

**MINUTES**  
**TRANSYLVANIA COUNTY BOARD OF COMMISSIONERS**  
**AUGUST 22, 2022 – REGULAR MEETING**

The Board of Commissioners of Transylvania County met in a regular meeting on Monday, August 22, 2022, at 6:00 p.m. in the Multipurpose Chambers at the County Administration Building, located at 101 S. Broad Street, 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, County Attorney Bill Bulfer, and Clerk to the Board Trisha Hogan.

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

There were approximately 30 people in the audience.

**CALL TO ORDER**

Chairman Jason Chappell presiding declared a quorum was present and called the meeting to order at 6:00 p.m.

**WELCOME**

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

**PUBLIC COMMENT**

Representative Mike Clampitt: Representative Clampitt introduced himself to the Board and citizens in attendance. He is the sitting member for NC House District 119 currently representing Swain, Jackson, and part of Haywood Counties. Due to redistricting, he will lose Haywood County and pick up Transylvania County. Representative Clampitt said it is a real honor and privilege to serve the public. His experience is in public safety, specifically fire and rescue. Representative Clampitt said he intended to be a commensurate representative focusing on serving his constituents and he provided his cell phone number to the Board and the public. He asked the Commissioners and the public to contact him if there was anything he could do for them.

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**Commissioner Dalton moved to approve the agenda as submitted, seconded by Commissioner Chapman, and unanimously approved.**

**CONSENT AGENDA**

Commissioner Guice requested to remove the Memorandum of Understanding with the Town of Rosman from the Consent Agenda to New Business. The Board has routinely renewed the agreement annually and he wanted to better understand the Board's goal.

**Commissioner McCall moved to remove the Extension of the Memorandum of Understanding with the Town of Rosman from the Consent Agenda to New Business for further discussion, seconded by Commissioner Guice.** Commissioner Chapman said the pool is very important to the Rosman community. He agreed that further discussion was needed but he suggested the Commissioners do so during the budget process since it involves an allocation of funds. He had no issue with extending the agreement by one year so that the Town could continue its planning and have the assurance of funding to open the pool next summer. **The motion passed by a vote of 4 to 1, with Commissioner Chapman voting against it.**

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

The following items were approved.

#### APPROVAL OF MINUTES

The Board of Commissioners met in a regular meeting on January 24, 2022, February 14, 2022, and July 25, 2022. The Board of Commissioners approved the minutes as submitted.

#### DISCOVERY, RELEASE, AND MONTHLY SETTLEMENT REPORT

Per N.C.G.S. § 105-312 (b), the Tax Administrator must see that all property not properly listed during the regular listing period be listed, assessed, and taxed. The Tax Administrator shall file such reports of discoveries with the Board of Commissioners. Per N.C.G.S. § 105-381 (b), the Tax Administrator must provide a monthly report to the Board of Commissioners of the actions taken by the Tax Administrator on requests for release or refund, which shall be recorded in the minutes. For the July 2022 Report, tax dollars released totaled \$4,333.25 and refunds amounted to \$2,267.43. The Board of Commissioners approved the July 2022 Discovery, Release, and Monthly Settlement Report as submitted.

#### VAYA HEALTH - QUARTERLY FINANCIAL REPORT

Per N.C.G.S. § 122C-117 (c), the quarterly Fiscal Monitoring Reports for the local management entities/managed care organizations must be presented to the Board of County Commissioners. Below is a summary of the fiscal monitoring report for the second quarter of FY 2022 from Vaya Health.

Vaya Health reported the following budget to actual results:

- Actual revenues \$707,899,638 (102.66% of budget)
  - \$3,662,209 from counties
  - \$20,238,733 from other local sources
  - \$683,998,636 from State, federal, and Medicaid Funds
- Actual expenditures were \$668,487,832 (101.08% of the budget)

This equates to a current net income from operations of \$5,436,360.

Vaya Health reported the following fund balances:

- \$89,527,107 restricted for risk reserve
- \$10,698,114 restricted for statute, prepaids, and investments in fixed assets
- \$68,627,910 unrestricted

Vaya Health also reported a total operating cash of \$217,472,826 net of risk reserves. The total spendable cash estimate is \$20,432,990.

The Board of Commissioners accepted the report as presented and instructed the Clerk to the Board to include the report in the official minutes.

### REQUEST TO ATTEND OUT OF STATE TRAINING

Transylvania County utilizes Southern Software for its public safety software. This includes the Computer Aided Dispatch, Mapping Display System, Mobile Data Information System, and others. This request is to send the Communications Director and four Telecommunicators to the annual conference in Myrtle Beach, SC on October 24-27. They will attend courses specific to these products that share updates, features, and functionality improvements to the products. The department has budgeted funds in its travel and training line item to cover the cost of the conference. The Board of Commissioners approved the out-of-state training request as submitted.

### **APPOINTMENTS**

#### TRANSYLVANIA COUNTY COUNCIL ON AGING

The terms of Al Vissers, Kathe Harris, and Delores Stroup expire at the end of August. All are eligible and willing to serve another term. Staff will ask the Board to consider restructuring this council under New Business.

**Commissioner McCall moved to reappoint Al Vissers, Kathe Harris, and Delores Stroup to the Transylvania County Council on Aging, seconded by Commissioner Chapman and unanimously approved.**

### **OLD BUSINESS**

#### NCACC LEGISLATIVE GOALS

Every two years and the months preceding a long session of the General Assembly, the North Carolina Association of County Commissioners (NCACC) engages in a process to determine the legislative goals they should pursue in the best interest of counties. The process begins with counties submitting their legislative goal proposals. The NCACC will accept goal submissions through September 12.

Over the last couple of meetings, the Board reviewed the goal submissions from the previous biennium and requested the carryforward of a couple of those for consideration, as well as new goals. They are:

1. Differentiated tax rate for non-NC residents
2. Broadband as a utility
3. NC Medicaid Expansion
4. Increase Lottery Fund proceeds to counties
5. Flexibility for local school district calendars  
Flexibility on spending occupancy tax dollars (The NC General Assembly controls how these dollars are spent through legislation.)
6. Modify the criteria being used for county tier designations (The current criteria do not provide an accurate picture of a county's economic condition.)
7. Mental health funding and services

Discussion continued at this meeting and the Commissioners requested to add the following goals to the list for submission to the NCACC:

8. Funding for School Resource Officers (There is a movement within the State to consider funding one SRO. The NCACC recommended counties include this item as a goal to keep the momentum going in the State Legislature.)
9. Increase lottery funds for schools that are not dependent on the economic tier rating (Transylvania County is unable to compete for some of these funds because of its current

economic tier rating. Lottery fund distribution should not be based on a county's property tax rate.)

10. Flexibility for workforce housing funding (Transylvania County does not qualify for certain funding due to its economic tier rating. Incentives may allow the County to partner with the City of Brevard to alleviate some housing issues.)

**Commissioner Dalton moved to approve the list of legislative goals to submit to the NCACC by the deadline of September 12 and to direct staff to research and collect data necessary to justify each goal submission, seconded by Commissioner Chapman and unanimously approved.**

#### OFFER TO PURCHASE UNSOLD FORECLOSED PROPERTY IN CONNESTEE FALLS

The County received an offer from Mike and Kim Young to purchase an unsold foreclosed lot in Conneestee Falls. At the time of the foreclosure sale, there were no bidders and thus Transylvania County acquired ownership of the lot. The Youngs offered to purchase the lot for \$6,000. The current tax value is \$15,000. The lot is a wooded lot in Conneestee Falls adjacent to the Young's property.

On June 20, the Board accepted the offer and directed staff to begin the upset bid process as outlined in the statutes. The Clerk to the Board advertised the offer and invited upset bids for a minimum period of 10 days. The County received no upset bid offers and therefore staff recommended the Board move forward with selling the lot and beginning the transfer of ownership to the Youngs. Selling the property puts it back on the County's tax rolls. The County is receiving \$0 in property taxes at this time.

**Commissioner Guice moved to accept the final offer to purchase the property with the understanding that the Youngs would be responsible for any costs associated with the transfer of property, including closing costs, seconded by Commissioner Chapman and unanimously approved.**

### NEW BUSINESS

#### TRANSYLVANIA COUNTY SCHOOLS - CAPITAL OUTLAY REQUEST AND AMENDMENTS

Finance Director Jonathan Griffin presented this item. He reported that on July 21, 2022, the County received a request from Transylvania County Schools Finance Officer Gabrielle Juba concerning recent action taken by the Board of Education regarding its capital outlay fund. The request has several elements, including drawing down funds from the different streams of the Public School Building Capital Fund (lottery), adjusting the projects funded through FY 2023 distributions from the County, and additional funds (a net increase in capital funding).

The Board of Education wishes to add four items to its current year capital budget that were omitted from the FY 2023 Budget Ordinance:

1. Rosman High School roof: \$240,000
2. Rosman Middle School roof: \$150,000
3. General capital repairs and replacements \$220,000
4. Pisgah Forest Elementary School roof: \$200,000

Since the roof projects requested by the Board of Education are repairs, not replacements, they are not eligible for direct distributions of resources from the Public School Building Capital Fund (lottery).

The Board of Education requested to draw down funds from the Public School Building Capital Fund (lottery) for the projects listed below. The Pisgah Forest piping project reduced the balance of \$1,089,611 by \$570,000 to a current balance of \$519,611.

1. Brevard High School chiller: \$200,000\*
2. Brevard Middle School air handlers: \$105,000\*
3. Brevard Elementary School air handlers: \$140,000\*

The Board of Education requested to draw down funds from the Public School Building Capital Fund (Repair and Renovation Lottery Fund) for the project listed below. This is a new account established by the State in 2021 and has a current balance of \$300,348.

1. Pisgah Forest Elementary School roof: \$200,000

The projects marked with an asterisk (\*) are currently funded from the County's planned projects for FY 2023.

The Board of Education also requested to reallocate projects (removing the previously omitted projects plus reducing the Pisgah Forest Elementary School playground by \$20,000 because the School System raised money for this project). The Board of Education requested to add the following projects:

1. Capital repairs and replacements: \$220,000
2. Rosman High School roof repair: \$240,000

The Board of Education requested to add a project that will require additional County funding which will result in a net increase in their capital allocation, if approved.

1. Rosman Middle School roof repair: \$150,000

The projects considered as repairs are not eligible for lottery distributions.

Staff asked the Board to determine the following before considering the Board of Education's request:

1. Is this the right time to drain the Public School Building Capital Fund?
2. The County has shared concerns in prior years about capital repairs and replacements. Does this reduce the list of capital needs? Are these funds being used for repairs? In FY 2020 and FY 2021, the County set aside money in the budget with the message to the School System that once they had a plan for how they wanted to spend these monies, they should make a request to the Board of Commissioners. However, the Board of Education never requested a drawdown of these funds. The funds have remained set aside for this purpose and total about \$500,000.
3. Should these new projects also be subject to reimbursement or release of funds after bidding/contracting is complete? This was not discussed or contemplated by the Board of Education during their recent action.
4. Should new projects be included in the sales tax memorandum of understanding? This was not discussed or contemplated by the Board of Education during their recent action.

To approve the Board of Education's request as presented would require the Board to take the following action:

*Option A: Approve the Board of Education request as presented*

1. Authorize the Chairman to sign the Public School Building Capital Fund applications (4)
2. Approve amendments to the annual capital allocation to Transylvania County Schools (N.C.G.S. § 115C-429(b))
3. Direct staff to identify \$150,000 in additional resources to fund the Rosman Middle School project

*Option B: Alternate recommendation from staff*

1. Authorize the Chairman to sign the Public School Building Capital Fund Repair and Renovation (Lottery Fund) application only
2. Approve the Board of Education's request to reduce the budget for the Pisgah Forest Elementary School playground by \$20,000
3. Add roof repair and repair/replacement projects with monies to come from the Education Capital Fund
4. Direct staff to amend Education Capital Fund to appropriate \$590,000 from fund balance (\$510,000 or prior year set-aside funds and \$80,000 from fund balance)

Chairman Chappell called for questions and discussion from the Commissioners. A lengthy discussion ensued.

Commissioner McCall asked for clarification on whether projects that were approved in the last two years but have never been started are included in the \$590,000 set aside. Mr. Griffin stated the County is holding \$1.1 million for projects that the Board of Education has yet to start or complete. The \$590,000 set aside is in addition to.

Commissioner McCall asked for clarification that the County does not approve lump sum funding requests without having details as to what the projects will be completed. Mr. Griffin confirmed that is the County's current budget policy. The County does not fund generic line items with explanation. The projects are funded on a reimbursement basis once completed.

Commissioner McCall was concerned about the Board of Education's intent to remove the work on the air handlers and chillers especially since she continually hears comments about the terrible conditions of the school facilities. She was opposed to removing these projects and suggested the County could take the lead in getting them completed. Commissioner McCall stressed the need to complete the roof replacements, noting that the Board of Education did not submit any requests for roof replacements in the last three budget cycles.

Commissioner McCall suggested the Board of Education use current expense monies that they transferred into their fund balance at the end of June to pay for some of the repairs. She reiterated that the County could undertake the contract on the roof replacements or repairs. She also suggested staff determine the actual cost of the replacements and repairs instead of agreeing to the rounded amount of \$240,000 and then discussing it further at the capital workshop next month.

Commissioner Chapman agreed with Commissioner McCall's comments. He was also concerned that many of the identified repair and replacement needs have not been accomplished. He did not support allocating lump sums of money either and preferred the Board continue to follow its current policy of reimbursing the School System for projects following the receipt of invoices. He understood that priorities can change, and he encouraged communication between both Boards for that reason. Commissioner Chapman was not supportive of the Board of Education's request, and he did not understand how needs that were identified previously are now not considered as such.

Commissioner Guice stated that the Board of Education's request is significant and entails moving designated funds set up by the State to meet their identified needs. He felt that if the needs are legitimate, then it is the responsibility of the Board of Commissioners to approve their request. He felt that there needed to be a conversation about projects that have been funded and not yet completed. Otherwise, he supported the request that is before the Commissioners.

Commissioner Dalton stated that he supported the Board of Education's request. He asked staff if the ESSR funds could be used to pay for the air handlers and chillers. Mr. Griffin said his understanding is that the Board of Education has contemplated other air handler and chiller replacements with their ESSR funds.

For clarification, Mr. Griffin stated the only difference between Option A and Option B is that under Option, the projects are paid for using State funds. Under Option B, the projects are paid for using local dollars.

To address the staff's question about the timing of drawing down funds, Commissioner Guice stated he did not know when there would be a better time. He said if the Board of Education has needs, then they should be addressed. For that reason, he was supportive of either Option A or B.

Chairman Chappell stated that the Board of Education is a duly elected board with the responsibility of deciding the needs of the schools and he agreed that their requests were valid. He noted that historically the County has not required detail in requests for drawdowns of lottery funds. He stated that paying for the projects with lottery funds is cleaner in terms of accounting and frees up local dollars to address other needs.

Commissioner McCall wanted to see a plan to address the issues with the air handlers, chillers, and roofs and how they would be funded. She did not support projects being deleted or delayed because conditions are continuing to worsen as a result. She preferred to have a detailed plan to discuss during the upcoming capital workshop instead of taking action now.

**Commissioner McCall moved to table the Board of Education's request until the capital workshop, and she requested more information on a funding plan for the additional \$250,000, seconded by Commissioner Chapman.** Commissioner Guice reiterated that the Board of Education is responsible for identifying the needs of the schools and bringing those forth to the Board of Commissioners for funding. He believed their requests were legitimate and therefore did not support tabling the item. He was not opposed to having further discussion during the capital workshop on funding other needs identified by the Board of Education. Commissioner McCall stated the intent of tabling the request is not to reduce the projects but to find a way to address the much-needed roof repairs and replacements. Chairman Chappell pointed out that the capital workshop is scheduled for the first meeting in September. Commissioner Dalton supported tabling the request until the next meeting if the Commissioners can find a way to fund additional projects. He noted many of the schools have issues that will not be addressed with the bond either. Commissioner Chapman suggested hiring a consultant to conduct an independent review of each school facility to identify the major deficiencies and help the two Boards establish priorities and develop a funding plan. Chairman Chappell supported moving forward with the approval of the lottery fund application and having further discussion about the other items later. **The motion passed by a vote of 3 to 2, with Chairman Chappell and Commissioner Guice voting against it.** This item will be placed on the capital workshop agenda for further discussion.

Commissioner Guice expressed concerns about the relationship between the two Boards. He urged the Commissioners to find a path forward to address the capital needs of the schools.

Commissioner Chapman expressed that he preferred any discussions with the Board of Education to be done in a public setting so that citizens could be informed and avoid accusations from the public.

#### REQUEST FROM THE SHERIFF'S OFFICE TO REORGANIZE POSITIONS TO ADD A SCHOOL RESOURCE OFFICER

Chief Deputy Chuck Owenby presented this request to the Board on behalf of Sheriff David Mahoney. The Sheriff's Office requested to transfer a sworn deputy sheriff position from the Task Force to the School Resource Officer Division. Both positions are in the same pay grade so only the title, job description, and reporting structure would change. The request involves pulling the SRO Lieutenant

from an assigned school to supervise the SRO Division. Being assigned to a school hinders the SRO Lieutenant's ability to supervise the deputies assigned to the division.

Following an evaluation of positions, the Sheriff's Office command staff determined the following:

- Currently, the SRO Lieutenant cannot effectively supervise, direct, or oversee the day-to-day work activities of the SRO Division because of his duties being assigned to one school.
- The SRO Lieutenant needs to make sure the SROs are not exposing the Sheriff's Office to any possible negative public relations or reliability by making weekly visits to every school.
- Field inspections are necessary to ensure SROs are fulfilling their duties.
- Proper supervision minimizes turnover and increases engagement.
- The SRO Lieutenant needs to have the ability to review incidents and reports that occur in the 11 schools which is vital to the safety and security of schools.
- Several school violence incidents around the country occurred when the SRO was off campus. The SRO Lieutenant can coordinate to cover leave when an SRO is not able to be on campus.

By effectively and adequately supervising the SROs, the lieutenant will be able to:

- Obtain information from SROs and school administrators that may point to a problem before it develops.
- Identify signs of poor performance before school administrators have to bring it to the supervisor's attention.
- Show the SROs that the Sheriff's Office values their work and has its support.
- Identify disaffection and burnout early to minimize turnover.
- Demonstrate to school administrators that the Sheriff's Office and Transylvania County consider the program an important collaborative initiative.

After recent tragic events that have occurred around our country such as the Uvalde, Texas school shooting, the Sheriff's Office wants to increase its efforts to ensure that the students and staff in Transylvania County Schools, Brevard Academy, and Blue Ridge Community College are safe and secure. The Sheriff's Office feels that this request accomplishes that goal.

The Sheriff's Office recommended approval of moving the position as presented and requested the Commissioners advise the County Manager of any changes to the SRO contracts desired as a result of the change. Transylvania County contracts with Blue Ridge Community College, Brevard Academy, and Transylvania County Schools to cover the SROs' salaries and benefits. The Sheriff's Office budget, through an allocation of County dollars, funds the vehicles, equipment, and training. The State budget included "At Risk funds" to specifically support SROs in the schools throughout the State. It only applies to Transylvania County Schools, not Blue Ridge Community College or Brevard Academy. It is the Board's decision on whether to assign the additional cost to the current contract or address it in next year's budget.

Following the discussion, the Commissioners remained strong in their support of the SRO program. The Commissioners preferred to continue operating with a clean contract this year and update next year's contract to reflect any budgetary changes.

**Chairman Chappell moved to approve moving forward with the position as presented and to authorize the Manager and the Sheriff's Office to work on contracts along with the school system that would be effective next year, seconded by Commissioner Guice, and unanimously approved.**

Chairman Chappell called for a 10-minute recess at 7:15 p.m. The Board reconvened the meeting at 7:25 p.m.



### CEDAR MOUNTAIN FIRE DEPARTMENT GRANT AWARD - REQUEST OF MATCHING FUNDS

Assistant County Manager David McNeill presented this request to the Board. The Office of State Fire Marshal (OSFM) offers 50% matching grants of different types to provide much needed equipment necessary for fire and rescue protection in communities. Cedar Mountain Fire Department applied for and received a grant to purchase PPE turnout gear. PPE is a safety requirement for all types of fires and incidents to protect emergency responders. The National Fire Protection Agency recommends that all PPE be replaced after 10 years.

The Cedar Mountain Fire Department did not include the request for matching funds in their budget because they were unsure if they would be awarded the grant. The department has \$0 in its reserve account because it requested the drawdown of those funds last year for a specific purpose. County staff were unaware if the department had secured any funding from their South Carolina service district. The Cedar Mountain Fire Department requested the Board of Commissioners provide matching funds totaling \$20,002.72.

If approved, the Board would need to identify the funding sources as there are no funds budgeted for this purpose. There are \$6,000 in countywide fire department reserve funds from excess collections from FY 2022 over the amount budgeted.

Jimmy Jones, President of the Cedar Mountain Fire Department reported that Greenville County approved an increase of approximately \$15,000 in funding to the department because there had been no increase in the millage rate since 2016. He stated the department would have to make cuts to its budget to fund the grant match.

Commissioner Guice stated that PPE and other equipment are needs are critical for all fire departments. He said the Board is trying to be responsible stewards of taxpayer dollars as well, so he felt that more thought should be given to setting aside additional funds for these types of requests during the budgeting process.

Chairman Chappell asked if staff recommended the Board drain the countywide fire department fund balance or draw down the money from the general fund. The Manager stated the decision resides with the Board, but she noted that she was unaware of any other requests from other departments; however, any of the fire departments could come forward with a mid-year budget request.

Commissioner McCall supported the funding request because it was an opportunity to get \$40,000 in equipment for \$20,000. She preferred using money from the general fund rather than the countywide fire department fund balance in case other needs arose. Commissioner McCall stated that the department should have done more due diligence to find the matching funds within their budget or seek additional funds from South Carolina. She requested that any future requests from departments include documentation of their due diligence to find funds within their budgets before making requests for matching funds. She did want such requests to become common practice.

Mr. McNeill suggested amending the policy for requests for reserve funds to include procedures for applying for grants with matching funds. The Manager stated that next year the Board can consider earmarking funds into the reserve for grant matches.

**Commissioner Guice moved to approve the Cedar Mountain Fire Department's request for a matching grant and for the monies to be taken from the general fund, seconded by Commissioner Chapman. Commissioner McCall requested to amend the motion to say that if it becomes known that South Carolina will provide funds the \$20,000 from the general fund will be reduced by whatever amount that is. There were no objections from Commissioner Guice, so the language is included as part of the motion. The motion was approved unanimously.**

REQUEST FROM BREVARD FIRE DEPARTMENT TO DRAW DOWN RESERVE ACCOUNT TO PURCHASE EQUIPMENT

Assistant County Manager David McNeill presented this request to the Board. The Brevard Fire Department provides services in the Sylvan Valley II District and recently took over medical first response services in the City and the Sylvan Valley II district. The department requested a drawdown of \$9,287.44 from its reserve account to purchase a LUCAS Device. The LUCAS Device is a battery-operated mechanical CPR machine that performs chest compressions on a subject who is in full arrest. The device frees up medical responders to perform other treatments, especially when there are limited personnel.

Emergency Services and the Fire Marshal's Office recommended the Board of Commissioners approve the department's request to draw down \$9,287.44 from the Sylvan Valley II fund balance to purchase the LUCAS Device. If approved, the Board of Commissioners should also approve a budget amendment.

Chairman Chappell supported the request. He inquired about whether there would be a contract for service on the equipment and its expected lifespan. Brevard Chief Bobby Cooper reported the equipment comes with a service agreement and as long as the equipment is maintained, it should easily last 10 years.

Commissioner Guice noted that the City of Brevard is paying for half the cost of this equipment.

Commissioner McCall asked if other departments have these devices. Mr. McNeill stated that all departments except Balsam Grove and North Transylvania have this equipment, but the two departments are working on acquiring the equipment.

Mr. McNeill informed the Board that the department has been setting aside funds for some time for the acquisition of property. So, the department has a healthy fund balance of just over \$600,000.

**Commissioner Dalton moved to approve the drawdown of \$9,287.44 from the Sylvan Valley II fund balance to purchase the LUCAS Device and to approve a budget amendment to fund from the fund balance, seconded by Commissioner McCall and unanimously approved.**

INCLUSION OF PLANNER/EVALUATOR IV IN COUNTY PAY PLAN

Public Health Director Elaine Russell presented this request to the Board. During the FY 2022 budget process, Public Health requested to reclassify an existing vacant Public Health Nurse II position to support the data, planning, and quality assurance needs in agency clinical services. The Office of State Human Resources had to approve the reclassification.

An increased focus on these duties is relevant to the impact of Medicaid Managed Care on the agency's routine clinical operations. The positioning of the agency to be competitive for future clinical service funding streams from NCDHHS and other funding providers must be a priority for the agency.

The Office of State Human Resources determined the new duties would reclassify the position to Planner/Evaluator IV. The budget amount for the vacant Public Health II nursing position is \$68,126. The Grade 121 Planner/Evaluator IV position has a salary range of \$61,025 – \$94,590. Agency retirements in the current fiscal year will also contribute available funds if needed. The reclassified position will be budget neutral. Staff recommended the Board of Commissioners include the Planner/Evaluator IV position in the Transylvania County Pay Plan.

Commissioner Dalton inquired about the status of the Medicaid Managed Care transition. Ms. Russell stated it has been very difficult for the agencies and our citizens, especially the children and pregnant women who are some of our most vulnerable citizens. Navigating four products with PHPs that deny claims frequently has been hard on everyone involved. There will be an additional fifth product from Vaya Health for those who are connected with mental health services, so that will be five products and five pathways to navigate.

**Commissioner McCall moved to approve the inclusion of the Planner/Evaluator IV position in the Transylvania County Pay Plan, seconded by Commissioner Dalton and unanimously approved.**

REQUEST TO ACCEPT GRANT FUNDS FOR TROPICAL STORM FRED REPAIRS

Soil and Water Conservation District Director Jeff Parker presented this request to the Board. On August 17, 2021, Tropical Storm Fred produced rainfall amounts that caused damage to several areas of Transylvania County and surrounding counties, particularly Haywood County. Several bridges were washed out or damaged in the Balsam Grove community, along with streambank erosion and debris jams. Sapphire and Toxaway also sustained damage to several road culverts. The storm also contributed to several debris jams and streambank erosion along the French Broad River from Rosman to Penrose.

Once the Emergency Watershed Protection Program was approved for Transylvania County through the Natural Resources Conservation Service, Mr. Parker and a representative from the Madison County Soil & Water Conservation District viewed a list of damaged sites provided by the county Emergency Management Services and Fire Marshal's office. The Natural Resources Conservation Service (NRCS) approved six of those sites for repair. Staff completed Damage Survey Reports for each site.

NRCS is currently revising the Grant and Agreement Award to reflect the six sites for \$597,176, which is 75% of the estimated construction cost and 10% of the engineering.

On July 5, 2022, staff received notification from the Commissioner of Agriculture's office of the funding offer of \$307,371 through the new program from the Division of Soil & Water Conservation called the Streamflow Rehabilitation Program (StRAP). The program was set up to cover the remaining 25% of construction costs of the EWP program. It is estimated that engineering will be 20% of the construction costs, resulting in a shortfall of \$28,525. The NC Department of Public Safety/Emergency Services pledged to cover the engineering expenses estimated at \$30,000 and will send confirmation of their commitment soon. The County will be required to send them the scope of work for the repairs and then they will send a memorandum of understanding approving the reimbursement to the County.

The proposed approach will be to solicit a request for qualifications for the administration and engineering of the EWP projects, and for the management of the debris projects to remain within the budget. If the Board chooses to proceed with this plan, the grant resources will be managed in a special revenue fund. If accepted, the grant award would total \$933,072, depending upon the availability of supplemental resources.

Mr. Parker recommended the Board of Commissioners move forward by signing the State grant (StRAP) contract so funds for the debris removal from the French Broad River and be reimbursed (\$90,000). The total grant is \$307,371 with \$217,371 for a match of the EWP grant, if awarded, at a later date. Staff also recommended the Board of Commissioners accept and sign once the pledged matching funds from the NC Department of Public Safety are secured to cover unmet engineering costs for the federal EWP grant.

The Manager added that the Commissioners may also accept both grants with the understanding that if the memorandum of understanding did not come through from the State, the County would be responsible for covering the difference of \$28,525.

Mr. Parker shared that the EWP federal contract stipulates a completion date of February 15, 2023. He did not believe the work could be completed by that time and thus expected to request and receive an extension. He noted that some coastal areas are still three years out on repairs from Hurricane Frances.

Commissioner McCall supported moving forward on both contracts rather than waiting to determine if we are successful in securing the additional \$28,525. She said it can take years to get the money from some grant programs and the work needs to be completed sooner than later, so she supported moving now.

Commissioner Chapman asked how many more projects need attention in addition to the six chosen for funding. Mr. Parker said the six that were chosen are in very bad condition. He shared there are 12 to 15 sites along the river that require debris removal.

Commissioner Guice thanked Mr. Parker for his work on this because it sends the right signal to our citizens who were devastated by this storm. He agreed that the Commissioners can address the additional funding if needed because these projects are critical.

Commissioner Dalton said many people do not understand the extent of the devastation from this storm. The amount of rainfall that came through that area was historic. He asked Mr. Parker if the trout farm had been able to recoup any of their losses. They buried 30+ tons of fish. Mr. Parker has been trying to connect them with other state grants through the Department of Agriculture and the Office of Budget Management. He hopes they will get assistance on the bridge repairs and for their intake.

Commissioner Dalton inquired about when the Forest Service plans to fix their roads. Many locals travel on those roads to avoid traffic. Mr. Parker shared that he has been working with them on the Cove Creek repairs but was unaware of the status of their road repairs.

Commissioner McCall thanked the Manager, Emergency Management, and all the fire and rescue service agencies who were out working day and night during this tragic event.

Mr. Parker publicly thanked David Whitmire for helping Mr. Parker locate and identify the coordinates for the debris jams.

**Commissioner McCall moved to accept both the StRAP and EWP grants, seconded by Commissioner Dalton and unanimously approved.**

#### COUNCIL ON AGING - RESTRUCTURING AND STAFF SUPPORT

Finance Director Jonathan Griffin presented this request to the Board. The Transylvania County Council on Aging serves two distinct purposes:

1. Serves as the County's advisory board for the Home and Community Care Block Grant (HCCBG).
2. Serves a general-purpose advocacy/advisory role for senior citizens in Transylvania County.

“Council on Aging” means something different in Transylvania County versus other neighboring communities. In Henderson County, for example, the Council on Aging provides direct services to seniors. In Transylvania County, it serves as an advisory board.

Ongoing issues with the Council on Aging have prevented it from operating to its primary purpose and reduced its effectiveness on its second purpose. County staff have struggled to get quorums for the Council on Aging's business needs both before and during the COVID-19 pandemic. When a quorum has been achieved, regular business is made difficult in that a significant number of members are legally prohibited from voting on business matters.

Transylvania County operates a significantly larger block grant advisory committee than all other counties in the Land of Sky region and also has taken the unusual step of appointment agencies that receive HCCBG resources to be part of the decision-making body. This practice has been giving voting rights to all individuals and organizations who would benefit from attending the meetings in some form.

To address effectiveness issues, and reduce quorum needs, and conflicts of interest, staff recommended the following:

- Eliminate all seats which have a conflict of interest. This is not to say that the providers cannot be participants in the Council on Aging. For example, other boards with these types of relationships structure them as reports where the organization attends the meeting and is allowed to present or provide an update.
- Reduce the number of County staff who participate on the board. For example, the County Manager has a designee, but since the lead agency must be a division, department, or agency of county government, there is a built-in supervisory/monitoring relationship, so it is not necessary to have an appointee.

Additionally, this board would benefit from the County taking a formal step in redesignating a lead agency. The lead agency for Transylvania County has historically been the Transylvania County Department of Social Services, with the HCCBG process acting as a program operated by the Adult Protective Services division. The purpose of the lead agency designation is to determine who issues the calls for proposals to operate aging services and collect the significant administrative forms necessary to calculate reimbursement rates.

Transylvania County is unusual in that most counties in the region do not operate the program as a DSS program. Due to changing responsibilities in the Department of Social Services, the Finance Office is collecting the administrative paperwork, working directly with Land of Sky Regional Council, and conducting the HCCBG operations. Designating the Finance Office as the lead agency would align practice with policy.

Staff recommended removing the following positions/seats from the Council on Aging leaving seven at-large members:

- Eliminate appointed seats for County staff from Public Health, Parks and Recreation, Cooperative Extension, and Administration.
  - Allen McNeill (County Transit)
  - Ashlie Justus (County DSS)
  - Addison Bradley (County Cooperative Extension)
  - Tara Rybka (Transylvania Public Health)
  - Brenda Skeffington (County Parks and Recreation)
  - Jonathan Griffin (County Manager Designee)
- Eliminate appointed seats for aging service providers with the expectation that these agencies will continue to attend and report on their activities.
  - Heather Quinn (HCA Healthcare/Home Care)
  - Patrick Payne (Accordius Health)
  - Deborah Haight (WCCA)
  - Ranessa Thomas (MountainCare)
  - John Winston (Vaya Health)

Staff also recommended the Board of Commissioners designate the Transylvania County Finance Office as the lead agency for the Home and Community Care Block Grant.

**Commissioner McCall moved to eliminate the county staff as listed and further eliminate seats from the aging service providers, with the expectation that these agencies will continue to attend and report on their activities and to designate the Transylvania County Finance Office as the lead agency for the Home and Community Care Block Grant, seconded by Commissioner Dalton and unanimously approved.**

#### LAND OF SKY REGIONAL COUNCIL TRANSIT GRANT ADMINISTRATION CONTRACT

The Manager presented this item to the Board on behalf of Planning and Community Development. The purpose of this item is for the Board of Commissioners to consider an agreement between the Transylvania County Planning and Community Development Department and the Land of Sky Regional Council (LOSRC) to empower the LOSRC to provide technical assistance in the administration of all grant applications and reporting for funds pertaining to the Transylvania County Transit System. In June, staff met with Vicki Eastland, RPO Coordinator, and Erica Anderson, Director of Economic and Community Development, to discuss the opportunity for LOSRC to assist the County with the administration of transit-related grant responsibilities.

The agreement would be effective immediately and direct the LOSRC to:

- Aid in the administration of the County's transportation program, including grant writing, application submittals, reporting, and invoicing for all funding sources applicable to the planning and operation of all the Transylvania County Transit services.
  - Funding sources include the Rural Operating Assistance Program (ROAP), NCDOT Enhanced Mobility of Seniors & Individuals with Disabilities Grant (5310), and the Community Transportation Rural Formula Grant (5311).
  - Administration services will provide planning support, staff memoranda, work products, and recommendations to the Planning Director.

Funds required for the agreement will be the repurposed funds approved for the Planning and Community Development Department's Administrative Support Specialist IV position salary that is currently vacant. Staff recommended the Board consider the agreement and give staff the authority to execute the agreement and begin working with Land of Sky Regional Council staff.

Commissioner Dalton inquired about the status of the fixed route. The Manager reported the program is going well. There has been a steady increase in people using the service and it has been a critical service to the people who are using it. There have been requests for expanding services to include weekends and additional hours during the week, and staff will continue to look at opportunities. Staffing continues to be a challenge.

**Commissioner Dalton moved to approve the agreement and authorize staff to execute the agreement and begin working with the Land of Sky, seconded by Commissioners Chapman and Guice simultaneously and unanimously approved.**

#### COUNTY FINANCIAL STATEMENTS, FY 2022 Q4

Finance Director Jonathan Griffin presented the FY 2022 4<sup>th</sup> quarter financial report to the Board. Below is a summary of the report:

#### **Statement of Revenue, Expenses, and Changes in Fund Balance for the General Fund**

- Revenues as of June 30, 2022: \$71,887,976

- Expenditures as of June 30, 2022: \$70,198,599
- Revenues
  - Building Permitting, New Adventure Learning Center, and Parks and Recreation driving positive revenue variances
  - Property tax collections exceeded the budget estimate by 1.5%
  - Nine months of sales taxes exceeding the prior year by 9.6%
- Expenditures
  - No departmental budgets exceeded budget totals
  - In functional areas, most categories are over the prior year but below budget totals. Utilities were the primary expense over budget due to rising energy costs but below the prior year.

### **Reconciliation of General Fund's Fund Balance**

- Surplus of \$1,689,377 reconciled back to various programs and policies of the County government
- \$2,214,000 set aside for future capital needs per Board policy
- \$9,950 set aside for Sheriff's Office use per agreement concerning federal inmate revenues
- \$5,880 set aside for fire departments in the General Fund per rate stabilization policy
- \$1,133,878 set aside for Transylvania County Schools capital projects over \$50,000
- The overall change in unassigned fund balance is estimated to be \$1,013,077
- This is primarily driven by the change in accounting standards for the health insurance plan (which released \$1,250,000)

### **Nonmajor Funds**

- Funds are separate from the General Fund and all have various restrictions on their revenues
- Points of note here:
  - Disaster Response Fund reclaimed approximately \$111,000 of outstanding FEMA revenue (still has a deficit)
  - The significant revenue increase in the 911/Emergency Telephone fund is the City of Brevard returning their 911 funds
  - The first distribution of Opioid Settlement was \$123,119

### **Capital/Multi-Year Projects**

- Water and Sewer Fund
  - Significant unappropriated balance in Water and Sewer Fund from Dogwood Health Trust donation
  - Town of Rosman/Gaia Project underway, revenues in line with expenses so far
- General Capital Projects
  - The sale of the building and State Budget grant are all received for the EMS base
  - Expenses primarily design
  - No activity on the Sylvan Valley project yet
- Education Capital Fund
  - No activity on the bond projects since last fall
  - \$2,024 of expenses for the Pisgah Forest Elementary HVAC piping project

### **Solid Waste Fund**

- Revenues from Landfill fees exceeded budget estimates, driven by fee increases and one customer returning
- Revenues from convenience centers fell short of budget estimates
  - Operating expenditures were 92% of budget
  - The increase in post-closure cost liability was 11% of total expenses

- Net cost to taxpayers was \$1,122,653 (expenses over revenues) (transfer from the General Fund to Solid Waste fund to cover expenses)
- Increase disposals at the landfill increased the amount remitted to NCDOR (exceeded budget by \$11,000)

### **Balance Sheet**

- Based on a template from the State Treasurer's office
- Simplified reporting: cash on hand net of any short-term payables
  - General Fund: \$28,474,363
  - Special Revenue: \$4,139,761 (\$2.4 million of ARPA)
  - Solid Waste Fund: \$2,248,458
  - Water and Sewer Projects: \$3,276,872
  - General Capital Fund: \$3,098,711
  - Education Capital: \$14,423,326
  - Health Insurance (Internal Service): \$4,246,149

Commissioner Dalton asked for clarification on the use of the ARPA funds. Mr. Griffin reported the County claimed revenue loss totaling \$3.9 million but did not claim all of it.

Commissioner Guice inquired about the timeline for the spending of the ARPA funds. Mr. Griffin stated local governments must have obligated the funds by December 31, 2024. The Manager added that during the upcoming capital workshop, staff will discuss upcoming capital investments the Board will need to make. The Board may consider allocating the remainder as revenue loss to have the cash to fund more short-term capital projects that are still significant.

Commissioner Dalton commended the staff for the detailed report. He commented that Commissioners continually get questions from the public on why the budget continues to increase. This report shows that many of the funds are simply pass-through funds.

### EXTENSION OF MEMORANDUM OF UNDERSTANDING WITH THE TOWN OF ROSMAN

In 2016, Transylvania County and the Town of Rosman entered into an interlocal agreement that would govern the operation of Champion Park and Pool. The Town of Rosman approached the County with a proposal that would allow the Town to take ownership of the Pool and Park and to leverage grant funds through USDA that are not available to the County.

The three-year agreement, signed at the initial transfer of ownership and commencement of improvement projects expired on June 30, 2019. It has been renewed annually by action of the Board of County Commissioners since then. As of June 30, 2022, the agreement has lapsed again. Staff recommended the Board authorize an additional one-year extension of the Memorandum of Understanding.

Commissioner Guice stated he was okay with continuing to allocate \$50,000 to assist the Town. The initial agreement was for three years and there have been two extensions since, so he wanted to understand the Board's end goal. He wanted to have something in place to plan for the future. His understanding of the plan was to help the Town get to a position of being able to manage the pool in the future. Commissioner Guice was also concerned about addressing the contract renewal outside of the budget process.

Commissioner McCall asked if the County's Parks and Recreation department has any oversight over the operations of the pool, such as ensuring inspections are up to date, or necessary repairs have been made. She said if the County is providing funding for the pool, then she expects that it would be inspected and properly maintained to ensure it is safe for users. The Manager stated that currently, the only inspection involving the County is through the Health Department. When the County first entered into an agreement with the Town, it



was anticipated that the term would be three years for \$50,000 each year. The County signed over ownership of Champion Park and Pool to the Town. The Town pursued a USDA grant to pay for improvements and the Town must abide by the provisions of the grant agreement. The Manager stated that since the County transferred ownership, it does not have oversight or regular information about the expenditures and revenues, operations, or the Town's future capital needs.

Commissioner McCall was not opposed to continuing the agreement and funding beyond this year, but she wanted to ensure the pool is being maintained and safe for the users if the County is providing the funds.

Commissioner Chapman encouraged the Commissioners to schedule a tour of the pool with the Mayor because the Town has done a great job upgrading the pool. He pointed out that the pool is not making money. He would like to receive an update from the Town during next year's budget planning because the County's allocation may not be enough to cover future operations and upgrades. He stated that the pool is an asset to that area of the County. He supported the one-year extension.

Commissioner Guice agreed with the Commissioners' statements, but he said it is important to remember that this Board deserves some credit for the pool due to its \$50,000 commitment over the past few years. He stated that liability and safety are legitimate concerns regardless of ownership. He felt that the County Attorney should review the agreement to ensure the County is not liable for any accidents or deaths. Otherwise, he supported the extension of the agreement.

The Manager stated she would work with the County Attorney to review the liability question. She agreed that pools do not make money, but she said the Commissioners can request additional information from the Town about their operational costs as they move into next year's budget discussions. She will request the information from the Town so the Commissioners can understand the current costs and future capital needs.

**Commissioner Guice moved to approve an extension of the interlocal agreement for one year, seconded by Commissioner Dalton and unanimously approved.**

#### MANAGER'S REPORT

The Manager presented the following:

- Congratulations to Zitel LLC for being awarded \$4 million in funds from the GREAT Grant Program. These funds are awarded from the American Rescue Plan Fiscal Recovery Funds as appropriated by NC Session Law. Zitel has committed more than \$1.3 million for the required match. The funds will be used to deploy broadband services to approximately 1,572 households in Transylvania County.
- On July 8, Governor Cooper signed HB 661 to assist in volunteer firefighter recruitment and retention, specifically for 15-year-olds to obtain credit for fire certification courses offered through community colleges. This bill is a product of firefighters and legislators working together to expand the pool of resources. North Transylvania Fire Rescue Chief Jason Davis and Firefighter Allison Taylor spearheaded this effort to get the legislation changed after learning their sons were ineligible to receive credit for courses they were already attending. They feared that 15-year-olds being excluded from credit would diminish their drive and interest in the volunteer fire service. Additionally, Junior firefighter programs provide departments with a powerful recruitment tool. Congratulations to Mr. Davis and Ms. Taylor on their persistence in seeking this change in legislation. Thanks to Senator Edwards and Representative Moffitt for their support and assistance.
- On August 15, Governor Cooper signed Executive Order No. 267 Termination of the COVID-19 State of Emergency. All other Executive Orders conditioned upon the State of Emergency declared in Executive Order No. 116 were rescinded as of the same date and time.

- Commissioners Chapman and McCall, along with the Clerk to the Board and County Attorney, attended the 2022 NC Association of County Commissioners Annual Conference on August 11-13
- During the NCACC Conference, Commissioner Mccall completed the 100 Counties Prepared Emergency Preparedness Training for County Commissioners. This was NCACC's Immediate Past President Frank Williams' initiative to train elected officials on how to lead effectively during emergencies.
- Washington County Commissioner Tracey Johnson was sworn in as the new President of the NCACC and her presidential initiative is to explore how broadband access can be expanded in North Carolina. Commissioner Chapman will serve on the Board of Directors this year representing District 16.
- The NCACC recently published the 2022 County Map Book. The County Map Book is a reference document for sharing county-level data. Commissioners received the new County Map Book in their mailboxes. The County Map Book is available online for the public to review: [www.ncacc.org/mapbook](http://www.ncacc.org/mapbook)
- September 12<sup>th</sup> Board of Commissioners will begin with a capital workshop at 4:00 p.m., followed by the regular business meeting at 6:00 p.m. More details to come!
- Kudos to the Tax Administration office for receiving 99% on their monthly audit (July) for the Vehicle Tag Office. The 1% deduction was because one of the deposits was slightly after 2:00 p.m., just showing how stringent the audit requirements are. We are proud of this team!
- Congratulations and best wishes to all of our seniors who are going off to college this year! Chairman Chappell's daughter, Jessie, moved to Raleigh last week to begin her freshman year at NC State University. Welcome to the Wolf Pack, Jesse!!!!
- Congratulations to the City of Brevard and the Town of Rosman for their award of funding from the Drinking Water and Wastewater Project. Availability and capacity of water and wastewater are critical components of job creation and future development. The funding is part of the \$789.4 million that has been awarded to 385 projects in communities across the State. The Asset Inventory funding for Rosman will free up some of the Dogwood Health Trust funding the County secured for that purpose. The importance of the Asset Inventory for both systems is that it provides valuable information about the future needs of the system and the existing status of the system. It helps to understand how to prioritize projects, especially when there are grant funds available.

Commissioner Chapman stated that in years past the previous Comporium management would give the Commissioners an annual update on their future expansion plan and he asked staff to schedule a presentation. The Manager pointed out there are other providers than Comporium and she can invite all of them to give an update to the Board.

Commissioner Chapman shared that he had a conversation about tax collection rates with a county commissioner from another county while at the NCACC Conference. The county commissioner was concerned that their tax collection had dropped to 94% and he sought advice from our County on ways to improve their rate. Commissioner Chapman referred him to Tax Administrator Jessica McCall. The Manager shared that Transylvania County has maintained one of the highest collection rates in the State for many years. Our staff do a great job. She thanked our citizens for their willingness to pay their taxes so that the County can continue providing much needed services.

### **PUBLIC COMMENT**

There were no comments from the public.

## COMMISSIONERS' COMMENTS

Commissioner Dalton shared that the first meeting of the Transylvania Regional Hospital community council meeting for public input was held last week at the Library. There were nearly 100 in attendance and the committee received a lot of good feedback about the deficiencies in our local healthcare system. There will be additional input sessions for citizens to engage.

Commissioner Dalton shared that Exie Wilde Henson passed away this past week. She was a foundational person in the forming of this County. Her books tell the story of how this County was founded. She will be greatly missed.

Commissioner McCall stated that she continues to hear praise about the Tag Office and the great service our citizens are getting compared to service in previous years. She was thankful the County was able to take on these services for the benefit of our citizens.

Commissioner McCall was reminded this weekend of the many people and the great services that serve our kids who no longer have a home, have been abused, or are disabled. Whitewater Cove in Black Mountain and Isaac Home do a phenomenal job. She shared that young people are living in their cars so they can finish school. To know we have agencies locally that are raising funds so they can provide basic services for these children is amazing to her. She asked everyone to remember those who are less fortunate. She was grateful to those who spent their lives dedicated to helping others.

Commissioner Chapman added that Transylvania County is more fortunate than many other counties in the State, especially compared to some of the more rural eastern counties. He was honored to serve the public as a County Commissioner. He also thanked the Tag Office and Passport Office staff for the outstanding job they do.

Commissioner Dalton said he was happy to see Commissioner Guice back at the meeting.

**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, following a 10-minute recess, seconded by Commissioner Dalton and unanimously approved.**

## 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, a closed session was entered into at 9:10 p.m. Present were Chairman Chappell, Commissioners Chapman, Dalton, Guice and McCall, County Manager Jaime Laughter, County Attorney Bill Bulfer, and Clerk to the Board Trisha Hogan.

Commissioners consulted with the County Attorney on a privileged matter and directed staff on how to proceed.

**Chairman Chappell moved to leave the closed session, seconded by Commissioner Dalton and unanimously carried.**

**OPEN SESSION**

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

**ADJOURNMENT**

There being no further business to come before the Board, **Chairman Chappell moved to adjourn the meeting at 9:18 p.m., seconded by Commissioner Dalton and unanimously approved.**

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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