	\$31,691	\$126,765
Ashe	\$57,856	\$8,505	\$62,124	\$32,121	\$128,485
Avery	\$52,537	\$6,249	\$53,841	\$28,157	\$112,627
Beaufort	\$69,957	\$12,800	\$80,196	\$40,738	\$162,953
Bertie	\$55,112	\$7,432	\$56,853	\$29,849	\$119,397
Bladen	\$63,728	\$10,974	\$68,902	\$35,901	\$143,604
Brunswick	\$104,594	\$29,229	\$97,515	\$57,835	\$231,338
Buncombe	\$148,910	\$52,100	\$88,479	\$72,372	\$289,489
Burke	\$90,282	\$21,497	\$72,290	\$46,017	\$184,069
Cabarrus	\$98,650	\$41,683	\$68,524	\$52,214	\$208,857
Caldwell	\$84,048	\$20,101	\$63,253	\$41,851	\$167,402
Camden	\$48,694	\$4,531	\$46,688	\$24,978	\$99,913
Carteret	\$80,393	\$17,846	\$96,762	\$48,750	\$195,001
Caswell	\$56,941	\$7,539	\$59,112	\$30,898	\$123,592
Catawba	\$103,072	\$35,886	\$85,091	\$56,012	\$224,049
Chatham	\$71,051	\$15,806	\$88,102	\$43,740	\$174,959
Cherokee	\$60,424	\$8,505	\$62,124	\$32,763	\$131,053
Chowan	\$52,534	\$5,819	\$51,206	\$27,390	\$109,559
Clay	\$50,159	\$4,639	\$47,441	\$25,560	\$102,239
Cleveland	\$91,558	\$24,826	\$114,457	\$57,710	\$230,841
Columbus	\$75,639	\$15,806	\$89,232	\$45,169	\$180,677
Craven	\$90,472	\$23,860	\$84,714	\$49,762	\$199,046
Cumberland	\$157,499	\$73,897	\$75,678	\$76,769	\$307,074
Currituck	\$53,450	\$8,613	\$58,735	\$30,200	\$120,798
Dare	\$60,052	\$15,378	\$67,771	\$35,800	\$143,201
Davidson	\$115,191	\$37,603	\$106,174	\$64,742	\$258,968
Davie	\$61,320	\$10,867	\$68,148	\$35,084	\$140,335
Duplin	\$70,320	\$15,377	\$89,608	\$43,826	\$175,305
Durham	\$129,906	\$63,159	\$51,206	\$61,068	\$244,271
Eastern Band of the Cherokee	\$0	\$0	\$45,182	\$11,296	\$45,182
Edgecombe	\$72,696	\$17,310	\$72,666	\$40,668	\$162,672
Forsyth	\$162,374	\$79,911	\$0	\$60,571	\$242,285
Franklin	\$70,676	\$15,806	\$87,349	\$43,458	\$173,831
Gaston	\$134,015	\$49,093	\$79,443	\$65,638	\$262,551
Gates	\$49,978	\$4,853	\$48,947	\$25,945	\$103,778
Graham	\$48,329	\$4,961	\$45,558	\$24,712	\$98,848
Granville	\$75,995	\$14,733	\$89,985	\$45,178	\$180,713
Greene	\$53,268	\$6,786	\$56,853	\$29,227	\$116,907
Guilford	\$205,113	\$115,131	\$92,620	\$103,216	\$412,864

C - 2016-2017 ROAP Allocation Table

COUNTIES	EDAP	EMPL	Ref	Total Quarterly Disbursement Amount	TOTAL 2016-2017
Halifax	\$76,553	\$16,020	\$86,220	\$44,698	\$178,793
Harnett	\$86,429	\$28,155	\$128,387	\$60,743	\$242,971
Haywood	\$73,797	\$15,161	\$67,018	\$38,994	\$155,976
Henderson	\$95,943	\$24,289	\$69,278	\$47,378	\$189,510
Hertford	\$57,854	\$7,861	\$59,865	\$31,395	\$125,580
Hoke	\$60,411	\$13,337	\$55,723	\$32,368	\$129,471
Hyde	\$48,334	\$4,317	\$43,299	\$23,988	\$95,950
Iredell	\$101,629	\$37,926	\$91,114	\$57,667	\$230,669
Jackson	\$62,618	\$11,619	\$70,784	\$36,255	\$145,021
Johnston	\$103,292	\$39,537	\$153,989	\$74,205	\$296,818
Jones	\$50,898	\$4,639	\$47,064	\$25,650	\$102,601
Lee	\$67,905	\$16,021	\$88,855	\$43,195	\$172,781
Lenoir	\$76,354	\$15,698	\$90,361	\$45,603	\$182,413
Lincoln	\$78,714	\$19,995	\$97,515	\$49,056	\$196,224
Macon	\$63,356	\$10,223	\$67,771	\$35,338	\$141,350
Madison	\$55,477	\$6,894	\$54,594	\$29,241	\$116,965
Martin	\$57,492	\$8,183	\$59,488	\$31,291	\$125,163
McDowell	\$69,948	\$12,048	\$0	\$20,499	\$81,996
Mecklenburg	\$292,720	\$220,146	\$46,688	\$139,889	\$559,554
Mitchell	\$53,454	\$5,927	\$51,582	\$27,741	\$110,963
Montgomery	\$57,675	\$8,183	\$62,500	\$32,090	\$128,358
Moore	\$87,361	\$21,390	\$115,963	\$56,179	\$224,714
Nash	\$86,432	\$25,470	\$78,314	\$47,554	\$190,216
New Hanover	\$120,898	\$49,845	\$41,040	\$52,946	\$211,783
Northampton	\$58,961	\$7,323	\$57,606	\$30,973	\$123,890
Onslow	\$99,987	\$38,141	\$101,656	\$59,946	\$239,784
Orange	\$83,466	\$30,946	\$71,537	\$46,487	\$185,949
Pamlico	\$52,177	\$5,176	\$49,700	\$26,763	\$107,053
Pasquotank	\$61,132	\$12,370	\$73,796	\$36,825	\$147,298
Pender	\$69,774	\$14,625	\$82,079	\$41,620	\$166,478
Perquimans	\$52,541	\$5,391	\$49,700	\$26,908	\$107,632
Person	\$63,165	\$11,297	\$72,666	\$36,782	\$147,128
Pitt	\$101,083	\$41,577	\$82,455	\$56,279	\$225,115
Polk	\$55,101	\$6,572	\$56,100	\$29,443	\$117,773
Randolph	\$100,365	\$32,987	\$144,200	\$69,388	\$277,552
Richmond	\$70,682	\$13,122	\$79,067	\$40,718	\$162,871
Robeson	\$104,956	\$34,275	\$155,871	\$73,776	\$295,102
Rockingham	\$92,119	\$23,216	\$120,480	\$58,954	\$235,815
Rowan	\$103,830	\$32,880	\$85,467	\$55,544	\$222,177
Rutherford	\$80,944	\$17,739	\$97,891	\$49,144	\$196,574
Sampson	\$73,071	\$16,772	\$93,750	\$45,898	\$183,593
Scotland	\$64,813	\$11,296	\$70,030	\$36,535	\$146,139
Stanly	\$71,220	\$15,269	\$91,491	\$44,495	\$177,980

C - 2016-2017 ROAP Allocation Table

COUNTIES	2016	2017	2016	2017	TOTAL 2016/2017
Stokes	\$66,097	\$12,478	\$69,654	\$37,057	\$148,229
Surry	\$79,657	\$17,846	\$102,785	\$50,072	\$200,288
Swain	\$50,896	\$6,680	\$46,688	\$26,066	\$104,264
Transylvania	\$62,984	\$9,256	\$67,018	\$34,815	\$139,258
Tyrrell	\$46,866	\$3,565	\$0	\$12,608	\$50,431
Union	\$99,970	\$46,087	\$86,596	\$58,163	\$232,653
Vance	\$76,532	\$13,122	\$77,937	\$41,898	\$167,591
Wake	\$274,346	\$202,643	\$97,891	\$143,720	\$574,880
Warren	\$60,792	\$7,001	\$56,476	\$31,067	\$124,269
Washington	\$52,543	\$5,713	\$49,700	\$26,989	\$107,956
Watauga	\$61,135	\$13,551	\$83,208	\$39,474	\$157,894
Wayne	\$94,490	\$29,658	\$92,244	\$54,098	\$216,392
Wilkes	\$80,217	\$16,879	\$99,021	\$49,029	\$196,117
Wilson	\$79,640	\$23,860	\$109,186	\$53,172	\$212,686
Yadkin	\$60,413	\$10,115	\$71,913	\$35,610	\$142,441
Yancey	\$54,924	\$6,249	\$53,841	\$28,754	\$115,014

Agenda Item: VIII.D.
Meeting Date: 16 August 16

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Moore County Health Department

DATE: August 2, 2016

SUBJECT: Mutual Aid Agreement between Moore County and Hoke County

PRESENTER: Robert R. Wittmann, MPH

REQUEST: The Moore County Board of Commissioners approves the Mutual Aid Agreement between Moore County and Hoke County Concerning a Backup Sudden Infant Death Syndrome Counselor, and authorizes the Chairman to execute the same.

BACKGROUND: the County of Moore and the County of Hoke desire to enter into a mutual aid agreement concerning the provision of backup Sudden Infant Death Syndrome (SIDS) Counselor. In the event either county's primary SIDS Counselor is unavailable, that county may request the presence of a backup SIDS Counselor from the other county; and the assistance provided will not be to the detriment of the responding county.

The attached Mutual Aid Agreement has been reviewed and approved by the Moore County Attorney's Office.

IMPLEMENTATION PLAN: Upon approval by the Moore County Board of Commissioners and the Hoke County Board of Commissioners, the Moore County Health Director will work with Hoke County Health Director to take the necessary steps to implement the enclosed Mutual Aid Agreement.

FINANCIAL IMPACT STATEMENT: There will be no additional local funds required.

RECOMMENDATION SUMMARY:

SUPPORTING ATTACHMENTS: The Resolution Approving the Mutual Aid Agreement and the Mutual Aid Agreement.

**RESOLUTION APPROVING THE MUTUAL AID AGREEMENT
BETWEEN MOORE COUNTY AND HOKE COUNTY CONCERNING
A BACKUP SUDDEN INFANT DEATH SYNDROME COUNSELOR**

WHEREAS, the County of Moore and the County of Hoke desire to enter into a mutual aid agreement concerning the provision of backup Sudden Infant Death Syndrome (SIDS) Counselor; and

WHEREAS, in the event either county's primary SIDS Counselor is unavailable, that county may request the presence of a backup SIDS Counselor from the other county; and

WHEREAS, the assistance provided will not be to the detriment of the responding county.

NOW, THEREFORE BE IT RESOLVED, the Moore County Board of Commissioners approves the Mutual Aid Agreement between Moore County and Hoke County Concerning a Backup Sudden Infant Death Syndrome Counselor, and authorizes the Chairman to execute the same.

Adopted this 16th day of August, 2016.

Nick J. Picerno, Chairman
Moore County Board of Commissioners

Laura M. Williams
Clerk to the Board

STATE OF NORTH CAROLINA

MUTUAL AID AGREEMENT

COUNTY OF MOORE

This Mutual Aid Agreement (this "Agreement") is entered into the 16th of August, 2016, between the County of Moore, a political subdivision of the State of North Carolina ("Moore County"), and the County of Hoke, a political subdivision of the State of North Carolina ("Hoke County").

WITNESSETH

WHEREAS, each party has entered into a 2016-2017 Maternal Health Agreement with the State of North Carolina; and

WHEREAS, the Maternal Health Agreement has certain staff requirements, which includes a requirement for a backup Sudden Infant Death Syndrome (SIDS) Counselor for each party's primary Counselor.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree as follows:

1. If either party's primary SIDS Counselor is unavailable, that party may make a request of the other party to provide a backup SIDS Counselor. The responding party, in its sole discretion, will determine if it has sufficient resources available to provide the requesting party with the requested backup SIDS Counselor. No assistance will be provided that will in any way impact the ability of the responding party to provide resources to its citizens.
2. Requests for assistance will be made by the Health Director of the requesting party to the Health Director of the responding party. When a request is received, the responding party will assess and determine if it has adequate resources available to provide the requested assistance. If not, the responding party will notify the requesting party and the responding party's determination will not be reviewable or subject to challenge.
3. To the fullest extent permitted by law, each party will indemnify and hold harmless the other party, its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or in any way related to this Agreement. This indemnification will survive the termination of this Agreement.
4. The term of this Agreement is from July 1, 2016, through June 30, 2017. This Agreement will automatically renew for one year periods beginning July 1, 2017.

5. Either party may terminate this Agreement upon 10 days' written notice.
6. This Agreement may be modified at any time upon the mutual written consent of the parties.

The parties have expressed their agreement to these terms by causing this Agreement to be executed by their duly authorized officers or agents. This Agreement is effective as of the date first written above.

COUNTY OF HOKE

Helene Edwards, MS, RD, LDN
Hoke County Health Director

James Leach, Chairman
Hoke County Board of Commissioners

COUNTY OF MOORE

Robert R. Wittmann, MPH
Moore County Health Director

Nick J. Picerno, Chairman
Moore County Board of Commissioners

Agenda Item: VIII.E.
Meeting Date: 8/16/16

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Moore County Public Works Department
DATE: August 5, 2016
SUBJECT: Generator Project
PRESENTER: Randy G. Gould, PE, Director

REQUEST:

Extend the construction contract term to Sanford Electric Company, Inc., to December 31, 2016.

BACKGROUND:

The construction contract for the Generator project was awarded to Sanford Electric and the construction contract executed on June 21, 2016. The contract completion date was established as September 30, 2016. The Pre-construction conference was held on July 19, 2016. Due to the lead time required for some of the electrical items a contract extension is required to December 31, 2016.

IMPLEMENTATION PLAN:

Extend construction contract term.

FINANCIAL IMPACT STATEMENT:

None. The project is budgeted for the amount of \$60,000.00 as previously awarded.

RECOMMENDATION SUMMARY:

Make a motion to approve the contract amendment to extend the Sanford Electric Company, Inc. contract completion date to December 31, 2016.

SUPPORTING ATTACHMENTS:

None

COUNTY OF MOORE

CONTRACT AMENDMENT NO. 1

STATE OF NORTH CAROLINA

This Contract Amendment No. 1 (this "Amendment"), is made this 16th day of August, 2016, between the County of Moore (the "County") and Sanford Electrical Contractors, Inc. (the "Contractor").

WITNESSETH

WHEREAS, the County and Contractor previously executed an agreement on June 21, 2016, which is for the improvement of existing generators at various lift station sites owned by the County (the "Original Agreement"); and

WHEREAS, the County and Contractor both recognize and agree that additional time is necessary for the services to be provided under the Original Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree as follows:

1. The first sentence of Section 2 of the Original Agreement is amended to read, "The term of this Contract is from June 21, 2016, through December 31, 2016."
2. Except as otherwise provided in this Amendment, the Original Agreement will remain in full force and effect.

The parties have expressed their agreement to these terms by causing this Contract Amendment No. 1 to be executed by their duly authorized officers or agents. This Amendment is effective as of the date first written above.

COUNTY OF MOORE

CONTRACTOR

Nick J. Picerno, Chairman
Moore County Board of Commissioners

By: _____
Title: _____

PREAUDIT CERTIFICATE

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

Finance Officer

Agenda Item: VIII.F.
Meeting Date: 8/16/16

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Moore County Public Works Department
DATE: 8/4/16
SUBJECT: Purchase of Water Meters
PRESENTER: Randy G. Gould, PE

REQUEST:

Water meters need to be purchased to be installed for new services throughout the year.

BACKGROUND:

Moore County Public Works standardized on Radio-Read water meters over 6 years ago. This technology allows for meter technicians to “drive by” a meter and obtain the reading remotely for billing purposes. The meters selected are manufactured by Badger, which are supplied by Carolina Meter. Our billing software is programmed to receive the data from these meters only. This is therefore sole source procurement.

IMPLEMENTATION PLAN:

Purchase the meters as inventory to fulfill new tap requests throughout the year.

FINANCIAL IMPACT STATEMENT:

This is a budgeted item.

RECOMMENDATION SUMMARY:

Make a motion to approve the purchase of the meters from Carolina Meter & Supply in the amount of \$35,394.40 plus tax.

SUPPORTING ATTACHMENTS:

Estimate from Carolina Meter
Sole Source Justification Form

SOLE SOURCE JUSTIFICATION FORM
(for items costing \$5000.00 or more)

Vendor: Carolina Meter and Supply

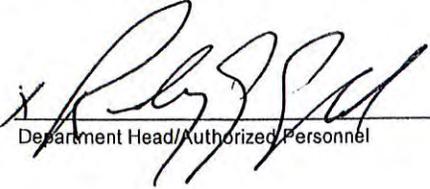
Item: Meters and Registers

Estimated expenditure for the Above Item: \$35,394.40

INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE. ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT DOCUMENTATION.

1. Sole source is for the original manufacturer or provider, this is the only area distributor.
2. The parts/equipment are not interchangeable with similar parts of another manufacturer.
3. This is the only known item or service that will meet the specialized needs of this department or perform the intended function.
4. The parts/equipment are required from this source to permit standardization.
5. None of the above apply. A detailed explanation and justification for this sole source is contained in the attached memo.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.



Department Head/Authorized Personnel

Public Works / Utilities

Department

Moore County Manager

Date

Estimate

07/19/2016

Carolina Meter & Supply

Carolina Meter & Supply
 PO Box 400
 Hampstead, NC 28443
 Phone: 800-628-7515
 Fax: 910-270-7707

S19688



Bill To:

Moore County Public Utilities
 P.O. Box 1927
 Carthage, NC 28327
 Phone: 910-947-4845
 Fax: 910-947-1992
 Email: rforrest@moorecountync.gov

Ship To:

Moore County Public Utilities
 Purchasing Technician
 5227 Hwy 15-501
 Carthage, NC 28327

Contact: Scott

Customer: Moore County Public Utilities

Notes

ALL units have data profile.
 Does NOT pay fuel surcharge & freight MUST be included.

Seller	Payment Terms	FOB Point	Carrier	Ship Service	Requested Ship Date
David	NET 30	Origin	UPS	Ground	07/19/2016

Item #	Type	Number / Description	Unit Price	Qty Ordered	Total Price
1	Drop Ship	M25/3/4/LLA/CIB/USG/DP/10'/TLMK - M25 3/4" Disc Meter - Low Lead Alloy - Cast Iron Bottom - RTR Register - Gallon - Orion CE Transmitter - Data Profile - 10' Lead - Thru Lid Mounting Kit - Plastic Lid/Shroud - Torx Screw	\$ 175.00	120 ea	\$ 21,000.00
2	Sale	M70/LLA/CIB/USG/DP/10'/TLMK - M70 1" Disc Meter - Low Lead Alloy - Cast Iron Bottom - RTR Register - Gallon - Orion CE Transmitter - Data Profile - 10' Lead - Thru Lid Mounting Kit - Plastic Lid/Shroud - Torx Screw	\$ 284.15	16 ea	\$ 4,546.40
3	Sale	M25/USG/DP/10'/TLMK - M25 Retrofit - RTR Register - Gallon - Orion CE Transmitter - Data Profile - 10' Lead - Thru Lid Mounting Kit	\$ 135.75	48 ea	\$ 6,516.00
4	Sale	2"CS/USG/DP/10'/TLMK - 2" Compound Series Retrofit - (2) RTR Registers - Gallon - (2) Orion CE Transmitters - Data Profile - 10' Leads - Thru Lid Mounting Kits - Plastic Lid/Shrouds - Torx Screws	\$ 305.00	4 ea	\$ 1,220.00
5	Drop Ship	M35/3/4X9/LLA/CIB/BARE - M35 3/4" x 9" Disc Meter, Low Lead Alloy, Cast Iron Bottom, Bare	\$ 88.00	24 ea	\$ 2,112.00

Estimate

07/19/2016

Carolina Meter & Supply

Carolina Meter & Supply
PO Box 400
Hampstead, NC 28443
Phone: 800-628-7515
Fax: 910-270-7707

S19688



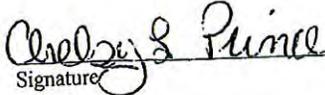
Subtotal:	\$ 35,394.40
Sales Tax:	\$ 2,389.12
Total:	\$ 37,783.52

All items quoted are subject to the following:
Four to six week lead time - 25% minimum restocking fee on returns - Special orders are non-returnable - 3.5% charge card processing fee on each order - All accounts due 30 days from invoice date - All past due amounts are subject to a service charge

TERMS AND CONDITIONS

The Terms and Conditions listed below will govern all matters relating to the goods and services provided by you or your company (the "Seller") to the County of Moore (the "County") under this purchase order.

1. This purchase order is limited to the terms and conditions contained on the face hereof. Any additional or different terms in the Seller's form are hereby deemed to be material alterations and notice of objection to them and rejection to them is hereby given. All delivery of goods and/or services shall conform to specifications, price, terms and conditions set forth in this instrument.
2. This purchase order, including all references and/or insertions, with the stated terms and conditions thereon shall constitute the complete agreements between the County and the Seller. The terms and conditions of this order shall NOT be modified by any verbal understanding and shall only be binding if agreed to in writing by the County.
3. The County is not responsible for any goods or services delivered without a purchase order.
4. The Seller warrants the goods furnished in accordance with this order to: (a) be free of defects in title, claims, liens, labor, material or fabrication; (b) conform to applicable specifications; (c) be suitable for the purpose intended; and (d) to be of merchantable quality. This warranty will survive delivery, acceptance, and payment by the County.
5. The Seller warrants the goods furnished in accordance with this order shall comply with all Federal, State or Local laws relative thereto and the Seller shall defend and hold harmless the County from any claim, liability, or loss arising from any trademarks, patent or copyright infringement.
6. The Seller will indemnify and hold harmless the County, its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from the performance of this purchase order or the actions of the Seller, its officials, employees, or contractors under this purchase order or under the contracts entered into by the Seller in connection with this purchase order. This indemnification will survive the delivery of goods or services provided under this purchase order.
7. This agreement shall be governed and interpreted pursuant to the Laws of the State of North Carolina. Any legal actions arising from default of this contract shall be brought only in the County of Moore, State of North Carolina.
8. Regardless of F.O.B. point, the Seller agrees to bear all risk of loss, injury or destruction of goods and materials ordered herein which occur prior to acceptance by the County.
9. All invoices, packages, shipping notices or the like affecting this order shall contain the applicable purchase order number. The packing list shall be enclosed in each box or package. All items shall be prepared and packed for shipment in a manner that will prevent damage in transit.
10. The County shall have the right to inspect and test all items supplied under the order before making acceptance. Risk of loss and title to all goods received shall remain with the Seller until acceptance has been made by the County. Rejected goods shall be returned to the Seller at Seller's risk and expense.
11. Contractor will maintain at its own expense: (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence limit/\$2,000,000 aggregate limit for bodily injury, property damage, or personal injury; (b) Professional Liability Insurance in an amount not less than \$1,000,000 per occurrence (if providing professional services); (c) Worker's Compensation Insurance as required by the State of North Carolina General Statutes; and (d) Commercial Automobile Insurance applicable to bodily injury and property damage covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 combined single limit. A Certificate of Insurance will be furnished to the County upon request.
12. In the event the Seller defaults by: (a) non-delivery as required; (b) not providing adequate assurance of performance; (c) becoming insolvent or making an assignment for the benefitting creditors; or (d) a breach of any of the terms and conditions of this order, the County may, by written notice to the Seller, cancel the whole or any part of this order, without penalty, or exercise any other remedy allowed to the County of goods under law.
13. The County is not sales tax exempt. Applicable North Carolina Sales and/or Use Tax will be invoiced as a separate item on each invoice.
14. When invoices offer a cash discount it will be considered earned if paid by the tenth of the month following the receipt of the final correct invoice on this order, or acceptance of goods, whichever is later.
15. Current material safety data sheets shall be provided in accordance with all regulations.
16. The Seller agrees not to release any advertising or other materials using the County's trademark, quoting the opinion of any County employee, or implying in any way that the County endorses the Seller or its products or services.
17. Pursuant to North Carolina General Statute § 143-133.3, E-verify Compliance, the Seller represents and warrants that it is in compliance with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, the Seller warrants that any subcontractors used by the Seller will be in compliance with the requirements of Article 2 of Chapter 64 of the General Statutes. **This Section only applies to services.**
18. Seller certifies that: (i) Seller is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 143C-6A-4 (the "Final Divestment List"), and (ii) Seller will not utilize any subcontractor performing work under this Purchase Order which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address www.netreasurer.com/Iran and should be updated every 180 days.
19. If the amount of this **Purchase Order is \$5,000 or greater**, the Seller will acknowledge acceptance of these Terms and Conditions by signing below and returning a copy to the Moore County Finance Department via e-mail at purchasing@moorecountync.gov, fax at (910) 947-6311, or mail to P.O. Box 905, Carthage, NC 28327.

 7/20/16
Signature Date

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: J. Wayne Vest
DATE: August 8, 2016
SUBJECT: Room Occupancy Tax Resolution
PRESENTER: J. Wayne Vest

AGENDA PLACEMENT: New Business

REQUEST:

Request the Board of Commissioners adopt a resolution stating standards for the Moore County Convention and Visitors Bureau to meet in order for the Board to consider increasing the room occupancy tax rate as provided for in Session Law 2015-256

BACKGROUND:

- Session Law 2015-256 ratified September 23, 2015 gives the Moore County Board of Commissioners the option to increase the room occupancy tax by up to 3% over and above the current, existing room occupancy tax of up to 3%.
- The Board of Commissioners has been provided information for a potential use of a portion of the revenue generated from the increase of the room occupancy tax. The proposed use being related to a sports complex project.

IMPLEMENTATION PLAN:

- Approval of a room occupancy tax increase is a Board action
- Moore Count entities responsible for collection of room occupancy tax, collect the tax and remit payment to Moore County Financial Services

FINANCIAL IMPACT STATEMENT:

- Current room occupancy tax collections are \$x,xxx,xxx
- An increase of 3% would yield an additional \$x,xxx,xxx

RECOMMENDATION SUMMARY:

Recommend the Board consider adopting the attached resolution outlining the standards for the Moore County Convention and Visitors Bureau to meet in order for the Board of Commissioners to consider increasing the room occupancy tax rate under Session Law 2015-256.

SUPPORTING ATTACHMENTS:

- Session Law 2015-256
- Resolution

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2015

SESSION LAW 2015-256
HOUSE BILL 504

AN ACT TO AUTHORIZE MOORE COUNTY TO LEVY AN ADDITIONAL
OCCUPANCY TAX.

The General Assembly of North Carolina enacts:

SECTION 1. Section 2 of S.L. 2011-113 reads as rewritten:

"SECTION 2. Occupancy tax. – (a) Authorization and Scope. – The Board of Commissioners of Moore County may levy a room occupancy tax of up to three percent (3%) of the gross receipts derived from the rental of any room, lodging, or accommodation furnished by a hotel, motel, inn, tourist camp, or similar place within the county that is subject to sales tax imposed by the State under G.S. 105-164.4(a)(3). This tax is in addition to any State or local sales tax. ~~This tax does not apply to accommodations furnished by nonprofit charitable, educational, or religious organizations when furnished in furtherance of their nonprofit purpose.~~

"SECTION 2.(a1) Authorization of Additional Tax. – In addition to the tax authorized by subsection (a) of this section, the Moore County Board of Commissioners may levy an additional room occupancy tax of up to three percent (3%) of the gross receipts derived from the rental of accommodations taxable under subsection (a) of this section. The levy, collection, administration, and repeal of the tax authorized by this subsection shall be in accordance with the provisions of this section. Moore County may not levy a tax under this subsection unless it also levies the tax authorized under subsection (a) of this section.

"SECTION 2.(b) Administration. – A tax levied under this section shall be levied, administered, collected, and repealed as provided in G.S. 153A-155. The penalties provided in G.S. 153A-155 apply to a tax levied under this section.

"SECTION 2.(c) Definitions. – The following definitions apply in this act:

- (1) Net proceeds. – Gross proceeds less the cost to the county of administering and collecting the tax, as determined by the finance officer, not to exceed three percent (3%) of the first five hundred thousand dollars (\$500,000) of gross proceeds collected each year and one percent (1%) of the remaining gross proceeds collected each year.
- (2) Promote travel and tourism. – To advertise or market an area or activity, publish and distribute pamphlets and other materials, conduct market research, or engage in similar promotional activities that attract tourists or business travelers to the area. The term includes administrative expenses incurred in engaging in the listed activities.
- (3) Tourism-related expenditures. – Expenditures that, in the judgment of the Moore County Tourism Development Authority, are designed to increase the use of lodging facilities, meeting facilities, or convention facilities in the county or to attract tourists or business travelers to the county. The term includes tourism-related capital expenditures.

"SECTION 2.(d) Distribution and Use of Tax Revenue. – Moore County shall, on a quarterly basis, remit to the Moore County Tourism Development Authority the net proceeds of the occupancy tax. The Authority shall use at least two-thirds of the funds remitted to it under this subsection to promote travel and tourism in Moore County and shall use the remainder for tourism-related expenditures."



SECTION 2. This act is effective when it becomes law.
In the General Assembly read three times and ratified this the 30th day of
September, 2015.

s/ Daniel J. Forest
President of the Senate

s/ Tim Moore
Speaker of the House of Representatives



RESOLUTION OUTLINING STANDARDS FOR THE CVB TO MEET IN ORDER FOR THE BOARD OF COMMISSIONERS TO CONSIDER INCREASING THE OCCUPANCY TAX RATE UNDER SESSION LAW 2015-256 WHICH GIVES THE BOARD OF COMMISSIONERS THE OPTION TO INCREASE THE OCCUPANCY TAX RATE BY UP TO 3% OVER AND ABOVE THE CURRENT AUTHORIZED OCCUPANCY TAX RATE OF UP TO 3%

WHEREAS, Session Law 2015-256, ratified September 23, 2015, gives the Moore County Board of Commissioners the option to increase the occupancy tax rate by up to three percent (3%) over and above the current existing occupancy tax rate of up to three percent (3%); and

WHEREAS, the Convention & Visitors Bureau (hereinafter “CVB”) has presented the concept of building, maintaining, and operating a State of the Art sports complex in southern Aberdeen (hereinafter referred to as the “Project”) and, further, desires for the Board of Commissioners to double the County Occupancy Tax rate to assist with funding the Project; and

WHEREAS, the Board of Commissioners will consider increasing the Occupancy Tax rate, if the CVB presents to it all of the following: (1) a long term sustainable plan (hereinafter “Plan”) showing how revenue generated will be used effectively to promote tourism within Moore County; (2) the Plan submitted will not include the participation by the County in any way including operating, maintaining, funding, securing debt and/or oversight of the Project; (3) the Plan submitted has been approved unanimously by the CVB Board; and (4) the plan includes letters of support from all other entities charged with room occupancy tax collections and remittance.

NOW, THEREFORE, BE IT RESOLVED the Moore County Board of Commissioners has set forth certain standards to be met by the CVB in order for it to consider increasing the County Occupancy Tax rate.

FURTHER BE IT RESOLVED that the Clerk to the Board send copies of this signed Resolution the members of the CVB Board as well as the Director.

Adopted, this 16th day of August, 2016.

Nick J. Picerno, Chairman
Moore County Board of Commissioners

Attest:

Laura M. Williams, Clerk
Moore County Board of Commissioners

Agenda Item: IX.A.
Meeting Date: 08/16/2016

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Laura M. Williams, Clerk
DATE: 08/05/2016
SUBJECT: Appointments / Recreation Advisory Board

REQUEST:

Remove member from Recreation Advisory Board and appoint new member.

BACKGROUND:

At its August 1, 2016 regular meeting, the Moore County Recreation Advisory Board voted unanimously to recommend to the Board of Commissioners the removal of member James Tepatti due to excessive absences. Per staff, Mr. Tepatti has not attended any meetings since January.

The Parks and Recreation Director has recommended the appointment of applicant Michael Gatti to fill the unexpired term of Mr. Tepatti.

IMPLEMENTATION PLAN:

Clerk will make appropriate notifications and update record.

RECOMMENDATION SUMMARY:

Make a motion to remove James Tepatti from the Recreation Advisory Board.

Make a motion to appoint a new member to the Recreation Advisory Board to fill the unexpired term of Mr. Tepatti through February 28, 2018.

ATTACHMENTS:

Resolution for Establishment of Policy and Procedure for Appointments to Moore County Boards, Committees, Commissions, or Councils (*See Section I, F.*)

08/01/2016 Recreation Advisory Board Minutes (*See page 2*)

Recreation Advisory Board Membership Roster

Recreation Advisory Board Appointment Applications

RESOLUTION FOR ESTABLISHMENT OF POLICY AND PROCEDURE FOR APPOINTMENTS TO MOORE COUNTY BAORDS, COMMITTEES, COMMISSIONS OR COUNCILS

WHEREAS, it is the statutory duty of the Moore County Board of Commissioners, as the governing body, to appoint citizens to various Boards, Committees, Commissions or Councils to assist in the operation of government; and,

WHEREAS, the Board of Commissioners is resolved to appoint qualified, knowledgeable and dedicated citizens to serve the interests of the people of Moore County; and,

WHEREAS, the Board of Commissioners desires to make the citizenry aware of the opportunities for service on the various Board, Committees, Commissions or Councils; to increase the public interest in the appointing process; to solicit recommendations and to insure attendance at meetings; now,

THEREFORE, BE IT RESOLVED by the Moore County Board of Commissioner as follows:

SECTION I - POLICY

- A.** Any citizen of Moore County is eligible to serve on the appointed Boards, Committees, Commissions or Councils of the County when the appointment is not prohibited by State Statute.
- B.** All appointments will be made in accordance with the Statute, Ordinance, Resolution or Policy that governs the Board, Committee, Commission or Council.
- C.** No citizen may serve in more than two (2) appointed positions unless required by nature of the position that individual may hold in Governmental Service.
- D.** No citizen may serve more than two (2) consecutive terms in any one appointment. The length of one (1) term is considered to be three (3) years with terms staggered so that continuity of function is not disrupted. An individual whose initial appointment is to fill an unexpired term is eligible to serve the remaining portion of that term and one (1) additional term.

This policy may be waived by the Board of Commissioners if it determines that the expertise of individuals made ineligible by this policy would be detrimental to the functioning of a Board, Committee, Commission or Council.

- E.** The Board of Commissioners shall appoint the Chair of the following boards, committees, commissions and councils: ABC Board, Emergency Services Advisory Committee, Hazardous Materials Planning Committee, Human Resources Appeals Committee, Industrial Facilities and Pollution Control Financing Authority, Planning, and Board of Equalization and Review.

- F. The Chairman of a Board, Committee, Commission or Council will recommend the replacement of a member if the appointee habitually fails to attend meetings without absences caused by extraordinary events. This action must be recommended if the appointee does not feel obligated to resign.
- G. The Chairman of each Board, Committee, Commission or Council will insure that bylaws are kept current with applicable directives, laws and regulations. A dated copy will be provided to the Clerk to the Board.
- H. Each County Commissioner will be provided with an Appointment Book containing this Policy and all information pertaining to the various Boards, Committees, Commissions, or Councils. The Master Copy will be maintained by the Clerk to the Board.

SECTION 2 - PROCEDURES

A. Vacancies

- 1. Not less than thirty (30) days prior to an expiring term, the Chairman of a Board, Committee, Commission or Council will provide the Clerk to the Board with a letter stating that each person listed who is eligible for reappointment has been contacted regarding his or her interest in continuing to serve, and is or is not recommended for reappointment. If an individual is not recommended for reappointment, a reason will be provided. A Chairman may recommend his own replacement.
- 2. If an appointed member resigns or is otherwise unable to be reappointed or retained as a member, the Chairman of a Board, Committee, Commission or Council will notify the Clerk to the Board in writing. Any resignation will be in writing and submitted by the individual concerned as an attachment to the Chairman's letter.
- 3. The Chairman of a Board, Committee, Commission or Council should review the file of applications maintained by the Clerk to the Board. This file may contain the application of a fully qualified individual.

B. Selections

- 1. Application forms will be available upon request of interested citizens at the County Administration Building. All application forms must be completed by the individual who is interested in serving. If an individual is recommended by a Chairman, such recommendation must include the form completed by the individual.
- 2. Fifteen (15) days prior to the date a vacancy occurs all applications for a particular position will be checked for eligibility by the Clerk to the Board. The Clerk to the Board shall submit to each member of the Board of Commissioners a list of vacancies to be filled with the applications of all applicants attached.

- 3. The list of applicants sent to the Commissioners shall note those who are ineligible and reasons for ineligibility shall be given.
- 4. The Board of Commissioners, on its own initiative, will name appointees to a particular position in the event that qualified citizens have not applied for a position on a particular Board, Committee, Commission or Council.
- 5. The Board of Commissioners reserves the right to select the most qualified persons for appointment either from the application list or those nominated by the Board of Commissioners.
- 6. The Agenda for the next meeting of the Board of Commissioners will include a request for appointment or reappointment as appropriate.

C. Notification

- 1. The Clerk to the Board shall prepare letters of appointment notification to include a congratulatory statement, position to which appointed, and location/time he or she is to be sworn in if this is required. Letters will be signed by the Clerk to the Board. A copy will be provided to the appropriate Chairman of the Board, Committee, Commission or Council who will notify the appointee of the next scheduled meeting.
- 2. If an individual is unable to be reappointed, the Clerk to the Board will prepare a letter of appreciation for past service rendered to be signed by the Clerk to the Board.

D. Applications

- 1. Applications from individuals requesting appointment will be retained by the Clerk to the Board for a minimum of two (2) years. Applications from individuals appointed by the Board of Commissioners will be retained until the appointment is no longer effective.
- 2. A sample copy of the form to be used for appointment application is attached to this Resolution.

The Resolution establishing policy and procedure for appointments to Moore County Boards, Committees, Commissions or Councils is herewith amended and approved this 6th day of April, 2009.



Nick J. Picerno, Chairman
Moore County Board of Commissioners


Megan M. Dowrey
Clerk to the Board of Commissioners



Moore County Parks and Recreation Advisory Board Meeting
Minutes for Monday, August 1, 2016
12:00pm – Hillcrest Park Field House

Attendance – Members: Karen O’Hara, Randy Saunders, Larry Caddell, Travis Greene, Seth Powers

Staff: Billy Ransom, Jim Rogers, Shiela Klein

Welcome: Mr. Caddell welcomed and introduced Dr. Seth Powers, Director of Student Support Services Moore County Schools, as new addition to the MCPR Advisory Council. He then welcomed the council and called the meeting to order.

Approval of minutes from May 2, 2016 Meeting – A motion was made by Randy Saunders and a second by Karen O’Hara to approve previous meeting minutes. Motion carried unanimously.

Old Business:

Jim Rodgers gave the council members updates on Athletics and Programs: 39 Teams completed a very positive Baseball, Softball, T-Ball and Coach Pitch season in mid-July. In July MCPR hosted an 18 Team District Tournament although the MCPR team did not advance the event was successful. The 10 team SWAC Tournament rounded out July and we saw our older team advance and they showed very well at the state. This was our first time offering for Adult Kickball and inquiries dwindled as the temperatures rose. Regretfully, low registration numbers for the Adult Kickball league have resulted in program cancellation.

Splitting the season proved very successful for Baseball this spring. This year our basketball season will also be divided into 2 phases. The younger (5, 6, 7, 8) players will start in December and end in January. Older players (9, 10, 11, and 12) start mid-January and finish up the end of February. After a roundtable discussion, all agreed on the merits of this timing that will allow students who did not make the school cuts ample time to register for MCPR. Students are not eligible for dual registration.

New Business:

The 2017 State Tournament will be hosted here at Hillcrest announced Mr. Ransom. The three younger age groups will be represented here Friday night, Monday and Sunday with the potential of games through Wednesday. Mr. Ransom and the Tournament Committee will be meeting this week in a planning session for the Sept. 15-17, 2016 Dixie Softball Director’s year-end meeting hosted here.

Sample Vendor Contracts were discussed. Mr. Ransom expressed his concern that the suggested one million dollar liability cap may not be proportionate to small business vendors we occasionally have at our tournaments and special event activities. It was recommended that he contact these vendors and research their current coverages.

Since we have had inquiries from area business’s that would like to provide photography services for MCPR, Mr. Ransom discussed MCPR employing a Photo Contract Agreement. It was agreed that the process needed a new and current baseline for costs going into 2017 and Mr. Ransom would follow through on these options.

Shiela Klein mentioned that MCPR longtime friend and supporter James “Jim” Marshburn had recently passed away. In memory of Jim and testament to his legacy MCPR has received several donations in his memory.

Board Concerns – During the lunch break, Larry Caddell gave new member Dr. Seth Powers and council members an update on the Eagle Springs property. Currently our County Attorney is rectifying easement issues and when resolved will come to the Council with options and recommendations for a sales strategy.

Commissioner Randy Saunders suggested we look at the National Athletic Village development. Both he and Travis Greene shared some of the projects, fields, and outreaches that they are undertaking.

Larry Caddell – Chairperson
Parks and Recreation Advisory Board

Karen O’Hara – Vice Chair
Parks and Recreation Advisory Board

Billy Ransom – Director
Moore County Parks and Recreation

Chairman Caddell brought Council member James Tepatti's meeting absences (none attended in 2016) to the attention of the board. Mr. Caddell expressed his concern and proposed that this position should be filled by an individual who can be actively engaged. He moved that it be recommended to the County Commission, to replace Mr. Tepatti on the Advisory Council. Motion seconded by Travis Greene, passed unanimously

It was noted that Commissioner Randy Saunders will be coming to the end of his term as County Commission by the end of 2016. It would please this Advisory Council to appoint Randy Saunders, as a private citizen, at the end of his term as Commissioner, to the Moore County Parks and Recreation Advisory Council.

Councilmembers agreed to convene their next meeting on Monday October 3, 2016.

Adjournment – A motion was made by Mr. Greene to adjourn the meeting. Randy Saunders seconded the motion. Motion was carried.

Larry Caddell – Chairperson
Parks and Recreation Advisory Board

Karen O'Hara – Vice Chair
Parks and Recreation Advisory Board

Billy Ransom – Director
Moore County Parks and Recreation

MOORE COUNTY RECREATION ADVISORY BOARD

Name	Initial Appt	Current Appt	Term Expiration
Larry Caddell	Mar-15	Feb-18	Feb-18
Travis Greene	Mar-15	Feb-18	Feb-18
Karen O'Hara	Mar-14	Mar-14	Feb-17
Seth Powers	permanent as designated by MCS Superintendent		
Billy Ransom			N/A
Randy Saunders	Jan-15	Jan-15	N/A
James Tepatti	Mar-15	Feb-18	Feb-18
Kathy Watkins	Feb-11	Feb-14	Feb-17

Candidate recommended by
Parks & Rec. Director

Moore County
Advisory Board/Committee Appointment Application

The Moore County Board of Commissioners encourages you to participate in Moore County government by serving on an advisory board/committee. The purpose of these boards/committees is to assist the County Commissioners in making effective decisions concerning local issues and projects which will improve the quality of life in our community. If you would like to be considered for appointment to a board/committee, please complete this form and forward it, along with any relevant attachments (such as a resume) to the address below, or email it to clerktoaboard@moorecountync.gov.

County of Moore
Attention: Laura M. Williams, Clerk
P.O. Box 905
Carthage, NC 28327

More information can be obtained at www.moorecountync.gov/boc or by calling 910-947-6403. Please note that information you submit may be public record.

Please check the following boards/committees on which you are interested in serving. If you are interested in more than one, please numerically rank.

- | | | |
|---|--|---|
| <input type="checkbox"/> ABC Board | <input type="checkbox"/> Fire Commission | <input checked="" type="checkbox"/> Recreation Advisory Board |
| <input type="checkbox"/> Aging Advisory Council | <input type="checkbox"/> Health Board | <input type="checkbox"/> RSVP Advisory Council |
| <input type="checkbox"/> Airport Authority | <input type="checkbox"/> Human Resources Appeals | <input type="checkbox"/> Sandhills Center Area Board |
| <input type="checkbox"/> Animal Cruelty Officer | <input type="checkbox"/> Jury Commission | <input type="checkbox"/> Social Services Board |
| <input type="checkbox"/> Animal Operations Board | <input type="checkbox"/> Juvenile Crime Prevention | <input type="checkbox"/> Subdivision Review Board |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Library Trustees | <input type="checkbox"/> Tax Equalization/Review |
| <input type="checkbox"/> Citizens' Pet Responsibility | <input type="checkbox"/> Local Emergency Planning | <input type="checkbox"/> Transportation Services |
| <input type="checkbox"/> Community College Trustees | <input type="checkbox"/> Nursing/Adult Care Home | <input type="checkbox"/> Workforce Development |
| <input type="checkbox"/> Convention & Visitors Bureau | <input type="checkbox"/> Planning Board | |

NAME Michael F. Gatti

MAILING ADDRESS 20 Sabbatia Dr. Whispering Pines NC, 28327

HOME PHONE 910 949 9950 WORK/MOBILE PHONE 910 639 3084

EMAIL speerconcrete@gmail.com OCCUPATION _____

BACKGROUND QUALIFICATIONS _____

- Several years recreation Coach

- President of Union Pines Athletic Boosters

SIGNATURE M. F. Gatti DATE 8-8-16

Advisory Board Appointment Application

First Name: Glenda
Last Name: Carney
Mailing Address: 29 Deacon Palmer Place, Southern Pines NC 28387
Home Phone: 719-337-7564
Work/Mobile Phone: 719-337-7564
Email Address: glendagaida@hotmail.com
Occupation: Sales and Marketing- Hospitality

Background Qualifications: * Proven track record of achievement in the highly competitive Raleigh/Durham, Colorado Springs and Atlanta market within the hospitality segment

- * Highly productive, adaptable and at ease in high stress and fast-paced environments.
- * Career oriented and self-motivated leader while energizing teams to reach their personal and professional best.
- * Excellent communication and organizational skills
- * Mother of three looking to be more involved in her local community

Please check the following boards/committees on which you are interested in serving:
Aging Advisory Council, Convention & Visitors Bureau, Planning Board, Recreation Advisory Board, RSVP Advisory Council, Social Services Board

If you are interested in serving on more than one board/committee, please use the box below to number your selections by preference:

CVB
Recreation Board
RSVP
Social Services
Aging
Planning

Williams, Laura

From: Web Server Messaging <noreply_AdvApp@moorecountync.gov>
Sent: Wednesday, September 02, 2015 9:18 AM
To: Williams, Laura
Subject: Advisory Board Application Web Form Submission

Moore County Advisory Board Appointment Application

The Moore County Board of Commissioners encourages you to participate in county government by serving on one of the following Moore County Advisory Boards. The purpose of an advisory board is to assist the County Commissioners in making effective decisions concerning local projects and issues, which will improve the quality of life in our community. If you are interested in being appointed, please complete this form and forward, along with any relevant attachments (such as a resume), to the address below:

County of Moore
Attention: Laura M. Williams
Clerk to the Board
P.O. Box 905
Carthage, NC 28327

More information can be obtained at www.moorecountync.gov or by calling (910) 947-6403.

Please note that the information you submit is public record.

Please check the following advisory board(s) in which you are interested in serving:

Human Resources Appeals, Jury Commission, Recreation Advisory Board

Name:
david cunningham
Home Address:
315 monroe
City, State, Zip
carthage, nc 28327
Home Telephone:
9103151415
Work Telephone:

Email:
texasboy01955@gmail.com

Occupation:
broadcasting

Past or Current Appointments:
veterans affairs

Background Qualifications:
counseling, advising

Date:
09-03-15

Submitted by 70.63.81.70

Agenda Item: IX.B.
Meeting Date: 08/16/2016

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Laura M. Williams, Clerk

DATE: 08/08/2016

SUBJECT: Appointments / Workforce Development Board

REQUEST:

Reappoint member to the Workforce Development Board.

BACKGROUND:

The term of service for Workforce Development Board member Kristin Richmond expired July 31st. Ms. Richmond has served one term and is recommended and willing to serve an additional term.

IMPLEMENTATION PLAN:

Clerk will make notification of appointment and update record.

RECOMMENDATION SUMMARY:

Make a motion to reappoint Kristin Richmond to the Workforce Development Board for a three-year term expiring July 31, 2019.

Agenda Item: IX.C.
Meeting Date: 08/16/2016

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Laura M. Williams, Clerk
DATE: 08/08/2016
SUBJECT: Appointments / Library Board of Trustees

REQUEST:

Appoint two members to the Library Board of Trustees.

BACKGROUND:

The terms for Library Board members Theron Bell and Clara Bernicken expire August 31st. Each of these members has served the limit of two consecutive three-year terms as Ms. Bell has been a member since 1992 and Ms. Bernicken since 2010. Library Director Alice Thomas has requested the commissioners consider waiving the limit pursuant to authority granted in the bylaws and reappointing each of these members for an additional three-year term.

IMPLEMENTATION PLAN:

Clerk will make notification of appointments and update record.

RECOMMENDATION SUMMARY:

Make a motion to appoint two members to the Library Board of Trustees for three-year terms expiring August 31, 2019.

ATTACHMENTS:

Letter from Alice Thomas
Library Board Membership Roster
Library Board Appointment Applications

MOORE COUNTY LIBRARY
P.O. BOX 400
CARTHAGE, NORTH CAROLINA 28327-0400
TELEPHONE 947-5335
MEMBER OF THE SANDHILL REGIONAL LIBRARY SYSTEM

August 5, 2016

Laura Williams
Clerk to the Moore County
Board of Commissioners
1 Courthouse Square
Carthage, NC 28327

Re: Appointments to the Moore County Library Board of Trustees

Dear Laura:

I was recently informed that the terms for two of our current board members, Theron Bell and Clara Bernicken, are set to expire this month. Mrs. Bernicken has served two terms while Mrs. Bell has served several consecutive terms and, according to the bylaws governing the board, neither may serve for another.

However, the bylaws also state that the Board of Commissioners has the authority to waive that rule when considered essential. Both of these Library Trustees are, indeed, essential to the current board.

Both Mrs. Bell and Mrs. Bernicken have been actively involved in library matters over the course of their terms. They are familiar with library practices and procedures and have been tireless supporters, both as Board members and as part of the Moore County and Robbins Friends of the Library groups. They both regularly attend the meetings.

I would ask the Board of Commissioners to give serious consideration to re-appointing Theron Bell and Clara Bernicken at their earliest convenience.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Alice Thomas
Director, Moore County Library

MOORE COUNTY LIBRARY BOARD OF TRUSTEES

Name	Initial Appt	Current Appt	Term Expiration
Barbara Allred	Sep-04	Oct-13	Oct-16
Theron Bell	Aug-92	Aug-13	Aug-16
Clara Bernicken	Aug-10	Aug-13	Aug-16
Patricia Buelt	Nov-15	Mar-16	Mar-19
Cynthia Clendenin	Jun-14	Jun-14	Jun-17
Jerry Daeke	Jan-15	Jan-15	N/A
Jan Hecox	Apr-15	Apr-15	Apr-18
Peter Madsen	Aug-02	Aug-15	Aug-18
Karuna Rekhraj	Apr-15	Apr-15	Apr-18
Richard Rodda	Feb-08	Feb-14	Feb-17
Susan Zucchini	Jun-96	Aug-15	Aug-18

Michael Barbera

PO Box 3819 Pinehurst, NC 28374 • Phone: 800.584.8047 x700 • e-Mail: mbarbera@barberasolutions.com • www.michaelbarbera.co

Key Achievements

- Founded three businesses; currently developing a new start-up
- Ph.D. Candidate of Business Psychology; Chicago School of Professional Psychology
- Graduated Magna Cum Laude with an MBA from Trident University
- Winner of business plan awards from Citibank, Syracuse University, Purdue University and John Deere
- Over 14 years commended performance including 16 awards in military leadership positions
- United States Department of Defense Top Secret Security Clearance
- Currently authoring book regarding resilient behavior in austere environments and cultures

Publications

- 'Facing Fear and Adversity through Resilient Behavior'; Northwest Guardian, January 2015
- 'Effective and Resilient Leadership During Rapid Parachute Operations'; MJM Update, March 2011
- 'Safe and Effective Methods for Rapid Deployment of Hazardous Materials'; MJM Update, September 2010
- 'Employment of a Company Intelligence Support Team'; Infantry Magazine, June 2009
- 'Employment of a Company Intelligence Support Team'; Armor Magazine, May 2009
- 'Brigade Intelligence Standard Operating Procedures Pamphlet'; Individual Publication, August 2008

Public & Private Speaking

- Microsoft Team Building Seminar; Bellevue, WA, April 2015
- Washington Center for Alliance and Self-Help; 'Identifying Consumer Behavior', January 2015
- The Salon Professionals Academy; 'Bridging Equality – Being a Successful Businesswoman', May 2014
- Women's Home-Based Business Resources; Conference Keynote Address, April 2014

Experience

- Board of Director, Athcorp, Inc., Fishkill, NY May 2015 – Present
- Chief Executive Officer, Barbera Solutions LLC, Pinehurst, NC January 2014 – Present
- Formed and developed business from start-up; generated profit prior to official launch in April 2015
 - Increased sales and improved profit margin for eight organizations in the Pacific Northwest
 - Procured 87 percent of all new clients through referrals; fostered excellent relationships by building trust and rapport with customers
 - 98 percent customer satisfaction rate with clients; 93 percent of developed business plans received capital
 - 1.2 million dollars in client operating expenses saved from wasteful expenditures
- Founder & Chief Evangelist, Jaydential LLC, Seattle, WA January 2015 – Present
- Formed and developed business from start-up; generated profit prior to beta launch in June 2015



- Recruited founding team of professionals from Purdue University, Syracuse University and sales specialists from Fortune 500 companies

Chief Executive Officer, Lush Transportation LLC, Pinehurst, NC August 2013 – October 2014

- Authored business plan which was a finalist in the Citi Salutes: Realizing Your Dream Business Plan Competition
- Founded Lush Bus and built sustainable business model in a developing market with strong need for services
- Relinquished controlling equity of organization through merger and acquisition

United States Army (various locations) October 2000 – May 2015

S-3 Operations, U.S. Army, Tacoma, Washington January 2014 – May 2015

- Trained, coached and mentored more than 100 Soldiers in the importance of resiliency
- Planned and coordinated General Officer professional development conference for more than 120 General Officers
- Developed comprehensive resiliency framework which improved morale and productivity

S-3 Air, U.S. Army, Anchorage, Alaska January 2013 – December 2013

- Facilitated the reconstruction of the Brigade's (4,000 Personnel) Airborne Standard Operating Procedures
- Exited over 700 parachutists during Jump Master duties with zero injuries to jumpers
- Planned and executed Joint Parachute Operations with Australian Army

Platoon Sergeant, U.S. Army, Anchorage, Alaska September 2012 – December 2012

- Managed the redeployment of more than 700 personnel traveling from Afghanistan to Alaska
- Served in Battalion Sergeant's Major leadership position during transition from Afghanistan to Alaska; responsible for 400 employees
- Created Parachutist training program which trained more than 1,200 parachutists
- Mentored eight subordinate leaders, resulting in 100 percent promotion rate
- Responsible for 16 million dollars of equipment without loss or negligence

Platoon Sergeant, U.S. Army, Afghanistan December 2011 – September 2012

- Conducted more than 200 Humanitarian Aid operations in remote regions of Eastern Afghanistan
- Advised unit commander on courses of action based on wide range of experience
- Planned and led operations regarding Special Projects throughout Eastern Afghanistan; improved socio-economic conditions
- Chosen above peers to serve as Company First Sergeant (Senior Enlisted Advisor); responsible for the leadership, supervision and mentorship of 120 personnel
- During absence of leadership, assumed command of Company command post during enemy engagement to ensure air assets were rapidly requested, received and distributed to the ground unit with zero friendly casualties
- Led and mentored the Platoon Intelligence Team on personality targeting, pattern analysis and planning; resulted in fewer enemy attacks
- Responsible for 16 million dollars of equipment without loss or negligence



Platoon Sergeant, U.S. Army, Anchorage, Alaska

August 2011 – December 2011

- Personnel Manager for 26 personnel; responsible for their supervision, training, mentorship and professional development
- Trained and mentored 26 personnel on leadership, humanitarian aid and combat operations in preparation for deployment to Afghanistan
- Exited over 400 parachutists during Jump Master duties with zero injuries to parachutists
- Responsible for 8 million dollars of equipment without loss or negligence

Instructor, U.S. Army, Fort Bragg, North Carolina

January 2010 – July 2011

- Taught Jump Master, Air Movement Operations and HAZMAT Transportation to more than 1,120 students
- Selected over three well-qualified instructors to lead mobile training teams throughout the United States
- Advised Division (16,000 personnel) commander on the capabilities of aircraft regarding delivery of personnel and equipment for deployment to Haiti in support of humanitarian aid
- Managed the school publication program ensuring all course materials were current and up-to-date; program created low cost, reusable resources that saved government funds
- Selected by the Division Inspector General's office to serve as senior inspector on six separate occasions
- Executed assistance without notice to subordinate units on five different occasions, consulted units on Hazardous Material Certification and Air Movement resulting in timely deployments for contingency operations

Platoon Sergeant / Intelligence Analyst, U.S. Army, Iraq

December 2008 – December 2009

- Developed and maintained a flawless operations shop; created all new IT and knowledge management databases after primary system had failed
- Selected over 20 senior leaders to serve as Company Logistics Officer during company transition between bases
- Responsible for 42 million dollars of equipment without loss or negligence
- Created and distributed over 250 analyzed intelligence reports throughout the Brigade Combat Team; increased situational awareness throughout the battlefield
- Assisted with the R & D for the U.S. Army's Intelligence Improvement Program to develop Company Intelligence Support Teams
- Recognized by the Brigade Commander for leading one of the most proficient and effective Company Intelligence Support Teams in the Brigade Combat Team
- Led over 300 debriefs, 50 Company Intel Fusion and Targeting meetings; facilitated lateral and vertical fusion, leading to the discovery of two enemy networks
- Developed a working relationship with partnered Iraqi Army to facilitate the sharing of specific intelligence with the Iraqi Security Forces on a routine basis
- Wrote a professional development article pertaining to tactics, techniques, procedures and employment of a Company Intelligence Support Team; article published in Armor and Infantry magazines
- Trained over 80 U.S. Soldiers and 20 Foreign Soldiers on tactics, techniques and procedures of tactical questioning and intelligence collecting
- Responsible for 14 million dollars of equipment without loss or negligence



Platoon Sergeant / Intelligence Analyst, U.S. Army, Fort Bragg, NC December 2007 – November 2008

- Authored Brigade Intelligence Standard Operating Procedures Pamphlet; recognized by Brigade commander for dedication to excellence
- Incorporated Company Safety Program; emphasis on safety resulted with increased awareness at the workplace

Section Leader, U.S. Army, Iraq August 2006 – November 2007

- Conducted over 450 Humanitarian Aid Operations for a displaced populace; giving food, clothing, shelter and recreational materials
- Served in a position of increased responsibility during six week period of increased operational tempo
- Served as foreign relations liaison to Foreign Security Forces in Diyala Province, Iraq; developed public policies to strengthen relationships between Sunni and Shia Muslims
- Worked daily with interpreters in order to overcome language barriers
- Responsible for 32 million dollars of equipment with only \$3,500 in losses

Section Leader, U.S. Army, Fort Bragg, North Carolina October 2005 – July 2006

- Exited over 600 parachutists during Jump Master duties with zero injuries to jumpers
- Personnel Manager for 13 personnel; responsible for their supervision, training, mentorship and professional development
- Responsible for eight million dollars of equipment without loss or negligence

Section Leader, U.S. Army, New Orleans, Louisiana August 2005 – October 2005

- Deployed to New Orleans with less than 18-hours notice to conduct Humanitarian Aid
- Rescued 94 displaced American citizens from flooded homes
- Led team of 20 personnel to reconstruct the New Orleans' Memorial Hospital; restored emergency room to operational conditions in less than 24 hours
- Maintained partnerships with New Orleans Police Department, Louisiana National Guard, Michigan State Troopers, Beaumont Paramedics, New Jersey State Troopers, Drug Enforcement Agency, Bureau of Alcohol, Tobacco and Firearms, and U.S. Marshalls to help restore security to the French Quarter and downtown New Orleans

Section Leader, U.S. Army, Fort Bragg, North Carolina December 2003 – August 2005

- Led section through rigorous combat training exercises with realistic atmospherics creating a stressful environment
- Reorganized unit training meetings to better manage training and disseminate information
- Led Squadron Jump Master Team to win Division Parachute Competition

Reconnaissance and Surveillance Specialist, U.S. Army, Iraq March 2003 – December 2003

- Supplied medical equipment, food and water to displaced Iraqi's during the invasion of Iraq
- Offered medical care to Iraqi children on the front lines of combat
- Conducted security operations of United Nations facilities and personnel in Baghdad, Iraq
- Trained Iraqi Police Forces in Baghdad, Iraq



Reconnaissance and Surveillance Specialist, U.S. Army, Fort Polk, LA October 2002 – February 2003

- Conducted training as a team for the invasion of Iraq
- Enforced team cohesion and loyalty
- Completed 40 hours of advanced driver's training
- Completed 40 hours of advanced first aid and life saving techniques

Reconnaissance and Surveillance Specialist, U.S. Army, Middle-East March 2002 – October 2002

- Conducted Security Operations for General Franks at the Ritz Carlton Hotel in Qatar for three weeks
- Traveled to Afghanistan, Kuwait, Jordan, Djibouti and Qatar to conduct Security Operations for senior military personnel and elected officials

Reconnaissance and Surveillance Specialist, U.S. Army, Fort Polk, LA March 2001 – March 2002

- Conducted weekly property inventory with zero losses
- Completed weekly maintenance of four vehicles
- Range Safety Officer on more than 30 target ranges

Basic Combat Training, U.S. Army, Fort Knox, Kentucky October 2000 – March 2001

- Completed 16 weeks of basic military skills, discipline, and duties and responsibilities of a Reconnaissance and Surveillance Specialist

Education

Doctor of Business Psychology May 2015 – May 2019

Chicago School of Professional Psychology; Ph.D. Candidate

Master of Business Administration March 2014 – May 2015

Trident University; Graduated Magna Cum Laude

Awarded Honorable MBA (EBV Program) August 2014 – November 2014

Purdue University

Bachelor of Science in Business Administration December 2008 – September 2013

Trident University; Graduated Summa Cum Laude

Military Training

- Structured Self-Development IV, Afghanistan, 2012
- Transportation of Hazardous Materials, Fort Bragg, NC, 2010
- Senior Leader's Course, Fort Benning, GA, 2010
- Air Movement of Hazardous Materials, Fort Bragg, NC 2010
- Pathfinder Course, Fort Bragg, NC, 2010



- Equal Opportunity Leader's Course, Fort Bragg, NC, 2008
- DIA/CIA Intelligence Training Course, Fort Bragg, NC, 2006
- Reconnaissance and Surveillance Leader's Course, Fort Benning, GA, 2005
- Advanced Leader's Course, Fort Knox, KY, 2005
- Advanced Airborne School, Fort Bragg, NC, 2004
- Microsoft Office Training, Fayetteville, NC, 2004
- Warrior Leader's Course, Fort Bragg, NC, 2004
- Basic Airborne School, Fort Benning, GA, 2003
- Special Forces Selection and Assessment, Camp McCall, NC, 2003
- Combat Life Saver Course, Fort Polk, LA, 2002
- Air Assault Course, Fort Polk, LA, 2002
- Basic Combat Training, Fort Knox, KY, 2000-2001

Military Awards, Decorations and Badges

- Bronze Star Medal (1 Oak Leaf Cluster)
- Army Commendation Medal for Valor
- Army Commendation Medal (4 Oak Leaf Cluster)
- Army Achievement Medal (1 Oak Leaf Cluster)
- Order of Saint George (Black Medallion)
- Afghanistan Campaign Medal (2 Campaign Stars)
- Iraq Campaign Medal (3 Campaign Stars)
- National Defense Service Medal
- Global War on Terrorism Service Medal
- Global War on Terrorism Expeditionary Medal
- Overseas Service Medal ('3' Device)
- NCO Professional Development Ribbon ('3' Device)
- NATO Medal
- Army Service Ribbon
- United Nations Service Medal
- Humanitarian Aid Service Medal
- Armed Forces Service Medal
- Army Expeditionary Force Medal
- Louisiana Emergency Service Medal
- 2005 82nd Aviation Brigade Non-Commissioned of the Year
- Runner Up, 2005 82nd Airborne Division Non-Commissioned of the Year
- Combat Action Badge
- Master Parachutist Badge
- Senior Parachutist Badge



- Novice Parachutist Badge
- Senior German Parachutist Badge
- Novice German Parachutist Badge
- Canadian Parachutist Badge
- Australian Parachutist Badge
- Pathfinder Badge
- Air Assault Badge
- Driver's Badge
- Presidential Unit Citation (1 Oak Leaf Cluster)
- Meritorious Unit Citation (1 Oak Leaf Cluster)

Certifications

- Entrepreneurship Bootcamp for Veterans, Purdue University, 2014
- Boots to Business, Syracuse University, 2013
- ABC Bartending Course, Charlotte, NC, 2013
- Hazardous Material Handling, Fort Bragg, NC, 2010
- Personal Training Certification, National Academy of Sports Medicine, Fayetteville, NC, 2005

Memberships

- Zino Society, Seattle, WA, 2015 – Present
- Washington Policy Center, Seattle, WA, 2014 – Present
- Vice President of Education, TSPA Toastmasters, Tacoma, WA, 2014 – Present
- Trident University Alumni Association, Cypress, CA, 2014 – Present
- Fayetteville Young Professionals, Fayetteville, NC, 2013 – Present
- Young Professionals of the Puget Sound, Seattle, WA, 2013 – Present
- 82nd Airborne Division Association, Fayetteville, NC, 2004 – Present

Community Contributions

- Start-up coach and mentor, Zino Society, Seattle, WA 2015
- Small business coach and mentor, WA Community Alliance for Self-Help, Seattle, WA 2014
- High Heels for High Hopes Charity Fashion Show, Anchorage, AK, 2013
- Alaska State Fair Food Drive, Palmer, AK, 2013
- Hosted auction for Falcon Children's Home, Dunn, NC, 2011
- Food preparation and serving, Salvation Army Homeless Shelter, Fayetteville, NC, 2010-2011
- Raised \$750 for Homes For Our Troops, Fayetteville, NC, 2011
- Raised \$1,400 for Association of the United States Army, Fort Bragg, NC, 2006



Business Awards & Nominations

- **Small Business of the Year Nomination, Fayetteville Chamber of Commerce, 2015**
- **Professional of the Year Nomination, Fayetteville Chamber of Commerce, 2015**
- **Entrepreneur of the Year Nomination, Fayetteville Chamber of Commerce, 2015**
- **Business Plan of the Year, Sam & Marsha Allen Endowment (John Deere), 2015**
- **Best Social Venture, Citibank Business Plan Competition, 2014**
- **Best Business Plan & Pitch, Purdue University, 2014**
- **Grand Prize Winner; Business Plan Competition, Syracuse University, 2013**

Agenda Item: IX.D.
Meeting Date: 08/16/2016

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Laura M. Williams, Clerk
DATE: 08/10/2016
SUBJECT: Appointments / Transportation Advisory Board

REQUEST:

Appoint new member to the Moore County Transportation Advisory Board.

BACKGROUND:

There is a vacancy for a transit user member on the Transportation Advisory Board. An application has been received from Ms. Yvette Ausby, who is recommended to fill this position.

IMPLEMENTATION PLAN:

Clerk will make notification of appointment and update record.

RECOMMENDATION SUMMARY:

Make a motion to appoint Yvette Ausby to the Transportation Advisory Board for a three-year term expiring August 31, 2019.

ATTACHMENTS:

Appointment Application of Yvette Ausby

**Moore County
Advisory Board/Committee Appointment Application**

The Moore County Board of Commissioners encourages you to participate in Moore County government by serving on an advisory board/committee. The purpose of these boards/committees is to assist the County Commissioners in making effective decisions concerning local issues and projects which will improve the quality of life in our community. If you would like to be considered for appointment to a board/committee, please complete this form and forward it, along with any relevant attachments (such as a resume) to the address below, or email it to clerktoboard@moorecountync.gov.

**County of Moore
Attention: Laura M. Williams, Clerk
P.O. Box 905
Carthage, NC 28327**

More information can be obtained at www.moorecountync.gov/boc or by calling 910-947-6403. Please note that information you submit may be public record.

Please check the following boards/committees on which you are interested in serving. If you are interested in more than one, please numerically rank.

- | | | |
|---|--|---|
| <input type="checkbox"/> ABC Board | <input type="checkbox"/> Fire Commission | <input type="checkbox"/> Recreation Advisory Board |
| <input type="checkbox"/> Aging Advisory Council | <input type="checkbox"/> Health Board | <input type="checkbox"/> RSVP Advisory Council |
| <input type="checkbox"/> Airport Authority | <input type="checkbox"/> Human Resources Appeals | <input type="checkbox"/> Sandhills Center Area Board |
| <input type="checkbox"/> Animal Cruelty Officer | <input type="checkbox"/> Jury Commission | <input type="checkbox"/> Social Services Board |
| <input type="checkbox"/> Animal Operations Board | <input type="checkbox"/> Juvenile Crime Prevention | <input type="checkbox"/> Subdivision Review Board |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Library Trustees | <input type="checkbox"/> Tax Equalization/Review |
| <input type="checkbox"/> Citizens' Pet Responsibility | <input type="checkbox"/> Local Emergency Planning | <input checked="" type="checkbox"/> Transportation Services |
| <input type="checkbox"/> Community College Trustees | <input type="checkbox"/> Nursing/Adult Care Home | <input type="checkbox"/> Workforce Development |
| <input type="checkbox"/> Convention & Visitors Bureau | <input type="checkbox"/> Planning Board | |

NAME Yvette Ausby
MAILING ADDRESS 600 N Saylor St
HOME PHONE (910) 684-8349 WORK/MOBILE PHONE -
EMAIL apagar2218@gmail.com OCCUPATION Admin Support
BACKGROUND QUALIFICATIONS As an MCT rider, employee of SCC and a disabled veteran I feel that I not only would represent a diverse community but also bring to the board an open mind and alternative viewpoints!
SIGNATURE Yvette Ausby DATE 7/12/16