

July 5, 2017 (Instead of July 12, 2017)

The Martin County Board of Commissioners met in Regular Session on Wednesday, July 5, 2017 (Instead of July 12, 2017) at 7:00 p.m. in the Martin County Governmental Center, Commissioners' Boardroom at 305 East Main Street, Williamston, North Carolina.

ASSEMBLY

Those in attendance: Chairman Elmo "Butch" Lilley, Vice Chairman Tommy Bowen, Commissioner Ronnie Smith, Commissioner Dempsey Bond, Jr., Commissioner Joe R. Ayers, County Manager David Bone, County Attorney J. Melvin Bowen, Clerk to the Board Marion B. Thompson and Finance Officer/Deputy Clerk Cindy Ange.

Chairman Lilley called the meeting to order at 7:00 p.m. Commissioner Bond led the pledge of allegiance. Vice Chairman Bowen provided the invocation.

Chairman Lilley welcomed everyone. Elected officials, NC Representative Shelly Willingham, Martin County Sheriff Dan Gibbs and Bear Grass Mayor Charlotte Griffin were recognized.

AGENDA APPROVAL

Vice Chairman Bowen made the MOTION to approve the agenda as presented, with a SECOND by Commissioner Bond. The motion was APPROVED unanimously.

PUBLIC COMMENTS – None

CONSENT AGENDA

Vice Chairman Bowen made the MOTION to approve the Consent Agenda, as presented, with a SECOND by Commissioner Bond. The motion was unanimously APPROVED.

- 1. Minutes** for June 14, 2017 Regular & Closed Sessions; and June 21, 2017 Special Called Session.
- 2. Financial Report** for May 2017 included for informational purposes.
- 3. Approval of Amendment #1 to Agreement for Professional Services – AR Textiles, The Wooten Company**

On June 24, 2015, the Board of Commissioners approved a professional grant administration services agreement with The Wooten Company in regards to a CDBG grant for AR Textiles. The grant approved was in the amount of \$750,000. The negotiated compensation for professional services was for a not-to-exceed amount of \$37,750.

One of the requirements of the grant administration was to review payroll submittals and conduct employee wage interviews for all contractors. There has been an unusually high and

unanticipated number of contractors (27) involved in this project, which has required additional time by The Wooten Company. Additionally, the timetable for the project has been extended.

Last fall, The Wooten Company sought an increase in fees of \$9,000 to cover unanticipated costs in regards to the grant administration for this project. That request was denied.

The current agreement between Martin County and The Wooten Company expired on June 24, 2017. The modified Amendment #1 to the agreement with The Wooten Company would involve an extension in time of performance to September 2018, for no additional compensation.

The Board approved Revised Amendment #1 for The Wooten Company Administration Agreement for AR Textiles, as presented, as part of the Consent Agenda.

4. Appointments/Reappointments

a. ABC Board

The terms for ABC Board members Janie Griffin Grady and Steve Cannon would expire July 31, 2017. An email was received from General Manager Lynn Sadler, on behalf of the ABC Board, requesting that Ms. Grady and Mr. Cannon be reappointed for another three-year term, which would expire July 31, 2020.

The Board approved the reappointment of Ms. Janie Griffin Grady and Mr. Steve Cannon to the ABC Board, as part of the Consent Agenda.

b. Women's Council

On behalf of the Martin County Women's Council, Chairperson Deborah Teel recommended that the Board of Commissioners appoint Ms. Leticia Loadholt for three-year term, which would expire June 30, 2020.

The Board approved the appointment of Ms. Loadholt to the Women's Council, as part of the Consent Agenda.

5. Clerk Report included for informational purposes.

INTRODUCTION OF NEW EMPLOYEE (S)

The following new full-time employee was introduced: DSS Child Support Supervisor Pam Evans introduced Child Support Agent Joyce Norman.

On behalf of the Board, Chairman Lilley welcomed Child Support Agent Joyce Norman to the Martin County Employee family.

PRESENTATIONS

Presentation – Design of the Martin County PSAP & Regional Back-up Facility

County Manager Bone stated on April 12, 2017, the Board of Commissioners approved a contract with the Schrader Group/Lyall Design Architects for the new Martin County 9-1-1 Communication Center, which would also serve as a back-up and training facility for Bertie County Communications. Pasquotank County would be a part of the project, as well.

The Schrader Group also designed the center for Dare County (which also will serve Hyde and Tyrrell). The Schrader Group performed work for 911 centers in Fayetteville-Cumberland County, Richmond County and Mitchell County, as well.

Managing Partner David Schrader, of the Schrader Group, attended the July 5, 2017 Board of Commissioners’ meeting, accompanied by Architect Harry Pettoni. Mr. Schrader gave an account of the project status to date. A visioning session for the new 911 center took place on May 2, 2017. Staff and the architects from The Schrader Group met on June 8, 2017 for a schematic design review. Decisions were made about the building floor plan and site plan. The architects returned on July 5, 2017 for a follow-up design meeting.

During the meeting, Mr. Schrader shared the general scope and conceptual design of the project including scale and relationships between building components. Mr. Schrader described briefly throughout the presentation how the 911 PSAP Design Advisory Team, Mission Critical Partners (Martin County 911 Grant Consultant), and the Schrader Group interacted in the design of the 5198 square foot facility using already constructed models, experiences, processes and strategies to create a building uniquely for Martin County, and surrounding areas.

Mr. Schrader stated the next presentation would probably take place at the September 13, 2017 Board of Commissioners meeting. The budget and the different building systems were noted as the topics of discussion for the September meeting.

The general timeframe for the project has been stated as follows:

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|---|-------------------------------|
| • Schematic Design | May – July, 2017 |
| • Design Development | August – October 2017 |
| • Development of Construction Documents | November 2017 – February 2018 |
| • Bidding | March 2018 |
| • Construction | April 2018 – May 2019 |
| • System Integration | June 2019 |
| • Commissioning | July 2019 |
| • Migration | August 2019 |
| • Owner Occupancy | September 2019 |

Address the Board of Commissioners & the Citizens Concerning An Important Matter

Commissioner Dempsey Bond, Jr. began by addressing the Board of Commissioners, Special Guests and the citizens of Martin County concerning the Board’s unwillingness to reappoint him to the Martin Community College (MCC) Board of Trustees.

Commissioner Bond stated at the June 14, 2017 meeting, the Martin County Board of Commissioners voted down his reappointment to the MCC Board of Trustees. Commissioner Bond said Chairman Lilley made a statement at the end of the June 14, 2017 meeting that the decision was not a personal matter. That Chairman Lilley stated he was acting upon what the State asked him to do regarding making a change in administration.

Commissioner Bond stated there were three (3) Martin County Commissioners that voted against his being reappointed as a MCC Board of Trustees. Adding, the County Commission is the highest form of government in the county, other than the High Sheriff. As far as government is concerned, the County Commissioners are the highest ranking elected officials in the county. Each County Commissioner has the same rights and privileges. Whatever decisions the County Commissioners make affect everyone in the county – every business, every factory, even the people who come into the county. County Commissioners set the tone.

Commissioner Bond stated the following as the length of years each Commissioner had been on the Boards/Committees on which each served, unless service was discontinued at one's own request: Chairman Lilley, 20 years; Vice Chairman Bowen, 20 years; Commissioner Smith, 15 years; Commissioner Ayers, 3 years; and Commissioner Bond, 5 years. Over the last 20 years, Commissioner Bond appealed to the Board and the citizens of Martin County that he was the only Commissioner removed from any Boards or Committees; sadly, without a truthful reason why he was removed. It had been fine to put all appointments/reappointments on the Consent Agenda, until two (2) months ago. Commissioner Bond stated his reappointment was pulled from the Consent Agenda and put under New Business for an open discussion. Commissioner Bond commented no one had said anything to him about this position. Adding, it was a bad decision to remove him from that MCC Board of Trustees.

Commissioner Bond stated he had over 50 years of experience, knowledge and education, and has served the County well. With his dismissal, Commissioner Bond stated there would be one (1) minority on the MCC Board of Trustees. For a Community College with an 80 to 90 percent Black majority, with the rest being the other races, Commissioner Bond stated this was sending the wrong signal to the community and the state, as well as to the Southern Association of Colleges and Schools, which is due to reevaluate the school in the near future (renewal of accreditation).

Commissioner Bond stated he has probably done more than the average citizen for Martin County. Long before he became a County Commissioner, he served on the Tourism Development Authority for many years, even became Chairman at some point; Southern Albemarle Association, since 1982, and served as President as well for that organization; and, attending numerous other Board and Committee meetings, of which he was not officially a member. Commissioner Bond stated when he became a County Commissioner he was asked to step down from the Boards on which he served, which he did, except for the Southern Albemarle Association. Past Presidents of the Southern Albemarle Association are allowed special rights and privileges and does not interfere with his position as an elected county official.

Commissioner Bond is now appointed as Commissioner Representative or has been appointed now or in the past to serve on the following: Alcoholic Beverage Commission Board; MTW

District Health Board; Mid-East Commission Rural Planning Organization (RPO)[Chairman]; Bertie-Martin Regional Jail (Chairman); and the Animal Control Board as an Alternate.

While addressing Vice Chairman Bowen, who recently was appointed to take his place on the MCC Board of Trustees as Commissioner Representative and is a former employee of MCC, Commissioner Bond asked Clerk to the Board Thompson to read the MCC Board of Trustee By-laws (Revised December 2016, Adopted January 2017) Section 2-(e): Membership that states:

“Current and former employees of Martin Community College are ineligible to serve on the Board of Trustees. Spouses, children, and significant others of current and former employees are also ineligible to serve on the MCC Board of Trustees. (Approved July 22, 2003; re-evaluated, with no changes, November 20, 2007)”

Section 2-(e) was considered when the by-laws were revised in December 2016; however, no changes were made.

Commissioner Bond added he was aware of the statute [NC G. S. Article 2 § 15D-12(b1)] that allows former employees to serve as a trustee after being separated from employment five years. Adding, he was also aware that an organization cannot make rules to weaken the state law but can adopt one that is stronger. Commissioner Bond stated there was a reason the 2007 rule concerning former employees was written and adopted. The by-laws were revised but this was one by-law that did not change. Thus, this was why he was trying to explain why the Board's recent appointment to the MCC Board of Trustees was wrong.

In conclusion, Commissioner Bond stated the Board has already made its decision to remove him from the MCC Board of Trustees. Adding, what the Board has done has traveled to Governor Roy Cooper, the State Board of Education, the State Board of Community Colleges and all across the state. Commissioner Bond stated the Board of Commissioners needed to correct this problem by reappointing him to the MCC Board of Trustees. Ending by saying, Gentlemen, we need to be part of the solution, and not the problem.

An Opportunity for Each Commissioner to Convey His Perspective of the Important Matter Addressed by Commissioner Bond

Chairman Lilley gave each Commissioner an opportunity to comment on the remarks Commissioner Bond made, if he so desired.

Vice Chairman Bowen stated it was a local Community College board decision that current or past employees, their child, spouse or whatever, could never, never serve on the local board. This was not a State decision. Vice Chairman Bowen stated there were a lot of employees with a great deal of knowledge about the school. The MCC Board of Trustees, back then, was very frightened of what they (the current or former employees) might ask or know or might say.

Commissioner Ayers stated he was confused about there being only one (1) minority member left on the MCC Board of Trustees. That he was not familiar with that; however, it is what it is. As far as the Board of Commissioners being minority or non-minority, Commissioner Ayers said

he thought this was a Board. Adding, he did not know the Board was a White Board, a Black Board, or a Hispanic Board or whatever the race might be. Commissioner Ayers stated as far as he was concerned color doesn't matter. What does matter is performance and how the job is done.

Commissioner Ayers went on to say the County came very close to losing MCC because the State College Board was threatening to cut funding, unless certain things were done. Commissioner Ayers stated those in majority on the MCC Board of Trustees, at that time, would not listen to the State Board and refuse to take its advice.

Commissioner Ayers stated one of the requirements was the release of then MCC President/CEO Ann Britt, which the MCC Board of Trustees eventually did, reluctantly. Commissioner Ayers commented the dismissal resulted in somewhere in the neighbor of a payout of \$245,000. Commissioner Ayers acknowledged that the former President had a contract, with certain stipulation. Commissioner Ayers described the payout as a going away present, and the contract as a golden parachute approved by the MCC Board of Trustees.

Commissioner Ayers stated for the last 10 years and beyond, the MCC graduation rate has plummeted under the guidance of Commissioner Bond and some of the other MCC Board of Trustees, who had the majority, because they refused to correct the problem. Stating, Commissioners, in his opinion, had no rights or special privileges, other than the right to serve the county citizens.

Commissioner Ayers commented on the reevaluation to take place, while highlighting the accomplishment of Interim President Kenneth Boham, as a positive development for MCC.

Commissioner Ayers stated Commissioner Bond was being hypocritical because over 12 months ago, he voted to appoint Mayor Charlotte Griffin to the MCC Board of Trustees rather than reappoint Mr. Carroll Jones.

As it comes to the state statutes versus the local statute, Commissioner Ayers read the section in the MCC bylaws Section 9: Conflicting Authority

“In the event of conflict between these by-laws, the Corporate Charter of the laws of the state of North Carolina, the laws of the state of North Carolina shall have primary precedence, and the Corporate Charter shall have penultimate precedence.”

Commissioner Ayers was under the opinion that the State charter and by-laws would supersede any Community College by-laws.

Commissioner Smith began by stating the Community College Board is made up of thirteen (13) members: (1) ex-officio member (Student Government President); (4) Governor Appointees; (4) County Commissioner Appointees (one being a County Commissioner); and (4) School Board Appointees. Commissioner Smith stated a true board is a body, made up of individuals. No one person can be held accountable for what the board does as a body.

Commissioner Smith stated he may not agree with every decision the Board of Commissioners makes but he can live with those decisions, as long as the decisions are consistent and fair. Throughout the years, the Board of Commissioners has operated under a gentleman's agreement. A Commissioner stayed on a board until he no longer desired to. Adding, over more than twenty (20) years, no Commissioner has been treated the way Commissioner Bond was treated. The MCC Board of Trustees decisions were made by the body, as a whole. When the Board of Commissioners decided to make a change, all individuals appointed by the County Commissioners should have been changed out. The School Board should have been contacted. With the change in administration, the Governor appointees would automatically change. If the intent was to replace the system, contact should have been made with the Governor and the School Board and suggested changing the entire body with an entirely new board. No one person should have been singled out.

Commissioner Smith continued to say that no other citizen in Martin County has served as well as Commissioner Bond, who is a very intelligent, very consistent and reliable man; someone, who could always be depended on to attend as expected, usually arriving long before anyone else. Adding, Commissioner Bond sits on numerous boards, and Chairs numerous boards.

Commissioner Smith stated regarding federal and state laws and their governance of local government, federal and state laws may be tweaked by local government to fit the situation. The higher government's laws (federal or state) may not be lessened in its ruling but a greater ruling may be adopted by the local government, if the situations warranted it.

Concerning the MCC By-laws adopted January 2017, Commissioner Smith stated the current by-laws had to be approved by the State Board of Colleges before implementation. Commissioner Smith stated if an illegal act had been committed that was one thing, but to maliciously single out one individual because you do not agree with a decision that was made as part of a body was discrimination. Adding, this was not the signal the Board wanted to be sending throughout the state and country.

No action was taken by the Board of Commissioners regarding the MCC Board of Trustees Commissioner's Representative appointment made on June 14, 2017.

July NCACC Video Update

Although the NC Association of County Commissioners typically produces a monthly NCACC update video for County Boards of Commissioners, a video had not been received for presentation at the time of the meeting.

PUBLIC HEARINGS

Public Hearing – Amendment to Ambulance Franchise Ordinance

Commissioner Smith made the MOTION to enter the public hearing for the Amendment to the Ambulance Franchise Ordinance, with a SECOND by Vice Chairman Bowen. The motion was APPROVED unanimously.

County Manager Bone stated Martin County has an Ambulance Service Franchise Ordinance that governs non-emergency ambulance service. The Board of Commissioners approves all ambulance service franchises in the county after receiving a positive recommendation from the Ambulance Services Advisory Council. Currently, five non-emergency ambulance service companies have franchises and provide services in Martin County. Ambulance service franchises must pay an application / renewal fee of \$500 and an annual fee of \$2,500 per year to operate in Martin County.

The Ambulance Services Advisory Council had drafted some recommendations for adjustment to the Non-Emergency Franchise Ordinance. In pursuant to NC GS §153-250, the Martin County Board of Commissioners were asked to consider exercising its authority to revise the Ambulance Franchise Advisory Council membership, the language of the ordinance, the operational fees, penalties, and/or termination regarding a franchised operator, and to establish other necessary regulations consistent with and supplementary to any statute or any Department of Health and Human Services regulation relating to ambulance services.

Any decision to amend the ambulance franchise ordinance must be done in pursuant of NC G. S. § 153A-46, Franchises which states:

“No ordinance making a grant, renewal, extension, or amendment of any franchise may be finally adopted until it has been passed at two regular meetings of the Board of Commissioners. No such grant, renewal, extension, or amendment may be made except by ordinance.”

The franchise ordinance amendment must be voted on and passed, during two regular meetings before it would be considered as adopted.

Public Comments – There were no verbal or written comments received by way of public comments.

Board Comments

During Commissioners’ comments, Commissioner Smith suggested the following revisions to the Ambulance Franchise Ordinance:

Section 10:22 – Suggested Membership of Council

- Nurse from Martin General Hospital
- Medical Director
- EMS Administrator
- Rescue Chief (He/she would be on a rotating basis every one or two years)
- Appointees selected by the County Commissioners
- Director of Nursing or the Administrator for a Skilled Nursing Facility
- Citizen/Consumer in Martin County
- Council of Aging Representative

Section 10:25(b)(5) – Enforcement Agency

Upon receipt of the Council's written decision, franchisee will have 30 ~~45~~ days to send a written appeal to the Board of Commissioners.

Section 10:25(d)

Penalties may ~~shall~~ be imposed by the Board of Commissioners ~~by the Martin County Office of EMS~~ for violations of or acts of non-compliance with any of the franchise terms of this article. Penalties may be imposed and fines collected by the Martin County Office of Emergency Medical Services. Penalties are as follows:

Section 10:25(d)(3) & (d)(4)

Suggested leaving in its current state as stated below:

(3) Third offense (if within one year of the second offense): fine of \$2,000.00.

(4) Fourth offense (if within one year of the third offense): shall cause the council to recommend to the Board of Commissioners the permanent termination of the franchise.

Section 10:30-7

The additional info required for reapplication. (Suggested additional info needed to define as to what additional information would be needed.)

Section 10:33(a) – Franchise operator fees to county; limit on number of franchise operators

Suggested this section of the ordinance should be rewritten because of too many gray areas and leaving the franchise for no room for error, putting franchises in a box regarding deadlines to pay fees and submit application. Commissioner Smith seemed to suggest the days rather than the 2nd Friday of April would be easier for tracking the deadline dates and would be more consistent in length of time.

Section 10:36 - Insurance

Suggested taking another look at the insurance coverage for the franchises; to consider \$1,000,000.00 in professional liability insurance; and \$2,000,000.00 in umbrella coverage for a total of \$3,000,000.00, something similar to Pitt County and others.

Section 10:37 (a) (1) (3) - Records and Reports

Suggested the ordinance appears to place a limit on the number of transport vehicles a franchise may have in the county without seeking approval first to add additional vehicles.

Suggested the addition of the 30 minutes requirement to render service may not be sufficient time to respond to unscheduled non-emergency transports.

Questioned whether some of the data required on the report to identify persons transported would violate any HIPPA laws, such as exposing identity to others.

Section 10:38 (b) – Cessation of activity upon franchise termination

Suggested that wording implies should a driver's license be suspend, an operator may not attend to a patient.

EMS Administrator Timmie Modlin responded to the various issues noted, and planned to provide the suggested information to the Ambulance Franchise Advisory Council.

Chairman Lilley stated before the Board makes a decision, all of the ones affected (five approved franchises) should get a copy of the draft amended Ambulance Franchise Ordinance.

Commissioner Smith made the MOTION to extend the Public Hearing for the Amendments to the Ambulance Franchise Ordinance until the August 16, 2017 (instead of August 9, 2017) meeting, with a SECOND by Commissioner Bond. The motion was APPROVED unanimously.

OLD BUSINESS - None

NEW BUSINESS

2015 Single Family Rehabilitation Loan Pool (SFRLP) – North Carolina Housing Finance Agency

Project Engineer Mike Barnette, of McDavid Associate Inc., explained that Martin County has an active 2015 SFRLP grant program and was scheduled to receive housing rehabilitation bids on four (4) housing units on July 7, 2017. This date was set in anticipation of having the Board award the contracts at the regularly scheduled July 2017 Board meeting. However, the Commissioner's meeting for July was re-scheduled to July 5, 2017 (instead of July 12, 2017), and the subsequent Board Meeting was rescheduled for August 16, 2017 (instead of August 9, 2017).

To help expedite initiation of construction activities in a timely manner, the Board was asked to authorize the Chairman or Manager to award hard cost and soft cost contracts for the 2015 SFRLP program.

Commissioner Smith made the MOTION to authorize the County Manager to approve hard and soft cost contracts for the 2015 SFRLP program, with a SECOND by Vice Chairman Bowen. The motion was APPROVED unanimously.

2017 Essentials Single Family Rehabilitation Loan Pool – Disaster Recovery (ESFRLP-DR)

Project Engineer Mike Barnette, of McDavid Associates, Inc. stated in March 2017, Martin County received a \$150,000 allocation of 2017 Essentials Single Family Rehabilitation Loan Pool-Disaster Recovery (ESFRLP-DR) funding from the NC Housing Finance Agency (NC HFA) to assist homeowners who received a minimum of \$5,000 of damage from Hurricane Matthew, Tropical Storm Julie, and/or Tropical Storm Hermine. The initial allocation would

serve at least three (3) homeowners, and the County can assist subsequent homeowners through additional allocations from the NCHFA.

The ESFLLP-DR program would require that the County adopt an Assistance Policy, Disbursement Policy, Procurement Policy, as well as approve a project budget for the ESFLLP-DR funding.

Commissioner Smith made the MOTION to approve the Assistance Policy, the Procurement Policy, Disbursement Policy, and the Project Budget (BA#1) as shown below, with a SECOND by Commissioner Bond. The motion was APPROVED unanimously.

Assistance Policy

Martin County

Essential Single-Family Rehabilitation Loan Pool - Disaster Recovery

What is the Essential Single-Family Rehabilitation Loan Pool – Disaster Recovery?

The County has been awarded Membership by the North Carolina Housing Finance Agency (“NCHFA”) under the Essential Single-Family Rehabilitation Loan Pool -Disaster Recovery (“ESFRLP-DR”). This program provides Members with funds via a “loan pool” to assist with the rehabilitation owner-occupied homes damaged by Hurricane Matthew, Tropical Storms Julia and Hermine. The funds provided by NCHFA come from the North Carolina Housing Trust Fund

The County has been allocated an initial set-aside of \$150,000 which it plans to apply toward the rehabilitation of at least three houses in the County. After demonstrating successful use of the initial set-aside, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP-DR loan pool.

This Assistance Policy describes who is eligible for assistance under ESFRLP-DR, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. The County has designed the ESFRLP-DR project to be fair, open and consistent with its approved application for funding and with ESFRLP-DR Program Guidelines.

Who is Eligible to Apply?

Major requirements to be eligible for ESFRLP-DR assistance are as follows.

1. The home to be rehabilitated with ESFRLP-DR funds must be located in The County, and must be the primary residence of a person with an ownership interest in the property.
2. The gross annual household income must not exceed 100% of the Area Median Income for the County (see income limit table on the following page).
3. The home must have received at least \$5,000 of damage from either Hurricane Matthew, Tropical Storm Julia and/or Tropical Storm Hermine.
4. The construction hard cost of charged to the ESFRLP-DR Program cannot exceed \$40,000.
5. The homeowner cannot have been approved to receive a loan from the Small Business Administration to repair damages to their home due to Hurricane Matthew, Tropical Storm Julia and/or Tropical Storm Hermine.

6. The homeowner must work with The County to document any assistance received from FEMA for home repair due to Hurricane Matthew, Tropical Storm Julia and/or Tropical Storm Hermine.

Homes rehabilitated by the ESFRLP-DR program must meet the more stringent of the NC HFA Essential Rehabilitation Standard or any local minimum housing (if available) upon completion of activities.

Unfortunately, the ESFRLP-DR program assistance available will not rehabilitate all homes to comply with these Standards. The Program Manager will make a preliminary determination concerning the likelihood the home can comply with this program requirement.

Homes which meet eligibility requirements above may not be eligible for assistance because the home cannot meet the required standards upon completion of ESFRLP-DR rehabilitation activities.

What Types Of Houses Are Eligible?

Properties are eligible only if they meet all the following requirements:

- The property must require at least \$5,000 of improvements to meet the Essential Property Standard or the local minimum housing code.
- Site-built and off frame modular units are eligible for assistance. Manufactured housing is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a full masonry foundation and tie-downs.
- No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care). Program funds may only be used to improve the residential portion of mixed-use buildings.
- The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. The County's Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- Properties cannot be located in the right-of-way of any impending or planned public improvements. County staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- The property may be located in the 100 year flood plain if the lowest finished floor level (verified by an elevation certificate provided by the homeowner) is above the base flood elevation and the property will be covered by flood insurance. The property must be in compliance with The County's flood plain ordinance upon completion of any ESFRLP-DR assistance. *(The County will verify whether the home is in the flood plain.)*

Number in Household	100% of Median Income
1	\$35,300
2	\$40,400
3	\$45,400
4	\$50,400
5	\$54,500
6	\$58,500
7	\$62,500
8	\$66,600

**Income limits are subject to change based on annually published HUD HOME Limits.*

How are applications selected?

There are many more ESFRLP-DR-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, the County has devised the following priority system to select eligible applicants. The County will rank applications on a first-come, first-approved, and first-served basis. The County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered per the feasibility of the repairs and the continued first-come, first-approved, and first-served basis.

Definitions under ESFRLP-DR are:

- *Head of Household:* The person or persons who own(s) the house.
- *Household Member:* Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant:* An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household who has resided in the dwelling unit for at least 3 months prior to the submission of the family’s application.

Recipients of assistance under ESFRLP-DR will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

What Are the Terms of Assistance Under ESFRLP-DR?

The form of ESFRLP-DR assistance is a 0% interest, forgivable loan covering the hard and soft costs associated with the rehabilitation of the home. Homeowners will receive an unsecured deferred, interest-free loan. As long as the homeowner is not in default, the loan will be forgiven at a rate of \$5,000 per year, until the principal balance is reduced to zero. Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the County.

As long as the borrower lives in the home, no payments on the loan will be required. Furthermore, under certain circumstances the County may allow assumption or refinancing of

the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible.

The loan will include \$10,000 for soft costs. Soft costs include application outreach / intake / management, environmental reviews / inspections / testing and project assessment / documentation / estimating / bidding to complete the repair of the home.

What Kinds Of Work Will Be Done?

Each house selected for assistance, upon completion of the rehabilitation, must meet either NCHFA's Essential Property Standard or the local Minimum Housing Code. These are so-called "habitability standards" which set minimum standards for decent, safe and sanitary living conditions.

These requirements are spelled out in full in the ESFRLP-DR Administrator's Manual which you may view, at reasonable times, upon request, at the County Manager's office or anytime online at NCHFA.com.

Contractors performing work funded under ESFRLP-DR are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards.

Who Will Do The Work On The Homes?

The County is obligated under ESFRLP-DR to ensure that quality work is done at reasonable prices and all work is contracted through a fair, open and competitive process. To meet these requirements, the County will invite bids only from general contractors who are part of an "Approved Contractors Registry". For additional information about procurement and disbursement procedures, please refer to the ESFRLP-DR Procurement and Disbursement Policy for the County.

- All qualified members of the Approved Contractors Registry will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract.
- All contractors working on pre-1978 units must be Renovate, Repair and Paint Rule (RR&P) Certified Renovators working for Certified Renovation firms.
- Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

What Are The Steps In The Process, From Application To Completion?

Listed below are the steps for getting the work done:

- **Completing a pre-application form:** Homeowners who wish to apply for assistance must do so by contacting the County Manager's office at (252) 789-4300. Proof of ownership and income will be required. Those who have applied for housing assistance from the

County in the past will not automatically be reconsidered and must complete a new pre-application form.

1. Client Referral and Support Services: Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool - Disaster Recovery may also need other services. If the staff meet the homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP-DR program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.
2. Preliminary inspection: The County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation.
3. Screening of applicants: Applications will be selected by the County based on a first-come, first-approved, and first-served basis and the feasibility of rehabilitating the house. Households to be offered assistance will be selected as soon as possible. Household income will be verified for program purposes only (information will be kept confidential). The County conduct a current owner update search to verify ownership of the property. From this review, at least three qualified applicants will be chosen according to the priority system described above; there will be a list of two (2) alternates. The County will then submit to NCHFA a Reservation Request for each potential borrower for approval. Applicants not selected for ESFRLP-DR assistance will be notified in writing.
4. Pre-rehab inspection & unit evaluation: The County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, radon and asbestos.
5. Work write-up: The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.
6. Lead and Other Testing: The County will arrange for a certified firm to inspect all the pre-1978 constructed homes for potential lead and asbestos hazards. All homes will be tested for radon. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
7. Bidding: The work write-up and bid documents will be conveyed to all contractors from the Approved Contractors Registry who will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Commissioner's

Room of the Martin County Administrative Building located at 305 East Main Street, Williamston, NC 27892 at a specified date and time, with all bidders invited to attend.

8. Contractor selection: Within 5 days of the bid opening the County will determine the successful low bidder. All bidders and the homeowner will be provided a bid tabulation sheet which will contain at a minimum the following information.
 - All bids received
 - A recommendation of the award to the successful low bidder
 - The amount of the successful low bid
 - The specific reasons for the recommendation, if other than the lowest bidder was selected.
9. Loan closing and contract execution: A Legal Advice Disclosure and Promissory Note will be prepared by the County as the lender and executed by the homeowner. The homeowner must sign the “Legal Advice Disclosure” which documents their understanding that they have the right to hire legal representation of their choosing at the loan closing. The County will facilitate with the loan closing. Rehabilitation contract documents will be executed by the homeowner, the contractor, and the County prior to beginning construction.
10. Pre-construction conference: A pre-construction conference will be held at the selected applicant’s home. At this time, the homeowner, contractor and the County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. The County will issue a Notice to Proceed formally instructing the contractor to commence work by the agreed-upon date.
11. Construction: The contractor is responsible for obtaining and posting all permits for the project before beginning work. The County staff will closely monitor the contractor during the construction period and local Code Enforcement Officials will inspect the work. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
12. Change Orders: All changes to the scope of work must be processed as a Contract Change Order and approved by the Owner, the Contractor, and two designated agents of the County.
13. Progress payments: The contractor is entitled to request two partial payments and a final payment. Reference the Disbursement Policy Item 2. The Rehabilitation Specialist will inspect the work as the finished items reaches the percentage of completion associated with the percentage payment milestones.
14. Closeout: When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work.

15. Post-construction conference: Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.
16. Final loan amount determination: If, upon completion of all rehabilitation work, the contract price has changed because of change orders, the County will prepare an estoppel for a loan reduction or modification agreement for loan increases as necessary at the time of closeout of the unit to modify the loan amount. The loan will remain the property of the County, with original documents remaining there for storage and "servicing. Please note that it is the responsibility of the owner to record an estoppel if they wish.
17. The warranty period: It is extremely important that any problems with the work performed be reported by the homeowner to the County Rehabilitation Specialist or other representative, as soon as possible in writing. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

What are the key dates?

If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- The County will receive applications from July 5, 2017 until September 8, 2017
- Homeowners should submit applications to the County Manager's office
- Selection of units will be made before September 15, 2017.
- All rehabilitation work must be under contract by December 31, 2018.
- All rehabilitation work must be completed by June 30, 2019.

How do I request an application?

Contact:

County Manager's Office
PO Box 668
305 East Main Street
Williamston, NC 27892
Phone: (252) 789-4300

Or: pick up an application at the County Manager's office

Procedure for dealing with complaints, disputes and appeals?

Although the application process and rehabilitation guidelines are meant to be as fair as possible, the County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact the County Manager, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
2. A written appeal must be made within 10 business days of the initial decision on an application.
3. The County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the rehabilitation process:

1. If the homeowner feels that construction is not being completed per the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to correct the problem.
3. If problems persist, the homeowner must put the concern in writing and a mediation conference between the homeowner and the contractor may be convened and facilitated by the Program Manager.
4. Should the mediation conference fail to resolve the dispute, County Manager will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with the County's final decision may appeal to Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

Will the personal information provided remain confidential?

Yes. All information in applicant files will remain confidential. Access to the information will be provided only to The County employees who are directly involved in the program, the North Carolina Housing Finance Agency, HUD, FEMA, SBA, Emergency Management and auditors.

What about conflicts of interest?

No employee or board member of the County, or entity contracting with the County, who exercises any functions or responsibilities with respect to the ESFRLP-DR project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have direct family or business ties,

during their tenure or for one year thereafter. Direct relatives of the County employees or County board members and others closely identified with, may be approved for rehabilitation assistance only upon public disclosure before the County Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under ESFRLP-DR, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, religion, national origin, sex, familial status and disability.

Who can I contact about the ESFRLP-DR program? Any questions regarding any part of this application or program should be addressed to Mike Barnette, Program Manager (252) 753-2139.

The County Manager is authorized to make revisions to this Policy as needed for efficient and effective program execution.

This Assistance Policy is adopted this 5th day of July 2017.

Elmo “Butch” Lilley, Chairman
Martin County Board of Commissioners

Attest:

Marion B. Thompson, Clerk to the Board

MARTIN COUNTY
PROCUREMENT AND DISBURSEMENT POLICY
ESSENTIAL SINGLE FAMILY REHABILITATION LOAN POOL-DISASTER RECOVERY

PROCUREMENT POLICY

1. To the maximum extent practical, the Martin County (County) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency’s (NCHFA) Essential Single Family Rehabilitation Loan Pool-Disaster Recovery (ESFRLP-DR). Bids are invited from Contractors who are part of the County’s approved contractor registry. Any contractor listed with and approved by the County and in good standing (ie. no unresolved past performance issues and not listed on the federal or state debarred list) will receive automatic approval status on the contractor registry.
2. To be listed in the Approved Contractor Registry, a contractor must complete an application, have their recent work reviewed and approved by the County’s Rehabilitation Specialist and submit proof of insurance. All contractors working on pre-1978 units must be Renovate, Repair and Paint Rule (RR&P)

Certified Renovators working for Certified Renovation firms; only those contractors with this certificate on file will be invited to bid on pre-1978 homes.

3. The County will invite at least three eligible contractors on the County's approved contractor registry to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, (c) the contractor has not been suspended or debarred and (d) there is no conflict of interest (real or apparent).
4. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
5. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, including instructions for distribution and receipt of bids. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Commissioners Meeting Room of the Martin County Administrative Building located at 305 East Main Street, Williamston, NC 27892 at a specified date and time, with all bidders invited to attend.
6. Bids will be on a unit price basis with the sum of the unit prices being the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
7. The County reserves the right to reject any or all bids at any time during the procurement process.
8. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, such as Small Purchase Procurement as defined in the NCGS.
9. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend. Within 5 days of the bid opening, after review of bid breakdowns and construction schedules, the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.

10. The contractor is responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. The County ESFRLP-DR staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
11. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract to include two County Representatives. The Program Manager is authorized by this policy to serve as one of the County Representatives. The change order must also detail any changes to the original contract price.
12. No work may begin prior to a contract being awarded and executed and a notice to proceed provided to the contractor. In addition, a pre-construction conference and “walk thru” shall be held at the work site prior to commencement of repair work. At this time, the homeowner, contractor and ESFRLP-DR County program representative will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Within 7 days of the pre-construction conference, the County will issue a notice to proceed formally instructing the contractor to commence work by the agreed-upon date.
13. The County is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and/or disability.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County’s Rehabilitation Specialist, (b) the local building or minimum housing code inspector when applicable and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from

the contractor. Contractor should allow 30 business days for processing of the invoice for payment.

2. The contractor is entitled to request two partial payments and a final payment. The County will make the first partial payment when at least 40% of the work is complete. The County will make the second partial payment when 80% of the work is complete. The County will retain the final 20% until all work is complete, and the Contractor has supplied all lien release and warranty information to the County Housing Specialist. The Contractor and Housing Specialist will each inspect the completed progress and final work items. The Housing Specialist will develop the Invoice for payment based on agreed upon items.
3. Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner and be available to answer homeowner questions.
4. Project Closeout: When the contractor declares the work complete, the Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until such time as the work is deemed satisfactory. (Contractors may follow the County's Essential Single Family Rehabilitation Loan Pool Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy). The Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After final inspections, certificate of completion and lien releases, the County will approve the final payment. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work.
5. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The _____ is authorized to award hard and soft cost contracts for this program and may amend the Procurement and Disbursement Policies as needed for effective and efficient program operation.

The Procurement & Disbursement Policies are approved this the 5th day of July, 2017.

Martin County

BY: _____
Elmo "Butch" Lilley, Chairman
Martin County Board of Commissioners

ATTEST:

Marion B. Thompson
Clerk to the Board

GRANT PROGRAM BUDGET (BA#1)
MARTIN COUNTY
2017 ESFRLP-DR PROGRAM

Be it ordained by the Board of Commissioners of Martin County, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Program Budget is hereby adopted:

Section 1. The Program authorized is the Essential Single Family Rehabilitation Loan Pool-Disaster Recovery Program (ESFRLP-DR) described in the work statement contained in the grant agreement between this unit and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2017 ESFRLP-DR Program (Funding Agreement Number ESFRLPDR36).

Section 2. The officers of this unit are hereby directed to proceed with the Grant Program Budget within the terms of the grant documents, the rules and regulations of the NC Housing Finance Agency and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this Program:

NC Housing Finance Agency 2017 ESFRLP-DR	\$150,000.00
County Funds	<u>0.00</u>
Total	\$150,000.00

Section 4. The following amounts are appropriated for the Program:

Hard Costs	\$120,000.00
Soft Costs	<u>30,000.00</u>
Total	\$150,000.00

Section 5. The Finance Director is hereby directed to maintain within the Grant Program Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. The Finance Director is authorized to revise the existing budget as needed to make needed

changes between and above listed line items within the ESFRLP-DR revenues available.

Section 7. The Board recognizes the County may receive additional revenues from the ESFRLP-DR Loan Pool to do additional units and authorizes the Finance Director to make appropriate changes as needed to this budget to accommodate for these additional revenues and expenditures.

Section 8. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 9. The Finance Director is directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 10. The Finance Director is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 11. Copies of this grant project ordinance shall be made available to the budget officer and the Finance Director for direction in carrying out this Program.

Adopted this 5th day of July, 2017.

Elmo "Butch" Lilley, Chairman
Martin County Board of Commissioners

ATTEST:

Marion B. Thompson, Clerk to the Board

Engineering/Planning Services Contract for Airport Parallel Taxi-way Preliminary Design

County Manager David Bone stated on June 14, 2017, the Board of Commissioners approved the FY 2017-22 Transportation Improvement Plan (TIP) for Martin County Airport. The addition of the Parallel Taxiway Preliminary Design was listed as the next project approved to be funded.

W. K. Dickson, the county's airport consultants, submitted a work authorization seeking the Board of Commissioners' authorization to proceed with the preliminary design of the Parallel Taxiway. By having this design completed, it would provide Martin County more flexibility to proceed with possible funding streams that require shovel-ready projects.

The Parallel Taxiway project would provide the airport with a full-length parallel taxiway by extending the existing taxiway from the apron/terminal area to the Runway 21 end. The project was needed to increase safety for users of the airfield. This project had been included on the airport's Airport Layout Plan (ALP) and Transportation Improvement Plan (TIP) project request list.

The Preliminary Design phase scope of services includes a site survey, geotechnical investigation, a wetland delineation, and coordination to complete a Jurisdictional Determination of any wetlands or Waters of the US present within the project area. The wetland delineation and Jurisdictional Determination would also include the adjacent land, which had been proposed as the location for the upcoming Automated Weather Observation System (AWOS) site preparation project. Final Design services would follow in a separate work authorization.

The Division of Aviation completed an Independent Fee Analysis (IFA) of the W. K. Dickson proposal and approved the proposal.

Vice Chairman Bowen made the MOTION to approve the work authorization (*entered into these minutes by references title "Work Authorization #3, Martin County Airport, MCZ: Parallel Taxiway Preliminary Design"*) for W. K. Dickson for the Parallel Taxiway Preliminary Design project, with a SECOND by Commissioner Bond. The motion was APPROVED unanimously.

Capital Improvement Plan (CIP) FY 2018-22

County Manager David Bone stated FY 2018-22 Capital Improvement Plan (CIP) included improvements/large capital outlay with a total estimated cost to the county of \$2.68 million over the next five years. The 2018-22 CIP had been adjusted to reflect the adopted 2017-18 Budget.

County Manager Bone explained the objective of a Capital Improvement Plan (CIP) is to organize long-term capital needs in a manner to promote discussion regarding priority, feasibility, timing, potential costs, financing options and future budgetary effect.

Two major functions of a capital improvement plan are the identification and prioritization of capital projects over a specified amount of time (in this case 5 years), and the financing choices used to fund planned capital projects. Projects included in the plan were limited to those costing \$25,000 and over (including capital outlay).

The development of this CIP was only one step in the maintenance and development of county-owned facilities and infrastructure. The CIP would provide a guide for decision makers and the citizens. By fully examining alternatives and funding options during the planning process, the Board of Commissioners and management would be able to make more fully informed decisions and maximize county resources.

County Manager Bone continued to say ideally, the preparation/update of a capital improvement plan would occur on an annual basis. During the development of the next year's budget, staff would attempt to include funding in the appropriate fiscal year to proceed with the project. County Manager Bone stated depending on the availability of funds, and if the Board's priorities and goals have not changed, the Board of Commissioners would then appropriate funds in the annual budget for staff to be able to move forward with a project. Therefore, adoption of the CIP would NOT constitute a commitment to appropriate the funds, but rather would signify the Board's goal to fund capital at the indicated level during the annual budget process.

Commissioner Smith made the MOTION to adopt FY 2018-22 Capital Improvement Plan (CIP), with a SECOND by Vice Chairman Bowen, as presented. The motion was APPROVED unanimously.

New Pay Grades, Classification, & Pay Ranges

County Manager Bone recalled in 2015, the Board of Commissioners established a goal to create a pay strategy to improve employee retention. To that end, funding was included in the 2016-17 Budget for a pay/classification study. Martin County contracted with the MAPS Group to conduct the study.

On December 14, 2016, Ms. Becky Veazey, of the MAPS Group, presented the findings to the Board of Commissioners. Ms. Veazey outlined three options:

- Option 1 – placement of employees in the recommended salary range at least at the minimum of the range. Additionally with this option and to address “compression” (having too many employees at the low end of the pay range), employees would be given additional consideration for years of service (1% of minimum salary per year of service). (Projected cost of \$673,000)
- Option 2 – same as Option 1, but with ½% of minimum salary per year of service. (Projected cost of \$423,000)
- Option 3 – same as Option 2, but using a baseline of 96% of the market rate, as well as ½% of minimum salary per year of service. (Projected cost of \$236,000)

County Manager Bone stated these options were considered in the 2017-18 budget development process. The Adopted 2017-18 Budget included approximately \$240,000 for the implementation of the first phase of a pay study, which would be Option 3.

Commissioner Bond made the MOTION to approve the Pay Grades, Pay Ranges and Classifications associated with “Option 3”, as recommended by the MAPS Group, with a SECOND by Commissioner Smith. The motion was APPROVED unanimously.

North Carolina Association of County Commissioners’ Annual Conference Voting Delegate

The NCACC 110th Annual Conference will be held in Durham County August 10-13, 2017. During the business session on Saturday, August 12, 2017 scheduled from 2:00-4:30 p.m., each county will be entitled to one vote on items that come before the membership, including election of the NCACC Second Vice President. In order to facilitate this process, each county has been asked to designate one voting delegate prior to Annual Conference, using the attached Designation of Voting Delegate form.

Commissioners Smith and Bond, County Manager Bone and County Clerk Thompson plan to attend. Commissioner Smith, a NCACC At-large Director, had expressed his intention to run for the office of NCACC Second Vice President.

Being a county in good standing, the Board of Commissioners was asked to select a primary voting delegate. In the past, the Board had designated an alternate voting delegate for the NCACC Annual Conference, as well.

Commissioner Bond made the MOTION to approve Commissioner Smith as the Primary Voting Delegate for the 2017 NCACC Annual Conference, with a SECOND by Vice Chairman Bowen. The motion was APPROVED unanimously.

Commissioner Smith made the MOTION to approve Commissioner Bond as the Alternate Voting Delegate for the 2017 NCACC Annual Conference, with a SECOND by Vice Chairman Bowen. The motion was APPROVED unanimously.

License Plate Agency Contract Renewal

County Manager Bone stated the Martin County License Plate Agency (LPA) contract was to expire September 30, 2017, which would have ended a three-year term. The renewal contract has an eight-year term – to run through June 14, 2025.

The Martin County Chamber closed the doors of the tag agency in July of 2009. Since this is a vital service to the community, coupled with the changes in the collection of taxation of Motor Vehicles, Martin County pursued administration of this service for the benefit of its citizens. Martin County has been operating the License Plate Agency located in the Martin County Governmental Center since October 2009. This has been a successful but challenging opportunity.

Vice Chairman Bowen made the MOTION to approve the contract renewal with the NC Department of Motor Vehicles (NCDMV) for the continuation of operation of the Martin County License Plate Agency, with a SECOND by Commissioner Smith. The motion was APPROVED unanimously.

Commissioner Smith stated the License Plate Agency was a gift from God. The citizens like the one-stop convenience of having the LPA in the Martin County Governmental Center. County Manager Bone added the office provides good regional efficient service.

BOARD REPORTS / COMMISSIONERS' COMMENTS – None

ADJOURNMENT

With no further business to discuss, Vice Chairman Bowen made the MOTION to adjourn at 9:05 p.m., with a SECOND by Commissioner Smith. The motion was unanimously APPROVED.

By consensus, the Martin County Board of Commissioners agreed to schedule the next regular meeting for Wednesday, August 16, 2017 (instead of August 9, 2017) at 7:00 p.m. in the

Commissioners' Board Room of the Martin County Governmental Center, 305 East Main Street, Williamston, North Carolina, because of a scheduling conflict.

Elmo "Butch" Lilley, Chairman

Marion B. Thompson, NCCCC
Clerk to the Board