

**MINUTES**  
**TRANSYLVANIA COUNTY BOARD OF COMMISSIONERS**  
**May 9, 2022 – REGULAR MEETING**

The Board of Commissioners of Transylvania County met in a regular session on Monday, May 9, 2022 at 4:00 p.m. in the Multipurpose Chambers at the County Administration Building, located at 101 S. Broad St., Brevard, NC.

Commissioners present were Larry Chapman, Chairman Jason Chappell, Vice-Chairman Jake Dalton, David Guice, and Teresa McCall. Also present were County Manager Jaime Laughter and Clerk to the Board Trisha Hogan. County Attorney Julie Hooten participated remotely via Zoom meeting software.

Media: Dan DeWitt – *Brevard Newsbeat*  
Jon Rich – *The Transylvania Times*

There were approximately 60 people in the audience.

**CALL TO ORDER**

Chairman Jason Chappell presiding declared a quorum was present and called the meeting to order at 4:02 p.m.

**WELCOME**

Chairman Chappell welcomed everyone to the meeting and introduced the Commissioners and staff in attendance.

**PUBLIC HEARING**

**ECONOMIC DEVELOPMENT PERFORMANCE BASED INCENTIVE GRANT FOR PROJECT DEFENSE**

Transylvania Economic Alliance Executive Director Burton Hodges presented the following information for the public hearing.

Project Defense is a company contemplating investments in real estate and machinery/equipment in Transylvania County. The company's name is Survival Innovations. The company is an industry-leading designer and manufacturer of lifesaving equipment for the United States defense and commercial aerospace industry. Survival Innovations was founded as a United States service-disabled veteran-owned business employing over 30 people. The company has outgrown its existing location in the region and is considering an upfit and renovation of a building in the City of Brevard where the company will transfer 15 of its employees.

The company has indicated that its long-term plans include an expansion on the property that could involve consolidation of its operations and headquarters in Transylvania County. The company plans to invest \$334,000 in real property improvements by 2025 and will exceed \$650,000 in new taxable investment by the conclusion of the expansion. Based on the County's incentive scorecard, this project qualified for an economic development incentive grant with a score of 65 points.

This project has been a collaborative effort by the Transylvania Economic Alliance, the Economic Development Partnership of North Carolina, and the North Carolina Department of Commerce.

Mr. Hodges introduced owners/managers Mark Trexler and Jason Smith who were both in attendance. Mr. Trexler thanked the Board of Commissioners for their consideration. He said since its founding, Survival Innovations has grown from three employees to the point of not being able to expand at its current location. They intend to make improvements to the facility in Brevard and are working with the City and County to ensure they have the proper permits. Mr. Smith also thanked the Board for their consideration. He said the company intends to use the grant funds toward growing the business. He reiterated the comments about making upgrades to the facility, noting that they want the look of the building and property to complement the community and have a place where they can invite members of the military community to visit.

N.C.G.S. § 158-7.1 (c) requires the local governing board to hold a public hearing prior to awarding any incentive grant. The staff has met the notice requirements. Mr. Burton asked the Board to consider the performance-based incentive grant under New Business.

**Chairman Chappell opened the public hearing at 4:09 p.m.**

There were no comments from the public. Chairman Chappell called for comments from the Commissioners.

Commissioner Chapman vouched for the credibility and professionalism of Mr. Smith as he has known him and his family for many years. He asked Mr. Smith if Survival Innovations has had any cooperation with the company Pratt Whitney since some of their projects are similar. Mr. Smith stated they worked with Pratt Whitney when they operated under a different name and at that time, they were a major customer. There could be some collaboration in the future with Pratt Whitney.

Chairman Chappell reported that he toured the facility and commented on the amazing work the company does. He stated that Transylvania County is fortunate to have them here.

There were no further comments.

**Chairman Chappell closed the public hearing at 4:11 p.m.**

**PUBLIC COMMENT**

*The comments made by the public represent the individual speaker's opinion or point of view. The Clerk to the Board did not attempt to vet their statements for accuracy or modify them based on facts.*

Josh Freeman: Mr. Freeman spoke on behalf of his father David Freeman regarding the Hannah Ford/Green Road bridge project. He shared that they own a farm that abuts the Green Road bridge with 70 acres being located in the floodplain. Mr. Freeman said his family has serious concerns about the bridge replacement project and how it could exacerbate the flooding on their farm. He was appreciative of any support the Board may be able to offer in terms of opposing the project or at least advocating for improvements to minimize the flooding impacts.

David Whitmire: Mr. Whitmire reported that he received news from the NC Department of Transportation today that they have made some modifications to the Hannah Ford/Green Road bridge project. He referred to the Board's agenda regarding a resolution in opposition to the project and suggested tabling the resolution at this time. He was appreciative of the outreach and advocacy work on the part of the County and other State officials. Mr. Whitmire was hopeful the modifications will minimize the impact on surrounding properties.

Alice Wellborn: Ms. Wellborn pointed out that the school bond projects are not on the agenda which continues the delay by the Commissioners by over seven months. She said the CTE program at Brevard High School will continue as usual despite misinformation that the program is in jeopardy. She stated that the biggest danger to the CTE program in Transylvania County is the inadequate facilities at Blue Ridge Community College. Ms. Wellborn stated that the cafeteria and gym at Brevard High School are the most dilapidated and require replacement sooner than later. The school administration areas have been updated at most schools for the safety of the students. She said both Brevard and Rosman High Schools are getting these updates as part of the bond projects. She said all of these renovations will improve school instruction, just as the Board of Commissioners' renovated administration facility has improved their work environment.

### AGENDA MODIFICATIONS

There were no agenda modifications.

**Commissioner Guice moved to approve the agenda, seconded by Commissioner Dalton and unanimously approved.**

### CONSENT AGENDA

**Commissioner McCall moved to approve the Consent Agenda, seconded by Commissioner Dalton and unanimously approved.**

The following items were approved:

#### MINUTES

The Board of Commissioners met in a regular session on October 25, 2021 and following met in a closed session in which the minutes were sealed. The Board approved the minutes as submitted.

#### APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING SCHEDULE FOR JUNE

The Manager intends to present the FY 23 Recommended Budget on May 23. At that time, she will seek guidance from the Board on the items they wish to discuss further in a budget workshop setting. The Manager and Clerk drafted a June meeting calendar that fits everyone's calendars and proposed the following meeting dates:

Monday, June 6 at 6 pm	Budget Workshop
Tuesday, June 7 at 6 pm	Budget Workshop, if needed
Monday, June 13 at 4 pm	Regular Meeting, including a Public Hearing on the FY 23 Budget
Monday, June 20 at 6 pm (rescheduled from June 27)	Regular Meeting, including a Public Hearing on the FY 23 Budget and approval of the FY 23 Budget

The Board approved the June meeting schedule as presented. The Clerk to the Board will advertise the budget workshop dates and changes to the June meeting schedule and update the website calendar.

Commissioner Guice inquired about the need to hold a capital workshop prior to hearing a presentation on the budget. The Manager reported that the staff is preparing for a capital workshop in July. The staff is working on several updates from the previous capital workshop. The upcoming budget includes the 2 cents that the Commissioners approved a couple of years ago to be designated for capital projects.

PROCLAMATION – EMS WEEK

In 1974 President Gerald Ford signed into law the Emergency Medical Services Systems Act of 1973. The third full week of May has ever since been designated as EMS Week. The purpose of EMS Week is to honor the dedication of the EMS personnel who provide day-to-day lifesaving services of medicine's front line. Transylvania County is proud of the paid and volunteer EMS staff that provide this critical lifesaving service to the citizens and visitors of Transylvania County. This year's theme is *Rising to the Challenge*. The Board approved Proclamation #18-2022 EMS Week and presented it to EMS Director Kim Bailey.

**Proclamation #18-2022****To designate the Week of May 15 - 21, 2022 as Emergency Medical Services Week**

**WHEREAS**, emergency medical services are a vital public service; and

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, emergency medical services have grown to fill a gap by providing important, out-of-hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

**WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out-of-hospital medical care providers; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;

**NOW, THEREFORE**, the Transylvania County Board of Commissioners, in recognition of this event, does hereby proclaim the week of May 15-21, 2022, as EMERGENCY MEDICAL SERVICES WEEK. With the EMS Strong theme, EMS WEEK: Rising to the Challenge, the Board of Commissioners encourages the community to observe this week with appropriate programs, ceremonies, and activities.

This the 9<sup>th</sup> day of May 2022.

S://Jason R. Chappell, Chairman  
Transylvania County Board of Commissioners

ARPA FUNDING AND LETTER OF SUPPORT FOR GREAT GRANT BROADBAND APPLICATION

The Growing Rural Economies with Access to Technology (GREAT) grant provides funding to private sector broadband providers to deploy last-mile broadband infrastructure to the unserved areas of North Carolina. The program encourages partnerships with counties, nonprofits, or other internet service providers. The grant program requires matching investments from private broadband provider grantees, leveraging funding to deploy infrastructure to North Carolina households, businesses, and farms in the

most rural and remote areas. The maximum matching requirement is 50% and will vary based on economic distress designations. Applicants receiving funding from a local government receive one point on their applications; however, applicants receive three points if the funding comes from local ARPA funds. There is no minimum requirement for funding to receive the application points.

Zitel intends to apply for \$2,663,119.17 in GREAT Grant funding for a phase one project to serve the unserved and underserved in the County's eligible areas. Zitel requested a letter of support from the County on May 2. The application was due on May 4. Because of the timing, the Manager sent them a letter of support with the understanding that approval by the Board of Commissioners was pending and would not occur until May 9. The Board allocated \$1 in ARPA funding toward Zitel's GREAT Grant application for broadband and authorized the Chairman to sign the letter of support.

## **SPECIAL RECOGNITION**

### SPECIAL RECOGNITION

Chairman Chappell called upon the Honorable Senator Chuck Edwards to make a special recognition. Senator Edwards stated that it was his distinct honor to recognize the recently retired Register of Deeds Cindy Ownbey with the prestigious Order of the Long Leaf Pine. The Order of the Long Leaf Pine is the highest honor that can be bestowed on any citizen in North Carolina.

Ms. Ownbey retired after 32 years of faithful and dedicated service to the Transylvania County government, including the last 20 as the Register of Deeds. She navigated through five general elections earning the confidence of the residents to continue in her service. She maintained her professional credentials while also serving on various committees for the NC Association of Register of Deeds where she earned the Shining Star Award. Senator Edwards said that Ms. Ownbey modeled excellence in public service and held the bar high for her staff. Over the years, she led the office through rapidly changing technology and pursued ways to add services that would enhance the resources provided in her office

Since 1936, North Carolina's governors have reserved their highest honor, The Order of the Long Leaf Pine Award, for persons who have made significant contributions to the state and their communities through their exemplary service and exceptional accomplishments. Ms. Ownbey joins the likes of Charlie Daniels, Dale Earnhardt, Roman Gabriel, the Reverend Billy Graham, Andy Griffith, Michael Jordan, Ronnie Milsap, Ricard Petty, Earl Scroggs, Bob Timberlake, Dean Smith, Randy Travis, and many others who have received this award.

Ms. Ownbey was honored and thanked her staff for nominating her for this award. She also thanked Senator Edwards for always being such a wonderful partner in the community and for making this presentation.

## **APPOINTMENTS**

### JUVENILE CRIME PREVENTION COUNCIL

The terms of Jonathan Griffin (County Manager Designee), Jake Dalton (County Commissioner), Brian Weaver (Commissioner Appointee), Chase Lance (Parks and Recreation), and Jerry Stone (Commissioner Appointee) expire at the end of June. Staff recommended their reappointment. In addition, Transylvania County Schools made a recommendation to replace Alan Justice with Missy Ellenberger for the Superintendent Designee position. Staff continues to work on filling the vacant positions.

**Commissioner Guice moved to reappoint Jonathan Griffin, Jake Dalton, Brian Weaver, Chase Lance, and Jerry Stone and to appoint Missy Ellenberger to replace Alan Justice, seconded by Commissioner Chapman and unanimously approved.**

### LIBRARY BOARD OF TRUSTEES

The terms of Jeremy Gibbs and Betsy Jordan expire at the end of June. Both are eligible and willing to serve another term. The Library Board of Trustees recommended their reappointment.

**Commissioner Chapman moved to reappoint Jeremy Gibbs and Betsy Jordan to the Library Board of Trustees, seconded by Commissioner Guice and unanimously approved.**

### MOUNTAIN AREA WORKFORCE DEVELOPMENT BOARD

Arleca Chapman Diehl's appointment expires on May 31. The Workforce Development Board and the Chamber of Commerce recommend the Board reappoint Ms. Diehl to another term, which will be her first full term. Danny Hein resigned from the Workforce Development Board due to losing his eligibility as an employer. The local chamber of commerce is required to make a recommendation. Brevard/Transylvania Chamber of Commerce Executive Director Melissa Driver recommended the appointment of Travis Fowler to fill the position vacated by Danny Hein.

**Commissioner Guice moved to reappoint Arleca Chapman Diehl and appoint Travis Fowler to replace Danny Hein on the Mountain Area Workforce Development Board, seconded by Commissioner Chapman and unanimously approved.**

## **OLD BUSINESS**

### TRANSYLVANIA COUNTY TOURISM DEVELOPMENT AUTHORITY (TDA) TRANSITION UPDATE

Finance Director Jonathan Griffin presented this update to the Board. This is an item he presented to the Board at their previous meeting. Since that time, staff continued to address items related to personnel, real estate (office space and Visitors' Center), service contracts, and marketing contracts.

Mr. Griffin reported the Board will need to take future action to approve two leases, a service contract between the Tourism Development Authority and the Chamber of Commerce, and a marketing contract. He also reported that he compiled responses to the Board's questions from the previous meeting and forwarded those to both the Board and the TDA leadership.

At the previous meeting, staff presented options for operating a TDA. Mr. Griffin reported that with Option D, the option by which the TDA would go unstaffed and become managed by the Board, certain duties cannot be outsourced, and he included that information in the response to the Board and TDA leadership as well.

Staff evaluated the following four operational options and presented them to the Board, County staff, and TDA leadership:

- Plan A – Private Partnership
- Plan B – County staff assist TDA Board
- Plan C – Independent Corporate Entity
- Plan D – Unstaffed – Board operates Authority

Mr. Griffin stated that staff determined that all four options require having office space to house the administrative duties of the TDA staff, its Board, and subcommittees. The TDA working group and the Chamber of Commerce Executive Committee developed some terms for that purpose. TDA leadership requested that the Chamber of Commerce continue to operate the Visitors' Center and excluded it from the salary study the County conducted last fall. The Visitors' Center and the TDA's administrative offices

will operate under separate leases, with the advantage of being able to separate the two functions in the future if necessary.

The TDA initially negotiated the terms for three-year agreements with fixed prices, but after review, the TDA decided to negotiate a one-year agreement to allow them flexibility and the ability to evaluate different options going forward. Mr. Griffin stated the Board will need to act on these items soon. He added that the Board's decisions will likely differ from the TDA's. The decision will impact the County's capital planning. The TDA, as a non-corporate entity, cannot purchase, lease, or own real property on its own, so for this purpose, they are the negotiating agent of the Board of Commissioners. If the Commissioners accept a one-year lease agreement, it is likely staff will be back in front of them this time next year requesting approval of another lease agreement.

There are risks to having a one-year lease. One, the Chamber could decide to increase the price in future years. Second, the Chamber could identify a new tenant and leave the County scrambling on short notice to identify a new location for the administrative space.

If the Board is amenable to a one-year term, staff will need to spend the next 12 months planning a permanent home for TDA administrative functions. With a three-year term, staff can tackle other pressing needs and have a plan in place by July 1, 2026. Mr. Griffin stated that for the longer term, it will not make sense to house TDA administrative functions at the Chamber; however, there is no immediately obvious alternative. The tradeoff is flexibility versus future uncertainty.

The downside to the three-year lease is having less flexibility; however, that time might be useful in allowing the TDA to refocus after this 16-month process on its core vision and mission.

Staff advised the Board to reject the TDA's recommendation for a one-year lease for the administrative and Visitors' Center space and approve the three-year lease agreements as negotiated by the TDA. Should the Board not agree with the staff's recommendations, the Board will need to charge staff with identifying a new long-term home for TDA administrative functions effective July 1, 2023.

Mr. Griffin reported that the review of the marketing contracts is ongoing, and he expected to bring those forth for approval at the next meeting, as well as the service contract for the Visitors' Center.

Chairman Chappell called for discussion and direction to staff.

Commissioner Guice inquired about the need to staff a Visitors' Center. He was unsure about being locked into a three-year lease agreement if it is determined that having a Visitors' Center is not the best course of action for the future. Mr. Griffin responded that the Visitors' Center will operate under a different management model and will be run exclusively by the Chamber of Commerce effective July 1. There will be no shared responsibility under the new contract. In addition, operating the Visitors' Center counts toward the two-thirds of the TDA's statutory spending calculations that must be spent on promotional areas. If the expense for the Visitors' Center is eliminated, then the TDA would have to cut back on other areas.

For the benefit of the Board and the public, Mr. Griffin explained that most counties that have the legislative authority to create a tourism development authority also levy an occupancy tax which is passed through to the respective authority. The tourism development authority must spend two-thirds of those monies on promotional activities for the community. The other one-third can be spent on improving assets in a community. Operating the Visitors' Center counts toward a promotional expense.

Chairman Chappell recognized two members of the TDA in attendance and invited them to offer any additional information. TDA Vice-Chair Dee Dee Perkins served on the task force that has been working with the Chamber of Commerce over the last several months to negotiate the leases and agreements. She reported that the full TDA Board voted in support of having a one-year lease agreement for office space and the Visitors' Center rather than a three-year lease agreement to give the TDA more flexibility. Flexibility allows the TDA to decide on what is best for the future of tourism in Transylvania County. TDA member Aaron Baker emphasized the need for flexibility given the changes that have occurred between the TDA and the Chamber of Commerce within the last 15 months.

Commissioner McCall was concerned that a one-year lease did not give the TDA enough time to find another location, especially with the rising costs of leasing commercial space. Ms. Perkins stated that the lease would be renewed on an annual basis, but the TDA did not feel comfortable locking into a commitment and financial obligation for three years. In July, the TDA intends to evaluate its entire operations to prepare for the future, so they wanted the flexibility of either continuing the lease or moving in a different direction. Mr. Baker pointed out that while the Visitors' Center is very visible, it accounts for only about 4% of the TDA's budget.

Commissioner Guice inquired about TDA's current staffing levels and whether they anticipated the need for additional staffing. The Manager stated that the Chamber of Commerce currently employs the staff that serves the TDA. The TDA will need the three positions they have currently. The County's Human Resources Department has evaluated each to develop the job descriptions and added them to the personnel plan.

Following the discussion, the Commissioners decided to delay their decision on approving the leases until their next meeting and asked staff to provide further detail and clarification on what the lease agreements entail. The Commissioners also asked staff to provide them with a detailed update on the TDA's budget.

#### FY 2022 AUDIT FOLLOW UP

Finance Director Jonathan Griffin presented this update to the Board. He reported that the NC Department of State Treasurer made significant administrative changes to the regulations governing the audit process. The Treasurer's Office created a list of specific items for county finance officers to respond to and submit to the Local Government Commission. The submissions may or may not generate a required response from the local governing board.

This practice is different from the audit process. During an audit, the auditors are responsible for reviewing financial records and rendering an opinion on how accurate and reliable those records are. The new practice is a conversation about policy items that the LGC wants to have with the local governing body.

The following items are a list of new requirements of processes required during the audit by the Treasurer's Office:

- The full public presentation of the major financial results. (Transylvania County already does this as a best practice.)
- The compilation of a new set of performance statistics and the transmission of those statistics at the same time as the audit to the Treasurer's Office.
- A communication process between the Treasurer's Office and the local government about those statistics.

The main new component is the compilation and disclosure of specific performance statistics, and then communication about those statistics between the local governing board and the Treasurer's Office. These



statistics are called the “Financial Performance Indicators of Concern”, FPIC for short. These metrics cover all of the normal issues that are detected with local governments and are subject to the State Treasurer’s purview. The FPIC is a new concept, and the process is different and distinct from audit findings or the unit assistance list, which is the list of government units that have been flagged for monitoring by the Local Government Commission.

Transylvania County had two FPICs that the Board of Commissioners must respond to. The first FPIC was the late submission of the audit. The functional deadline for the audit is in December. Transylvania County did not submit its audit until April 15. This year’s delays were related to the difficulty in meeting the compliance testing requirements given the different mix of grants the County received in FY 2021 versus FY 2020.

Two statutory violations were not material to the financial statements. These items are technical violations of the Fiscal Control Act, but the auditors did not conclude there were any issues with the County’s system of internal controls. The auditors were focused on whether these issues impacted the accuracy of the financial statements and concluded they did not. The violations were related to the CARES Act funds and FEMA reimbursements that have been accounted for as expenditures but not as revenues because the County has yet to receive those funds. The other violation was in three departments and two special revenue funds, the total expenses exceeded the budget as revised by the Commissioners during the budget amendment process. The County’s policy has previously been to consider budget amendments only during the period of the budget ordinance from July 1 to June 30. Changing accounting standards have made it difficult to amend the budget only during the budget period. Staff recommended the Board amend its budget policies to permit staff to propose amendments to the budget ordinance until August 31 following the close of the fiscal year.

Mr. Griffin drafted a letter to the Local Government Commission for the Board’s consideration that addressed the FPICs and the statutory violations. The letter is due within 60 days of the audit presentation.

Chairman Chappell felt it was important to note that the audit did not find any significant deficiencies or items material to the financial statements, which indicates that the Finance Office is operating as it is supposed to. Many other jurisdictions, including the City of Brevard and the Town of Rosman, had to send response letters to the Local Government Commission as well. Mr. Griffin shared that one-third of the counties in North Carolina were late submitting their audits for the same reason as Transylvania County.

**Commissioner Guice moved to approve the draft letter prepared by staff and directed staff to forward the signed letter to Treasurer’s Office, seconded by Commissioner Chapman and unanimously approved.**

## NEW BUSINESS

### ECONOMIC DEVELOPMENT PERFORMANCE BASED INCENTIVE GRANT FOR PROJECT DEFENSE

The Board of Commissioners held a required public hearing on this item at the beginning of the meeting. There were comments from the public. The Manager briefly recapped the information presented during the public hearing.

Project Defense, aka Survival Innovations, is a company contemplating investments in real estate and machinery/equipment in Transylvania County. The public benefits to be derived from the capital project include a total taxable investment by the company in increments through 2026 of at least \$334,000 in real

and business property. As proposed, the project would result in the creation of 11 new jobs through 2024, at an average wage of \$41,545, which exceeds the Transylvania County average wage of 39,028 for full-time employment.

The contemplated incentives would last for a period not to exceed four years. Based on the new investment, the number of new employees, and the Board's incentive guidelines, the maximum amount of incentives to be considered in this grant over the total period is expected to be valued at \$7,509.89.

Staff recommended the Board approve the economic development performance-based incentive grant to Project Defense – Survival Innovations.

**Commissioner Dalton moved to approve the economic development performance-based incentive grant to Project Defense – Survival Innovations as proposed, seconded by Commissioner Chapman.** Chairman Chappell pointed out that the incentive grant is not a hand-out of taxpayer dollars. The company must meet the performance requirements outlined in an agreement, including capital investment, job creation, and payment of property taxes. Once those performance measures are met, only then would the County grant the company back a portion of the taxes the company paid. Chairman Chappell also stated this is another example of the Board's commitment to bringing manufacturing jobs to Transylvania County. Commissioner Guice was supportive of awarding the incentive grant based on the number of jobs and the proposed wages being higher than the County's current average wage. He was also pleased with the type of work this company does and looked forward to them locating here. **The motion was unanimously approved.**

#### AGREEMENT WITH THE TOWN OF ROSMAN ON THE US 64 WATER AND SEWER EXTENSION PROJECT

Transylvania County and the Town of Rosman have discussed potential partnership opportunities in water and sewer for some time from project-based partnerships to ongoing operational partnerships. Gaia Herbs expressed a need for sewer service to continue growing at their existing site. County staff was able to secure grant funding to support the sewer project. During design, the opportunity for ARPA funding became available that would allow for the inclusion of water service into the project. Adding the water extension to the current sewer extension project would be more cost-efficient than adding the water extension as a separate project in the future.

The Town Alderman met on April 12, 2022 and voted to entertain an agreement that provided for the County to manage the projects and steward the funding with provisions that the assets be turned over to the Town for operation and ownership at the end of the project and for there to be no ongoing provisions for a joint partnership beyond the project completion. County staff presented an agreement that was supported by the Commissioners that honored the desires of the Town to govern the US 64 water and sewer line project. The Town Aldermen voted on April 27 to approve the terms of the agreement and it has been executed by the Mayor.

The financial agreement includes an expenditure by the County of up to \$4.2 million in grant funding and ARPA funds to cover the cost of the project. Staff recommended the Board approve the Memorandum of Understanding Governing Water and Wastewater Improvements as presented and effective as of the date of the Mayor's signature of April 27, 2022 and authorize the Chairman to sign the agreement.

**Commissioner Chapman moved to approve the Memorandum of Understanding Governing Water and Wastewater Improvements as presented effective April 27, 2022, and authorize the Chairman to sign the agreement on behalf of Transylvania County, seconded by Commissioner Dalton.**

Chairman Chappell was appreciative to staff and all those who saw a need and put in the effort to make this project come to fruition thus greatly impacting the future of Transylvania County. Commissioner

Guice also thanked the staff for their work. He encouraged the Board to consider charging the Planning Board to conduct corridor planning. As utilities are added, he expected this area to grow, so planning will be very important. **The motion was unanimously approved.**

**AWARD US 64 WATER AND SEWER EXTENSION PROJECT CONTRACT**

The Manager, along with Assistant County Manager David McNeill presented the details of this item for the Board's approval. This item implements the agreement the Board approved in the previous agenda item.

After the designs were completed, staff sought bids on the US 64 water and sewer extension project. Staff held a bid opening on April 28, 2022. High Country Engineering reviewed the bids and recommended awarding the project to the low bidder, Hyatt Pipeline, LLC. The project was bid for the water and sewer line and included alternates for crossovers as requested by the Town of Rosman.

Hyatt Pipeline, LLC submitted the low bid of \$4,276,458 and priced the alternates as follows:

1. Alternate 1 - Cassell Road waterline: \$207,542
2. Alternate 2 - Whitmire Road waterline: \$59,120
3. Alternate 3 - Whitmire Road sewer: \$37,715

The total cost of all the alternates is \$304,287 which is significantly under the original projection of \$698,000. The initial bid is within 10% of the expected cost.

The Manager recommended awarding the contract to Hyatt Pipeline, LLC. She asked the Board to consider whether to include the alternates. If the Commissioners fund the alternates, the project budget will be amended as follows:

<b>2022-2024 Water and Sewer Line Extension (Town of Rosman)</b>		
Sewer/Water Line Construction		\$ 4,279,058
Alternate #1, #2, #3		\$ 304,287
Professional Services		\$ 455,962
Land Acquisition and Easements		\$ 20,000
Contingency		\$ 427,906
<b>Total</b>		<b>\$ 5,487,213</b>
<b>Total Without Alternates</b>		<b>\$ 5,182,926</b>

In light of the new information regarding the feasibility to use the full NCDEQ At-Risk Infrastructure revenues on a water intake plant, staff recommended funding the project balance outside of grants with those funds to assure that the County can spend the funds within the timeline required by NCDEQ and the ARPA legislation. The following is a breakdown of how the project would be funded using various funds and a transfer from the County's general fund:

<b>2022-2024 Water and Sewer Extension Revenues</b>		
NC Industrial Development Funds		\$ 880,750
Appalachian Regional Commission		\$ 300,000
ARPA Instructure		\$ 3,902,213
Transfer from General Fund (FY 2020)		\$ 404,250

<b>Total</b>	\$	<b>5,487,213</b>
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Mr. McNeill shared information with the Board on the easements that are necessary for the project to commence. He informed the Board that most of the easements have been signed, with others to be executed by the end of the week. The County prepared all the easements except the ones for Cassell Road. Those were prepared by the Town of Rosman and did not include the County as a party. Mr. McNeill recommended that the Town revise those easements to include the County since the Memorandum of Understanding does not allow the County to act on behalf of the Town. Staff would have to get signatures on the revised easements which impacts the timeline for moving forward on the project.

Commissioners were supportive of including the alternates and they agreed on the importance of identifying the County on the easements. The Manager advised the Board to award the contract to include the alternates and direct staff not to sign the contract until the easements are secured.

**Commissioner McCall moved to award the contract to Hyatt Pipeline, LLC to include the alternates, contingent upon the County being identified as a party on the Cassell Road easements and obtaining the necessary signatures within a two-week timeframe prior to signing a negotiated contract with Hyatt Pipeline, LLC, and to modify the capital fund project ordinance as presented, seconded by Commissioner Guice and unanimously approved.**

#### EMS MAIN STATION PROJECT

Assistant County Manager David McNeill presented this item. The Board of Commissioners approved the sale of the current EMS main station located on North Broad Street. County staff has been working with an architect to design a new EMS main station on Morris Road just below the Public Safety Facility.

Architect Rich Worley prepared a preliminary building design, station rendering, and project budget for the Board's review and consideration. He recommended a project budget of \$4,526,937 which includes construction costs, engineering fees, a fire alarm system, a site survey, soil compaction testing, owner-furnished FF&E, and a 10% contingency.

The Manager stated the project budget is higher than anticipated. She and the Finance Director agreed that the best option for covering the cost is to pursue financing. She recommended the Board authorize the staff to finalize the design, bid the project, and begin collecting the necessary information needed to finance the project and commit to a payment for a 10-year term.

Commissioner Guice inquired about the number of bays and whether they will be drive-through, the width of the bays, whether the site will allow for future expansion and potential traffic issues. Mr. McNeill reported the new EMS base will have five traditional bays and one wet bay. The building site does not lend itself to having drive-through bays. The bays are much larger than the current space, allowing for 12-foot doors, two feet on either side and an additional eight feet in the back. There is room on the property for future expansion if needed. Mr. McNeill offered to have a conversation with the NC Department of Transportation to add a caution/emergency signal to address public safety due to the additional traffic that will be added to the intersection of Morris and Ecusta Roads.

Commissioner Dalton asked how the new facility will improve response times. Mr. McNeill responded that this location would improve response times in the North Transylvania and Little River districts. He did not anticipate any changes in the Sylvan Valley II district which is currently the best response district. Mr. McNeill shared that the EMS placement study that was conducted several years ago recommended the main station be located closer to Pisgah Forest with an additional base to be constructed on US 276 South. The Sylvan Valley II budget includes earmarked funds for a new fire station that would house an

EMS unit which would greatly impact response times. The new EMS main station is the first step in making those necessary improvements. Mr. McNeill added that Emergency Management is working with the Transylvania County Rescue Squad to reduce the number of times the ambulance stationed in Quebec travels to the Brevard area. Staff will also be considering upgrades to the station in Quebec in the next couple of years.

Chairman Chappell was thankful to the staff for their continued efforts to plan for the future. He also expressed appreciation to Senator Edwards for earmarking State funds to help pay for this much-needed project.

**Commissioner Dalton moved to approve the project budget and direct staff to finalize the design and bid the project, seconded by Commissioner Guice and unanimously approved.**

On behalf of the EMS staff, Mr. McNeill thanked the Commissioners for their approval of this project.

#### ENVIRONMENTAL HEALTH RETIREMENT AND PART-TIME WORK REQUEST

Public Health Director Elaine Russell presented this item. She reported that on March 15 the agency received notice of an early retirement in the Food/Lodging/Institution section of Environmental Health. The employee intends to retire effective May 1. The agency posted the vacancy and anticipated filling the vacancy with an intern due to the highly competitive, aggressive hiring market for fully credentialed Environmental Health staff.

The position is funded at a higher salary due to the experience of the retiring Environmental Health staff member. If an intern is selected for the vacancy, the cost difference could be applied toward the expense of part-time work two days/week in June and the proposed FY 2023 budget for the agency. The proposed FY 2023 budget would require an additional appropriation of \$1,365 for this to occur. Ms. Russell appreciated the opportunity to have any fully credentialed Environmental Health staff, even part-time, given the staffing shortages in the discipline.

Ms. Russell recommended the Board approve hiring part-time staff for two days/week in Environmental Health for June and include two days/week in the proposed FY 2023 agency budget with an additional appropriation of \$1,365 to cover the salary cost. Staff posted the position and conducted the interview process. One applicant was an intern from Western Carolina University who has worked in this department for the last several months. The applicant has done a wonderful job and is from the local community with a vested interest in Transylvania County.

Chairman Chappell pointed out the Board does not normally does not make budgetary decisions until after the Manager presents her recommended budget, but he felt that this is an area that will need support past the end of this fiscal year, thus an exception was necessary.

**Commissioner Guice moved for the approval to hire two days per week of part-time Environmental Health staffing for June 2022, with the inclusion of two days per week of part-time Environmental Health staffing in the proposed FY 2023 agency budget with an additional County allocation of \$1,365 to cover the salary cost, seconded by Commissioner McCall and unanimously approved.**

#### REQUEST FOR RECLASSIFICATION OF POSITIONS IN PLANNING AND COMMUNITY DEVELOPMENT

The Manager stated that the next two items are requests to reclassify positions. She emphasized that whenever there is an opening in a department, she encourages department heads to evaluate their departments and staffing levels to ensure they can provide the necessary services while being as cost-effective as possible.

Planning and Community Development Director Allen McNeill presented a request to reclassify two positions in his department resulting from the vacancy of the Transportation Planner position. He felt the reclassification would alleviate some of the day-to-day responsibilities currently being covered by him as the Director while allowing the newly proposed Transportation Operations Supervisor to handle the daily operation of the transit service which has expanded over the last couple of years.

Mr. McNeill proposed reclassifying the current Administrative Support Specialist IV to a Transit Operations Supervisor and the current Transportation Planner to a Planner. The reclassification would have a total net decrease to the personnel expenses in the Planning and Community Development Department of \$858 annually. The reclassification remains within the departmental budget and meets the needs of the department.

**Commissioner Chapman moved to approve the request to reclassify the positions in the Planning and Community Development Department as presented, seconded by Commissioner McCall.** Chairman Chappell was appreciative of departments continually reviewing their budgets to ensure they are operating efficiently. **The motion was approved unanimously.**

#### REQUEST FOR RECLASSIFICATION OF POSITIONS IN THE INFORMATION TECHNOLOGY DEPARTMENT

Information Technology Director Nathanael Carver presented this request to the Board. He reported that historically the IT department has had staff classified as a Network Administrator and an Assistant Network Administrator. With the recent addition of new staff and the advanced IT support required for both the network infrastructure and the server infrastructure, Mr. Carver recommended restructuring the IT department to meet the demands of the changing dynamics.

Mr. Carver reported that he has been working with the Communications Director to implement a new server environment at the Public Safety Facility which requires an advanced server virtualization skill set. The new server environment eliminates single points of failure while increasing the integrity of the infrastructure at the Public Safety Facility. The IT department has taken over the hardware support of this setup, which doubled the number of servers IT was supporting. Over the last several months, IT has gone from managing 32 servers to over 60.

The IT department is also working with the Communications Director to install a hot redundant public safety infrastructure moved into the IT data center once the new fiber connection is installed. It will increase the server and network infrastructure support demands but will allow 9-1-1 communications and public safety operations to continue seamlessly in the event of a failure.

With the addition of the server infrastructure, Mr. Carver recommended the reclassification of the IT Specialist to a Server Administrator to provide the server specialization needed to support current and future infrastructure. He also recommended the reclassification of the Assistant Network Administrator to an Assistant Systems Administrator to serve as the lead support for the desktop environment and assist the Server and Network Administrators. He stated that the Server and Network Administrators will cross-train to ensure the coverage demands are met. The Assistant Systems Administrator will also provide basic support and troubleshooting as needed.

The Manager stated that she supported Mr. Carver's recommendation. The reclassification will achieve financial savings within the department and better position the department to be robust with cross training staff.

The Board supported the recommendation and was appreciative of the expertise Mr. Carver brings to the department as its new Director.

**Commissioner Guice moved to reclassify the two full-time positions as requested to better serve the County's information technology infrastructure, seconded by Commissioner Dalton and unanimously approved.**

ACCEPTANCE OF GOLDEN LEAF GRANT AND ALLOCATION OF FUNDS

In collaboration with the Transylvania Economic Alliance, Transylvania County applied for a Golden Leaf Foundation Community Based Grant Initiative Grant for \$1.5 million to fund phase two of the Sylvan Valley Industrial Building. Phase two will add 40,000 square feet of leasable space to the building and bring in market-rate rental revenue to continue funding economic development activities. This is what makes the Sylvan Valley Industrial Building so special in that it generates revenue to reinvest in economic development.

To initiate the start of the project, the Commissioners must authorize the execution of the grant agreement and commit the funding necessary to build the project. Based on estimates provided by Transylvania Economic Alliance, the total project is expected to cost \$5.4 million. The Alliance is committing \$150,000 for professional services in addition to the \$1.5 million commitment from GoldenLEAF. The remaining balance of \$3.7 million would come from the County.

Staff anticipated an earmark of \$2 million to be assigned to the fund balance for economic development at the end of the fiscal year. These funds have been saved from annual capital allotments into the fund balance and from revenues received from lease payments from the tenants in phase one.

The Manager recommended the Board accept the GoldenLEAF award, authorize the Chairman to sign the grant agreement and authorize the Chairman to sign a letter committing \$3.7 million to Sylvan Valley Industrial Building phase two construction. The next steps will include determining the legal structure between the County and the Alliance on hiring an attorney, architect, and designer to firm up the construction costs.

Commissioner Guice noted there were some challenges with phase one of this project and therefore asked the staff if there had been discussions about avoiding those same challenges with phase two. The Manager stated this was a one-of-a-kind project and an innovative approach to constructing a spec building, particularly with the model for recouping revenue. She said staff learned many lessons during phase one, so staff will be working with legal counsel to ensure consistency with contract administration throughout the project. The staff has a meeting with the attorneys and the Alliance next week to discuss the structure of those agreements to ensure there will be a clear line of communication between all parties involved.

Commissioner Chapman commented on how proud he was of the investments the County is making in the community.

**Commissioner Guice moved to accept the GoldenLEAF award, authorize the Chairman to sign the grant agreement and authorize the Chairman to sign a letter committing \$3.7 million to Sylvan Valley Industrial Building phase two construction, seconded by Commissioner McCall.**

Commissioner Guice commented that \$1.5 million is a tremendous amount of money. This is the second award of grant funds from GoldenLEAF to invest in a unique and different opportunity to improve the economy in Transylvania County. He was appreciative of the County's relationship with the Alliance and was pleased with the Alliance's leadership. Commissioner Dalton pointed out the County is being paid back for the investments made in this project and reinvesting those funds into future economic development opportunities. Chairman Chappell thanked staff for their work during very tight time constraints. **The motion was approved unanimously.**

### 3<sup>RD</sup> QUARTER BUDGET AMENDMENTS

Finance Director Jonathan Griffin presented the 3<sup>rd</sup> quarter budget amendments for the Board's approval. Based on policies approved by the Board of Commissioners through the annual budget ordinance and the Local Government Budget and Fiscal Control Act, the Board of Commissioners must approve certain amendments to the budget ordinance. Primarily, these are the types of budget amendments that by their nature require review and approval by a governing board:

- Recognition of new revenues and appropriations for related expenditures
- Appropriations of fund balance (whether assigned, committed, or restricted)
- Transfers from one fund to another fund, if permitted by statute by statute
- Establishment of new special revenue funds, capital project funds, or fiduciary funds

#### **General Fund**

<b>Budget Amendment #</b>	<b>Description</b>	<b>Financial Impact</b>
#18	Represents the implementation of the Agreement Addendum #716 with NCDHHS to utilize CDC funding to offset the costs of the local vaccination program.	\$79,149
#19	Represents the implementation of the Agreement Addendum #621 with NCDHHS to utilize CDC funding to work on regional workforce and training initiatives for public health departments.	\$1,000,000
#20	Represents the implementation Agreement Addendum #466 with NCDHHS to utilize CDC funding to address COVID-19 related health disparities.	\$39,900
#21	Represents the implementation of Agreement Addendum #545 with NCDHHS to carry out epidemiology, laboratory work, and infection control related to COVID-19 in long-term care facilities on a regional basis. This flows through the County's budget because of the lead role of the Transylvania County Public Health Department in the WNC region.	\$363,531
#24	Recognizes and authorizes expenses offset by a small unanticipated supplement from the Land of Sky Regional Council's senior center funding. Staff budgets approximately \$3,500 annually on this line item, but funding adjustments that occur midyear allow for the occasional mid-year increase.	\$3,564
#25	Recognizes and adjusts the LIEAP budget in Social Services for additional supplemental pandemic funding. This is a 100% match program mandated by the State Department of Health and Human Services.	\$190,266
#26	Recognizes and authorizes expenditures from the FINRA (Investor Education Foundation) donation to the Public Library. The purpose is to finance the additional materials for the Library with a focus on personal finance.	\$5,000
#29	Recognizes and authorizes an expansion to the State Aid to the Libraries program for \$4,139. This is additional supplemental funding that cannot replace the other contributions the County makes to the Library budget.	\$4,139



#30	Recognizes and appropriates a \$12,350 contribution from the Veteran’s History Museum of the Carolinas for the replacement of the HVAC unit on the facility they lease from the County. We are routing the purchase through the County budget to simplify the accounting.	\$12,350
#33	Appropriates \$33,205 in anticipated spend on the Dogwood Health Trust Opioid Grant. To keep the accounting clear, staff budgeted this as if it was a separate department from the Health Department (hence it is not using the 105110 codes for the Health Department). The Health Department has pivoted its CARE Coalition staff to operate this program as a part of their time, so not a net increase in expenditures on the budget basis.	\$33,205
#34	A decrease in the capital outlay in the Maintenance budget (\$25,552) and the appropriation of additional supplemental revenues from the Emergency Management Program Grant (\$31,448) to purchase a mobile camper. This was approved and considered by the Board at a prior meeting.	\$31,448

### Capital Projects Fund

Mr. Griffin reported that it has been five years since the County used its “General Capital Projects Fund” to isolate the expenses related to a capital project. The last time was related to financing the renovations of the Board of Elections. The proposed ordinance authorized two projects - EMS Base and the Sylvan Valley Industrial Center phase two expansion at their current proposed budgets.

### Future Budget Amendments

Below is a list of items the Finance office wanted the Board to be aware of that are pending budget modifications:

- Creation of a fund separate from the General Fund to account exclusively for revenues related to funds donated by members of the public to pay for activities overseen by County officials, departments, or staff.
- The General Fund will need an amendment to adjust occupancy tax collections for the 99% of the revenue that must be passed onto the Tourism Development Authority.
- A budget amendment to resolve payouts due to vacation cash-out and retirements still being calculated.
- Staff is evaluating a recommendation to merge the Self-Insurance Fund and the Retiree Health Plan Fund into a single set of accounts. This will simplify the accounting by setting up a single set of accounts for all healthcare costs and is more consistent with the standard practice.
- The Finance Office is evaluating how best to handle budget amendments 18, 19, 20, and 21 going forward. This has the unintended consequence of making it look as if the County will be making a significant investment in public health, and then significantly cutting back. It seems like the best course of action is to segregate all of that in a special revenue fund, but it is going to take a little longer to sort that out for FY 2022 and FY 2023.

The financial impact of the budget amendments is an increase to the General Fund of \$1,762,552 for a total of \$73,379,572. None of the budget amendments accounts for new spending.

**Commissioner McCall moved to receive the budget changes report through March 31, 2022, approve budget amendments as presented, and approve General Capital Project Fund Ordinance, seconded by Commissioner Dalton and unanimously approved.**

RESOLUTION OPPOSING NC DEPARTMENT OF TRANSPORTATION'S PLANS TO RAISE GREEN ROAD AND ALTER THE FRENCH BROAD RIVER FLOODWAY

The NC Department of Transportation is constructing a new bridge on Green Road to replace the single-lane bridge. Citizens and residents of that community widely support the replacement of the bridge. However, those same citizens are opposed to the NCDOT's plans to elevate Green Road because they feel doing so will increase flooding in the area. Several citizens have contacted Commissioners and spoken at public meetings opposing the plans and thus requested advocacy from the County. Counties in North Carolina have no authority over roads, but elected leaders may advocate on their citizens' behalf.

Based on events that occurred today, Chairman Chappell suggested tabling the resolution.

Commissioner Chapman attended a meeting today with Senator Edwards, NCDOT officials, and concerned citizens. He said it was a good meeting and everyone was interested in working together to address their concerns.

**Commissioner moved to table the proposed resolution to a future meeting, seconded by Commissioner Dalton and unanimously approved.**

MANAGER'S REPORT

The Manager reported the following:

- NCACC's Legislative Goals process is set to begin in May – more information from NCACC coming soon. Commissioners should consider potential legislation or advocacy they want to see at the NC General Assembly to help counties
- NCACC is in the process of holding its district meetings around the State. Transylvania County is in District 16. The District 16 meeting has not been scheduled yet. This year's meetings will focus on elected-to-elected networking with members of the NC General Assembly.
- NCACC Annual Conference in Cabarrus County August 11-13. More details and registration are coming soon.
- County Assembly Day will be held all day on June 14 in Raleigh. More details and registration are coming soon.
- Early Voting begins April 28 and runs through May 14
- CARE Coalition holding an open house on May 24 from 4:30 p.m. to 6:30 p.m. where attendees can hear from local officials on their efforts to reduce substance misuse
- Manager to present FY 23 Recommended Budget on May 23
  - Budget Workshop is scheduled for Monday, June 6 at 6:00 p.m.
  - 2<sup>nd</sup> Budget Workshop is scheduled for Tuesday, June 7 at 6:00 p.m., if needed
  - 2<sup>nd</sup> meeting in June has been rescheduled to June 20
- Commissioners usually cancel a late summer meeting. At an upcoming meeting, staff will request that the Board cancel the 1<sup>st</sup> meeting in August, scheduled for Monday, August 8
- The Commissioners should give the Manager suggestions on the make-up of the Blue Ridge Community College Strategic Capital Planning Committee
- Kudos to County Attorney Bill Bulfer for being accepted into the American College of Coverage Counsel- a prestigious honor!
- School finance staff was out of the office so we will plan for the Pisgah Forest Project agreement to be ready for the next meeting

- Courthouse Update
  - The courthouse staff stakeholder committee will be called together soon to follow up on the last Commissioners' meeting to discuss if there are any differences in need from prior Courthouse study work.
- Broadband Update
  - Three companies submitted four applications for GREAT grant funding for Transylvania County
  - Vyve, a new provider to Transylvania County held its ribbon cutting and will be expanding service locally.
- Caring for God's Creation seminar on the rules about recycling and disposing of hazardous materials is to be held on May 11 at 1:00 p.m. at the First United Methodist Church. Solid Waste Director Kenn Webb will be presenting and answering questions.

### PUBLIC COMMENT

There were no comments from the public.

### COMMISSIONERS COMMENTS

Commissioner Chapman announced his intention to seek election as the delegate to represent District 16 of the NC Association of County Commissioners Board of Directors. He also wanted to clear up some confusion that was posted on social media about the County being blamed for the City's not approving rezoning for an affordable housing project. He clarified that the Board of Commissioners has nothing to do with this decision.

Commissioner McCall referred to the EMS Week proclamation and thanked all those men and women in Transylvania County who serve the citizens each day.

Chairman Chappell pointed out there were several items on this agenda that will have a tremendous impact on the community for generations. He was very appreciative of the staff and all others who hard so hard to bring these items forth to the Commissioners.

**Chairman Chappell moved to enter into closed session per N.C.G.S. § 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged, and per N.C.G.S. § 143-318.11 (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee, following a 15-minute recess, seconded by Commissioner Guice and unanimously carried.**

### CLOSED SESSION

Pursuant to N.C.G.S. § 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged, and N.C.G.S. § 143-318.11 (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee, a closed session was entered into at 6:53 p.m.

Present were Chairman Chappell, Commissioners Chapman, Dalton, Guice, and McCall, County Manager Jaime Laughter, County Attorney Julie Hooten, representatives from High Country Engineering

(closed session #1 only), representatives from Capital Project Construction Consultants (closed session #2 only), Human Resources Director Sheila Cozart (closed session #4 only), and Clerk to the Board Trisha Hogan.

The Board of Commissioners and Manager consulted with the County Attorney on several privileged matters. The Board of Commissioners also discussed a personnel matter and directed staff on how to proceed.

#### OPEN SESSION

**Chairman Chappell moved to seal the minutes of the closed sessions until such time that opening the minutes does not frustrate the purpose of the closed sessions, seconded by Commissioner Dalton and unanimously approved.**

#### ADJOURNMENT

There being no further business to come before the Board, **Chairman Chappell moved to adjourn the meeting at 9:08 p.m., seconded by Commissioner Dalton and unanimously carried.**

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Jason R. Chappell, Chairman  
Transylvania County Board of Commissioners

ATTEST:

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Trisha M. Hogan, Clerk to the Board